# Office of the Director - HNA

Provides leadership and direction to the programs and activities of the National Institutes of Health, and assists the Assistant Secretary for Health in the formulation of national health policy.

# **Immediate Office of the Director - HNA1**

Provides leadership and direction to the programs and activities of the National Institutes of Health, and assists the Assistant Secretary for Health in the formulation of national health policy.

#### **Executive Secretariat - HNA12**

In support of the Director's and Deputy Director's decision-making process, the Executive Secretariat (1) manages the flow of decision documents and correspondence for action by the NIH Director and Deputy Director; (2) ensures that the Director and Deputy Director have the views of ICs and OD staff offices before making program or management decisions; (3) facilitates the resolution of conflicts among recommendations to the Director and Deputy Director and makes an independent recommendation when resolution cannot be achieved; (4) anticipates potential problems and plans for processing future decisions and issue analyses; (5) controls the communications flow by communicating the actions taken by the Director and Deputy Director on documents and at meetings, including revisions needed and follow-up actions; (6) tracks incoming documents and assigns them for action and/or review to appropriate staff in the ICs and the Office of the Director; (7) sets editorial standards and processing policies for documents acted on by the Director and Deputy Director; (8) applies sophisticated information technology to management of workflow and supports HHS-wide efforts to improve the processing of decision documents; (9) represents NIH in activities with the Executive Secretary of the Department, other HHS and Federal Executive Secretariats, and outside document management organizations: (10) carries out special projects assigned by the NIH Director, Deputy Director, or Assistant Director of OD Coordination; (11) maintains all Federal records relating to the decisions and official actions of the NIH Director and Deputy Director and represents the NIH Director's and Deputy Director's offices in activities with OD and NIH Records Management Officers and the National Archives and Records Administration: (12) coordinates the NIH Director's presentations, briefings for meetings, and briefing provided to the Office of the Secretary; and (13) coordinates the NIHB Plain Language Initiative.

### Office of Federal Advisory Committee Policy - HNA13

To assist the Director in carrying out NIH responsibilities under the Federal Advisory Committee Act, the office (1) plans and directs committee management activities at NIH; (2) ensures that laws, regulations and policies affecting advisory committees are understood and adhered to in the establishment and renewal of committees, the nomination and appointment of all committee members, and the preparation of reports for the Office of Management and Budget, the General Services Administration, Congress, and the President; (3) set policy for all NIH Advisory Committees, Councils, and Boards; (4) prepares and oversees the production of reports and other documentation on committee management activities; (5) serves as the liaison with the committee management staff in the Office of the Secretary; (6) provides technical guidance and information to assist the managers of advisory bodies; and (7) provides or facilitates training for all NIH Committee Management Officers and appropriate NIH staff.

# Science Outreach and Policy - HNA14

(1) Provides science based executive-level leadership, coordination and evaluation of NIH activities and resources to establish policy, guidance, and direction to accomplish the NIH mission; and (2) integrates overall NIH scientific policy, communication and legislation activities, and outreach to key scientific stakeholders.

#### **Data Science - HNA15**

(1) Advances basic and translational science by facilitating and enhancing the sharing of research-generated data; (2) sponsors data sharing through central and federated catalogues; (3) supports the development of new analytical methods and software; (3) grows the workforce in the quantitative sciences; and (4) enhances the coordination of existing analytic and reporting tools, and common services.

# **Scientific Workforce Diversity - HNA16**

(1) Promotes diversity in the biomedical and behavioral research workforce; (2) improves recruitment and retention of underrepresented minorities, people with disabilities, and people from disadvantaged background; (3) enhances NIH's data collection and evaluation of all trainee data; (4) supports mentoring and career development of underrepresented minority students; (5) supports under-resourced universities and academic health centers; (6) improves bias-related research and intervention testing; (7) oversees the working group on Diversity of the Advisory Committee to the NIH Director; and (8) co-chairs the NIH Steering Committee on Diversity.

#### Office of Extramural Research - HNA3

(1) Acts on behalf of the NIH Director to provide guidance to the research institutes on the development and management of extramural (grant, cooperative agreement, and contract) research and training programs; (2) advises the NIH Director and staff on issues relating to extramural research activities; and (3) oversees the protection of human subjects and the proper care and use of laboratory animals on behalf of the entire U.S. Public Health Service.

#### Office of Extramural Programs - HNA32

(1) Advises the Deputy Director for Extramural Research, NIH, on matters pertaining to the development, implementation, promulgation, and management of policies and operations related to extramural research programs; (2) provides leadership and expertise in science and special program management, including program and policy development, interpretation, coordination, oversight, evaluation, training and outreach, for the extramural research community and NIH extramural staff; (3) conducts evaluations of programs, policies, and procedures; (4) provides leadership and expertise on human subjects research issues; (5) provides leadership in NIH Loan Repayment Program management; (6) implements NIH-wide service requirements and administers the National Research Service Awards (NRSA) Payback Center; (7) represents the OER on numerous permanent and ad hoc NIH, Departmental, interagency, and nongovernmental committees concerned with extramural program activities.

# NRSA Payback Center - HNA328

Implements NIH-wide service agreements and administers payback requirements for National Research Service Awards.

# **Division of Human Subjects Research - HNA329**

(1) Provides leadership, expertise, coordination, and oversight for NIH policies related to the protection of human research participants in NIH supported grants and contracts, and extramural program management; (2) develops and provides training for extramural staff and the public on research involving human subjects; (3) coordinates the issuances of Certificates of Confidentiality for NIH and non-federally funded research; (4) leads and coordinates the review of NIH grant appeals.

#### Office of Policy for Extramural Research Administration - HNA34

(1) Assures effective grants administration policies and procedures for the NIH extramural programs and stewardship of Federal funds; (2) maximizes research productivity, increases public accountability, enhances administrative integrity, and monitors fiscal stewardship in research administration systems; (3) ensures proper management of extramural resources at both the portfolio level (allocation issues), program level (strategic planning), and project level (cost analysis); (4) promotes the proper selection and effective use of assistance mechanisms by both NIH staff and the extramural community; (5) initiates new procedures for research administration; (6) provides assistance to NIH extramural staff and grantee organizations regarding policies and procedures pertinent to the administration of NIH grants; as well as providing central coordination and support for grants closeout and public access reporting compliance (7) receives and maintains all documentation relating to extramural inventions made with assistance of research grants or research and development contracts from NIH; (8) establishes and maintains communication between NIH and awardee and applicant institutions and investigators with respect to extramural policies and procedures; (9) conducts studies, develops plans and manages projects that extend, improve and/or maintain system capabilities to satisfy the information requirements associated with NIH extramural research; (10) reviews for 0MB clearance all application forms, proposed surveys, and questionnaires for information gathering activities conducted under research contracts to meet the requirements of the Federal Paperwork Reduction Act; and (11) participates in Departmental and Federal-wide efforts involving grant administration policies and procedures; coordinates NIH implementation. (12) provide extensive policy support to eRA to automate all grants management and policy processes across the NIH enterprise.

#### **Division of Grants Policy - HNA342**

(1) Initiates new and modifies existing NIH grants administration policies and procedures; (2) provides assistance to NIH extramural staff and grantee organizations regarding policies and procedures pertinent to the administration of NIH grants to ensure stewardship of Federal funds; (3) provides guidance to and articulates grants management policy for NIH extramural staff on the effective utilization of extramural assistance mechanisms (grants and cooperative agreements); (4) reviews for OMB clearance all application forms, proposed surveys, and questionnaires for information gathering activities conducted under research contracts to meet the requirements of the Federal Paperwork Reduction Act; and (5) develops the business process and functionality for pertinent Electronic Research Administration components.

#### Division of Extramural Inventions and Technology Resources - HNA343

(1) Ensures proper and complete compliance with mandated patent policies and procedures; (2) informs grantees, contractors, and NIH staff of their responsibilities through various policy and administration manual issuances, and instructions and commentary in the NIH Guide for Grants and Contracts; (3) receives and maintains all documentation relating to extramural inventions made with the assistance of research grants or research and development contracts from NIH; (4) promotes the proper utilization of patents and inventions in extramural programs through guidance or referral on licensing agreements and distribution of shared resources; and (5) develops the business process and functionality for progress reporting, abstracting, research resources and other pertinent Electronic Research Administration components.

#### Division of Grants Compliance and Oversight - HNA346

(1) Advises the NIH Deputy Director for Extramural Research and the Director, OPERA, on the direction and management of extramural research compliance activities; (2) develops and implements the NIH extramural research oversight program to promote grantee compliance with legislative and policy requirements; (3) develops initiatives to encourage grantees to strengthen their stewardship of Federal funds and enhance local compliance oversight; (4) manages internal control program to ensure that NIH grant awards are issued in compliance with applicable regulations and policies; (5) develops, implements, and participates in educational, instructional, and outreach programs on grants compliance for grantees and NIH extramural staff; (6) works closely with grantee institutions to address compliance issues and ensure that appropriate corrective actions are implemented; and (7) provides guidance and consultation to grantees on and NIH extramural staff on a wide range of compliance issues.

#### Office of Research Information Systems - HNA36

[1] ORIS provides strategic, tactical oversight direction to OER, NIH, DHHS and 0MB; (2) monitors all ORIS programs for cost, schedule and performance and demonstrates Earned Value Analysis; (3) oversees ORIS internal and external communications and the coordination of internal websites; (4) designs, develops, and maintains NIH-wide databases and enterprise applications to facilitate the reporting and analysis of information on NIH extramural programs for both internal NIH use by staff and public use; (5) aggregates administrative records from NIH enterprise systems, integrates this information with data from other sources; (6) provides the reporting and analysis tools to facilitate program management, portfolio analysis, decisionmaking, policy development, program evaluation, and public communication; (7) automates the development of summary reports and provides search tools to facilitate access to information on NIH programs; (8) develops, supports, and maintains scientifically defensible trans-NIH definitions; (9) produces annual categorical spending data required by the National Institutes of Health Reform Act of 2006; (10) prepares ad hoc reports that define NIH-funded projects within requested areas of science; (11) ensures NIH transparency and accountability through data and reports to audiences within and beyond the NIH; (12) provides data, analyses and reports to diverse stakeholder groups on NIH-supported research projects and scientific workforce to demonstrate NIH's great contributions to improving human health, and supporting a world-class, national biomedical research workforce; (13) ensures the quality and accuracy of NIH extramural data; and (14) provides expert advice on minimizing data errors in IT systems.

# Division of Data Quality - HNA365

(1) Performs data monitoring and data updating to ensure that data collected on NIH activities are accurate and reliable; (2) executes software testing and monitoring services to ensure that the systems accessing NIH project data are operating as designed; (3) supports grant-related activities and decision making within the NIH and other federal agencies; (4) provides accountability and transparency of NIH and other federal agencies' data to the public.

# Division of Scientific Categorization and Analysis - HNA366

(1) Develops, supports, and maintains scientifically defensible trans-NIH definitions; (2) produces annual categorical spending data required by the National Institutes of Health Reform Act of 2006; (3) prepares ad hoc reports that define NIH-funded projects within requested areas of science; (4) ensures consistency and transparency of scientific NIH reporting.

### Division of Statistical Analysis and Reporting - HNA368

(1)Ensures NIH transparency and accountability through data and reports to audiences within and beyond the NIH;(2) provides data, analyses and reports to diverse stakeholder groups on NIH-supported research projects and scientific workforce to demonstrate NIH's great contributions to improving human health, and supporting a world-class, national biomedical research workforce.

#### Division of Data Systems and Data Quality - HNA369

(1)Designs, develops, and maintains NIH-wide databases and enterprise applications to facilitate the reporting and analysis of information on NIH extramural programs for both internal NIH use by staff and public use; (2) aggregates administrative records from NIH enterprise systems, integrates this information with data from other sources. and provide the reporting and analysis tools to facilitate program management, portfolio analysis, decision-making, policy development, program evaluation, and public communication; (3) automates the development of summary reports and provides search tools to facilitate access to information on NIH programs; and (4) coordinates with other federal agencies and non-federal funders of biomedical research to develop trans-agency and international reporting and analysis systems.

### Office of Laboratory Animal Welfare - HNA37

(1) Develops and monitors, as well as exercises compliance oversight relative to PHS policy on Humane Care and Use of Laboratory Animals involved in research conducted or supported by any component of the Public Health Service; (2) coordinates appropriate PHS regulations, policies, and procedures both within PHS and in coordination with other Departments and Agencies in the Federal Government; and establishes criteria for and negotiation of Assurances of Compliance with institutions engaged in PHS-conducted or supported research using animals; (3) conducts programs of clarification and guidance for both the Federal and non-Federal sectors with respect to the use of animals in research; and directs the development and implementation of educational and instructional programs and generating educational resource materials; (4) evaluates the effectiveness of PHS policies and programs for the humane care and use of laboratory animals; and (5) serves as liaison to Presidential, Departmental, Congressional, interagency, and non-governmental Commissions and Boards established to examine issues pertaining to laboratory animal welfare in research and exercises leadership in identifying and addressing such issues.

#### **Division of Assurances - HNA372**

(1) Negotiates animal welfare Assurances of Compliance with research entities; (2) provides liaison, guidance, and PHS policy interpretation to research entities, investigators, Federal officials and the public; (3) maintains existing animal welfare assurance mechanisms; and (4) develops and implements new procedures to ensure that the PHS policy is appropriately and effectively implemented to meet the changing needs of the biomedical research community.

# **Division of Compliance Oversight - HNA373**

(1) Conducts inquiries and investigations into alleged noncompliance with PHS animal welfare policy; (2) prepares inquiry and investigative reports; (3) recommends remedial or corrective actions necessary to agency or PHS officials as appropriate; and (4) conducts a program of oversight of awardee institution implementation of PHS animal welfare policy.

#### **Division of Policy and Education - HNA374**

(1) Develops policy clarification and guidance, coordinates development of such clarification and guidance with other agencies based on MOUs, and disseminates this information to the research community; (2) produces and coordinates conferences focusing on animal welfare issues in PHS-funded research; (3) promotes cooperative education and development efforts with external groups to increase training opportunities for IACUCs, research administrators, investigators, veterinarians, and other involved in research with animals; (4) develops and implements training programs for NIH grants managements, review and program staff (5) develops, maintains, updates and distributes educational resources; and (6) provides assistance and guidance to institutions engaged in PHS-supported activities involving animals.

#### **Strategic Management and Contracts Office - HNA38**

(1) Develops, implements, and facilitates strategies to integrate policies and processes related to OER priority setting, resource allocations, and fiscal monitoring; (2) performs financial management functions, including developing budget and cost projections for all OER components and funding sources, budget monitoring, financial analyses, and developing reports for OER leadership; (3) provides fiscal and administrative oversight, monitoring, and evaluation of OER contracts portfolio to ensure efficient and effective stewardship of OER resources; (4) identifies efficiencies in budget, acquisitions, and administrative systems used across OER, improves systems' functionalities, develops dashboards to visualize data and other electronic-based work-flow efficiencies; (5) develops and implements strategies for OER staff planning and management activities, including organizational changes, workforce analysis, recruitment, employee training, and performance management and awards; (6) acts as liaison between OER offices, the NIH OD, and the Office of Human Resources on all personnel-related matters; (7) directs, coordinates, and conducts administrative management activities, including policies and procedures, procurement, property and space management, records management, travel emergency response, and data calls.

#### **Division of Administrative Services - HNA382**

(1) Plans and directs administrative management functions of the Office of Administrative Operations including general administrative support, procurement, property management, office services, travel, facility management, and data calls relating to the Offices' administrative activities;(2) advises the Deputy Director for Extramural Research and senior staff on the administrative management of OER and its offices; and (3) develops and promulgates policies, guidelines, and procedures on matters relating to the administrative management of OER.

### **Division of Financial Analysis and Oversight - HNA386**

(1) Performs financial management in accordance with NIH and OD guidance and any applicable rules and regulations; (2) formulates cost projections for all funding sources and aspects of the budget including contracts; (3) develops detailed financial analyses and reports for OER senior management and OD; and (4) provides administrative oversight of OER contracts.

### **Division of Workforce Management- HNA387**

(1) Acts as liaison between OER offices and the Office of Human Resources and OD for all issues, concerns, and data calls related to OER employees and recruitment; (2) conducts workforce analysis and succession planning; (3) coordinates performance plans and awards and ensures compliance with rules and regulations; (4) develops and coordinates position description development and organizational changes; and (5) supports the Extramural Title 42(f) Committee led by the Principle Deputy Director and Deputy Director of Extramural Research by handling all communications and requests from ICs, advising on policy, and managing the data repository.

#### Office of Electronic Research Administration - HNA39

(1) Provides strategic, tactical and oversight direction for the NIH extramural systems ensuring alignment to OER, NIH, DHHS and OMB; (2) provides solutions to manage the receipt, processing, review, award reporting and monitoring of funding for research and non-research grants awarded annually by NIH and other grantor agencies in support of the collective mission of improving human health; (3) designs, develops, maintains, updates, and supports NIH's customized enterprise-wide grants management system used by the grantee community and federal staff to apply for, evaluate, award, manage and track, and close out grants for NIH as well as for other federal partners; (4) serves as DHHS Grants Management Center of Excellence providing services for multiple DHHS OpDivs and other federal agencies; (5) ensures strong system and data security; provides a dependable, scalable and responsive system using sound management and secure controls; promotes effective and efficient end-to-end grants management while reducing the administrative burden on the user community as well as agency staff; (6) oversees eRA internal and external communications and the coordination of internal websites; (7) provides technical and analytic leadership for reengineering the end-to-end activities of NIH extramural grants programs; (8) provides support and training to staff who use central information systems to transact extramural business.

#### **Division of Information Technology - HNA391**

(1)Interprets policies, defines objectives and sets customer-driven performance standards for system implementations; (2) provides technical oversight of day-to-day operations and coordination of activities with other areas; (3) plans, designs, develops, and maintains overall software architecture for NI H's eRA system initiatives, specifically IMPAC II and the Commons; (4) analyzes the compatibility of the eRA architectures with other architectures in NIH and coordinates with technical staff in other technical groups to work toward assuring NIH hardware, network, and software infrastructures are synchronized; (5) defines major software issues and provides direction and oversight in those areas; and (6) develops strategies for implementation of high priority initiatives designed to improve program performance; and (7) provides technical expertise and guidance in the investigation, testing and adoption of new technologies to enhance system performance and the user experience.

### **Division of Customer Support Services - HNA392**

(1) Directs the development of technology strategies for communication with customers and their requirements; (2) distributes proactive notification to customers and prepares business cases and feasibility studies to foster a commitment to a team approach to work; (3) applies state-of-the-art technologies to generate new ideas and solve problems; (4) serves as the principal point of contact with stakeholders to provide technical program support for projects; (5) develops business process modeling and maintains the business architecture layer of the eRA Enterprise; and (6) manages functional requirements using customer-focused prioritization and identifies inconsistencies, redundant and duplicate requirements.

#### Division of Technical and Strategic Coordination - HNA393

(1) Develops the eRA Strategic Plan; (2) sets business management policies; (3) conducts complex management studies and reviews of the fiscal controls of IT services; (4) develops IT management plans for projects. including milestones and standards for performance measurement; (5) directs and is responsible for risk management assessments and directs improvements in the software development life cycle including enterprise quality assurance; (6) provides strategic program planning for projects while ensuring appropriate focus on IT management practices; (7) responsible for overall quality of eRA systems and services, and maintains metrics on eRA system and program performance; (8) serves as the principal point of contact with stakeholders to provide technical support for use of the systems.

#### Division of Communications and Outreach – HNA3A

(1) Provides a coordinated effort to disseminate OER and NIH information to external and internal customers and to reach out to those same groups to assure OER is meeting their expectations and hearing their concerns; (2) manages major OER communication and information dissemination activities including GrantsInfo and the OER Web Pages; and (3) coordinates internal OER communications to assure that requests for information and for work product are coordinated centrally, tracks the status of projects ongoing in DER and, when necessary, to establish temporary teams of OER and NIH employees to address efforts in specified areas that need attention, and to maintain a project management and/or workflow tracking system to manage and monitor activities and projects undertaken within the Division.

### Division of Special Programs - HNA3B

(1) Provides scientific program management and oversight of the Small Business Innovation Research (SBIR) program, the Small Business Technology Transfer (STIR) Program; (2) documents and provides guidance regarding policy development and interpretation pertaining to these programs; (3) coordinates SBIR/STIR eligibility reviews; (4) provides training and technical assistance for SBIR/STIR, applicants and awardees; (5) develops and implements extramural staff training and cross training to increase staff efficiency and effectiveness; and (6) performs science program outreach and education.

#### Division of Biomedical Research Workforce - HNA3C

(1) Provides ongoing analysis of the biomedical research workforce and evaluation of NIH policies to enable NIH to sustain and grow the biomedical research workforce at all levels to assure the most productive biomedical research endeavor and most effective use of taxpayer dollars; (2) Provides leadership and expertise on program and policy aspects of research training and research career development; (3) oversees the implementation of and adherence to the NIH diversity policy for extramural programs.

#### **Division of Loan Repayment - HNA3C1**

(1) Advises the Director, Office of Extramural Programs on matters pertaining to the development, implementation, promulgation, and management of the NIH extramural loan repayment programs; (2) manages outreach and information dissemination activities; (3) provides centralized system for online application and applicant databases; (4) verifies basic eligibility (non-Scientific) and application completeness; (5) manages LRP contracts (6) counsels participants regarding their repayment schedule and participant obligations; (7) reconciles CANs by IC and LRP; (8) obligates and manages funds; (9) conducts evaluations of programs, policies, and procedures; and (10) represents the OER on numerous permanent and ad hoc NIH, Departmental, interagency, and non-governmental committees concerned with extramural program activities.

### Division of Human Subjects Research - HNA3D

(1) Provides leadership, expertise, coordination, and oversight for NIH policies related to the protection of human research participants and clinical trial management and reporting in NIH supported grants and contracts and extramural program management; (2) develops and provides training for extramural staff and the public on research involving human subjects and clinical trials requirements; (3) coordinates the issuances of Certificates of Confidentiality for NIH and non-federally funded research.

#### **NIH Guide – HNA3E**

Provides policy implementation strategies, guidance, systems, and resources for the development and publication of Funding Opportunity Announcements (FOAs) and Notices that inform the public and scientific research community of NIH's scientific priorities, programs and policies for grants and contracts; leads FOA-related system enhancement and quality control efforts; and advises the OER leadership and NIH Institutes and Centers on FOA policy development and implementation.

#### Office of Biomedical Entrepreneurship and Innovation – HNA3F

Develops and facilitates programs for acceleration the translation of research discoveries and innovations into new diagnostics, devices, therapeutics, and tools; (2) develops and implements strategic approaches and policies to enhance the return on the mandated Small Business Innovation Research (SBIR) and Small Business Technology transfer (STTR) set aside funds; (3) serves as a focal point for the extramural research community for information about the NIH small business and other technology development opportunities and resources; (4) facilitates strategic alliances between the federal and private sector stakeholders and expands NIH outreach to non-traditional constituencies, such as angel investors, venture capitalists, technology transfer organizations, and state economic development agencies; (5) provides entrepreneurial training to the extramural community and NIH program staff; (6) collaborates with NIH IC and OER training programs to develop entrepreneurial training opportunities targeted at diverse populations including graduate students and postdoctoral fellows to provide alternative career development opportunities and catalyze professional development.

### Office of Intramural Research - HNA4

(1) Coordinates, implements and provides scientific direction and authority over trans-NIH intramural research policy and programs and (2) advises the Director, NIH, and executive staff on issues relating to the management of the NIH Intramural Research Program.

#### Office of Animal Care and Use - HNA42

(1) Ensures that NIH intramural programs comply with Federal laws and regulations and Department and Agency guidelines on animal care and use; and (2) administers the Interagency Research Animal Committee which serves both to advise the Assistant Secretary for Health on related matters affecting Federal programs, and as a liaison with other Federal agencies and foreign governments on matters of animal care and use.

#### Office of Intramural Training and Education - HNA44

(1) Advises the Deputy Director for Intramural Research on matters pertaining to the management of NIH intramural research training and education programs; (2) develops new training and education programs, with a particular emphasis on interdisciplinary programs; (3) coordinates NIH recruiting functions for intramural research training and education programs; (4) disseminates information about the NIH intramural research training and education programs nation-wide; (5) participates in selection of candidates for relevant intramural research training and education programs; (6) performs ongoing analyses of the recruitment and retention trends of NIH intramural research training and education programs, including strategies for recruitment of women and minority scientists; (7) conducts evaluations of intramural training and education programs and provides recommendations for program improvements; (8) coordinates periodic reviews by the appropriate Programs of salaries, stipends, and benefits; (9) coordinates information regarding post-training job opportunities for Fellows who plan to leave NIH, including the Job Fair; (10) performs a variety of responsibilities involving the interaction of NIH intramural research training programs with universities and professional associations; (11) assures accreditation of both GME and CME programs; (12) facilitates and assists with web support for on-line web sites and application processes for all Programs; (13) oversees the intramural loan repayment program; and (14) oversees the Undergraduate Scholarship Program.

#### **Medical Education Program - HNA442**

(1) Advises the Director and Deputy Director, Office of Intramural Training and Education, on matters pertaining to the management of medical education training programs; (2) oversees, recruits for, and coordinates NIH ACGME-accredited and non-ACGME-accredited programs, as well as ACGME-accredited programs with which NIH is affiliated; (3) oversees, coordinates, approves CME programs; (4) ensures accreditation of both GME and CME programs; (5) responds to inquiries from PHS, Federal and private agencies concerning ACGME and CME programs; (6) oversees and coordinates promotion and recruitment activities, acceptance and review of applications, selections and administration of CRTP program; (7) oversees and handles recruitment for Clinical Electives Program; (8) oversees, recruits, and coordinates Summer Research Fellowship Program for Medical and Dental Students; and (9) conducts evaluations of training programs on a regular basis and provides recommendations for program improvements.

#### Fellowship Training Program - HNA443

(1) Advises the Director and Deputy Director, Office of Intramural Training and Education, on matters pertaining to the management of fellowship training programs; (2) coordinates application processes for all intramural training programs (except MD-training programs), including summer programs, postbaccalaureate, predoctoral, technical, and postdoctoral IRTAs and Visiting Fellows; (3) performs a variety of activities related to recruitment into these various categories; (4) develops and presents new and on-going programs for trainees; (5) provides administrative and policy guidance support to the NIH Fellows Committee and the Postbacc IRTA Committee; (6) administers, develops programs, and provides support for the NIH Academy; (7) administers the NRC Research Associates Program and the Intramural Program on Research on Women's Health; (8) develops new interdisciplinary training programs for pre- and postdoctoral fellows; (9) conducts evaluations of training programs on a regular basis and provides recommendations for program improvements; (10) processes trainee load deferment requests; (11) responds to phone and web-based inquiries; (12) coordinates and supports the application process for the intramural loan repayment program including collecting and evaluating applications for participation in the LRP and counseling applicants; and (13) runs the Undergraduate Scholarship Program, including handling of applications, mentor-matching, and specific educational programs.

#### **Graduate Partnerships Program - HNA444**

(1) Advises the Director and Deputy Director, Office of Intramural Training and Education, on matters pertaining to the management of graduate student partnerships programs and graduate student issues at the NIH; (2) establishes new graduate partnership programs with universities in consultation with the DDIR and the Scientific Directors; (3) provides administrative, policy and academic support for the university and NIH faculty and students involved in graduate partnership programs; (4) develops, performs, and analyzes a variety of activities related to recruitment of predoctoral graduate students and coordinates with FTP recruitment efforts when appropriate; (5) coordinates with universities the graduate student application and interview process for graduate partnership programs; (6) coordinates with the FTP, as appropriate, for interdisciplinary training and other mutually beneficial training programs; (7) administers the student funding of first-year partnership program graduate students; and (8) conducts evaluations of partnerships on a regular basis and provides recommendations for program improvements.

### Office of Human Subjects Research Protections - HNA45

Serves as the NIH-wide focal point for coordination and oversight of the entire NIH human subjects protections system, including the establishment of an educational/training program, to ensure that all research involving human subjects is carried out uniformly at NIH in accordance with HHS regulations.

### Office of Technology Transfer - HNA46

(1) Provides advice and representation to the NIH Director and other HHS Agency Heads, and PHS component ICs on general matters of technology transfer; (2) provides oversight and management of all functions and operations within the Office of Technology Transfer including royalties administration, monitoring & enforcement of patent rights and licensure agreements, legal services related to patent prosecution, payment of annuities. marketing, Tech Transfer related IT services, and portfolio analysis and reporting; (3) coordinates and provides planning and liaison support for international technology transfer (4) supports the planning, coordination, collaboration and execution of new and existing programs in technology transfer for NIH, HHS and other PHS agencies.

### **License Compliance and Administration Branch - HNA462**

(1)Manages post license agreement administration tasks related to royalties collection, recouping of patent costs from licensees, and coordinating audits oflicensees, as appropriate; (2) review, report and resolve issues pertaining to infringement of DHHS intellectual property, non-payment, and other issues that may result in amending licenses

#### **Intramural Technology Transfer Portfolio Management Branch - HNA463**

(1) Administers the Tech Transfer Enterprise IT system and provides endRuser support and training, (2) administers and manages centralized Tech Transfer activities including the processing of Employee Invention Reports, legal services related to patent prosecution, including competitive bid, docketing and annuities payment processing; (3) provides technology transfer portfolio analysis and reporting support to the HHS and NIH Technology Transfer community; (4) provides administrative and management support to all service areas within the Office of Technology Transfer; (5) coordinates and conducts marketing activities for HHS and NIH technology transfer community.

#### Office of NIH History and Museum - HNA48

(1) Provides guidance to Institutes and Centers regarding the preservation of historical materials such as documents, photographs, and artifacts; (2) provides the Director, NIH, and other senior staff with oral or written historical perspectives on current policy issues; (3) prepares oral and written histories and historical presentations primarily on NIH-conducted or -sponsored biomedical research; (4) maintains selected historical materials; (5) manages the DeWitt Stetten, Jr., Museum of Medical Research, which (a) collects, preserves, and exhibits biomedical research instruments, technologies, and memorabilia, especially those related to NIH; and (b) educates the public about the process and achievements of biomedical research through exhibits and publications that generally focus on the research of NIH investigators.

#### Office of Science Policy - HNA6

(1) Advises the NIH Director and immediate staff on science policy, strategic planning, program planning and evaluation, health economics, legislative analysis, technology transfer, and special programs, and represents NIH in these areas to the Department and Congress; (2) provides leadership and guidance to NIH programs on science policy and legislation; (3) engages in strategic planning for the NIH; (4) facilitates and coordinates program planning and program evaluation activities carried out in the Institutes and Divisions; (5) coordinates technology management and technology transfer activities of the NIH/CDC/FDA; and (6) provides staff direction and support to the Advisory Committee to the NIH Director.

# Office of the Director - HNA61

Provides leadership, direction, and coordination on all phases of science policy and technology transfer.

#### Scientific Data Sharing and Management Policy Division - HNA62

The Scientific Data Sharing and Management Policy Division (SDSMaP) is responsible for biomedical research policy development in two program areas: Genomics and Health; and Scientific Data Management. The SDSMaP monitors research and science policy landscape through consultation, coordination, synthesis, and analysis. The Division develops NIH policy and policy positions and provides advice on issues related to: 1) genetic and genomic research and the integration of findings from this research into health care, public health practice, and society; and, 2) the sharing and management of scientific data to promote reproducibility and translation of research results to advance science, innovation policy that are likely to have relevance to NIH and HHS; 3) serve as liaison with the NIH legislative community, keeping abreast of policy and program developments; 4) in coordination with OER, provides assistance to NIH staff and grantee institutions regarding policies and procedures related to federally funded inventions; 5) represents the NIH on technology transfer and innovation programs with commercial potential at the HHS, the National Science Technology Council, and other interagency working groups as requested.

#### Technology Transfer and Innovation Policy Division - HNA64

The Technology Transfer and Innovation Policy Division (TTIP) is responsible for overseeing and serving as the NIH resource on matters involving technology transfer and innovation policies. Major activities include: 1) serve as the HHS resource on the development of policies regarding technology transfer as well as innovation that has commercial impact; 2) serve as an information resource on patenting and licensing policies, regulations and procedures to the NIH and HHS community, other Federal agencies and non-governmental entities; 3) Identifies and tracks emerging issues in technology transfer and innovation policy that are likely to have relevance to NIH and HHS; 4) serve as liaison with the NIH legislative community, keeping abreast of policy and program developments; S) in coordination with OER, provides assistance to NIH staff and grantee institutions regarding policies and procedures related to federally funded inventions; 6) represents the NIH on technology transfer and innovation programs with commercial potential at the HHS, the National Science Technology Council, and other inter-agency working groups as requested.

#### Science Policy Coordination, Collaboration, and Reporting Division - HNA66

The Science Policy Coordination, Collaboration, and Reporting Division (SPCCR) has responsibilities in three program areas: coordination, collaboration, and scientific reporting. By monitoring the research and science policy landscape and through consultation, coordination, synthesis, and analysis, as well as collaboration with all Institutes, Centers and Offices of NIH, SPCCR coordinates NIH policy activities and reporting including: 1) coordinating NIH participation in Federal scientific councils and interactions with non-governmental agencies; 2) reporting on NIH accomplishments and initiatives; 3) evaluating the economic impact of NIH's contributions; 4) coordination and management of NIH's interactions with the National Academy of Sciences and the American Association for the Advancement of Science fellowship program. Other specific areas of emphasis within SPCCR include the generation of the yearly Congressional Justification, and the coordination of the NIH Scientific Management Review Board. SPCCR co-chairs the NIH Planning and Evaluation Officers Committee, along with the NIH Division Program Coordination, Planning, and Strategic Initiatives.

#### Biosafety, Biosecurity, and Emerging Biotechnology Policy Division - HNA69

The Biosecurity, Biosafety, and Emerging Biotechnology Policy Division (BBEBP) promotes science, safety and ethics in the development of public policies in three areas: Biosecurity and Biosafety, Human Gene Transfer, and Emerging Biotechnologies. By monitoring research and through consultation, coordination, and analysis, the office develops policies related to: 1) the conduct of clinical trials using recombinant and synthetic nucleic acids, 2) biosafety for NIH supported research, 3) biosecurity, including oversight of dual use research,4) the use of new stem cells lines for NIH funded research, and 5) new or emerging biotechnologies that raise novel or unique policy considerations for the US. government, the biomedical research community, and the general public. Specific activities include optimizing the conduct and oversight of gene transfer research, updating and interpreting biosafety policies under the NIH Guidelines for Research with Recombinant and Synthetic Nucleic Acids, collaborating with Federal partners to develop and implement U.S. government policies regarding dual use research, and managing the NIH Stem Cell Registry. BBEBP manages two FACA committees that provide advice to NIH and HHS on these activities: the NIH Recombinant DNA Advisory Committee and the National Science Advisory Board for Biosecurity. Through these activities, BBEBP seeks to advance biomedical research, foster public knowledge, and engage key stakeholders in policy development.

#### Clinical and Healthcare Research Policy Division - HNA6C

The Clinical and Healthcare Research Policy Division (CHRP) is responsible for biomedical and behavioral research policy development in two program areas - clinical research policy and healthcare research policy. Through consultation, coordination, and analysis, the office develops NIH policy and policy positions related to: 1) the design, conduct, and oversight of clinical research, human subject research, and bioethics; and 2) the development and implementation of health care research, outcomes research, and evidence-based medicine. Specific areas of emphasis include the harmonization of clinical research policies; bioethics research, training, and the translation of bioethics research findings into practice; policy and programmatic issues in comparative effectiveness research (CER). CHRP supports a number of trans- NIH forums for programmatic and policy initiatives, including the Trans-NIH Bioethics Committee and the NIH CER Coordinating Committee; monitors and coordinates policy development activities with other HHS agencies to foster policy harmonization; and functions as or supports NIH's official liaison to CMS, FDA,OHRP, and the Patient-Centered Outcomes Research Institute Board of Governors.

#### Office of Communications and Public Liaison - HNA8

(1) Plans and directs activities to communicate information about NIH programs and accomplishments to the general public, the scientific community, the medical profession, and public advocacy groups; (2) advises the Director of NIH on effective communications strategies; (3) represents the Director of NIH in relations with the media and scientific publications; (4) coordinates communications policy and activities with the Office of the Assistant Secretary for Public Affairs and with the Institutes and Centers of NIH; (5) directs the implementation of the Freedom of Information Act at NIH; (6) creates and publishes public and agency information resources including regular publications in a variety of formats; (7) fosters participation in NIH activities; and (8) maintains a visitors center and special events resource.

# Office of the Director - HNA81

- (1) Directs and coordinates the operations of the Office of Communications and Public Liaison;
- (2) functions as spokesman for the Director of NIH; and (3) operates the NIH public liaison program.

#### **Public Information Office - HNA82**

(1) Advises the Associate Director for Communications on the public information activities of NIH; (2) produces and reviews a wide variety of publications and media presentations about NIH programs and research for the general public and the scientific community; (3) assists NIH components to produce effective public information publications and presentations; and (4) manages the NIH Visitor Information Center and special events resource.

### **Editorial Operations Branch - HNA824**

(1) Plans and produces NIH-wide publications; (2) reviews articles and publications produced by Institutes and Centers for consistency with NIH policy and program objectives; (3) clears NIH publications with the Office of the Assistant Secretary for Public Affairs; and (4) publishes The NIH Record; (5) maintains the NIH Record Archives; and (6) maintains the NIH Info box for public inquiry and responds to requests from the public within 48 hours or less.

#### **Science Communications Branch - HNA825**

(1) Facilitates the understanding of scientific concepts by the media and general public; (2) publishes health information newsletters such as Research Matters, NIH: News in Health; (3) develops or selects content for the NIH Health Information Portal on the NIH web; (4) conducts periodic seminars for science writers and staffs similar activities, such as residence programs for science writers; and (5) keeps up-to-date information on research advances by NIH scientists and grantees.

# **Visitor Information Center and Special Events – HNA828**

(1) Plans, organizes, and conducts special public events and functions; (2) conducts tours and orientations for a wide variety of domestic and international groups visiting NIH; and (3) operates the NIH Visitor Information Center and Nobel Laureate Hall.

#### Freedom of Information Office - HNA83

(1) Manages the implementation of the Freedom of Information Act (FOIA) at NIH; (2) provides FOIA policy guidance, training, and advice to Institutes, Centers, and components of the Office of the Director, NIH; (3) responds to selected, highly sensitive FOIA requests; (4) coordinates the response to FOIA requests involving more than one NIH component; (5) issues all denials under the FOIA for NIH; (6) provides the NIH position if FOIA decisions are appealed to the Assistant Secretary for Public Affairs; and (7) helps the public interested in NIH to use the FOIA.

#### **Public Affairs Office – HNA86**

(1) Plans and directs the operations of the Public Affairs Office. Advises the Associate Director for Communications on the public affairs activities of the NIH; (2) prepares speeches, articles, letters, and other presentations for senior level officials of the NIH and the HHS Office of the Secretary; (3) manages all on-line and social media interfaces for NIH with the general public; (4) responsible for and supports media interactions by the NIH Director, Deputy Directors, and other NIH scientists and officials. (5) Prepares speeches and presentations, including PowerPoint presentations and animation for the NIH Director, Deputy Director, and senior staff; (6) researches, edits, produces, and moderates the NIH Director's blog; (7) researches and drafts letters and memorial tributes for the NIH director; (8) identifies future content/venues of NIH Director's speeches; (9) works with NIH leadership on communications planning for key initiatives; (10) writes news statements; and (11) drafts and/or edits proposed tweets for the NIH Director re his Blog posts.

#### **News Media Branch - HNA862**

(1) Serves as the central news contact for NIH and maintains contact with members of the electronic and print media; (2) prepares and issues feature materials describing NIH programs; (3) produces audio tapes of health messages and interviews with NIH scientists for use by radio stations; (4) manages press conferences for the Director of NIH and other scientists and officials; (5) keeps the NIH leadership informed about media coverage of NIH issues and programs; and (6) clears press releases and audiovisual productions with the Office of the Assistant Secretary for Public Affairs before distribution.

#### **Online Information Branch - HNA863**

(1) Coordinates and supports the use of networked computers to provide information about NIH within the Office of Communications and Public Liaison; (2) manages the NIH World Wide Web Coordinating Committee, which provides leadership for the design and content of the NIH Web site; (3) works with other relevant offices and committees in establishing operational standards and guidelines for Web sites at NIH; (4) has direct responsibility for several major areas of the NIH home page that address the special needs of health care professionals, patients, members of the press, the public and employees; (5) manages the processing of electronic mail sent to the NIH home page; (6) provides Web support services and guidance to other OD offices including the Director, NIH; and (7) conducts special studies on the use of the NIH Web, including evaluation projects.

### Office of Equity, Diversity, and Inclusion - HNAD

(1) Serves as the focal point for NIH-wide policy, formulation, implementation, coordination and management of the civil rights, equal opportunity, affirmative employment, and workforce diversity programs of the NIH under the delegated authority from the NIH Director; (2) advises the NIH Director and staff on equal employment opportunity (EEO); (3) directs EEO management services; (4) provides NIH leadership and planning on EEO program development, and other functions; and (5) conducts studies and makes recommendations to senior NIH management for new or redirected EEO efforts, programs, and policies, as appropriate.

### Division of Resolution and Equity – HNAD2

Manages all aspects of the EEO complaint process for NIH components, including: (1) Informal/Pre-Complaint Process – assigns EEO counselors, provides consultation, facilitates alternate dispute resolution (ADR), and meets pre-complaint reporting requirements; and (2) Formal Complaint Process – ensures investigations are conducted, reviews investigative files, prepares appropriate documents, and coordinates hearing requests.

# **Informal Counseling Branch – HNAD22**

Manages the EEO Informal/Pre-Complaint Process, including assigns EEO Counselors, provides counseling and consultation, facilitates ADR, and meets pre-complaint reporting requirements.

# Formal Processing Branch – HNAD23

Manages the EEO Formal Complaint Process, including accepts and dismisses cases, investigates, conducts compliance reviews, coordinates adjudication processes, and completes EEO Commission (EEOC) No Fear and 462 reporting requirements.

### Division of Guidance, Education and Marketing - HNAD5

Provides consultation to NIH management and IC officials in all areas of equal opportunity, civil rights, affirmative employment, corporate outreach and recruitment, special emphasis programs and diversity management; (2) manages all aspects of EEO and Diversity learning and education modules to inform NIH employee of their responsibilities under the Civil Rights laws and to ensure a diverse and inclusive workforce; and (3) markets and communicates the resources available to the NIH.

# **Access and Equity Branch - HNAD52**

Leads the NIH effort to support the civil rights of individuals as they interact with NIH, including the effort to provide more meaningful access to agency programs and activities for individuals with limited-English proficiency and individuals with disabilities; provides consultancy and guidance on requests for reasonable accommodations for employees with disabilities.

# Training, Marketing and Consulting Branch - HNAD53

Promotes the services of the Office of Equity, Diversity, and Inclusion to the National Institutes of Health and provides agency-wide leadership, guidance, consultation, and training to NIH management and employees on all areas of equal opportunity, civil rights, affirmative employment, and diversity.

# **Division of Data Analytics and Customer Outreach – HNAD6**

Responsible for the overall management and evaluation of the NIH EEO and Diversity Programs, and assesses NIH compliance with EEO statutory, regulatory, and public requirements; (2) analyzes and interprets workforce demographic data; (3) proposes hypotheses as to the cause of our barriers to diversity, and develops actions plans to remedy causes for these barriers; and (4) promotes employee engagement and staff development.

# **Data Analysis Branch – HNAD62**

Secures, analyzes and interprets workforce demographic data, and provides statistics to the ICs and other stakeholders to support the MD-715 and Special Emphasis Programs requirements.

# **Customer Outreach Branch – HNAD63**

Conducts customer outreach, consultation and liaison services to the NIH ICs; serves as IC representatives for high level and sensitive discussions; collaborates with internal and external diversity components for MD-715 planning; and develops internal employee engagement initiatives.

# **Division of Diversity and Inclusion – HNAD7**

Provides NIH leadership to develop, implement, coordinate and manage policies covering civil rights, equal opportunity, affirmative employment, and workforce diversity programs; (2) advises the NIH Director and staff on EEO issues; (3) directs EEO management services; (4) plans and develops EEO program and other functions; and (5) conducts studies and makes recommendations to senior NIH management for new or redirected EEO efforts, programs, and policies, as appropriate.

# **Special Emphasis Programs Branch – HNAD72**

Leads NIH-wide efforts to develop, implement, coordinate and manage policies for all aspects of the special emphasis programs, including initiatives for Women, African Americans, Asian/Pacific Islanders, Hispanics, American Indians and Native Americans, Lesbians, Bisexuals, Transgender and Intersex populations, and the disabled; ensures collaboration with the NIH Office of Human Resources (OHR), affinity groups and the NIH Diversity council.

# **Strategic Diversity and Inclusion Branch – HNAD73**

Manages all diversity and inclusion programs; ensures collaboration with OHR and NIH stakeholders; develops and maintains MD715 initiatives, proposes hypotheses relating to barriers that impacts diversity and inclusion, and develops actions plans.

# All of Us<sup>SM</sup> Research Program Office – HNAK

(1) Oversees the design, development, implementation, and evaluation of the  $All\ of\ Us^{\rm SM}$  Research Program Office, the largest and most diverse research cohort of its kind, to foster a new era of medicine in which researchers, providers and patients work together to develop individualized care by supporting research into the complex factors promoting health and treatments to cure disease.

#### Office of the Director- HNAK1

(1)Provides leadership for the All of Us Research Program; (2) manages and directs executive-level activities and functions; (3) provides policy guidance and overall operational coordination for the organizational units within the All of Us Research Program; (4) supports and coordinates research projects through Other Transaction (OT) Authority, research grants, contracts, and other mechanisms; (5) initiates, develops, manages, and maintains collaborative relationships and partnerships with other federal and non federal organizations, academia, industry, participants, and patients; and (6) provides leadership and oversight to the All of Us Research Program Consortium.

#### Division of Medical and Clinical Review - HNAK2

(1) Provides clinical and scientific direction for the complex and highly varied activities related to the All of Us Research Program; (2) serves as the medical liaison to Institute/ Center leadership within the NIH and to the partnering health care provider organizations that are part of the All of Us Research Program Consortium; (3) oversees the administration of clinical projects supported by the All of Us Research Program; (4) oversees the development and delivery of genomics information; and (5) supports the advancement of regulatory science in the precision medicine era.

# **Division of Scientific Programs - HNAK3**

(1) Oversees planning, implementation, and evaluation of all cohort development activities, including the enrollment and retention of diverse participants activities for the All of Us Research Program; (2) provides oversight for the biospecimen collection enterprise, including tissue accrual, biospecimen quality and distribution, data generation and analysis, in coordination with the NIH and other federal partners; (3) oversees a collaborative and integrated network of awardees including health care provider organizations, a direct volunteer network, and a biobank; and (4) assesses risk management issues, such as onsite inspections, providing reports and recommendations as needed.

# Division of Technology and Platform Development- HNAK4

(1) Oversees the development, operations and management of participant and researcher facing platforms and tools; (2) provides strategic insight for innovative approaches and methods for computational dynamic modeling and complexity theory; (3) advises, plans and directs the continuous modernization of infrastructure to ensure data integrity, security, connectivity and operability across the Program platform; (4) facilitates the development of state-of-the-art data collection, data systems and structures to ensure rapid, reliable, interoperable, scalable and secure systems responsive to research; (5) provides leadership, management, and oversight of the Information Systems Security (JSS) activities and ensures consistency with legislation, regulations, and NIH and other Federal policies, including the Federal Information Security Management Act (FISMA), Federal Managers Financial Integrity Act (FMFIA), and the PMI Privacy and Trust Principles, and PMI Data Security Policy Principles and Framework.

# **Division of Communications-HNAK5**

(1) Advances the public face of the All of Us Research Program by providing leadership, direction, and implementation for communications policies, plans, and products in support of the program's mission and priorities; oversees media plans and Web site development and implementation for the program and its consortium; and develops content for a variety of communications resources.

# **Division of Engagement-HNAK6**

(1) Provides strategic direction for outreach and engagement with stakeholders including participants, communities, health care providers and researchers; (2) implements and evaluates ongoing outreach and engagement efforts to refine the program's approach and identify new needs; (3) implements novel approaches for long-term engagement of diverse populations; and (4) collaborates and coordinates the sharing of participant feedback and perspectives throughout the All of Us Research Program and with the broader research community.

# **Division of User Experience - HNAK7**

(1) Collaborates with participants, researchers and all other stakeholders, to develop customized applications and tools to facilitate accessible, user friendly systems and interactions with the All of Us Research Program; (2) collaborates in the design and implementation of computational interfaces, underlying systems and techniques; and (3) ensures optimal user experiences with the All of Us Research Program's resources.

# **Office of Management - HNAM**

(1) Advises the NIH Director and staff on all phases of NIH-wide administration and management; (2) provides leadership and direction to all aspects of management; and (3) oversees the management of functions in the areas of budget and financial management, personnel management, management policy, management assessment, program integrity, contract, procurement, and logistics management, engineering services, safety, space and facility management, support services, and security operations.

# **Office of the Director - HNAM1**

Provides leadership, direction, and coordination on all phases of NIH-wide administration and management.

# Office of Acquisition and Logistics Management - HNAM2

(1) Advises the NIH Director and staff on acquisition and logistics activities and contract and grant financial advisory services, (2) provides leadership and guidance to NIH components on acquisition and logistics administration and management; (3) develops/implements policies, provides oversight and manages the operational components in the areas of acquisition and logistics management.

#### Office of the Director - HNAM21

Plans and directs the activities of the Office of Acquisition and Logistics Management (OALM). (1) As the Head of Contracting Activity (HCA), advises NIH Director, the Deputy Director, the Deputy Director for Management (DDM), and other senior staff and provides leadership, direction and oversight for the NIH acquisition activities and programs; (2) provides leadership and administrative management support to all OALM sub-components in acquisition management and policy; financial advisory services, logistics and acquisition operations; and OALM's budget and financial management, administrative operations and program services.

# **Administrative and Program Resources Office - HNAM212**

(1) Advises the Director, OALM, and senior management in all human relations and administrative management issues and programs, including oversight and management of all administrative operations for the OALM; (2) serves as Special Assistant to the Director, OALM; (3) provides internal EEO, diversity management, and employee relations advice and/or guidance to the Director, OALM; liaisons with Office of Human Resource management on OALM personnel issues; (4) directs and manages the OALM Performance Management Program; (5) directs and manages the OALM Awards Management Program; (6) directs and manages the Telework Program and Alternate Work Schedule Program; (7) advises OALM management on all management and organizational restructuring initiatives; (8) oversees the OALM personnel delegations of authority; (9) develops OALM sponsored training programs; (10) oversees OALM training and organizational development programs; (11) oversees FTE management activity, travel, and OALM property custodial management activities; (12) develops and implements administrative policy and procedures OALM wide; (13) provides oversight and management of all administrative operations for the OALM; and (14) prepares, develops, coordinates and implements special projects/initiatives in support of OALM; and (15) manages and coordinates all OALM FOIA inquiries.

## **Deputy Director's Office - HNAM213**

(1) Manages the NIH Acquisition Career Program for acquisition career development training; approvals for Contracting Officer warrants, Delegated Procurement authorities for acquisition and other applicable administrative and scientific program staff; (2) enhances, maintains and manages the training profiles; (3) analyzes, interprets, formulates and disseminates policies and procedures to implement Federal, Departmental, and NIH regulations, policies and procedures; (4) conducts NIH acquisition succession planning and acquisition workforce recruitment and development initiatives. (5) manages the Acquisition Data Management Program; analyzes and coordinates acquisition information and prepares standard and special reports; (6) manages NIH's Departmental Contract Information System (DCIS) and higher-level contract data systems; (7) manages the Contractor Performance System (CPS); (8) analyzes, develops, and coordinates automated data and documentation system initiatives in support of acquisition planning and oversight; (9) formulates and disseminates past performance policies and procedures; (10) manages the Acquisition Performance Measurement Program; monitors performance of Offices of Acquisition (OAs) through data analysis, surveys, reviews opportunities for leverage buying, and meetings; (11) maintains Service Level Agreements (SLAs), Customer Service Boards (CSBs), and OA surveys; (12) analyzes OA workload and staffing data; (13) performs OA internal management control functions; (14) conducts and evaluates acquisition performance measures; (15) serves as the NIH POC with HHS on Balanced Score Card assessments; and (16) serves as the NIH POC with HHS on NIH Small Business efforts and goals.

## Office of Acquisition Management and Policy - HNAM22

Advises the Director/HCA, Office of Acquisition and Logistics Management (OALM) and senior management. Provides leadership and direction: (1) for the development and implementation of NIH-wide contracting and simplified acquisition policies and procedures; (2) in implementing and executing continuous reviews and evaluations of NIH contracting operations to ensure adherence to the Federal Acquisition Regulation and all supplemental departmental and NIH policies and procedures; (3) in the area of financial advisory services; and (4) in the administration and oversight of the NIH Purchase Card Program, the NIH DELPRO acquisition system and the NIH-wide and restricted BPAs.

## **Division of Acquisition Policy and Evaluation - HNAM223**

(1) Advises the Associate Director, OAMP, and acquisition and program staff on acquisition policy and regulatory matters; (2) plans, develops and recommends NIH-wide acquisition policies, procedures and practices and participates with other offices in the Office of the Director, NIH, and with the NIH awarding components in the coordination and implementation of Federal and Departmental acquisition policies and procedures; (3) maintains a continuing staff level review of contracting operations to ensure effective internal controls of assigned Management Control Areas and adherence to Federal, DHHS, and NIH policies and standards through (a) the Board of Contract Awards that includes pre-solicitation reviews and pre-award reviews and analysis of proposed contract awards, (b) complex special acquisition reviews, and (c) recurring comprehensive procurement reviews of individual contracting offices; and (4) provides advice and assistance to ICs in matters involving agency and GAO protests and in improving the management effectiveness of IC contracting, and simplified acquisition processes.

## **Division of Financial Advisory Services - HNAM224**

(1) Provides financial advice and services to ICs and contractor and grantee business management officials on the management of research and development contracts and grants; (2) advises on the financial responsibility of new contractors and grantees and the adequacy of their accounting and related management systems; (3) furnishes cost and price analyses on contract proposals and assistance during evaluation, negotiation, performance, and close-out contracts; (4) negotiates overhead rates for cost-type commercial contracts; (5) serves as the NIH liaison with the DHHS Audit Agency, and serves as the focal point for review, processing, and resolution of audit reports on contractor and grantee organizations; and (6) conducts studies and provides representation on DHHS and NIH study groups and committees concerned with grants and contracts management and administration.

## Division of Simplified Acquisition Policy and Services - HNAM225

Advises the Associate Director, OAMP, and staff of procedures and practices in the areas of simplified acquisitions, delegated acquisition, and acquisition support programs. Responsible for: (1) planning, developing, recommending and establishing NIH-wide procedures and practices in the area of simplified acquisitions; (2) administers and oversees the NIH Purchase Card Program, providing guidance, training and reviews; (3) administers and oversees NIH's DELPRO acquisition system, providing guidance, training and reviews; (4) plans, negotiates, awards and terminates NIH-wide and restricted BPAs; (5) administers and develops acquisition standards and specifications (including commodities) for NIH and other DHHS activities serviced by OLAO; (6) provides technical assistance to ordering offices, bidders and contractors on the design, manufacture, use and acquisition of equipment, supplies and technical services at NIH; (7) analyzes repetitive acquisitions to ascertain the most cost-effective method, including their consolidation into NIH-wide awards; (8) as requested, coordinates and submits pertinent acquisition business data and documentation; (9) prepares guidance and procedural updates and keeps the community informed of current, relevant simplified acquisition issues; (10) in conjunction with the Acquisition Career Program in OALM, manages delegated acquisition authority function and maintains files; (11) negotiates vendor discounts with open market and Federal Supply Schedule vendors; and (12) conducts discount validation reviews and identifies areas of procedural problems as well as non-compliance by BPA vendors.

## Office of Logistics and Acquisition Operations - HNAM27

Advises the Director/HCA, Office of Acquisition and Logistics Management (OALM) and senior management. (1) Manages the Office of Acquisitions, providing leadership and direction to operational contracting activities and contract administration; (2) provides leadership and direction to the NIH competitive sourcing (A-76) requirements; (3) provides leadership and direction on NIH-wide property, supply, and transportation operations; and (4) provides leadership and direction to the NIH Information Technology Acquisition and Assessment Center's (NITAAC's) IT acquisition support and administration.

## **Division of Logistics Services - HNAM272**

(1) Manages the NIH supply warehousing, property management, and transportation management programs, inclusive of shipping, receiving, fleet management, relocation services, and all aspects of the NIH personal property (equipment asset management) program; (2) writes NIH logistics policies and interprets and implements Federal and DHHS logistics regulations; (3) provides supply chain and transportation management advice and assistance to customers including NIH components and other Federal government organizations; (4) serves as NIH's central liaison on logistics functions; (5) prepares and consolidates recurring and unique logistics reports; (6) monitors NIH Corrective Action Plans for CFO reports and internal management control assessments; (7) participates on logistics task force and management studies; (8) publishes the NIH supply catalog; (9) manages the NIH Temporary Import Bond program; (10) serves as NIH's central liaison on property matters; (11) administers Government property in the hands of NIH contractors, grantees and cooperative agreement recipients; (12) approves and reviews Contract Property Systems; and (13) manages the disposal of NIH excess/surplus property.

## **Division of Information Technology Acquisition - HNAM277**

(1) Provides complete information technology (IT) acquisition support including acquisition planning, solicitation, evaluation, negotiation, contractor selection, contract award, and contract administration through the NIH Information Technology Acquisition and Assessment Center (NITAAC); (2) serves as the focal point for NIH Government-wide, multi-agency and multiple award IT task and delivery order contracts with emphasis on the provision of comprehensive best-value life-cycle contract solutions for IT procurements of mission critical importance to NIH Institutes and Centers (ICs), as well as to external government agency users (GAUs) of NITAAC contract vehicles; (3) provides analytical and evaluative support to program managers; (4) provides financial and cost analysis services to users of the NITAAC contracts.

## **Office of Acquisitions - HNAM278**

(1) Advises the Associate Director, Office of Logistics and Acquisition Operations on operational contracting activities; (2) responsible for research contracting operations servicing its dedicated IC customers; (3) responsible for simplified acquisitions, which include the procurement of a variety of IT and scientific systems, equipment, supplies, and services; (4) resolves payment problems associated with simplified acquisitions; (5) advises customers on methods of acquiring needed items or services; (6) analyzes and recommends changes to the NIH business system regarding purchase order processing; (7) provides acquisition support to the NIH competitive sourcing (A-76) requirements; and (8) provides and manages NIH contracts for services and supplies.

## Office of Financial Management - HNAM3

(1) Advises the NIH Director and staff and provides leadership and direction for NIH financial management activities; (2) develops policies and instructions for central services budget preparation and presentation; (3) administers allocation of funds and manages a system of fund and budgetary controls; (4) provides an NIH manpower resource control system designed to allocate resources; (5) provides, develops, and maintains an NIH Management Account Structure; (6) directs planning and implementation of NIH fiscal systems and procedures and provides accounting services to all NIH components; and (7) participates in the development of policies and procedures pertaining to grants and contracts.

# **Office of the Director - HNAM31**

(1) Advises the NIH Director and staff on financial management activities, including budget, accounting, and the cost advisory aspects of grants and contracts administration; and (2) plans and directs the activities of the Office.

# Central Services and Business Operations Division - HNAM32

(1) Oversees all Central Service Budget and Accounting Operations. (2) Provides general ledger functions for the NIH Management Fund (MF) and the NIH Service and Supply Fund (SSF). (3) Provides expert budget guidance, technical, and administrative support to the NIH Steering Committee (SC), the NIH Clinical Center Governing Board (CCGB), the Management and Budget Work Group (MBWG), and the various Central Services Offices and Centers (CSOC). (4) Engages in special studies and analysis of NIH operations. (5) Establishes financial accounting policies for the NIH MF and NIH SSF as appropriate. (6) Provides budget and accounting control support. (7) Provides financial strategy and analysis support. (8) Provide reporting and data calls support. (9) Provides fee for service program, budget, and accounting support. Provides oversight and governance support. (10) Provides NIH-wide guidance on completing the 7600A and 7600B documents. (11) Supports developing plans and recommending solutions to management throughout the fiscal year on an array of finance and budget issues. (12) Provides leadership and guidance to the IC Executive Officers and Budget Officers on application of appropriations law and compliance with GAO Comptroller General Decisions. (13) Assures continued progress in the improvement of the overall NIH accounting and customer service environment. (14) Conducts performance management reviews. (15) Maintains a leading role and actively participates on the DHHS SSF working group. (16) Participates in NIH wide committees such as the budget officers group. Provides expert advice and guidance on a variety of financial and budget issues beyond the NIH SSF and NIH MF. (17) Executes programs and activities to support the NIH leadership's goals for financial management improvements, including developing corrective action plans, as appropriate. (18) Coordinates with and provides data to the Department of Commerce to support the development of the annual Biomedical Research and Development Price Index.

#### **Central Services Accounting Branch - HNAM322**

(1) Responsible for all phases of the financial accounting and cost accounting processes for the NIH Central Services Activities. (2) Serves as the NIH authority on financial and cost accounting policies, procedures, and practices for central services activities. (3) Provides financial accounting expertise to the Central Services Divisions coordinates and provides expert advice for establishing fee-for-service rates, including projections of consumption, conducts monthly financial performance analysis, and coordinates the monthly (4) Performs all general ledger functions for the NIH MF and NIH SSF. (5) Providing guidance and advice to the NIH central services and the NIH leadership on maintaining systems for effective control of funds and providing assistance as a business advisor for financial matters. (6) Reviewing CSOC financial operating plans. (7) Monitoring ongoing status of funds and year-end spending to ensure maximum use of resources. (8) Prepares monthly obligation and cost based financial reports for each line of business comparing revenue with obligations and accruals by object class. (9) Provides financial strategy and analysis support including, but not limited to, analyzing and compiling data to support priority initiatives requested by the Deputy Director for Management or the MBWG. (10)Provides assistance in analyzing reports concerning financial, administrative, and management functions. (11) Posts accounting entries and monitors general ledger account balances for internal use software and construction in progress NIH wide. (12) Provides monthly reports on revenues, obligations, accrual, and disbursements by line of business. (13) Prepares monthly sales worksheets showing revenue earned by lines of business within the NIH SSSF from each IC customer and non-NIH customer. (14) Monitors NIH SSF and NIH MF accounts receivable. (15) Conducts cash flow analysis to ensure the fiscal integrity of the NIH SSF.

#### **Central Services Budget Branch - HNAM323**

(1) Responsible for all phases of the budget formulation and execution for the NIH Central Services Activities. Responsible for reviews and presentations required for both formulations and execution of Central Services activities. (2) Develops the NIH MF and NIH SSF President's Budget and Congressional Budget Justification. (3) Prepares distributions of NIH MF and NIH SSF assessments and other shared corporate costs to the Institute and Center (IC) components. (4) Records receipts and facilitates distribution of budgetary and financial resources received under the authority of the Federal Technology Transfer Act (Cooperative Research and Development Agreements and Royalties). (5) Provides all fund control responsibilities, including preparing reports for OMB and others, associated with non-appropriated funds at the NIH (Gift Funds, Gabrielle Miller Funds, Patient-Centered Outcomes Research Institute (PCORI), and so forth). Proposing options for financing CSOC operations or centrally funded assessments. (6) Coordinating the review of budget recommendations with the NIH Steering Committee and its various working groups. (7) Analyzing budget requests for compliance with NIH Budget Office and the NIH MBWG guidance. (8) Provide budget execution support for the NIH SSF and NIH MF, which includes providing budget allocations, collecting resources, and monitoring commitments and obligations for all central service organizations, including Reimbursable Agreements. Ensuring funds are being used appropriately and that funds are apportioned in compliance with public law, including OMB Circular A-11. (9) Provides oversight for obligations during a continuing resolutions, contingency planning for shutdowns, and unforeseen emergency resource needs. (10) Prepares information on current or historical budget-related data for congressional inquiries and preparation for budget hearings. (11) Prepares the annual clinical research center assessment to the Institutes and Centers. (12) Retrieves data from nVision to prepare special reports and analysis on a variety of topics of interest to the NIH leadership. (13) Reviews and provides comments on all OMB, Treasury, DHHS budget and accounting policy and procedures proposals. (14) Represents NIH on various committees, such as the government-wide DATA Act Committee.

# Policy and Quality Division - HNAM33

(1) Provides managerial oversight to policy development and oversees the control of independent audits, while serving as the focal point for the assessment of OFM financial functions; (2) develops and leads the process of validating internal controls, financial safeguards, accounting systems and regulatory compliance; (3) identifies critical issues impacting OFM programs with special emphasis on policy and approaches to problem solving; (4) develops and writes documents and makes oral and written presentations to the Director of OFM and NIH management officials; and (5) furthers goals of the Equal Employment Office.

# Internal Controls and Audit Branch - HNAM332

(1) Serves as focal point to obtain information and data relating to audits, investigations and evaluations; (2) reviews financial functions, providing OFM senior management with data and information policies, methods and procedures; (3) oversees the analysis of data, reports and recommendations received from external audit agencies; (4) monitors corrective actions taken as a result of the audit; and (5) assists in the development of validating internal controls, financial safeguards, accounting systems and regulatory compliance.

## Policy and Compliance Branch - HNAM333

(1)Participates with OFM senior management in planning, developing, and implementing strategic programs for policy and review; (2) provides advice and consultation regarding the development of program and supporting administrative systems, policies and procedures necessary to ensure efficient and effective allocation and management of resources across policy lines and reviews programs and activities; (3) serves as the OFM authority responsible for insuring the integrity of the OFM program through consistent and quality application of program policies and practice guidelines

# Financial Reporting Division - HNAM3C

(1) Responsible for analysis and distribution of both internal and external data information; (2) Reconcile various ledger accounts such as Fund Balances with Treasury, PMS advances and investments to outside sources; and (3) Performs general ledger to internal subsidiary reconciliations, and provide several external financial reports to DHHS.

# **Financial Reporting Branch - HNAM3C5**

(1) Provides accounting services for NIH intramural and extramural programs; (2) supports all grant accounting needs, including financial reporting, interface with the Payment Management System (PMS) and Center for Scientific Review systems; and (3) collaborates and coordinates all activities with other OFM components, such as General Ledger and CFO Branch.

# Reconciliation and Analysis Branch - HNAM3C7

(1) Monitors and processes Scientific and Evaluation Awards, and reconciles data between IMPAC and PMS Systems; and (2) reviews and interprets new and amended regulatory issuances by the Treasury, OMB and other agencies.

## **Financial Operations Division- HNAM3D**

(1) Responsible for actions related to the debt collection, cash reconciliation, general ledger maintenance and reviews, closing entries, payments to vendors, and other accounting services; (2) responsible for development and implementation of travel policy and review of travel claims, payments to fellows, and cashier services; and (3) interacts with other government organizations, including reporting on NIH resource management within NIH and to HHS, OMB, and the Department of Treasury.

### **Government Accounts Branch-HNAM3D2**

(1) Oversees payment of travel advances and the payments/collections resulting from submitted and approved travel claims; (2) pays the accounts against which transportation tickets for the staff, patients and visitors are charged, and oversees payments arising from employee relocation assistance; (3) responsible for assuring monthly stipends are correctly paid to those participating in the various NIH Fellowship Programs; (4) responsible for the payment of health insurance premiums for fellows as well as providing them with various IRS tax forms 1099 and 1042 at year-end; (5) disburses funds charged to travel, emergency salary requests and other miscellaneous payments; and (6) handles all receipts of funds requiring deposit to one of NIH's accounts at Treasury.

### **Commercial Accounts Branch-HNAM3D3**

(1) Responsible for processing, reconciling, and disbursing vendor payments as a result of procurements made by all ICs. These payments include, but are not limited to the US Bank purchase card, purchase orders, records of call, Research and Development Contracts, Construction Contracts, Leases, Utilities, Interpersonal Agreements, EEO Settlements, and Training Orders; (2) responsible for researching, analyzing, and resolving vendor claims of non-payment; (3) serves as the liaisons between the U.S. Treasury, vendors, and ICs; and (4) provides check and ACH tracers and re-issue payments returned to Treasury as a result of inaccurate account or remittance information.

## **Program Management Division- HNAM3E**

(1)Develops and manages a comprehensive communication program that includes the OFM strategic vision and its administrative and scientific support objectives; (2) informs pertinent communities across the NIH; (3) delivers a training program that develops and reinforces skills, knowledge and abilities for individuals participating in OFM projects; and (4) encourages new behaviors, including teamwork, innovation, and continuous learning.

# Program and Change Management Branch-HNAM3E2

(1) Supports the strategic plan and overall mission of the NIH and HHS; (2) provides leadership, direction, coordination and oversight to implement change management protocols; (3) evaluates program effectiveness; and (4) trains individuals whose positions may have been altered by OFM initiatives.

# **Administrative Branch- HNAM3E3**

(1) Provides oversight and consultation on the administrative management operations of the OFM; (2) provides general administrative services (travel, property, space); (3) manages acquisitions; and (4) manages human capital activities (submissions, tracking, awards, promotions, time and leave, training).

# **Travel Policy Branch- HNAM3E4**

(1) Develops policy and instructions for use across NIH; (2) administers oversight of policies and procedures; and (3) provides travel processing advice.

### Office of Human Resources - HNAM4

(1) Advises the NIH Director and staff, Institute/Center management and staff, on strategic and tactical human resource (HR) management needs; (2) directs HR management services; (3) provides NIH leadership, strategic and operational planning for Human Capital program development, salary administration, corporate recruitment, employee and management development, and other functions; (4) conducts studies and makes recommendations to senior NIH management for new or redirected HR efforts, programs, and policies, as appropriate; (5) supports the HR systems and HR business needs of the NIH; and (6) provides operational support to meet the NIH management and employee needs for Human resource services

### Office of the Director - HNAM41

(1) Advises the NIH Director and staff, Institute/Center management on all matters pertaining to HR management; (2) plans and coordinates NIH Human Capital Planning activities; (3) plans, conducts and coordinates for the OHR the following activities: strategic planning; risk assessment/management; (4) provides leadership and coordination for OHR administrative functions; (5) responsible for the development and implementation of HR policies, and management of HR delegations of authority; and (6) develops and provides guidance and oversight for policy for Title 5 employment mechanisms, and coordinates Human resource programs and policies with HHS.

# Office of Internal Management and Planning- HNAM411

Provides support and assistance to the OHR leadership with the execution and coordination of OHR programs and supporting activities to achieve the long-term goals and objectives of the NIH mission.

### **Administrative Services Branch - HNAM411A**

Exercises key responsibilities of OHR administrative management: (1) Coordinates and conducts routine administrative operations in the areas of acquisition and procurement, travel, logistics and property, registration and other assistance for centrally- funded conferences, time and attendance, space and facilities, telecommunications and information technology, OHR onboarding and off-boarding actions, and other administrative activities as necessary to ensure the efficient and effective support of OHR programs; responds to requests for information or data related to service areas as needed; (2) Provides consultation and services in the areas of emergency preparedness and continuity of operations, Freedom of Information Act and Privacy Act, ethics, records management, and NIH mandatory training; (3) Advises the OHR Director, Deputy Director, OIMP Director, OHR Division Directors, and other officials on matters affecting the planning and execution of administrative management programs, and; (4) Develops policies, delegations, and standard operating procedures for administrative management; prepares and issues guidance for implementation; interprets and analyzes directives from external sources for impact to OHR operations management; and, ensures compliance with all applicable administrative regulations.

## Resource Management Branch -HNAM411B

(1) Responsible for the management of OHR and supported OM offices' budget, including formulation and execution, management analysis, FTE management, OHR performance ratings and awards process, and OHR space and census management; (2) Manages expenditures where spending ceilings have been imposed on the organization; such as cash awards, items covered under the 2012 Promoting Efficient Spending Executive Order, and any future ceilings the organization is required to adhere to, and; (3) Works closely with the Director and Deputy Director, OHR, on conference attendance decisions and their financial impact.

### **Evaluation and Assessment Branch - HNAM411C**

(1) Responsible for providing consultative services to the OHR Director required for OHR's cross-organizational NIH initiatives; (2) Accountable for program quality and effectiveness as achieved through business process reengineering and program evaluations; (3) Conducts periodic and ad hoc audits and reviews of HR and administrative authorities to ensure compliance with laws, regulations, policies, and prescribed practices; (4) Manages the OHR Risk Management Program through internal control monitoring and assessment and is the OHR point of contact for NIH and HHS risk management; (5) Coordinates OHR reporting requirements for the Government Performance and Results Act (GPRA) and the Federal Activities Inventory Reform (FAIR) Act, and; (6) Partners with other OHR Divisions and Branches on survey-related work including the OHR Pulse Survey, the OHR Climate Survey, and the OHR Federal Employee Viewpoint survey (FEVS) results.

### **Engagement and Development Branch - HNAM411D**

(1) Supports the development of OHR human capital through managing OHR training and development program s; (2) Manages the OHR Intern Program; (3) Plans and implements the OHR Awards Program to recognize outstanding accomplishments that further the OHR mission through the OHR Director's Awards; (4) Ensures that new hires within OHR are engaged with the OHR mission from the first day, understand Federal employment, and related responsibilities and benefits by coordinating the OHR New Employee Orientation and Onboarding Program and New Supervisor Onboarding Program; (5) Improves knowledge sharing by managing the OHR Knowledge Management Program, and; (6) Executes initiatives as determined by Admi nistration and Departmental directives or by NIH and OHR Senior Leadership ventures that address OHR workforce development, OHR engagement, and OHR retention.

# HR Systems, Analytics and Information Division Office of the Director - HNAM42

(1) Provides leadership and direction for all the programs within the division including project management guidance and oversight, customer relationship management, internal operations, administrative support, knowledge management, communications and change management; (2)Serves as advisor to NIH leadership on HR systems solutions for NIH business needs; (3) provides project management for enterprise HR systems and functional aspects of OHR public and internal web sites and web presence; (4) provides systems training and support services for NIH customers; (5) analyzes HR metrics/benchmarks, internal OHR business practices, processes, and programs; (6) supports business standardization efforts for OHR; (7) serves as business owners for NIH HR systems including responsibility for systems risk management; (8) provides a channel for OHR technical and customer relations personnel who seek guidance on IT challenges; and (9) serves as NIH advocates for HR systems to ensure they meet NIH business and process needs.

### Workforce Lifecycle Systems Branch - HNAM424

(1) Coordinates with HHS and its Program Support Center (PSC) on all core/back office enterprise HR systems and Talent Management systems; (2) serves as NIH advocates for these systems; (3) collaborates with business process owners on core NIH HR systems; trains NIH users on these systems; (4) leads OHR systems risk management efforts; (5) leads OHR efforts to assure information security coordinates with HHS Office of the Secretary (OS) and the PSC and collaborates with NIH business owners on requirements analysis, selection, development, testing, implementation, deployment, and future enhancements for enterprise core and talent management systems.

### **Workforce Automation and Process Optimization Branch - HNAM425**

(1) Generates solutions which help the OHR and NIH improve and standardize business processes and capitalize on workforce data to gain useful insights and make better business decisions; (2) performs business process mapping to streamline/standardize business processes; (3) develops and administers critical surveys; (4) provides HR analysis, dashboards and analytics for OHR; (5) and leads OHR systems related reengineering efforts; as well as administers SMARTHR which provides the unique ability to analyze and distribute workforce related insights and solutions across the NIH; (6) builds, maintains and supports the Workflow Information Tracking System (WiTS), a web-based Business Process Management tool which provides the NIH community with a standardized way to submit, track, and report on various HR and HR-related activities via online process initiation, automated email alerts and other communication, and self-service HR reporting including direct access to real-time reports and dashboards.

# HR Systems Support and Information Management Branch - HNAM426

(1) Provides technical customer support through the HR Systems Solutions (HRSS) help desk, supporting the NIH workforce with over 15 HR systems as well as OHR websites and SharePoint sites and applications that are used only within NIH, HHS-wide, or across the Federal Government; (2) provides technical and functional support of the OHR web presence. This includes development, maintenance and support for the OHR website, Intra HR website, NIH Jobs website and all OHR SharePoint sites. Additionally, application development and support is conducted within this team;

### **Workforce Relations Division - HNAM44**

(1) Develops, administers and evaluates a variety of services, products, and program policy in the areas of employee and labor relations, performance management and awards; (2) manages the overall NIH appointment authority, personnel and pay action functions for civil service employees; (3) provides support for employee payroll issues, including error corrections; (4) provides IC and employee operational assistance for the Integrated Time and Attendance System (ITAS); and (5) manages the NIH employee benefits program, including retirement, health benefits, Thrift Savings Plan and Long Term Care.

### Office of the Director - HNAM441

(1) Advises NIH Senior Management on all matters pertaining to Employee and Labor Relations, Benefits and Performance Management; (2) plans, conducts and coordinates NIH programs and services in these functional areas; (3) provides leadership and direction for the Division's two Branches; (4) assists managers in developing performance plans that are consistent and meet the objectives for appraising employees; (5) develops workshops for supervisors on writing effective elements and standards, assessing performance and providing constructive feedback; and (6) develops and evaluates policy to ensure that performance management and award programs are administered appropriately throughout the NIH.

### **Employee and Labor Relations Branch - HNAM442**

(1) Provides advice and assistance to the NIH and IC managers on disciplinary, adverse and performance-based actions, processing grievances, and responding to appeals and other third-party actions; (2) coordinates the NIH and IC labor-management relations program, including negotiations and administration of collective bargaining agreements; (3) conducts negotiations on behalf of management and/or advises management on the conduct of labor-management negotiations; (4) represents the NIH and ICs in dealing with employee representatives and third-party representatives; and (5) plans, develops, and implements internal guidance and provides regulatory and policy advice and assistance on workforce relations matters such as time and leave administration.

### **Benefits and Payroll Liaison Branch - HNAM445**

(1) Manages the administration of all employee benefit and entitlement programs, including retirement, health insurance, Federal employees' group life insurance, long term care insurance, workers' compensation, unemployment compensation, thrift savings plans; (2) plans, conducts and evaluates, develops guidance and provides policy advice and assistance on all benefits and entitlements; (3) serves as liaison with organizations such as OPM, Department of Labor, and the Thrift Savings Board; (4) provides direct benefit and entitlement counseling to employees and their families and survivors, as appropriate; (5) manages all employee outreach and information services, such as open seasons; (6) provides technical assistance and liaison service on payroll and ITAS matters; (7) monitors the position management and data integrity of Capital HR; and (8) authorizes all personnel actions approved for processing in Capital HR.

### **Client Services Division - HNAM48**

(1) Provides core human resource advice, operational functions and services (in the areas of strategic recruitment, staffing, delegated examining, position classification, and Commissioned Corps) to NIH employees; (2) serves as the first and primary point of contact for IC managers, supervisors, and employees in the delivery of HR operational services; and (3) interfaces with staff of the other OHR Divisions to provide for a full range of HR operational services to the ICs.

## **Human Resources Operations Branch A - HNAM482**

### **Human Resources Operations Branch B - HNAM483**

## **Human Resources Operations Branch C - HNAM484**

## **Human Resources Operations Branch D - HNAM485**

## **Human Resources Operations Branch E - HNAM486**

### **Human Resources Operations Branch F - HNAM487**

## **Human Resources Operations Branch G - HNAM488**

## **Human Resources Operations Branch H - HNAM489**

# **Human Resources Operations Branch I - HNAM48A**

(1) Responsible for the provision of core HR services for the IC or ICs serviced; (2) performs as the first and primary point of contact for managers, supervisors and employees in the delivery of HR operational services; (3) exercises delegated HR authorities to ensure that personnel action requests are appropriate and are effected in an efficient and timely manner; and (4) interfaces with staff of the other OHR Divisions to provide the full range of HR operational services.

# **Human Resources Operations Branch J - HNAM48B**

(1) Responsible for the provision of core HR services for the IC or ICs serviced; (2) performs as the first and primary point of contact for managers, supervisors and employees in the delivery of HR operational services; (3) exercises delegated HR authorities to ensure that personnel action requests are appropriate and are effected in an efficient and timely manner; and (4) interfaces with staff of the other OHR Divisions to provide the full range of HR operational services.

# **Internal Operations Oversight Branch - HNAM48D**

(1) Provides core human resource advice, operational functions and services (in the areas of non-supervisory GS-14 and GS-15 administrative position classification, Delegated Examining and Commissioned Corps) to NIH employees; (2) develops CSD training and competency management plans and delivers internal training and competency assessments; (3) responds to oversight requests for information and develops internal standard operating procedures; (4) provides quality and consistent reviews of requested special incentive awards, requiring approvals at the OHR level or above; (5) assesses the efficiency and effectiveness of CSD services and recommends changes in business processes; and (6) provides internal support to all CSD operations.

### Compensation and Policy Division - HNAM49

(1) Provides guidance and interpretation on Title 5 Staffing laws, regulations, guidelines, and policies; (2) Conducts audits of OHR authorities to assess compliance with and fulfillment of governing rules, regulations, policies, and procedures for OHR programs and operations; (3) Provides advice and guidance on how to facilities and document Intergovernmental Personnel Act (I PA) assignments and details within and outside of N IH; (4) Coordinates with OHR divisions on manual chapters and delegations of authority; (5) Administers N I H Title 5 and Title 38 Compensation policies and programs that include but are not limited to Recruitment , Relocation, and Retention incentives (3Rs), Physicians Comparability Allowance (PCA), Title 38 Physician and Dentist Pay (PDP), Title 38 pay for Allied Health Positions, Superior Qualifications and Special Needs Pay, Highest Previous Rate, Special Salary Rates, Waivers of Overpayment, Classification Appeals, Student Loan Repayment Program, etc. Works closely with all levels of NJ H management and staff, other OHR Divisions, and with officials from H HS, OPM, and other agencies as necessary; (6) Administers NI H employment and compensation policies and programs for Senior and Scientific positions appointed under 42 USC 209 (t) and (g), as well as other selected authorities under Title 42 (e.g., SBRS). Works closely with the N IH Director's Office, the NIH Deputy Directors, the N IH Compensation Committee, the NIH Clinical Compensation Panel, the SBRS Policy Board and other similar groups to develop, implement, and evaluate employment and compensation policies and programs. Also, works closely with other OHR Divisions, IC officials, and with officials from HHS, OPM, and other agencies as necessary; (7) Serves as the overarching coordinating body for all OHR policy

# Workforce Support and Development Division - HNAM4A

The Workforce Support and Development Division (WSDD), in the Office of Human Resources (OHR), Office of Management (OM), provides support and assistance to the NIH leadership with planning and preparing NIH workforce programs and supporting activities to achieve the long-term goals and objectives of the NIH mission.

# Office of the Director - HNAM4A1

(1) Advises NIH Senior Management on all matters pertaining to Employee and Organizational Development, Training, and Workforce Support; (2) plans, conducts and coordinates NIH programs and services in these functional areas; (3) provides leadership and direction for the Division's Branches; (4) provides reviews and analysis on the orientation, training, learning, and employee development programs at NIH; (5) develops and evaluates policy to ensure that employees are appropriately oriented, trained, and developed throughout their career with NIH.

# **NIH Training Center - HNAM4A2**

(1) Supports the development of NIH human capital through consultation and collaboration with key officials and other NIH training programs to provide agency-specific training, and career development programs; (2) perform consulting services that are designed to enhance learning and to facilitate optimal individual, group, and organizational performance; (3) formulates, organizes, plans, and executes goals and objectives toward significantly enhancing NIH-specific training and development opportunities for scientific and professional staff within the various Institutes and Centers; and (4) manages NIH Leadership Development, Competency and Management Intern programs.

#### **NIH Workforce Enhancement Branch - HNAM4A3**

(1) Supports the development of NIH human capital through consultation and collaboration with key officials and other NIH workforce offices/ programs to provide agency-specific career enhancement, engagement, and recognition programs; (2) plans and implements the NIH Awards Program to recognize outstanding accomplishments that further the NIH mission through the NIH Director's Awards, the HHS Secretary's Awards; and HHS vetted external awards; (3) ensures that new hires at NIH are engaged with the NIH mission from the first day, understand Federal employment, and related responsibilities and benefits by coordinating the NIH New Employee Orientation; (4) facilitates employee development through the NIH Competencies Program; (5) improves knowledge sharing by managing the NIH Mentoring Program; (6) and executing initiatives as determined by Administration and Departmental directives or by NIH and OHR Senior Leadership ventures that address workforce development, engagement, and retention.

# Division of Senior and Scientific Executive Management - HNAM4B

(1) Delivers lifecycle human resources management to the executive population of the National Institutes of Health (NIH) to include Politically Appointed Leaders, members of the Senior Executive Service, and Senior Leaders and Scientists serving as Institute/Center Directors, Deputy Directors, and Executive Officers and all Senior Leaders within the Office of the Director; (2) Collaborates with the Office of Human Resources, Office of the NIH Director, Institutes/Centers, Department of Health and Human Services, Office of Personnel Management, providing leadership and direction; (3) Provides executive sourcing, recruitment, classification and selection services; (4) Advises the NIH Director, Principal Deputy Director, and search committee members on current law and policy; (5) Offers relocation liaison services and executive onboarding, and (6) Manages the executive performance and awards program including pay increases.

# **Office of Research Services - HNAM5**

(1) Advises the Deputy Director for Management and staff on the management and provision of technical and administrative services to all components of the NIH in support of the research mission; and (2) plans and directs service programs for public safety and security operations, scientific resources, and program and employee services.

# Office of the Director - HNAM51

Plans and directs the activities of the Office of Research Services.

# Office of Administrative Management - HNAM512

(I) Directs, coordinates, and conducts administrative management, strategic planning, quality control, and streamlining initiatives for the Office of Research Services (ORS) and the Office of Research Facilities Development and Operations (ORFDO) by providing assistance in the areas of general administration, policy development, organizational redesign, and process improvement; (2) advises the Director, ORS, Director, ORFDO, and ORS/ORFDO Division Directors on developments in administrative management and their implications and effects on program management; (3) develops policies on administrative management and prepares and issues procedures and guidelines for implementation of administrative policies, delegations, and requirements; and (4) provides planning, procurement, and reporting.

# **Division of Administrative Operations - HNAM5126**

(1) Oversees the administrative and acquisitions functions which support the Office of Research Services (ORS) and the Office of Research Facilities Development and Operations (ORFOO); (2) provides general support to the Office of Administrative Management (OAM); (3) carries out the development of policies and standard operating procedures for administrative management, delegations, and program requirements; and (4) carries out planning and reporting related to organizational administration and acquisition.

### AcquisItion Management Branch - HNAM51261

(1) Provides a broad range of business, administrative, and management support related to acquisition planning, contract administration, procurement, purchase card program, property, renovation projects, inventory management, budget and finance, interagency agreements, service and supply fund billing, and space and property management for program areas; (2) Monitors products and services for the Office of Research Services (ORS) by implementing a quality assurance surveillance plan to ensure contracts meet performance requirements; (3) develops and coordinates policies and acquisition strategies and systems which ensure compliance, maximize value and efficiency in operation; and (4) ensures purchasing agents maintain certifications for warrants and all CORs maintain certifications for contract management; (5) oversees resource management systems, and leads efforts in developing information technology strategies in response to existing and emerging technology needs.

# **Workforce Management and Planning Branch - HNAM51262**

Missing FC -

#### **Administrative Service Branch - HNAM51263**

(1) Directs, coordinates, and conducts administrative management activities of the Office of Research Services (ORS) and the Office of Research Facilities Development and Operations (ORFDO) by providing assistance in the areas of general administration, human resource management, travel, space, and management and program analysis; (2) advises the Director, ORS, the Director, ORFDO, the Director, Division of Administrative Operations (DAO), Director, Office of Administrative Management (OAM), and the ORS/ORFDO Office/Division Directors on developments in administrative management and their implications and effects on program management; (3) develops policies and standard operating procedures for administrative management, delegations, and program requirements; (4) serves as the ORS/ORFDO focal point for the coordination, preparation, and analysis of a wide variety of administrative management reports and other documents associated with the National Institutes of Health (NIH) and the Department of Health and Human Services (HHS).

# **Division of Quality Management and Policy - HNAM5128**

(1) Provides broad management oversight, advice, and assistance to the Directors, Associate Directors, Director, Office of Administrative Management (OAM) and Division Directors in the Office of Research Services (ORS) and the Office of Research Facilities Development and Operations (ORFDO) on internal controls and risk management requirements, delegations of authority, records and forms management, organizational and functional analysis, and manual issuances; (2) administers and coordinates Freedom of Information Act and Privacy matters for ORS and ORFDO in response to National Institutes of Health (NIH) and Department of Health and Human Services (HHS) requirements; (3) serves as the ORS and ORFDO central liaison on matters involving the Office of Inspector General (010), the General Accounting Office (GAO), the HHS Office of Audit, the Federal Bureau of Investigation (FBI), and Congressional inquiries related to management controls and audits; (4) has overall responsibility for the development and implementation of policy and the ORS/ORFDO Manual Issuance system; (5) coordinates the implementation of the Risk Management Program in ORS and ORFDO and the annual Federal Managers Financial Integrity Act (FMFIA) response to the NIH and HHS; (6) provides leadership and support to ORS management in developing methods to move ORS towards a total quality culture in customer service and customer and employee satisfaction; (7) promotes quality development initiatives across ORS through management consultation, reinvention efforts, organizational redesign, total quality management, team building, strategic planning, human resource development, and effective training of managers and employees; and (8) serves as the focal point for ORS streamlining initiatives aimed at achieving downsizing targets and achieving customer satisfaction through continuous process improvement, re-engineering and other organizational quality improvement methods.

### Office of Budget and Finance - HNAM515

(1) Advises the Director and Associate Director for Research Services and ORS Division Directors on matters involving business processes and systems, financial processes and strategies, budgetary funding, and management information systems; (2) provides administrative management and technical services for ORS operating components in the areas of finance, budget, systems analysis, and information technology; (3) provides management oversight for the Director for Business Systems and Finance, Associate Director for Research Services and ORS staff on the financial planning and financial management; and (4) collects data through the NIH Data Warehouse and NIH Business System (NBS) to provide financial analysis of activities performed under the ORS for the NIH community; and (5) collaborates with other NIH Office of Management departments within the Central Services along with the NIH Institutes and Centers (ICs) Budget Officers with regards to their assessments of :funds for the ORS services.

# **Financial Management Branch - HNAM5153**

(1) Serves as principal advisor to the Associate Director for Research Services and ORS staff on the financial management aspects of the planning, formulation, execution, and evaluation of the ORS budget; (2) collaborates with program planning staff in the development and coordination of ORS programs with the budget process; (3) formulates and monitors the ORS financial management program and establishes a system of the effective control of funds; (4) serves as a focal point for the monitoring and clearance of budgetary and fiscal data as the result of congressional and public inquiries; (5) monitors the financial activities for ORS throughout the Fiscal Year meeting with the respective Divisions, Branches and Offices in support of their financial needs and (6) works closely with the NIH Office of Financial Management.

#### Administrative Service Branch - HNAM516

(1) Directs, coordinates, and conducts administrative management activities of the Office of Research Services (ORS) and the Office of Research Facilities Development and Operations (ORFDO) by providing assistance in the areas of general administration, human resource management, travel, space, and management and program analysis; (2) advises the Director, ORS, the Director, ORFDO, the Director, Division of Administrative Operations (DAO), Director, Office of Administrative Management (OAM), and the ORS/ORFDO Office/Division Directors on developments in administrative management and their implications and effects on program management; (3) develops policies and standard operating procedures for administrative management, delegations, and program requirements; (4) serves as the ORS/ORFDO focal point for the coordination, preparation, and analysis of a wide variety of administrative management reports and other documents associated with the National Institutes of Health (NIH) and the Department of Health and Human Services (HHS).

### Office of Innovation and Information Technology - HNAM519

The Office of Innovation and Information Technology (I) provides leadership, management, planning, and support of information technology (IT) activities and resources that are used throughout the Office of Research Services (ORS) and the Office of Research Facilities Development and Operations (ORFDO) Divisions and Offices and that support ORS and ORFDO-wide operations, or that require (or benefit from) shared ORS and ORFDO support; (2) advises ORS and ORFDO Directors, Divisions, and Offices on information technology policy, planning, acquisition and reporting; (3) develops and supports strategic management of ORS and ORFDO information technology activities and the operation of a variety of IT services required by the Clinger-Cohen Act (CCA formerly the Information Technology Management Reform Act of 1996 (ITMRA), Federal Information Technology Acquisition reform (FITARA); and any other related reform or policy; (4) supports and provides onsite desktop support services, network services, hosting and application support services and activities to the Office of the Director, ORS and ORFDO, and participates on special IT related projects; (5) serves as the ORS and ORFOO liaison with the National Institutes of Health (NIH), Department of Health and Human Services (HHS), and other governmental entities on information technology matters; and (6) supports the Federal Information Security Management Act of 2002 (FISMA), requiring each federal agency to develop, document, and implement an agency-wide program to provide information security for the information and information systems that support the operations and assets of the agency or Institute including those provided or managed by another agency, contractor, or other source.

#### **Business Office Branch - HNAM5191**

The Business Office reports to the CIO and provides direction to the Office of Research Services (ORS) and the Office of Research Facilities Development and Operations (ORFDO) relating to (1) acquisition management of hardware, software, IT contract support; (2) project prioritization and ORS/ORF/OM IT governance liaison for IT related projects and programs; (3) projects, hardware, software, and IT related products through the various branches within The Office of Innovation and Infonnation Technology; (4) administering and providing oversight for the procurement of IT services and hardware deployments; (5) coordinating and tracking ORS/ORF compliance with investment management practices in accordance with goals and objectives prescribed by the FIT ARA; and (6) tracking ORS/ORF IT investment perfonnance measures to assess agency progress in meeting requirements under the Government Perfonnance and Results Act, the Infonnation Technology Refonn Act, and other relevant legislation.

### **Development and Support Branch - HNAM5192**

(1) Provides expertise to design technical solutions that meet customer requirements; defines IT design elements, and develops and tests solutions for emerging customer requirements; (2) performs tests and evaluations of technologies in support of innovation and delivery of technical solutions to meet current requirements; (3) attends and supports Office of Research Services (ORS) and the Office of Research Facilities Development and Operations (ORFDO) governance processes for new or changes to internet/intranet and SharePoint sites; (4) works with the business office to ensure full coordination and approval of proposed solutions; (S) develops and provides training to users on IT solutions prior to operational deployment; (6) manages the testing of all application enhancements and modifications; (7) administers and maintains the Department's primary internet and intranet websites; (8) monitors and reports on operational infrastructures, platforms, and software to ensure confidentiality, integrity, and availability, to include voice, video, and data communications networks, telecommunications, and multimedia services; (9) ensures that all employees have appropriate access to the core IT services; (10) administers and participates in configuration management processes, and associated boards, to review, vet, approve, and communicate changes to operational enterprise IT infrastructures, platforms, and software; (11) develops, maintains, and directs contingency and disaster recovery planning activities and procedures that ensure continuity of operations for essential Departmental systems in the event of an emergency or other disruption to normal operations; (12) develops and maintains system security documentation and authorizations to operate associated with enterprise IT infrastructures, platforms, and software; (13) develops and maintains operational processes and procedures to ensure the efficient and cost-effective use of IT resources for business communications and collaboration; (14) operates and manages an enterprise IT service desk and associated services; (15) conducts operational outreach to ORS/ORF users to proactively address IT issues and obtain customer feedback; (16) maintains and provides training to users on enterprise IT solutions; and (17) oversees and executes patches, hardware and software compliance required by the National Institutes of Health (NIH).

#### **Information Security Branch - HNAM5193**

The Information Security Branch (1) oversees the Office of Research Services (ORS) and the Office of Research Facilities Development and Operations (ORFDO) IT security program and ensures the confidentiality, integrity and availability of ORS/ORF information and information resources; (2) provides standardized IA and cyber security services and solutions; (3) leads the ORS/ORF incident response activities and maintains relationships with internal/external cyber security service providers such as the National Institutes of Health (NIH), ORS/ORF, and the Department of Health and Human Services (HHS); (4) establishes and implements the operational processes for detecting, protecting, and responding to cyber security threats and vulnerabilities and provides privacy safeguards coordination for the Department's privacy program; and (5) maintains and updates ORS/ORF level cyber security system documentation on ORS/ORF systems for the NIH OCIO cyber security program, to include the development and professionalism of the cyber security processes and frameworks documentation for identifying and reporting cyber security risks across the Department's information system inventory.

#### **Infrastructure Branch - HNAM5194**

The Infrastructure Branch (1) supports Office of Research Services (ORS) and the Office of Research Facilities Development and Operations (ORFDO) initiatives that include infrastructure security, core infrastructure services, Infrastructure Branch primary IT hosting environment and disaster recovery sites, as well as infrastructure, platfonn, and software as a service cloud environment; (2) develops and maintains common business solutions that are required by multiple program offices and provides technical and functional support to internal and external users of the ORS/ORF IT systems; and (3) provides overall leadership and coordination to the immediate office staff and contract support.

# Office of Security and Emergency Response – HNAM5Q

Directs and implements safety related services for NIH employees, visitors, research and facilities, that include (1) Emergency Preparedness and Coordination, (2) Police, (3) Fire/Rescue/Hazmat, (4) Fire Marshal, and (5) Physical Security Management; (6) plans, directs, coordinates and evaluates SER functions; (7) develops security and life safety policy and operations.

#### **Division of Emergency Management - HNAM5Q2**

(1) Interprets Federal and Departmental regulations and develops NIH policies and procedures in emergency management and Continuity of Operations (COOP); (2) provides a central administrative and technical service to plan, conduct, and coordinate programs to protect life, property, and the environment in the event of man-made and natural disasters; (3) plans, develops, directs, and supports research in emergency management relevant to the biomedical research community; (4) plans and conducts training programs, awareness events, and drills to promote the Occupant Evacuation Program (OEP) and emergency preparedness to the NIH community; (5) operates and maintains the NIH Sensitive Compartmented Information Facility (SCIF), Homeland Secure Data Network (HSDN), and Secure Video Teleconferencing (SVTC) system; (6) serves as the NIH communications security (COMSEC) custodian; (7) plans, develops, directs, and provides testing, training, and exercise (TT&E) programs pertaining to emergency management, COOP, and the IC Crisis Response Teams (CRT); (8) coordinates and disseminates critical information between emergency response personnel, facility/maintenance managers, Institutes/Centers, NIH senior leadership, and staff; (9) maintains liaison with local, State, and Federal emergency management agencies.

# **Division of Police - HNAM5Q3**

(1) Administers, enforces and coordinates a comprehensive full-service security, police protection, and law enforcement for NIH health care, research, administration, and support facilities and personnel located on the NIH campus enclave and in various states and regions nationwide and exercises exclusive jurisdiction on the NIH enclave; (2) as policy and law allow, provides protection to all NIH facilities and employees, patients, visitors from the full spectrum of criminal threats and other hazards; (3) collaborates with other NIH organizations to plan, conduct and coordinate programs to protect life, property, and the environment in the event of fire, explosions, accidental release of hazardous materials, and natural disasters; (4) enforces all relevant Federal, State, and local laws, which apply to the NIH; (5) makes criminal and traffic arrests, prepares cases for presentation to Federal courts, and provides testimony of officers as required at trials and hearings; (6) conducts initial and follow-up investigations of all criminal and other offenses and determines methods and means necessary to implement a successful approach to help prevent further occurrences; (7) investigates all civil liability claims (unless otherwise directed by ADSER) made against the U.S. Government as a result of incidents occurring on the NIH enclave, at off-campus facilities involving NIH employees and/or vehicles; (8) manages security guard contract services working on and off campus buildings and coordinate their activities with those of the police in implementing the comprehensive security program for the NIH; (9) manages and administers the combined Police and Fire Emergency Communications Center; (10) coordinates and ensures NIH compliance with certain provisions of the 2001 Patriot Act that pertain to security and law enforcement; (11) conducts interim security inspections and surveys of NIH facility operations to ensure adequacy of security measures and to detect security hazards; (12) Conducts background investigations, upon request from the Division of Personnel Security and Access Control, for NIH employees and contractors and other select NIH populations; (13) coordinates and witnesses the lawful destruction of controlled substances to ensure compliance with various regulations; (14) conducts community oriented policing/crime prevention services and briefings to NIH employees; (15) issues temporary visitor passes for visitors to the NIH Bethesda campus facility and/or at any other NIH owned or leased facility; and (16) conducts intelligence gathering and analysis, which may impact the NIH, provides briefs and communicates such information, as required, to the NIH.

# **Guard Force Operations Branch - HNAM5Q32**

(1) Manages security guard contract services working on and off campus buildings and coordinates their activities with those of the police in implementing the comprehensive security program for the NIH; (2) coordinates and ensures NIH compliance with certain provisions of the 2001 Patriot Act that pertain to security and law enforcement; and (3) conducts interim security inspections and surveys of NIH facility operations to ensure adequacy of security measures and to detect security hazards.

# Police Operations Branch - HNAM5Q33

(1) Administers, enforces and coordinates comprehensive, full-service security, police protection, and law enforcement for the National Institutes of Health (NIH) health care, research, administration, support facilities and personnel located on the NIH campus enclave and in various states and regions nationwide; exercises exclusive jurisdiction on the NIH enclave; (2) as policy and law allow, provides protection toall NIH facilities and employees, patients, visitors from the full spectrum of criminal threats and other hazards; (3) collaborates with other NIH organizations to plan, conduct and coordinate programs to protect life, property, and the environment in the event of fire, explosions, accidental release of hazardous materials, and natural disasters; (4) enforces all relevant Federal, State, and local laws which apply to the NIH; and (5) makes criminal and traffic arrests, prepares cases for presentation to Federal courts, and provides testimony of officers as required at trials and hearings.

### Support Service Branch - HNAM5Q34

(I) Manages and administers the combined Police and Fire Emergency Communications Center; (2) Coordinates and ensures National Institutes of Health (NIH) compliance with certain provisions of the 200 I Patriot Act that pertain to security and law enforcement; (3) conducts community oriented policing/crime prevention services and briefings to NIH employees; (4) issues temporary visitor passes for visitors to the NIH Bethesda campus facility and/or at any other NIH owned or leased facility; (S) collaborates with other NIH organizations to plan, conduct and coordinate programs to protect life, property, and the environment in the event of fire, explosions, accidental release of haz.ardous materials, and natural disasters; (6) conducts background investigations, as requested from the Division of Personnel Security and Access Control (DPSAC), for NIH employees and contractors and other select Nill populations; and (7) conducts intelligence gathering and analysis which may impact the NIH, provides briefs and communicates such information, as required, to the NIH; (8) conducts initial and follow-up investigations of all criminal and other offenses and detennines methods and means necessary to implement a successful approach to help prevent further occurrence; and (9) investigates all civil liability claims (unless otherwise directed by the ADSER) made against the U.S. Government as a result of incidents occurring on the NIH enclave, at off-campus facilities involving NIH employees and/or vehicles.

# Division of Physical Security Management - HNAM5Q4

(1) Provides planning and technical expertise for the physical and engineering security of all NIH owned, leased, and special extramural facilities; (2) collaborates with other NIH organizations to plan, conduct and coordinate design and programs to protect life, property, and the environment in the event of crime, terrorist, or other security-related events; (3) ensures that NIH security policy, programs and procedures comply with Federal mandates; (4) conducts security inspections and surveys of NIH facilities to ensure adequacy of physical security measures, detect physical security weaknesses, and provide recommended solutions to improve physical security; (5) presents crime prevention lectures, seminars, and discussions for NIH employees; (6) reviews new facility and major renovation construction plans for both NIH owned and leased facilities to ensure projects comply with Federal security design criteria; (7) ensures security and capital projects are planned, prioritized, and performed in a timely manner that meets the NIH security program policy and requirement; and (8) develops NIH policies and procedures regarding physical security.

# **Division of Fire/Rescue Services - HNAM5Q5**

(1) Provides constant first response capability for all fires, rescue and technological emergencies on the NIH campus; (2) assists in the development of emergency response plan and maintains a state of preparedness to respond to all emergencies through training and conduct of drills and performance tests; (3) develops improved techniques for mitigating consequences of emergencies; and (4) provides a mutual aid resource to assist Montgomery County in responding to technological emergencies associated with biomedical research and medical facilities.

# Division of the Fire Marshal - HNAM5Q6

(1) Serves as the NIH "Authority Having Jurisdiction" as defined by the National Fire Protection Association, and, in that capacity, provides final authoritative judgments required in the application and interpretation of current fire codes and other applicable standards, regulations and policies regarding all aspects of fire safety at the NIH; (2) provides consultation and technical assistance to the NIH and the extramural biomedical research community regarding work practices, and facility design and construction concepts that enhance fire safety and includes providing comprehensive fire protection engineering reviews of structure modifications and new construction plans and proposals; (3) provides fire safety information and training; (4) develops methodology for assessing and mitigating fire hazards associated with biomedical research; (5) conducts technical fire investigations; (6) develops NIH policies and procedures regarding fire protection and life safety; and (7) conducts periodic fire safety surveys to detect hazardous conditions, measure performance of fire safety devices, and assess compliance with fire safety policy.

# Division of Personnel Security and Access Control – HNAM5Q7

(1) Directs management of Division including planning for financial, administrative and technical services; determines policies and plans, and directs implementation to ensure that all services are of high quality, cost effective, and responsive to the needs of the NIH community; (2) Provides customer service, enrollment, badge issuance, Electronic Questionnaire for Investigation Processing (e-QIP) completion, adjudication and access control; (3) Sends Unsuitable Letters, as appropriate, copied to Office of Human Relations (OHR) Employee Relations (ER); (4) Implements the Homeland Security Presidential Directive 12 (HSPD-12) for the entire NIH; (5) Ensures all operating procedures are implemented and adhere to the requirements of the FIPS-201 standard; (6) Ensures all ID badge services performed at NIH are carried out in a consistent and reliable manner in accordance with HHS and Office of Personnel Management (OPM) policies; (7) Appoints personnel to fulfill the roles and responsibilities defined in FIPS-201 and this policy; (8) Operates as Role Administrator to grant system privileges to role holders; (9) Ensures NIH compliance and organizing submission of required reports to the HHS Senior Authorizing Official (SAO).

# **Case Review Branch – HNAM5Q71**

1) Screens all NIH new hires, contractors and other personnel, prior to start date, to determine whether individuals will require a background investigation; (2) Takes appropriate actions to order the investigation from the National Background Investigation Bureau (NBIB) for further review and/or to contact previous employer for clarification on a non-adjudicatory decision; (3) Initiates background investigations in e-QIP and manages the e-QIP email help desk; (4) Reviews e-QIP submissions for completeness and follows up with individuals regarding missing or incomplete investigation forms; (5) Re-initiates non-compliant individuals (those who never completed the online form); (6) Ensures e-QIP submissions are done within the Federally mandated timelines for submissions that all Federal agencies must adhere to. (7) Submits final investigation package to NBIB and calls NBIB for minor unacceptable case issues; (8) Makes initial suitability determinations before granting access to NIH facilities. (9) Determines eligibility for issuance or re-issuance (badge renewal) of an NIH HSPD-12 initial/final credential; (10) Enforces policies governed under Security Executive Agent Directive 3 (SEAD-3) by ensuring all individuals who hold or are eligible for National Security clearances receive initial and annual briefings; (11) Begins delinquency process (badge deactivation) for those who do not comply with required actions and authorizes badge reactivation once actions are complete.

### **Adjudication Branch – HNAM5Q72**

(1) Handles Case Closing Transmittals (CCT) received via OPM's e-Delivery and hard copy cases received by mail; (2) Scan in hard copy CCT file received from OPM; (3) Conducts reciprocity on issue cases with "C" "D" and "Q" codes; (4) Reviews CCT; (5) Completes Subject Evaluation Sheet (SES) to identify issues; (6) Interviews Subject for additional information by means of telephone, email, Letter of Interrogatory (LOI), requests mitigating information based on suitability criteria; (7) Monitors /tracks 10 days/30 days response to LOI and 7 days response to email, grant extension if warranted; (8) Begins delinquency process (badge deactivation by notifying Subject - last time email to respond) for those who are noncompliance to LOI/email or face to face interview; (9) Conducts final suitability determination on all cases except those found unsuitable; (10) Completes certification of investigation (COI), 79A; (11) Uploads COI/79A in Background Investigation Tracking System (BITS) case file/finalized record; (12) Updates 79A in OPM Central Verification System (CVS); (13) Sends COI to OHR for insert in FTEs' electronic Official Personnel Folder (eOPF); (14) Deactivates and reactivates PIV badge when noncompliant; (15) Conducts review on all cases found unsuitable for final suitability determination, prepare and signs unsuitable letters – sends unsuitable letters/prepare unsuitable package to Employee Relations (ER); (16) Destroys noissue files 90 days after suitability determination; 2 years for criminal issues. (17) Adjudicates Post Appointment Arrest investigation reports; (18) Re-opens case file for review, if closed, when straggler reports received from OPM; (19) Liaises when OPM pulls jurisdiction over case file for needed information – work with OHR/ER; (20) Sends subject Letter of Advisement or Letter of Warning (LOA/LOW) if warranted for final determination; monitor/track acknowledgment of receipt from Subject; (21) Monitors "C" and "D" issue cases for FTEs in first year of Federal Government – probationary period.

### **Access Control and Badge Issuance Branch – HNAM5Q73**

(1) Issues PIV and RLA Badges; (2) Deactivates and reactivates badges requested by Personnel Security Representative or DPSAC Director; (3) Handles certificate renewals (1/2 life of badge); (4) Resets Personal Identification Numbers (PINs); (5) Issues NIH Legacy Badges; (6) Manages and answers access requests to specific areas; (7) Programs and tracks PIV card stock; (8) Manages Continuum Physical Access Control System and access control hardware; (9) Works with Quantum Secure access control system; (10) Liaises with Johnson Control Inc. (Pegasus) and Software House's CCure 9000 access control systems; (11) Liaises with Select Agent Program, Irradiator Room Program and other controlled areas at the NIH; (12) Provides services to badge issuance sites on and off the NIH main campus.

#### **Customer Support Branch – HNAM5Q74**

(1) Provides customer service to employees, contractors, and other personnel associated with the NIH to support completing the necessary personnel security processes, which include collection of investigation forms, scheduling appointments, answering phone lines, and maintaining email helpdesks, covering a wide scope of inquiries from both internal NIH customers and external customers from industry or outside federal agencies; (2) Drafts and/or makes revisions to DPSAC internal policies and procedures; (3) Conducts presentations involving security matters and DPSAC processing to NIH community; (4) Prepares and develops DPSAC communications for the NIH community using various channels (e.g. DPSAC news publications; DPSAC website; ORS immersion program; new employee orientation); (5) Assists NIH personnel in completing pre-enrollment actions to determine need for an investigation; (6) Conducts identity proofing and takes photographs and fingerprints for Personnel Identification Verification (PIV) and Restricted Local Access (RLA) card enrollment; (7) Captures fingerprints to authorize the identification badge and when necessary, conducts a re-fingerprinting; (8) Receives and delivers hard copy mail, assists in document scanning, and addresses deficiencies (e.g. those not logging into e-QIP, reminders every seven days, and badge deactivations).

## **Support Services Branch - HNAM5Q34**

(1) Manages and administers the combined Police and Fire Emergency Communications Center; (2) coordinates and ensures NIH compliance with certain provisions of the 2001 Patriot Act that pertain to security and law enforcement; (3) conducts community oriented policing/crime prevention services and briefings to NIH employees; (4) issues temporary visitor passes for visitors to the NIH Bethesda campus facility and/or at any other NIH owned or leased facility; (5) collaborates with other NIH organizations to plan, conduct and coordinate programs to protect life, property, and the environment in the event of fire, explosions, accidental release of hazardous materials, and natural disasters; (6) conducts background investigations, as requested from the Division of Personnel Security and Access Control, for NIH employees and contractors and other select NIH populations; and (7) conducts intelligence gathering and analysis, which may impact the NIH, provides briefs and communicates such information, as required, to the NIH.

# **Office of Scientific Resources – HNAM5R**

(1) Leads, directs, coordinates and manages scientific resources and regulatory activities including (2) veterinary resources, (3) radiation safety, (4) occupational safety and health, (5) scientific and computer equipment, (6) library services; (7) coordinates with the NIH Office of Intramural Research on animal care and use.

## Division of Occupational Health and Safety - HNAM5R2

(1) Develops NIH occupational safety and health policies and national guidelines for the use of hazardous materials in biomedical research; (2) provides central administrative and technical service to plan, conduct, coordinate and support programs to create and maintain a safe and healthful environment for NIH patients, employees, visitors, and guest workers and to ensure compliance with applicable regulations of the Occupational Safety and Health Administration, Department of Labor; (3) plans, develops, directs and supports applied research and hazard assessment activities to identify and control potentially hazardous factors and risks associated with the conduct of biomedical research; (4) plans and conducts educational and technical assistance programs to promote the use of safe practices, containment equipment, and facilities in biomedical research at the NIH as well as among the extramural biomedical research community, and provides national leadership to the biomedical research community in laboratory safety; (5) furnishes support services and specialized assistance to the NIH in evaluating and controlling work-related health and safety hazards associated with the importation and exportation of federally regulated pathogens; (6) manages the NIH Maximum Containment Laboratory, Building 41A (MCL-41A); (7) manages the NIH Occupational Medical Service, the NIH Quarantine Permit Service Office, NIH accident reporting system, NIH Select Agents Program, and the NIH Workers Compensation Program; (8) provides community health services and outreach programs for the NIH; (9) provides staff and other resources for the NIH Institutional Biosafety Committee and the NIH Occupational Safety and Health Committee; and (10) provides safety design reviews for construction and renovation activities.

#### **Technical Assistance Branch - HNAM5R22**

(1) Develops NIH occupational safety and health policy; (2) provides consultation and technical assistance to the intramural and extramural biomedical research communities on occupational health and safety matters; (3) provides staff and support for the NIH Occupational Safety and Health Committee; (4) manages the industrial hygiene program which includes hearing conservation, respiratory protection, ethylene oxide monitoring, waste anesthetic gas monitoring and indoor air quality assessments; (5) performs certification of all primary barrier systems including biological safety cabinets, fume hoods, ventilated animal racks and all local exhaust ventilation applications; (6) manages the NIH Ergonomics program; (7) is responsible for the update and currency of regulatory compliance written programs; (8) provides safety support to the NIH Clinical Center for accreditation by the Joint Commission for Accreditation of Healthcare Organizations (JCAHO).

## Safety Operations and Support Branch - HNAM5R23

(1) Provides primary response to the NIH intramural research community's safety and health issues; (2) assists research and support staff in the identification and correction of safety deficiencies; (3) provides safety surveys of NIH work spaces, performs risk assessments, and conducts site-specific safety training; (4) conducts accident investigations and maintains the NIH accident reporting system; (5) supports the NIH Institute/Center (IC) Occupational Safety Committees, the IC Animal Care and Use Committees and the NIH Office of Animal Care and Use; (6) furnishes support services and specialized assistance to the NIH in biological safety, chemical safety, physical safety, safety engineering, occupational safety, and personal protection; (7) provides support to facility managers to resolve building-related safety and health issues.

### Community Health Branch - HNAM5R24

(1) Develops and provides safety and health training and education programs in compliance with regulatory requirements and in support of other occupational safety and health programs; (2) develops and provides vector surveillance programs including West Nile virus and other zoonotic vector surveys; (3) provides integrated pest management programs for vivaria, patient care areas, support facilities and laboratories; (4) conducts rodent prevention and control programs and other vertebrate animal control programs, including nuisance birds; (5) conducts food safety and protection audits; (6) investigates food borne illness complaints and performs infectious disease contact surveys; (7) liaisons with local health departments; (8) manages the Daycare Center Safety and Health Program; (9) provides potable water sampling; and (10) develops and implements safety programs for off campus office buildings (11) manages NIH Nursing Mothers Program; (12) manages Automated External Defibrillator Program.

### Occupational Medical Services Branch - HNAM5R25

(1) Provides preplacement medical evaluations, return to work assessments, and formal reviews of personal medical records to assure that employees are medically fit to assume/resume the duties of their positions; (2) periodic medical evaluations through medical surveillance programs to assure that individuals have not been injured by potential workplace health hazards (e.g., noise, asbestos, primate retroviruses, M. tuberculosis, etc.); (3) medical care for work related injuries and illnesses; (4) immunizations for potential biohazards in the workplace or that may be encountered during work-related international travel; (5) medical care to stabilize personal medical emergencies that occur during an employee's workday; (6) consultations with employees and supervisors to help resolve interpersonal conflicts at the worksite; (7) cardiopulmonary resuscitation (CPR) training for NIH employees; (8) health promotion programs (e.g., influenza immunization, blood pressure and cholesterol monitoring).

## **Biorisk Management Branch – HNAM5R26**

(1)Provides biosafety and biocontainment policy and implementation coordination; (2) biosafety management for high and maximum containment laboratories in Bethesda, MD and Hamilton, MT; (3) oversees NIH Biosurety Program; (4) manages the NIH Quarantine Permit Service Office and the NIH Select Agent Program; (5) manages the NIH biological material central inventory; (6) manages the safety engineering activity; (7) performs annual inspections, verification and certification of BSL-3 and 4 laboratories; (8) provides guidance on technical transfer issues to ORS employees; (9) provides Bio-Risk guidance to the Executive Secretary for the NIH Institutional Biosafety Committee so Administrative decisions can be made on Institutional functions; (10) manages DOHS Microbiology Laboratory; (11) manages the NIH PI Dashboard.

## **Division of Veterinary Resources - HNAM5R3**

Contributes to the advancement of NIH research through the application of laboratory animal sciences by (1) consultative and collaborative interaction with NIH intramural researchers; (2) provision of professional and technical support services related to the care and use of animals, including the provision and care of research animals; and (3) providing disease control and diagnostic services.

# **Business Management Office - HNAM5R32**

Contributes to the mission of DVR by (1) providing advice and guidance to DVR management on strategic and operational issues and provide centralized information systems support for DVR; and (2) providing management and technical oversight and expertise in the areas of human resource management, procurement and contract management, and financial management.

## Diagnostic and Research Services Branch - HNAM5R34

Supports the NIH intramural research program through: (1) the conduct of the NIH Animal Diagnostic Program and the NIH Animal Health Surveillance Program; (2) the provision of professional veterinary pathology services; (3) the provision of professional and technical laboratory support services; (4) the provision of cryopreservation and strain rederivation services; (5) the maintenance of the NIH Animal Genetic Resource; and (6) interacting with NIH researchers in developing research protocols, reviewing experimental results, and conducting collaborative research.

## Veterinary Medicine and Animal Facility Management Branch - HNAM5R35

Facilitates the needs of National Institutes of Health (NIH) investigators using animals by (1) providing animal husbandry and technical support services; (2) coordinating facility management services; (3) consulting on physical plant and facility management issues; (4) managing building maintenance, renovations, and new construction of ORS animal facilities to meet current and future needs to comply with regulatory requirements; (5) managing property inventory; (6) managing the NIH-level laboratory animal services contract; (7) providing NIH with centralized animal procurement services; (8) providing managed, centralized NIH animal transportation services. (9) providing veterinary medicine and technical support to research animals; (10) consulting and collaborating with the intramural research community and its veterinary staff on the veterinary aspects of protocol design; (11) providing oversight of rodent import and rederivation services for the NIH laboratory animal community; (12) coordinating acquisition, quarantine, stabilization and long-term holding of a variety of species; (13) providing behavioral and nutrition professional services and consultations to the NIH community; and (14) managing and maintaining a centralized surgical, intensive care, radiology, and phannacy service to support NIH intramural animal protocols.

## **Division of Radiation Safety - HNAM5R4**

(1) Administers and conducts the Radiation Safety Program for the NIH; (2) executes the Nuclear Regulatory Commission's (NRC) licensing actions which allows NIH to use radioactive materials and radiation sources in the Intramural Research Program; (3) establishes policies and procedures; provides technical guidance, training, and consultation in radiation safety; (4) conducts surveillance, compliance, and enforcement activities; and provides centralized services such as materials receipt, inventory and distribution, radioactive waste disposal, environmental and personnel monitoring, bioassay, patient and human use protocol dosimetry, and facilities design and review (all these activities support the use of radioactive materials and radiation producing devices in the NIH research program); (5) reviews and approves qualifications of researchers to use radioactive materials in laboratories, clinical research, or in animal studies; (6) investigates external and internal radiation exposures to NIH personnel; (7) performs essential tests and surveys of radiation producing equipment for the protection of NIH employees, patients, patient care personnel, and the general public; (8) provides radiation safety direction in the use of radioactive materials in support of direct patient care activities including the administration, under physician supervision, of oral therapies and diagnostics; and participation in implantation and removal of sealed sources and in autopsies involving radioactive materials; (9) manages the administrative aspects of the NIH Radiation Safety Committee to ensure compliance with NRC regulations; (10) maintains all records, hard copy and automated, to demonstrate compliance with all NRC, EPA, DOT, OSHA and DOL regulations as well as compliance with State and local jurisdictions; and (11) coordinates with other DS components in the management of multi-hazard issues involving radioactivity and in responding to emergencies involving radioactivity, ensuring protection of the public, NIH employees, the environment, and the preservation of property contaminated or affected by such emergencies.

## **Radiation Safety Operations Branch - HNAM5R42**

(1) Provides radiation safety consultation to NIH investigators, conducts surveys and inspections of laboratories, and enforces compliance with regulations of the U.S. Nuclear Regulatory Commission and the NIH Radiation Safety Program to ensure the safety of radiation and radioactive material users, NIH employees, patients, visitors and members of the public; (2) provides services to clinical areas such as the Nuclear Medicine Department and Radiation Oncology Branch, performs internal dosimetry calculations and reviews proposed human-use protocols and generally provides radiation safety coverage and direction in support of direct patient care activities in the use of radioactive materials; (3) provides extensive regulatory support to the NIH Radiation Safety Officer; (4) responds to radiation safety emergencies, ensuring protection of the public, NIH employees, the environment and the preservation of property contaminated or affected by such emergencies; (5) manages service contracts to support RSOS functions; and (6) provides radiation safety expert advice to persons preparing design criteria for major renovations of NIH facilities and to persons responsible for reviewing architectural and engineering design proposals.

## **Materials Control and Analysis Branch - HNAM5R43**

(1) Conducts a comprehensive program of analytical and support services for the NIH Radiation Safety Program. These services include external and internal personnel monitoring, radioactivity laboratory analysis, environmental monitoring and modeling and QC/QA programs for these functions, instrument maintenance and calibration, and internal dosimetry analysis; (2) manages and operates an extensive radiation safety training program to ensure the health and safety of radioactive material users and the general public as well as to meet Federal regulatory requirements; (3) oversees and operates the Building 21 special laboratories for temporary use by investigators using more hazardous types and levels of radioactive materials; (4) manages the resources, development and maintenance of a comprehensive mission-critical database to document the extensive data collection and record keeping required to demonstrate compliance with Federal, State and Local regulations; (5) reviews human subject research protocols which involve radiation or radioactive materials to ensure protection of subjects and compliance with DHHS, NIH and FDA guidelines and regulations; (6) conducts the essential services required to procure, process, receive, inventory and deliver radioactive materials and sources for use by the NIH research program; (7) manages the collection, processing, packaging and disposal of radioactive and radioactive mixed hazardous waste; (8) ensures that all regulations for receipt and disposal of radioactive materials are followed and that conditions of the U.S. Nuclear Regulatory Commission licenses held by NIH are met; (9) manages the transportation of radioactive materials throughout NIH and between NIH and satellite facilities and other licensed institutions to which the NIH must transport radioactive materials, ensuring that all U.S. Department of Transportation regulations are met, as well as any state or local requirements; (10) manages the service contracts which support these functions; and (11) provides technical assistance and expertise in the areas of radioactive materials disposal and transportation.

## **Division of Library Services - HNAM5R5**

For the NIH and for HHS operating divisions and offices, (1) serves as the primary literature, referral, and information resource for the administrative, program, scientific, and clinical staff; (2) interprets information needs to support NIH and HHS programs; (3) acquires, organizes, manages, maintains, and services a collection of digital and print materials to meet these information needs; (4) provides access to needed information not directly acquired by the Division; (5) provides professional assistance to NIH and HHS personnel in identifying, retrieving, and critically appraising information resources available locally or in electronic form; (6) provides translation, instruction, reference, and mediated search services; and (7) provides leadership and consultative services to NIH and HHS personnel in organization and management of print and electronic information.

#### **Information Resources and Services Branch - HNAM5R52**

Responsible for (1) providing outreach and leadership for digital initiatives; (2) the content of the Library's collections including the selection, evaluation, and de-selection of all books, journals, indexes, reports or other material in both print and electronic formats; (3) the licensing, acquisition, management, and preservation of library digital and print collections; (4) maintaining vendor/publisher relations to assure uninterrupted access to digital and print resources; (5) managing the Library's bibliographic and other databases to provide online access to collections; and (6) responding to the bioinformatics information needs of NIH researchers by offering training, software/tools, and expert consultation and support for analyzing large-scale or high-throughput bioinformatics data.

#### **Information Architecture Branch - HNAM5R53**

Responsible for: (1) providing management and leadership for the Library's information architecture, including information systems integration, design and implementation of relational databases, and user interface design; (2) leading and maintaining the Library's web content management solution; (3) ensuring open standards compliance, data security, and certification and accreditation; and (4) managing the Library maintenance and systems contracts. In addition to the infrastructural aspects of information architecture also responsible for assuring reliable access to library resources by (5) document delivery and inter-library loan (ILL); (6) self-service photocopy services; (7) managing the library services contract; (8) responding to reference inquiries and performing mediated searches; (9) providing editorial support for manuscript and poster preparation; and (10) circulation of the print collection.

## **Educational Services Branch - HNAM5R54**

Responsible for (1) initiating outreach activities such as the informationist program and other consulting activities; (2) providing a dynamic instructional program that includes information management education and end user search training; (3) developing the information commons; and (4) property management.

# Division of Scientific Equipment and Instrumentation Services - HNAM5R6

Directs the management of the Division including the planning for financial, administrative and business functions and technical services; and determines policies and plans, and directs implementation to ensure that all services are high quality, cost effective and responsive to the needs of NIH research programs and other clients.

## **Laboratory Equipment and Computer Service Branch - HNAM5R63**

(I) Maintains a broad variety of electromechanical, electronic, and mechanical-based scientific equipment in the National Institutes of Health (NIH) equipment inventory, including chromatographs, amino acid analyzers, scintillation counters, DNA sequencers, balances, evaporator-freeze dryers, incubators, microscopes, ultracentrifuges, thermo-cyclers, spectrophotometers; (2) provides such services as: installation, preventive maintenance, repair, performance evaluation, calibration, and testing, fabrication, refurbishing, and modification of systems and their components; (3) provides equipment management; (4) provides service maintenance contracts; and (S) provides computer sanitation services.

## **Equipment Rental and Sales Branch - HNAM5R65**

(1) Administers services for the rental and sales of equipment; (2) manages a pool of equipment available to the community on a monthly basis for either short-term or long-tenn rentals; (3) coordinates a rental-to-purchase program for NIH customers; and (4) manages the New Equipment Sales Program which includes a select group of standard types of laboratory equipment made available to the National Institutes of Health (NIH) research community for direct purchase through the inventory function.

# Office of Program and Employee Services - HNAM5T

Provides program and employee services that include: (1) events management; (2) international and immigration services; coordination with the Office of Intramural Research on foreign nationals related issues; (3) sign language interpretation; and (4) quality assurance. Additional functions include: (S) childcare; (6) wellness initiatives; (7) banking; (8) educational classes; (9) fibtess centers; (10) mail; (11) parking and shuttle services; and (12) medical arts services.

## **Division of Mail Management Services - HNAM5T2**

Develops, plans, coordinates, and manages Division activities, including mail operations, special handling services, and courier services for the NIH research community locations in the Bethesda, Rockville and Gaithersburg areas. Mail services include receiving, processing, sorting, preparing, and delivering incoming U.S. Postal Service mail (USPS) and NIH inter-office communications, as well as metering and dispatch of outgoing domestic and foreign mail within the required timeframes.

#### **Mail Customer Services Branch - HNAM5T22**

(1) Provides customer services for mail related matters to include furnishing mail supplies and performing mail redirect and locator services; (2) provides guidance on mail preparation and processing; (3) assists NIH employees with establishing mail pick-up and delivery, assigning of mail stop codes (MSC), obtaining mailing supplies not carried in self-service stores, design of business mail, and general mail/distribution problems; (4) interprets and disseminates guidance contained in the USPS regulations or manuals, internal NIH regulations, standard operating procedures, or NIH policy letters regarding mail services as necessary; (5) processes improperly addressed or undeliverable inter-office mail and mail received for the NIH community from the USPS; (6) tracks both incoming and outgoing USPS Express, Registered, Certified, and Insured mail as well as NIH Special mail; and (7) initiates tracer actions as necessary for USPS and NIH Special mail.

## **Mail Operations Branch - HNAM5T23**

(1) Provides daily pick-up and delivery of incoming USPS mail and inter-office communications. Processes, meters, and dispatches outgoing USPS domestic and foreign mail; (2) provides technical assistance to commercial vendors contracted by NIH ICs to process high volume mailings; (3) selects the most cost-effective method of processing all mail based upon required delivery time; (4) conducts security screening of incoming mail and parcels; and (5) provides courier service for communications and small parcels to NIH offices within the Bethesda, Rockville, and Gaithersburg areas.

# **Division of Amenities and Transportation Services - HNAM5T3**

The DATS OD is responsible for the development, planning and dissemination of a centralized program governing employee travel, transportation and amenities support services. The services support employees (administrative, research and scientific), patients, guests and visitors.

## **Amenities Program Branch - HNAM5T32**

(1) Provides direct Project Officer and Quality Assurance Specialist services for Food Services Program, Child Care Services and Retail Services, including those catering to Health and Wellness activities; (2) management and oversight of numerous legally implemented National Institutes of Health (NIH) Use Agreements that provide administrative and space support to the Maryland Business Enterprise Program for the Blind, the NIH Federal Credit Union, the NIH Recreation and Welfare Association, the Foundation for the Advancement of Education of the Sciences (FAES) and other non-NIH government functions such as the HHS General Counsel; (3) researches and implements new employee services and methods to reduce costs and improve service levels; and (4) provides consultation on employee amenities within the framework of the perfonnance-based contracts and Use Agreements under the control and oversight of the Division.

## **Transportation and Services Branch- HNAM5T33**

(1) Provides Project Officer and Quality Assurance Specialist services for the NIH Transportation (Parking and Shuttle Services) contract; (2) Oversees for the Employee Transportation Services Office which coordinates all Ride-Sharing and Vanpool programs involving the NIH employees and the public; works towards enhancing parking and parking regulations with appropriate NIH offices; establishes and refines programs that encourage carpooling, shuttles, vanpools, and use of alternative transportation as well as the NIH Transhare Program; (3) Develops and maintains, in concert with other NIH offices, a full array of traffic management and transportation programs with the Metropolitan Washington Council of Governments, National Capital Planning Commission, Maryland National Capital Park and Planning Commission, as well as local community groups and oversees several committees designed to study the use of public transportation, parking issues, traffic, shuttle and public bus issues; (4) Primary Project Officer researches and implements new employee services and methods to reduce costs and improve service levels; (5) Provides consultation on employee Transportation and Services within the framework of the performance based contracts and Use Agreements that the Division has control and oversight of.

### **Division of International Services - HNAM5T4**

(1) Serves as the only source for immigration related services for the entire NIH community; (2) interprets government agencies rules and regulations that pertain to the history of foreign scientists at NIH; (3) prepares and files petitions with the Bureau of Citizenship and Immigration Services in order to obtain benefits (work permissions, extensions, etc.) for foreign scientists; (4) provides professional guidance to IC personnel on best visa mechanisms to appoint foreign scientists; (5) assures that NIH complies with DHS, DOL, DOS, and other government agencies' rules and regulations that pertain to NIH's foreign population; (6) responsible for upkeep of IRTA Visiting Fellow Program Manual Chapter; (7) provides orientation, guidance and assistance to all foreign scientists at NIH; and (8) trains IC personnel on preparation of visa requests filed with the Division of International Services, ORS.

### **Events Management Branch - HNAM5T6**

(1) Provides conference services support and logistics for conferences, meetings, and events held in centrally managed conference rooms; (2) determines policies, and plans and directs implementation to ensure that all services are of highest quality, cost effective, and responsive to the needs of all clients; (3) performs all duties and responsibilities associated with the role of the project officer in administering the award of and contract for events management services; (4) provides multi-media services that include the integration of text, graphics, sound, motion and animation, video and interactivity, and photography; and (5) provides video services including producing, directing, videotaping, live captioning, editing, and duplicating. audio, live captioning, editing, and video distribution via cable, fiber, satellite, internet and duplication; and (6) has oversight of the National Institutes of Health (NIH) Interpreting Services Program for the NIH Deaf and Hard of Hearing community as well as all events open to the public.

(1) Supports NIH scientific and public information activities. (2) provides medical illustration, 30 animation, media campaign planning; (3) provides design and production oversight services for a wide variety of visual presentations, e.g., identity graphics, publications, illustrations, exhibits, signage, slide presentations, charts, graphs, congressional hearing presentations and other visual materials, awards and certificates, interactive multi-media augmentation, and websites; (4) obtains necessary approval prior to penning signatures; (5) interfaces with customers providing drop-off and pick-up services; (6) provides quality control and manages delivery of contract services; (7) provides limited production services, i.e., printing, mounting posters, nametags, tent cards, certificates, brochures, file scanning, slide presentations, and passport photos.

## Office of Strategic Planning and Management Operations – HNAM6

(1) Advises the DDM and staff on all aspects of strategic planning, change management and operational effectiveness for NIH activities, (2) Provides leadership and guidance to NIH's business community in the development and oversight of a strategic administrative management plan, goals, organizational effectiveness and business analytics; (3) Develops and executes a Change Management Program focusing on trans-NIH administrative change; (4) Coordinates trans-NIH issues, studies, and projects under the purview of the OM; and (5) Oversees the development of strategies to drive greater efficiency and effectiveness in administrative operations.

#### **Strategic Planning and Business Transformation Branch – HNAM61**

Plans and coordinates the following OM and/or NIH business activities: (1) Develops and implements an integrated NIH and OM strategic business and operational plan, inclusive of prioritized initiatives and actions; (2) develops and executes an NIH change management program focusing on trans-NIH administrative change, but available to assist in other transformation initiatives; (3) assists the Director, OSPA and the OM managers in the design and development of appropriate evaluation tools that provide accurate and timely assessment of OM's performance, including tools to assist in the management of the organization; (4) provides oversight and monitors OM and NIH-wide key performance indicators to meet strategic administrative goals and to assure the validity and accuracy of the data; (5) Develops business analytics to support NIH strategic responsibilities, and (6) Facilitates collaboration on development and execution of innovative solutions.

#### **Management and Operations Branch – HNAM62**

Plans and coordinates the following OM activities: (1) Provides advice to the Director, OSPMO and DDM on administrative management policies and processes which cut across the full spectrum of OM programs; (2) Provides staff support to the Director, OSPMO and DDM in overseeing the coordination of trans-OM and NIH issues, studies, and projects under the purview of the OM; (3) Provides leadership in conceiving, developing, planning, managing, and implementing organizational studies aimed at improving work processes in a variety of administrative areas; and (4) Supports internal administrative functions including budget, human resources, space, and facilities management.

#### **Office of Management Assessment - HNAM7**

(1) Advises the NIH Director and staff on a broad range of NIH-wide management program areas including: internal control, risk management, audit/investigation liaison, regulations, delegations of authority, FAIR Act, Privacy Act, records and forms management, organizational change, policy manual issuances, and taking proper actions when there are allegations of misuse of grants or contracts funds, employee misconduct, fraud, waste, and abuse; (2) provides leadership and direction to each of the management program areas listed above; and (3) oversees the management of functions in those same management program areas.

#### **Division of Program Integrity - HNAM72**

(1) Conducts reviews of non-criminal allegations of improper employee conduct, misuse of grant or contract funds and grantee/contractor conflicts of interest related to NIH programs and activities; (2) responsible for the NIH Hotline, intake for all allegations, and referral to the appropriate NIH office; (3) refers allegations of fraud, waste, abuse, mismanagement or other criminal and civil offenses against the United States to the HHS OIG; (4) assumes the lead responsibility on cases received through the OIG hotline that are referred to NIH for action; and (5) serves as the liaison between NIH and the OIG, FBI and other federal law enforcement agencies conducting investigations of criminal and civil offenses against the United States involving NIH.

#### **Division of Compliance Management - HNAM74**

(1) Leads, coordinates and implements NIH-wide requirements to promote legislative and policy compliance for the following program areas: Delegations of Authority, FAIR Act, Federal Register Notices, Forms, Information Management, Organizational Changes, Policy Manual, Privacy Policy & Compliance, and Regulations; (2) acts as the NIH focal point and liaison with HHS, and other Federal agencies in the coordination of these requirements; (3) Provides training, advisory services, harmonization, standard operating procedures, and policy maintenance for the above program areas.

#### **Information Management Branch (IMB) - HNAM742**

(1) Serves as the NIH subject matter experts and HHS points-of-contact for the following NIHwide program areas: Records Management, Litigation Holds, and Forms Management; (2) offers training, advisory services, program management, standard operating procedures, and maintenance of Program policies; (3) provides oversight for the life-cycle management of NIH records, including NIH-wide education and communication of legislation, regulation and policy guiding federal record management, conducting record program reviews, developing retention schedules for concurrence by the National Archives and Records Administration, and annual reporting of essential records; (4) coordinates the litigation hold notifications distributed to impacted NIH staff that provides instructions on maintaining responsive information; (5) leads the management of NIH forms by aiding the development, review, revision and approval of new or existing forms, and maintaining the forms repository.

#### **Management Operations Branch (MOB) - HNAM743**

(1) Serves as the NIH subject matter experts and HHS point-of-contact for the following NIHwide program areas: Delegations of Authority (DoAs), Organizational Changes, and Policy Manual Chapters; (2) manages the formal DoA process and maintains the DoA IT System, including those to the NIH from HHS, and the Director and other senior officials across NIH; (3) provides assistance and guidance to NIH Issuing Offices relating to the research, development, review and issuance of all new, revised and rescinded DoAs; (4) coordinates structural organizational changes, ensures that: a) HHS policy and legislative requirements related to reorganization, b) the NIH Standard Administrative Codes (SAC), and c) the official organizational charts and functional statement requirements are met; (5) provides management oversight and advisory services on the creation, development, publication and management of policies maintained within the NIH Policy Manual system; and (6) implements requirements for policy lifecycle by coordinating with issuing offices, Office of the General Council, and approving officials.

#### Privacy Policy Branch (PPB) - HNAM744

(1) Advises NIH staff of appropriate safeguards for the creation, collection, use, processing, storage, maintenance, dissemination, disclosure, and disposal of personally identifiable information and sensitive information by programs and information systems, issues cohesive policy and procedural documentation, develops privacy awareness training and collaborates with multiple stakeholders to secure data and mitigate privacy incidents; (2) advises NIH staff on privacy policy, compliance, and risk management matters subject to the Privacy Act of 1974, EGovernment Act of 2002, Federal Information Security Modernization Act (FISMA) of 2014, OMB Circular A-130, OMB Circular A-108, OMB-17-12 and other applicable statutes, regulations, and policies; and (3) conducts the annual FAIR Act Inventory and program management, and oversight of Commercial Services Management.

#### Regulations and Federal Register Branch (RFRB) – HNAM745

(1) Serves as the NIH coordinator and HHS point-of-contact for: legislative implementation planning and legislative proposals led by the NIH Office of Legislative Policy and Analysis, informing NIH of new regulatory/policy requirements, coordinating NIH clearance of proposed new or modified outside regulations, overseeing regulatory reform requirements, and NIH rulemaking, and; (2) undertakes the preparation and submission of all NIH notices for publication in the Federal Register, the daily Federal Government journal, and; (3) provides training, advisory services, harmonization, standard operating procedures, and policy maintenance for the above.

#### Division of Risk Management and Audit Liaison - HNAM76

(1) Provides direction through policies, procedures, and guidance, to implement and manage an effective risk management framework across the NIH; (2) oversees and provides authoritative advice to NIH leadership and all NIH components on risk management activities and activities of potential concern under the Federal Managers' Financial Integrity Act; (3) conducts internal control assessments at the direction of senior management or Congress to address management effectiveness and efficiency of administrative management functions and systems; (4) serves as the agency's official audit liaison and central coordination point for all OIG/GAO reviews (except for OIG criminal investigations) performed at the NIH; (5) acts as an advocate for the needs of NIH by working with the OIG/GAO to ensure that issues important to the NIH are considered in the design methodology, actual review, and subsequent reports; (6) assures that NIH components take satisfactory corrective actions in response to OIG/GAO audit findings and recommendations and tracks the implementation of corrective actions in accordance with Federal requirements and NIH policy.

## Office of Budget - HNAM8

(1) Directs NIH-wide budget policy, planning, analysis, formulation and presentation; (2) manages the NIH appropriated budget, including reprogramming and coordination of the use of the Director's Discretionary Fund and transfer authority; and (3) advises the Director, NIH, and senior OD and IC officials regarding budgetary matters.

#### **Budget Execution and Modeling Branch - HNAM82**

(1) Provides guidance to and coordinates with ICs on budget execution of appropriated and non-appropriated funds; (2) serves as the NIH principal point of contact for the interpretation, preparation, dissemination and implementation of HHS, OMB and Congressional financial policies and procedures; (3) coordinates certain IC assessments from appropriated funds; (4) coordinates and consolidates NIH budget execution, administration and financial reporting, which includes development of apportionments, allowances, reprogrammings, transfers, reserves, etc.; (5) implements fiscal controls; (6) develops, coordinates and monitors all functions related to the management of FTE resources and makes recommendations on the allocation of FTEs/positions for NIH; (7) performs modeling of grant and other budget data for projecting major resources as part of the NIH budget development and formulation process; (8) plans, develops, and evaluates budget automation and provides recommendations on the selection and/or design of software that provides trend analysis; and (9) conducts budget analysis and completes special analysis projects for the NIH Director.

#### **Budget Formulation and Reporting Branch - HNAM83**

(1) Provides guidance to and coordinates with ICs on budget policy, planning, formulation, and justification; (2) reviews, interprets and assesses the impact of new and proposed legislation on the formulation and execution of the NIH budget; (3) advises NIH organizations on the preparation, receipt, and review of budgetary data required for formulation and presentation of the budget; (4) collects and reports disease and other areas of special interest expenditure data, and responds to requests from the public and Congress on funding of research in these areas; (5) tracks and analyzes appropriations bills through House and Senate passage and conference; (6) manages the process of identifying reports and significant items requested by Congressional appropriations committees and assigns responsibility for drafting responses; (7) manages the production of materials for the appropriations hearings, including instructions and clearances for opening statements, production of questions and answers, and clearances for transcripts; (8) designs and presents a variety of electronically generated tables and visuals to support budget submissions to HHS, OMB and Congress; and (9) manages the OB web page.

#### Office of Research Facilities Development and Operations - HNAM9

(1) Advises the Deputy Director for Management and staff on the planning, development, and management of owned and leased research and research support facilities; (2) assists the NIH Director with the formulation and execution of the buildings and facilities appropriation; (3) develops and maintains policies and standards governing the development and use of real property; and (4) plans and directs services that provide master planning; capital facility project management; real property management, including architecture and engineering, maintenance, space and facility management; and the acquisition of architecture and engineering services, construction, and facility maintenance and operations related services.

## Office of the Director - HNAM91

Plans and directs the activities of the Office of Research Facilities Dev	elopment and Operations.
---	--------------------------

#### **Division of Facilities Planning – HNAM92**

(1) Advises the ORF Director and NIH management on facilities planning issues, develops related policies and procedures, and provides staff support to the NIH Facilities Working Group (FWG). (2) Provides short- and long-range master planning for all NIH controlled campuses and facilities, and monitors the implementation of the master plan(s). (3) Develops and manages the Annual NIH Buildings and Space Programs, which includes the NIH Buildings and Facilities (B&F) Plan, the NIH Leased Space Plan, the 5-Year Federal Capital Improvements Program, and the Capital Planning Program. (4) Assists the NIH Director and the NIH Office of Budget throughout the budget process with the development, justification, tracking, and reporting of the Building and Facilities Appropriation as the discipline experts on the feasible strategies for meeting the space and facilities requirements of the NIH Institutes, Centers and Offices. (5) Provides guidance to the NIH community in assessing space needs, assists NIH Institutes, Centers and Offices with the preparation of space justification documents, provides staff support to the NIH Space Planning Board, and manages the NIH space assignment tracking system. (6) Provides expertise in transportation management, develops the NIH Transportation Management Plan, and assists the Office of Research Services with the implementation and coordination of transportation initiatives. (7) Provides specialized NIH master and facilities planning and consulting services to include, but not limited to, historic preservation, facility assessment, and architectural barriers compliance programs. (8) Conducts facilities planning coordination across all NIH Institutes, Centers, and Offices and with federal, state, and local agencies and community organizations. (9) Assists the NIH Office of Community Liaison and the NIH Office of Communications and Public Liaison with internal and external relations and communications on master and facilities planning, real property development and management, and design, construction activities

#### Facilities Planning and Programming Branch – HNAM922

(1) Advises the DFP Director and NIH management on facilities planning issues, develops related policies and procedures, and provides staff support to the NIH Facilities Working Group (FWG). (2) Provides short- and long-range master planning for all NIH-controlled campuses and facilities, and monitors the implementation of the master plan(s). In coordination with other ORF and NIH stakeholders, develops concepts for projects associated with the master plan(s) to the point of approval by the FWG. (3) Provides expertise in transportation management, develops the NIH Transportation Management Plan, and assists the Office of Research Services with the implementation and coordination of transportation initiatives.(4) Provides specialized NIH master and facilities planning and consulting services to include, but not limited to, historic preservation, and architectural barriers compliance programs. (5) Conducts facilities planning coordination across all NIH Institutes, Centers, and Offices and with federal, state, and local agencies and community organizations. (6) Assists the NIH Office of Community Liaison and the NIH Office of Communications and Public Liaison with internal and external relations and communications on master and facilities planning, real property development and management, and design, construction activities.

#### Space Planning and Management Branch-HNAM924

(1) Advises the DFP Director and NIH management on facilities planning issues, develops related policies and procedures, and provides staff support to the NIH Facilities Working Group (FWG). (2) Develops and manages the Annual NIH Buildings and Space Programs, which includes the NIH Buildings and Facilities (B&F) Plan, the NIH Leased Space Plan, the 5-Year Federal Capital Improvements Program, and the Capital Planning Program. (3) Assists the NIH Director and the NIH Office of Budget throughout the budget process with the development, justification, tracking, and reporting of the Building and Facilities Appropriation as the discipline experts on the feasible strategies for meeting the space and facilities requirements of the NIH Institutes, Centers and Offices. (4) Conducts program space planning coordination across all NIH Institutes, Centers and Offices. (5) Provides building numbering. (6) Provides guidance to the NIH community in assessing space needs, assists NIH Institutes, Centers and Offices with the preparation of space justification documents, provides staff support to the NIH Space Planning Board, and manages the NIH space assignment tracking system. (7) Develops policies based on real property measures to manage NIH's space equitably across the NIH portfolio for all ICs. (8) Develop housing plans for NIH's new facilities with NIH and IC leadership.

#### **Site Infrastructure Planning Branch – HNAM925**

(1) Advises the DFP Director and NIH management on site infrastructure planning issues, develops related policies and procedures, and provides staff support to the NIH Facilities Working Group (FWG). (2) Provides short- and long-range utility master planning for all NIH controlled campuses and facilities, and monitors the implementation of the utility master plan(s). (3) In coordination with other ORF and NIH stakeholders, develops concepts for utilities projects associated with the master plan(s) to the point of approval by the FWG. (4) Provides specialized NIH site infrastructure planning and consulting services to include, but not limited to coordinating with the local utility companies to determined local utility capacities. (5) Conducts site infrastructure planning coordination across all NIH Institutes, Centers, and Offices and with federal, state, and local agencies and community organizations. (6) Assists the NIH Office of Community Liaison and the NIH Office of Communications and Public Liaison with internal and external relations and communications on site infrastructure, real property development and management, and design, construction activities.

#### Division of Facilities Operations and Maintenance - HNAM94

(1) Responsible for the safe, efficient and effective operation of NIH real property owned and leased; (2) plans and directs comprehensive facility management program to ensure that occupants, patients and visitors of the NIH facilities enjoy "quiet use" and receive facility based services twenty four/ seven such as, but not limited to, janitorial, grounds and emergency maintenance and repairs, in accordance with the agreed upon service levels, occupancy agreement and NIH mission; (3) plans and directs comprehensive predictive, preventive, and emergency maintenance program to ensure the safety and physical security of occupants and the short and long-term physical integrity of the NIH real property assets and the contents therein; (4) advises the NIH management on matters related to the operation, maintenance, and short and long term support of NIH real property assets including sites and site structures, buildings and non-Bethesda plant facilities; (5) plans and directs programs of the Office of Research Facilities Development and Operations; (6) develops, tracks, and reports operational performance and financial information used for program assessment; (7) provides support to the NIH ICs in connection with their day-to-day facility needs; (8) collaborates, coordinates, plans and directs the execution in support of all programs under the responsibility of the Office of Research Facilities Development and Operations as the daily on the ground interface and first line of communication for all customer interfaces; (9) ensures facilities operations and maintenance performance meets accreditation standards of Joint Commission, Association for Assessment and Accreditation of Laboratory Animal Care, Centers for Disease Control, Occupational Safety and Health Administration, and other independent reviews.

#### Clinical Center Accreditation and Facilities Management Branch - HNAM942

(1) Plans, specifies, manages, and delivers facility related services to ensure that occupants of the NIH Clinical Center enjoy "quiet use" of the space they occupy in accordance with the terms and conditions of the facility use occupancy agreements; (2) ensures facility compliance with Joint Commission requirements; (3) plans, specifies, manages, operates and monitors static and dynamic building systems including, but not limited to, life safety and fire protection, plumbing, sanitary sewer, electrical power and lighting, mechanical, conveyance, building automation and control systems to ensure the safety and physical security of occupants, and the short and longterm physical integrity of the NIH real property assets and the contents therein; (4) provides support to the NIH ICs in connection with their day-to-day facility needs as the customer liaison and point of contact; (5) plans, specifies, manages, and delivers a comprehensive predictive, preventive, and emergency maintenance program to ensure the safety and physical security of occupants, and the short and long-term physical integrity of the NIH real property assets and the contents therein; (6) Maintains the facilities in compliance with all national, state and local codes; (7) Coordinates and collaborates with the NIH hospital leadership and other Office of Research Facilities Branches to maintain and perform programs supporting the Joint Commission and other hospital related accreditations; (8) Coordinates Clinical Center grounds maintenance and snow removal needs with the Maryland Facilities Management Branch; and (9) Performs Hospital specific equipment operations, maintenance and response for Mosler car and pneumatic tube transport systems; (10) Provides coordination point for space turnover for IC use.

# **Current Good Manufacturing Processes Team - HNAM9422**

Plans, specifies, manages, operates and monitors static and dynamic building systems for specialized cGMP spaces.

# **Facilities Operations Team - HNAM9423**

Plans, specifies, manages, operates and monitors static and dynamic building systems for NIH Building 10, Bethesda laboratory, hospital and office space.

# **Engineering Team - HNAM9424**

Provides NIH Building 10, Bethesda with engineering support to enhance operation, maintenance and repair for laboratory, hospital and office space.

#### **Maryland Facilities Management Branch - HNAM943**

(1) Plans, specifies, manages, and delivers facility related services to ensure that occupants of the NIH Facilities in Maryland (with the exception of the Clinical Center which has a dedicated Branch) enjoy "quiet use" of the space they occupy in accordance with the terms and conditions of the facility use occupancy agreements; (2) Plans, specifies, manages, operates and monitors static and dynamic building systems including, but not limited to, life safety and fire protection, plumbing, sanitary sewer, electrical power and lighting, mechanical, conveyance, building automation and control systems to ensure the safety and physical security of occupants, and the short and long-term physical integrity of the NIH real property assets and the contents therein. Responsibility for project requirements definition is within five feet of a building. Responsibility for operations and maintenance begins at, and includes, the first shutoff valve at a building. (3) Provides support to the NIH ICs in connection with their day-to-day facility needs as the customer liaison and point of contact; (4) Plans, specifies, manages, and delivers a comprehensive predictive, preventive, and emergency maintenance program to ensure the safety and physical security of occupants, and the near and long-term physical integrity of the NIH real property assets and the contents therein; (5) Maintains the facilities in compliance with all national, state and local codes; (6) Coordinates and collaborates with the NIH occupants and other Office of Research Facilities Branches to maintain and perform program elements supporting the various accreditations. (7) Coordinates Bethesda and Poolesville campus grounds maintenance and snow removal needs; and (8) provides technical advice on the operation, maintenance, and expansion of the Poolesville and Bayview physical plants; (9) Performs operation of the Central Call in Work Reception desk to receive, dispatch and provide customer response 24/7; (10) Operate and maintain High Containment facilities in Maryland, including the Clinical Center, in compliance with IC, DOHS, and CDC compliance requirements; (11) Provides locksmith, fence door and gate access operations, maintenance for the campus with a high concentration on the Clinical Center Complex; (12) Provide on the ground daily customer service in coordination and collaboration with the ORF OAD by serving as the quality assurance and communicator between the occupants and the service providers (13) Provides coordination point for space turnover for IC use; (14) Support leased facilities in accordance with facility use agreements and memoranda of understanding; (15) Poolesville utilities; (16) high voltage system operations, maintenance, troubleshooting, repair, and monitoring.

## Shift Team - HNAM9432

Plans, specifies, manages, operates and monitors static and dynamic building systems 24/7/365 for the Bethesda NIH laboratory, hospital and office space.

## **Poolesville Team - HNAM9433**

Plans, specifies, manages, operates and monitors static and dynamic building systems 24/7/365 for the Poolesville NIH laboratory, hospital and office space.

## **Facilities Operations Team - HNAM9434**

Plans, specifies, manages, operates and monitors static and dynamic building systems for the Bethesda (except Building 10) NIH laboratory, hospital and office space.

# **Biosafety Laboratories Team - HNAM9435**

Plans, specifies, manages, operates and monitors static and dynamic building systems for all Bethesda NIH biosafety laboratories.

## **Leased Facilities Team - HNAM9436**

Support leased facilities in accordance with facility use agreements and memoranda of understanding.

## Ft. Detrick Team - HNAM9437

Plans, specifies, manages, operates and monitors static and dynamic building systems for the Ft. Detrick NIH laboratory, hospital and office space.

## **Technical Support Team - HNAM9438**

Provides the highest quality work environment for the Bethesda NIH facilities with technical support to include operation, maintenance and repair for laboratory, hospital and office space.

#### **Campus Services Branch - HNAM944**

Provides campus-wide facilities support administration program by (1) Planning and implementing the Division budget, personnel plans, training, tracking and administrative functions; (2) Providing management and contract administration for all campus facilities service contracts; and (3) Providing projects to repair and replace facility systems requiring less than \$100,000 in funds and no engineer or design services; (4) Providing DFOM program analysis and evaluation for continually improving performance.

# **Project Contract Team - HNAM9442**

Provides project contract support and administration of contracts for all Bethesda NIH facilities service contracts.

## **Logistics Team - HNAM9443**

Provides centralized ordering and storage of materials, receives and inspects purchased materials, and coordinates receipt of received materials. Provides accountable property tracking and arrangement for repair or replacement.

#### **Accreditation Services Branch - HNAM946**

Provide non-Joint Commission or Hospital related Accreditation documentation, performance, and engineering support for yearly re-certifications, equipment operation, long term planning and facility risk management, and close detailed coordination of facility programs to maintain compliance with critical aspects of accreditations programs in support of the NIH mission. Accreditations include Animal Accreditation (AAALAC), Bio-Safety Level certification and annual re-certifications, and CDC and OSHA requirements. Promote, evaluate, and track lessons learned and dynamically develop improvements, processes, and controls for facility safety program growth; in support of all the Division and in coordination with DOHS program requirements. Provide development, implementation, tracking, and analysis of a dynamic, comprehensive program of proactive facility maintenance practices including condition based maintenance and time-based preventive maintenance using risk-based evaluation, efficiency, and industry best practices to improve facility system reliability to support the mission of NIH and space availability to the occupants requirements. Develop, track, and maintain performance metrics for the Division on program, organizational and technical elements for effectiveness and evaluation to support risk based decision making and continuous improvement enhancements. Provide quality control and quality assurance for the Division.

# **Business Information Systems Team - HNAM9462**

Provides the Bethesda NIH facilities with business information systems support to enhance operation, maintenance and repair for DFOM.

# **Engineering Team - HNAM9463**

Provides all Bethesda NIH facilities with engineering support to enhance operation, maintenance and repair for laboratory, hospital and office space.

#### Rocky Mountain Laboratory Facilities Management Branch - HNAM94B

(1) Provides architectural, engineering and construction management services required for planning, designing and constructing, altering, renovating, improving and repairing NIH facilities at the Rocky Mountain Laboratory site located in Montana through in-house resources or contracts with A/E and construction firms; (2) responsible for monitoring and reporting progress of projects under its purview against approved programs of requirements, budgets, and schedules; (3) responsible for managing projects under its purview to successful completion by implementing project controls and risk management strategies to minimize variance from approved programs of requirements, budgets, and schedules; (4) plans, specifies, manages, and delivers the facility related services to ensure that occupants of NIH facilities in the Rocky Mountain Laboratory site enjoy "quiet use" of the space they occupy in accordance with the terms and conditions of the facility use occupancy agreements; (5) plans, specifies, manages, operates and monitors static and dynamic building systems including, but not limited to, life safety and fire protection, plumbing, sanitary sewer, electrical power and lighting, mechanical, conveyance, building automation and control building systems to ensure the safety and physical security of occupants, and the near and long-term physical integrity of the NIH real property assets and the contents therein; (6) provides support to the NIH ICs in connection with their dayto-day facility needs as the customer liaison and point of contact; (7) plans, specifies, manages, and delivers a comprehensive predictive, preventive, and emergency maintenance program to ensure the safety and physical security of occupants, and the near and long-term physical integrity of the NIH real property assets and the contents therein; (8) plans, specifies, manages, and delivers a comprehensive set of landscape and grounds services to plan and maintain NIH formal and informal hard and soft landscape, grounds, water courses and control structures, station roads, service areas, parking structures and lots, walks, site furniture, and related exterior features, structures and natural landscapes in accordance with applicable planning, aesthetic, safety, and environmental standards to support the safe and smooth operation of NIH campuses and to ensure the near and long-term physical integrity of the NIH real property assets; (9) manages and delivers snow and ice removal from station roads, service areas, parking structures and lots, and walks; (10) provides technical advice on the operation, maintenance, and expansion of the NIH physical plant. (11) plans, specifies, manages, monitors, operates, and maintains systems to distribute the electric, water, steam, sanitary, air, gas, chilled water, distilled water, and fuel oil on and around NIH facilities on the Rocky Mountain Laboratory site; and (12) plans, specifies, manages, monitors, operates, and maintains NIH owned central steam and chilled water generation, heating plants, refrigeration plants, and substations.

# Planning Team - HNAM94B2

Provides architectural, engineering and construction management services required for planning, designing and constructing, altering, renovating, improving and repairing for Rocky Mountain, MT.

## **Facilities Operations Team - HNAM94B3**

Plans, specifies, manages, operates and monitors static and dynamic building systems for all Rocky Mountain, MT NIH laboratory, hospital and office space.

# High Containment Team - HNAM94B4

Provides the highest quality work environment for all high-containment areas in Rocky Mountain, MT NIH facilities with operation, maintenance and repair.

#### Research Triangle Park Facilities Management Branch - HNAM94C

(1) Provides architectural, engineering and construction management services required for planning, designing and constructing, altering, renovating, improving and repairing NIH facilities at the Research Triangle Park site located in North Carolina through in-house resources or contracts with A/E and construction firms; (2) responsible for monitoring and reporting progress of projects under its purview against approved programs of requirements, budgets, and schedules; (3) responsible for managing projects under its purview to successful completion by implementing project controls and risk management strategies to minimize variance from approved programs of requirements, budgets, and schedules; (4) plans, specifies, manages, and delivers the facility related services to ensure that occupants of NIH facilities in the Research Triangle Park (RTP) site enjoy "quiet use" of the space they occupy in accordance with the terms and conditions of the facility use occupancy agreements; (5) plans, specifies, manages, operates and monitors static and dynamic building systems including, but not limited to, life safety and fire protection, plumbing, sanitary sewer, electrical power and lighting, mechanical, conveyance, building automation and control building systems to ensure the safety and physical security of occupants, and the near and long-term physical integrity of the NIH real property assets and the contents therein; (6) provides support to the NIH ICs in connection with their day-to-day facility needs as the customer liaison and point of contact; (7) plans, specifies, manages, and delivers a comprehensive predictive, preventive, and emergency maintenance program to ensure the safety and physical security of occupants, and the near and long-term physical integrity of the NIH real property assets and the contents therein; (8) plans, specifies, manages, and delivers a comprehensive set of landscape and grounds services to plan and maintain NIH formal and informal hard and soft landscape, grounds, water courses and control structures, station roads, service areas, parking structures and lots, walks, site furniture, and related exterior features, structures and natural landscapes in accordance with applicable planning, aesthetic, safety, and environmental standards to support the safe and smooth operation of NIH campuses and to ensure the near and long-term physical integrity of the NIH real property assets; (9) manages and delivers snow and ice removal from station roads, service areas, parking structures and lots, and walks; (10) provides technical advice on the operation, maintenance, and expansion of the NIH RTP physical plant. (11) plans, specifies, manages, monitors, operates, and maintains systems to distribute the electric, water, high-temperature hot water, sanitary, air, gas, chilled water, distilled water, and fuel oil on and around NIH facilities at the Research Triangle Park site; and (12) plans, specifies, manages, monitors, operates, and maintains NIH owned central steam and chilled water generation, heating plants, refrigeration plants, and substations.

# **Facilities Operations Team - HNAM94C2**

Plans, specifies, manages, operates and monitors static and dynamic building systems for all Research Triangle Park, NC NIH laboratory, hospital and office space.

## **Central Plant Team - HNAM94C3**

Plans, specifies, manages, monitors, operates, and maintains NIH owned central steam and chilled water generation, heating plants, refrigeration plants, and substations for Research Triangle Park, NC NIH facilities central plant.

## **Engineering Management Team - HNAM94C4**

Provides architectural, engineering and construction management services required for planning, designing and constructing, altering, renovating, improving and repairing for Research Triangle Park, NC NIH facilities.

#### Office of Acquisitions - HNAM95

(1) Is the principal advisor to the NIH and expert on regulations, policies, procedures, and processes related to procurement of real estate, architect and engineering, construction, facilities operations and maintenance, and disaster relief; (2) leads and manages the NIH acquisition program for facilities operations and maintenance, architect and engineering, construction, real estate operations, and disaster relief services from pre-award through contract closeout using a variety of contract instruments allowed under such policies as the FAR, HSAR and GSAM; (3) manages the evaluation of offers including the orchestration of the technical review; (4) monitors and evaluates contract performance; (5) negotiates and executes contract changes, resolves postaward issues, and terminates contracts as appropriate; and (6) provides advice, assistance and training in the areas of contracting specific to ORFDO to NIH project officers and the customers of the NIH Institutes and Centers.

#### **Real Estate Contracting Branch - HNAM952**

(1) Is the principle advisor to the NIH on real property inventory, new purchases, strategies, market conditions and related acquisition regulations, policies, procedures, and processes, related to leased property; (2) leads and manages the NIH real estate acquisition and accession activities from acquisition through contract closeout using a variety of contract instruments allowed under the FAR, HSAR and GSAM; (3) manages the evaluation of offers including the orchestration of the technical review; (4) monitors and evaluates contract performance; negotiates and executes contract changes, resolves post-award issues, and terminates contracts as appropriate; (5) prepares and processes real property, leases, and related legal documents through the DHHS Office of General Counsel; (6) prepares all documents and coordinates real property transfer and disposal actions through the U.S. General Services Administration; (7) manages and maintains lease files; and (8) is the NIH principal contracting area for all real property transactions.

## **AECC Branch-Silver - HNAM953**

Provides oversight and administration of procurement services related to design and construction projects, inclusive of infrastructure, clinical renovations and other procurement services.

## FSSC Branch-Yellow - HNAM954

Provides facility support for recurring needs related to maintenance and operation
--

#### **Policy Support and Quality Control Branch - HNAM955**

(1) Advises the ORFDO Director, the Director, Office of Acquisitions, ORFDO, and acquisition and program staff within ORFDO on acquisition policy and regulatory matters; (2) plans, develops and recommends ORFDO-wide acquisition practices and procedures and acts as the ORFDO liaison to the NIH level acquisition offices; participates and recommends, as appropriate, NIH-wide acquisition policies for the Office of the Director, NIH, to include specialty policy and procedures for architecture, engineering, construction, facilities support services and leasing contracting; (3) maintains a continuous staff level review of contracting operations to ensure effective internal controls and adherence to Federal, DHHS, and NIH policies and standards through (a) local OA Board of Contract Award and Document reviews that include pre-solicitation reviews and pre-award reviews and analysis of proposed contract awards before forwarding through the OA, ORFDO Director to OAMP, NIH; and (b) conducting complex special acquisition reviews and recurring comprehensive procurement reviews of OA, ORFDO staff at satellite locations; (4) conducts, manages and reviews OA, ORFDO invoice process and payment; and (5) provides advice and assistance to ORFDO in matters involving agency and GAO protests and helps improve the effectiveness of ORFDO contracting, and simplified acquisition processes by issuing written, consistent standards for work products.

## **AECC Branch-Red - HNAM956**

Procures services related to design and construction, inclusive of infrastructure.

## **AECC Branch-Blue - HNAM957**

Procures services related to design and construction, inclusive of clinical renovations.

## FSSC Branch-Green - HNAM958

Provides support services for recurring needs related to maintenance and operation, inclusive of utilities, energy management, and environmental support.

#### **Division of Technical Resources - HNAM96**

(1) Advises the ORFDO and NIH management on Government-wide and Departmental property, facilities, construction, and space management policies and procedures; (2) develops and implements performance assessment and management control systems to ensure that operations of the ORFDO conform to applicable regulations, codes, standards, policies and guidelines and responsibly executes the public trust; (3) develops and maintains technical policy, criteria and standards for application to the NIH facilities design, construction, commissioning, biocontainment certification and operations and maintenance program for new, renovated and leased facilities in the intramural and extramural design and construction program; (4) provides expert advisory consultations and support services for the design and construction of biomedical research facilities to other federal agencies engaged in both national and international programs; (5) provides appropriate source and site utility distribution analysis to comply with short and long term facility planning requirements; (6) establishes standards of performance for utility operations and maintenance contractors' work and conduct quality assurance surveillance to ensure compliance; (7) reviews estimating approaches and independent government estimates prepared for projects managed by the Division of Design and Construction Management; (8) develops, promulgates, and manages project management controls to ensure requisite due diligence has been performed at each stage in the project planning and delivery process; (9) provides independent review of the programs of requirements and project budgets regarding practicality, efficiency and effectiveness in meeting the stated need; (10) operates the Bethesda Campus Central Utilities Plant and utility distribution systems (except electrical distribution) in accordance with the State of Maryland environmental standards; (11) manages utility contracts and purchases and validate steam and electrical bills; (12) provides forecasts of utility usage and associated costs; (13) maintains ISO Certification to support efficient and effective business operations; (14) develops and maintain a lessons-learned database consistent with HHS guidelines; (15) manages the development and update of NIH policy manual issuances ORFDO is steward of; and (16) manages utilities-related design and construction projects.

#### Standards and Policy Branch - HNAM962

(1) Develops and maintains technical policy, criteria, and standards for application to the NIH facilities design, construction, commissioning, bio-containment certification and operations and maintenance program for new, renovated and leased facilities in the intramural and extramural design and construction program; (2) Provides in-house design and construction administration services for renovation projects with compressed schedules and complexity. (3) Seeks consensus at the ORF corporate level for architectural and engineering policy decisions to establish technical guidance for NIH biomedical facility construction projects. (4) Performs economic analysis and feasibility studies on functional criteria and requirements which NIH engineering and architectural standards must fulfill, in order to provide facilities that support biomedical research in the best interest of the Government. (5) Oversees the dissemination of ORF policies and other appropriate guidance to the customers, stakeholder and service providers to ensure coordination with other facilities-related initiatives. Coordinates issuance and archival of all policies, standards and guidance and maintain historical data base. (6) Assesses existing design and construction, lease and operations contract language for principles of quality assurance oversight to enhance and strengthen the requirement for quality elements. (7) Manages In-take center for receiving, tracking and distributing all design submissions to all Permit Review Board offices including Division of Occupational Health and Safety, Division of Fire Marshall and Division of Physical Security Management. Gathers review comments from all stake holders and issues construction permit. (8) Provides technical support for the development of national and international standards. Conducts benchmarking and best practices studies as necessary to develop standards. (9) As an International Association for Continuing Education and Training (IACET) Authorized Provider, provides professional development and IACET continuing education units by organizing trainings, conferences and seminars that present best practices and lessons learned in the design and construction of large, complex biomedical research facilities with an emphasis on bio-defense, high containment, animal care, central utilities and state-ofthe-art developments applicable to the disciplines of facility design, engineering, architecture, and bio-environmental studies; (10) Maintains ORFDO Technical library by ensuring availability latest codes and standards in the library which includes latest International Building, Mechanical, Plumbing, Electrical, Energy and Green Construction Codes, National Fire Protection Association Standards, American National Standards Institute standards, other applicable standards in building design, construction and maintenance and Design Handbooks.

#### **Technical Support Branch - HNAM963**

(1) Ensures that ORFDO operations conform to applicable regulations, codes, standards, policies and guidelines and responsibly executes the public trust. (2) Conducts quality assurance surveillance and oversight of new and existing policy initiatives against standards and performance levels established for in-house work and for contractors in the design and construction phases of a project. (3) Provides Design Review for all NIH intramural, ARRA and other extramural grant construction projects through the established Design Review Process. (4) Provides enforcement and active involvement in total building commissioning and the certification of new and renovated high and maximum bio-containment laboratories. (5) Provides technical expertise and consultation services to the NIH intramural and extramural programs, other Federal agencies engaged in both national and international programs to promote the application of best engineering design and construction practices for biosafety levels 2, 3 and 4, equipment operability, safety and security, indoor air quality, energy conservation, and utility infrastructure for local, national and international facilities. (6) Provides technical information used to update the NIH Design Requirements Manual for the design of biomedical research facilities. (7) Provides field observation oversight to ensure compliance with construction contract requirements, commissioning plans, regulations, codes, and standards for complex projects, and high and maximum bio-containment laboratories. (8) Conducts benchmarking and best practices studies as necessary to improve the quality of products, services and facilities. (9) Conducts studies of an unusual scope and highly complex and technical nature. (10) Reviews estimating approaches and independent government estimates prepared for projects managed by other ORF Divisions; (11) Develops, promulgates, and manages project management controls to ensure requisite due diligence has been performed at each stage in the project planning and delivery process; (12) Provides independent review of the programs of requirements and project budgets, regarding practicality, appropriateness of coordination, and efficiency and effectiveness in meeting the stated need; and (13) Participates on Performance Definition Rating Index (PDRI) **Evaluation Committees.** 

#### **Utilities Generation Branch- HNAM964**

(1) Operates the Bethesda Campus Central Utilities Plant (Power Plant) in accordance with the State of Maryland environmental standards (2) Provides visual monitoring of emissions from boiler stacks and monitoring of the storm water outfall (for chlorine, temperature and pH). Ensures that supplies of caustic entering the sanitary stream meet State of Maryland environmental standards (3) Ensures that operations are in compliance with all applicable regulations, codes, standards, policies and guidelines (4) Oversees efficient operation of the Power Plant for the generation of chilled water, steam, and other utility systems pertaining to central plant (e.g., processed water, air, gas, heating, refrigeration and fuel oil on and around the Bethesda campus) (5) Oversees physical, mechanical and electrical maintenance of all Power Plant systems related to utilities generation and have them operate at their peak efficiency with high reliability including highly complex Power Plant instrumentation (6) Ensures that instrumentation for monitoring and alarms which go to a local control board are monitored 24/7 by plant operators. (7) The Plant Maintenance Section in the Plant Generation Branch is the hub for maintaining / calibrating all digital/monitoring activity. A.) Works in conjunction with the Utilities Engineering Branch to review the controls to optimize plant operation. B.) Ensures that boilers are tuned by maintenance and control personnel each year during the summer months to ensure that their performance (on gas and oil) match established performance curves C.) Oversees programming issues and start-up of new control logics D.) Writes and revises all the standard operating procedures for all the functions in the central utilities plant, including steam system, chilled water system, etc. Standard operating procedures cover three main areas of operation; safety considerations associated with the operation, description of the control system, and specifying the standard operating conditions during emergency and non-emergency condition. E.) Works with other DTR branches to ensure that operations are optimized for 24 hours per day/7 days a week (24/7) functionality. (8) Performs corrective, preventive and predictive maintenance on a scheduled and emergency basis of all Power Plant systems (9) Manages and ensures operations of the Power Plant 24/7 (10) Conducts quality assurance surveillance of all Power Plant systems (11) Maintains on-going dialogue with Utilities Distribution and Utilities Engineering Branch to ensure seamless operations of all systems.

#### **Utilities Control and Maintenance Team - HNAM9642**

The hub for calibrating and maintaining all digital controls and monitoring equipment. Works in conjunction with the UEB to review the controls that optimize plant operation to ensure that the boilers match established performance curves. The UCMT develops and revises the standard operating procedures for the CUP control functions and oversees programming issues and start-up logic of new controls to optimize 24/7 operations.

## **CUP Operations and Maintenance Team - HNAM9643**

Manages the development of safe, effective, and efficient central utility plant operations. Continuously monitors operations to ensure compliance with established processes, procedures, and requirements. The CUP OMT develops and revises standard operating procedures and guidelines to ensure reliable operations and mitigate against unplanned circumstances.

#### **Utilities Engineering Branch- HNAM965**

(1) Provides engineering and technical support and expertise to Plant Operations and Facilities Maintenance units, enabling the central plant campus to function continuously, properly and efficiently. (2) Ensures through technical oversight and expertise that the Bethesda Campus Central utility operations and utility distribution systems (except electrical distribution) operate in accordance with the State of Maryland environmental standards; (3) Maintains state-of-the art knowledge of environmental regulations to ensure implementation on a timely basis. (4) Provides optimization strategies based on comprehensive technical analysis and feasibility studies for 24/7 operation of the Power Plant. (5) Provides support and oversight for condition assessments, construction and commissioning activities in the central plant.(6) Provides oversight and expertise for design activities related to the Power Plant. This includes planning, identification and developing the basic scopes of projects needed to ensure that utility plant and distribution systems meet NIH needs, prioritizing them for consideration by ORF senior management, and advocating for them to ensure that the most critical projects receive needed funding (7) Coordinates with other planning entities to establish a mutual understanding of short and long term major buildings and facilities plans, and to identify any utility plant and system projects needed to enable those plans to succeed; (8) Provides expertise to develop appropriate source and site utility distribution analysis that comply with short and long term facility planning requirements.(9) Provides expertise to establish standards of performance for utility operations and maintenance contractors' work and conduct quality assurance surveillance to ensure compliance; (10) Manage utility contracts and purchases and validate steam and electrical bills; (11) Provides expertise in developing forecasts of utility usage and associated costs; (12) Develops Energy Conservation Measures that will reduce utility usage for the Power Plant. (13) Provides support in developing technical standard operating procedures that will ensure efficiency and energy conservation. (14) Develops initiatives that ensure state-of-the art operation of the Power Plant. This includes the development of high-level technical analysis. (15) Ensures that project requirements definition ends five feet from a building and that operations and maintenance ends at the point of the first shutoff valve at a building.(16) Reviews project plans and designs to ensure that installed systems are consistent with the existing systems and future plans; (17) Identifies gaps or concerns with ORF's design, construction, commissioning, maintenance, operations or other activity related to utility plant and distribution systems, and develops plans, processes, procedures, specifications or recommendations to resolve the problem(s); (18) Conducts formal root-cause analyses and develops corrective action plans in response to utility plant and system failures. Develops presentations in support of these analysis for consideration by ORF senior management, and advocating for them to ensure that the solutions receive timely attention and needed funding.(19) Serves as the subject matter expert for plant and utility condition assessments. (20) Maintains effective dialogue with Utilities Generation and Utilities Distribution Branch to ensure seamless operations of all systems and that necessary and required system changes

#### **Utilities Distribution Branch- HNAM966**

(1) Operates the Bethesda Campus Central utility distribution systems (except electrical distribution) in accordance with the State of Maryland environmental standards; (2) Monitors all distribution systems related to the Power Plant (including auxiliary systems such as water softeners, chemical treatment, control systems, electrical switchgear, air handling units, building exhaust fans, fuel tanks and pumps and sanitary facilities) to ensure that utilities are delivered safely, efficiently and optimally. (3) Provides communications and coordination with outside utility providers such as WSSC and Pepco (4) Provides oversight for all maintenance of utility distribution systems related to the Power Plant (4) Maintains effective dialogue with Utilities Generation and Utilities Engineering Branch to ensure seamless operations of all systems during normal and emergency situations.

### **Utility Systems Design and Technical Services Branch - HNAM967**

(1) Provides architectural, engineering and construction management services required for planning, designing, acquisition, and constructing, altering, renovating, improving and repairing utility systems and other types of facility projects, as needed; (2) provides program and project planning advice and consultation during project formulation stage including the production of project concepts, schedules, estimates and programs of requirements; (3) responsible for monitoring and reporting on progress of projects against approved programs of requirements, budgets, and schedules; (4) responsible for managing projects under its purview to successful completion by implementing project controls and risk management strategies to minimize variance from approved programs of requirements, budgets, and schedules; and (5) keeps customers from the NIH community fully involved and informed on the project schedules, costs, and progress.

#### **Environmental Quality Branch - HNAM972**

(1) Provides oversight and management of the environmental quality program at NIH, providing professional, engineering and architectural services to analyze and audit environmental impacts and insure sound environmental planning principles, including material and energy conservation; and (2) provides services including oversight of the National Environmental Policy Act implementation, support of the NIH environmental management system and development and maintenance on emergency response plans.

## **Environmental Compliance Branch - HNAM973**

(1) Serves as the focal point for regulatory inspections, and required environment permits and plans; and (2) provides services to support facilities and research operations by knowledge and comprehension of regulations, disseminating information on applicability and how these regulatory obligations can be met in working with NIH staff to maximize compliance. Services include development of permits, monitoring for compliance and impact analysis studies. The branch also conducts compliance audits to identify gaps and proposes corrective actions.

## Waste and Resource Recovery Branch - HNAM974

(1) Provides oversight and management of the waste management program at NIH, professional and technical support in the collection, transport, treatment, recycling and disposal of the hazardous and non-hazardous chemical, medical pathological, general and solid and mixed wastes; and (2) provides education to maximize compliance and development and maintenance of guidance documents for the NIH community. Reducing or eliminating waste is a primary goal and supports interactions addressing green procurement and electronic stewardship.

#### **Division of Budget and Financial Management - HNAM98**

(1) Advises the ORF director and provides financial analysis on matters concerning the overall financial planning, execution and management for 2 major funding sources, the Building and Facilities (B&F) budget and the ORF Annual Operating Budget; (2) Participates with the ORF Director, ORS & ORF Executive Officer, and other ORF divisions in planning, developing, and implementing program and management goals and in managing available resources to assure optimum service to the ICs; (3) Serves as the authority on all aspects of financial management and provides principal technical advice on all matters having financial and budgetary implications for ORF business activities; (4) Plans and directs services that provide master planning; capital facility project management; real property management, including architecture and engineering, maintenance, space and facility management; and the acquisition of architecture and engineering services, construction, and facility maintenance operations-related services.

### **Business Support Branch - HNAM982**

(1) Provides design and user interface support for ORF's project management software, (2) Provides property management services to DPM, (3) Manages the execution of ORF operating budget, (4) Formulates ORF operating budget, (5) Processes and approves work requests, (6) Process and approves requisitions, (7) Processes the collection of ORF Fees, (8) Monitors and reports on ORF reviews and expenses, (9) Responds to NIH audit request for ORF, (10) Responds to status of financial inquires by project officers and managers (customer service)

#### **Budget Development and Execution Branch - HNAM983**

(1) Serves as principal advisor to the Office of Facility Business Systems staff on the financial management aspects of the planning, formulation, execution, and evaluation of the ORF operating budget and the buildings and facilities budget; (2) Collaborates with program planning staff in the development and coordination of the ORF programs with the budget process; (3) Formulates and monitors the ORF financial management program and establishes a system of effective funds control; (4) Serves as a focal point for the monitoring and clearance of budgetary and fiscal data as the result of congressional and public inquiries; and (5) Works closely with the NIH Office of Financial Management.

#### **Division of Facilities Stewardship – HNAM99**

Provides stewardship of all NIH real property assets to ensure their long-term effectiveness in meeting the NIH mission by (1) Performing portfolio assessments, such as energy audits and facility sustainability and condition assessments; (2) Developing and promoting plans, programs, projects, and policies to improve facilities' condition, sustainability, performance, energy and water use, and alignment of building mechanical systems, campus-wide electrical systems, and Clinical Center facilities systems with long term NIH master plans; (3) Promoting the quality of portfolio and program data and its use in assessing performance and making decisions; (4) Managing the selected, portfolio-wide Facility Management database and ensuring the integrity and interoperability of its use by other divisions; (5) Coordinating significant internal and external performance reporting; (6) representing ORF senior leadership and providing stewardship and oversight in facilities related areas such as Laboratory Animal Care and Accreditation; and (7) developing budgets for the Repair and Improvement Program and the Essential Safety and Regulatory Compliance Program

#### **Building Electrical Systems Branch – HNAM992**

Acts as stewards of the electrical distribution systems to and within NIH owned buildings by (1) overseeing condition assessments of electrical systems and determining the systems' ability to support current and future NIH mission and operations; (2) identifying and developing the basic scopes of projects needed to ensure electrical systems meet NIH needs up to the point of approval by the Repairs and Improvements Board, prioritizing them for consideration by ORF senior management, and advocating for them to ensure that the most critical projects receive needed funding; (3) coordinating with other planning entities to ensure a good mutual understanding of major facilities plans, and identifying any electrical system projects needed to enable those plans to succeed; (4) reviewing project plans and designs to ensure that installed systems are consistent with the existing building systems and future plans; (5) identifying gaps or concerns with ORF's maintenance, operation, design, construction, commissioning or any other activity related to electrical systems and develops plans, processes, procedures, specifications or recommendations for a path forward to resolution of the problem; (6) conducting formal root cause analyses and corrective action plans in response to significant electrical system failures; and (7) advocate and budget projects to improve facility reliability. (8) Provide electrical engineering services for support of day-to-day operational needs and activities of high voltage shop; (9) develop a comprehensive maintenance plan for electrical substations and satellite switching stations; and (10) work closely with DFP for development of site electrical distribution system master plan.

#### **Building Mechanical Systems Branch – HNAM993**

Acts as stewards of the mechanical systems within NIH owned buildings by (1) overseeing condition assessments of mechanical systems and determining the systems' ability to support current and future NIH mission and operations; (2) identifying and develops the basic scopes of projects needed to ensure mechanical systems meet NIH needs up to the point of approval by the Repairs and Improvements Board, prioritizing them for consideration by ORF senior management and advocating for them to ensure that the most critical projects receive needed funding; (3) coordinating with other planning entities to ensure a good mutual understanding of major facilities plans and identifying mechanical system projects needed to enable those plans to succeed; (4) reviewing project plans and designs to ensure that installed systems are consistent with existing building systems and future plans; (5) identifying gaps or concerns with ORF's maintenance, operation, design, construction, commissioning or any other activity related to mechanical systems and develops plans, processes, procedures, specifications or recommendations for a path forward to resolution of the problem; (6) conducting formal root cause analyses and corrective action plans in response to significant mechanical system failures; and (7) advocate and budget projects to improve facility reliability.

#### **Energy Management Branch - HNAM994**

Improves the energy and water performance of NIH owned facilities by (1) remaining abreast of existing and new laws, executive orders, regulations and policies affecting energy and water conservation and taking action to ensure NIH's compliance with reporting and performance requirements; (2) developing plans, processes, procedures, technical specifications or recommendations to improve the energy and water performance of existing or proposed buildings or projects up to the point of approval by the Repairs and Improvements Board; (3) reviewing project plans and designs to advocate for and ensure that energy and water saving approaches are considered and installed if they are life-cycle cost efficient and consistent with existing building systems and future plans; (4) coordinating with other ORF components to synergistically develop plans for improved operation of installed systems so as to save energy and water; and (5) overseeing installation and maintenance of meters and other data collection mechanisms to provide data to meet reporting and operational requirements related to energy and water consumption.

#### Portfolio Assessment and Reporting Branch- HNAM995

(1) Improves the quality of Office of Research Facilities Development and Operations (ORFDO) data and its usefulness in assessing and reporting the performance of the facilities portfolio, as well as developing options, planning, and decision-making; (2) ensures that ORF complies with external and internal reporting and compliance tracking requirements; (3) manages the ORFDO Facilities Information Management System (FIMS) and serves as a central point of coordination and control regarding data requirements and processes with ORFDO staff using FIMS modules; (4) manages building, floor, and room number assignments and data for NIH; (5) manages space assignment data for NIH; (6) creates and updates floor plans for the entire NIH; and (7) performs ad hoc queries and provides data analyses and reports from FIMS data, including Rent Model preparation.

#### **Specialty Branch – HNAM996**

(1) Provides support for the development of the Buildings and Facilities program by (a) managing a building condition assessment program; (b) maintaining a central database related to proposed and approved Repair projects, (c) organizing the activity of the Buildings and Facilities Board; (d) and maintaining minutes and other documentation relative to the Board's consideration and endorsement of projects to execute via the Repairs and Improvements Program; and (e) serving as fiscal authority for the Repair and Improvement Program, with a typical annual budget of \$100M. (2) Develops plans, processes, procedures, technical specifications or recommendations to improve the integrity and performance of existing or proposed roads, grounds features, and building envelope systems including walls, roofs, or fenestration by reviewing project plans and designs to advocate for and ensure that appropriate technical approaches are employed when repairing or building new building exterior walls, roofs, or fenestration up to the point of approval by the Repairs and Improvements Board. (3) Provides expertise to facilities stakeholders regarding Building Automation Systems; uses BAS expertise to improve operations, reliability, and energy efficiency of buildings.

## **Division of Design and Construction Management – HNAM9A**

(1) Plans and directs a comprehensive architectural, engineering, and construction management program to execute new construction, alterations, renovations, repairs and improvements necessary to support NIH programs, and to ensure the safety and physical security of occupants and the physical integrity of the NIH real property assets. (2) Plans and directs the programs of the Division of Design and Construction Management in Bethesda, Baltimore, and Poolesville, Maryland. (3) Responsible for the development, from the point of approval by the FWG or Repairs and Improvements Board, of conceptual plans, programs of requirements, design development, construction documents, bid documents, and statements of work. All such development includes major participation by stakeholders. (4) Develops program management plans, evaluates program performance and implements program improvements. (5) Develops project data in support of the OMB-300 process, certifies by signature that all OMB-300 requirements have been met and that a project is ready to go forward, and provides reporting on program and project progress against established goals, budgets and schedules.

## Clinical Design and Construction Branch - HNAM9A2

(1) Provides architectural, engineering and construction management services required for planning, designing, acquisition, and constructing, altering, renovating, improving and repairing clinical facilities, CGMP areas, and other types of facility projects, as needed. (2) Provides program and project planning advice and consultation during project formulation stage including the production of project concepts, schedules, estimates and programs of requirements. (3) Responsible for monitoring and reporting on progress of projects against approved programs of requirements, budgets, and schedules. (4) Responsible for managing projects under its purview to successful completion by implementing project controls and risk management strategies to minimize variance from approved programs of requirements, budgets, and schedules. (5) Keeps customers from the NIH community fully involved and informed on the project schedules, costs, and progress.

## **Laboratory Design and Construction Branch - HNAM9A3**

(1) Provides architectural, engineering and construction management services required for planning, designing, acquisition, and constructing, altering, renovating, improving and repairing laboratories, animal holding areas, and other types of facility projects, as needed. (2) Provides program and project planning advice and consultation during project formulation stage including the production of project concepts, schedules, estimates and programs of requirements. (3) Responsible for monitoring and reporting on progress of projects against approved programs of requirements, budgets, and schedules. (4) Responsible for managing projects under its purview to successful completion by implementing project controls and risk management strategies to minimize variance from approved programs of requirements, budgets, and schedules. (5) Keeps customers from the NIH community fully involved and informed on the project schedules, costs, and progress.

## **Cancer Program Design and Construction Branch - HNAM9A5**

(1) Provides architectural, engineering and construction management services required for planning, designing, acquisition, and constructing, altering, renovating, improving and repairing laboratories, offices, meeting areas, public spaces, dry laboratories, and other types of facility projects for the National Cancer Institute, as needed. (2) Provides program and project planning advice and consultation during project formulation stage including the production of project concepts, schedules, estimates and programs of requirements. (3) Responsible for monitoring and reporting on progress of projects against approved programs of requirements, budgets, and schedules. (4) Responsible for managing projects under its purview to successful completion by implementing project controls and risk management strategies to minimize variance from approved programs of requirements, budgets, and schedules. (5) Keeps customers from the NIH community fully involved and informed on the project schedules, costs, and progress.

#### Office and Leased Facilities Design and Construction Branch - HNAM9A6

(1) Provides architectural, engineering and construction management services required for planning, designing, acquisition, and constructing, altering, renovating, improving and repairing offices, meeting areas, public spaces, dry laboratories, and other types of facility projects, as needed. (2) Provides program and project planning advice and consultation during project formulation stage including the production of project concepts, schedules, estimates and programs of requirements. (3) Responsible for monitoring and reporting on progress of projects against approved programs of requirements, budgets, and schedules. (4) Responsible for managing projects under its purview to successful completion by implementing project controls and risk management strategies to minimize variance from approved programs of requirements, budgets, and schedules. (5) Keeps customers from the NIH community fully involved and informed on the project schedules, costs, and progress.

#### Design and Technical Services Branch – HNAM9A7

(1) Provides architectural, engineering and drafting services required for planning, designing, acquisition, and constructing, altering, renovating, improving and repairing a variety of facility projects. (2) Provides program and project planning advice and consultation during project formulation stage including the production of project concepts, schedules, estimates and programs of requirements. (3) Provides site inspection services for trades work on selected construction projects. (4) Provides professional estimating services for concept, design, and change work on selected projects. (5) Provides professional scheduling services for selected projects. (6) Provides professional commissioning and balancing services for selected projects in accordance with the NIH commissioning standards. (7) Provides contract management and oversight for services that are provided by vendors for scheduling, estimating and drafting services. (8) Maintains a comprehensive system of architectural and engineering record drawings and other facility documentation for NIH owned real estate on all campuses.

#### Office of Hospital Physical Environment – HNAM9B

(1) Supports the Clinical Center/Hospital in the retention of "Accredited Status" by overseeing and facilitating compliance with The Joint Commission's "Hospital Accreditation Standards" (i.e. Life Safety, Environment of Care, and Utility System Management); (2) collaborates with ORFDO and ORS divisions and offices to provide a safe physical environment for patient treatment, biomedical research and occupant safety; (3) responsible for conducting the life safety assessment and maintaining "Statement of Conditions"; (4) ensures accurate documentation of inspection, testing, and maintenance records of utility systems that is retained for annual periodic performance review and tri-annual survey; (5) develops and maintains inventory mapping, facilitization, preventive maintenance programs, measures of success, and emergency response drawings for operations and maintenance; (6) provides oversight and facilitates all design and construction in the Clinical Center complex in compliance with all applicable codes and standards; (7) performs construction risk assessments, infection control measures and interim life safety measures for construction projects; (8) collaboratively performs risk assessment of building infrastructure; (9) recommends short and long term improvement programs for sustainability and reliability of ongoing programs; and (10) provides support to facility operations for response to any immediate threat to health and safety situations impacting facility infrastructure.

### Office of Legislative Policy and Analysis - HNAQ

(1) Advises the NIH Director, Deputy Director, OD staff, and the ICDs on the full range of legislative issues, and provides leadership and direction for NIH legislative analysis, development, and liaison; (2) identifies, analyzes, and reports on legislative developments relevant to NIH programs and activities and the national biomedical research effort; (3) plans and develops new legislative proposals and monitors their progress through the legislative process, including changes in the statutory base of NIH activities; (4) assesses, monitors, and manages the NIH relationship with the NIH Congressional Authorizing and Appropriations Committees and takes necessary action to facilitate improvements in these relationships; (5) provides coordination on NIH legislative matters with the Department, the Congress, Federal Agencies, and other non-Federal national and international organizations; (6) coordinates the preparation of testimony or statements for the OD/NIH before congressional committees or other groups; and (7) develops special reports, staff documents or other studies concerning NIH interests, activities, and relationships.

#### **Executive Office - HNAR**

(1) Provides leadership, direction, planning and coordination of the administrative management activities of the NIH Office of the Director (OD). Areas of responsibility include the formulation of policy and the provision of administrative services in the areas of finance, budget and human resources; awards; real property acquisition and management; personal property accountability; management analysis; office automation, management information systems; organizational analysis; delegations of authority; Privacy Act; management/internal controls; records management; implementation of NIH's corporate strategy for competitive sourcing; business planning; and other areas related to the general administration of the OD; (2) advises the NIH Director, Deputy Director, and OD senior staff on the administrative management of the OD and its programs; (3) develops and promulgates policies, guidelines, and procedures on matters relating to the administrative management of the OD; (4) formulates and executes action plans in response to business and management problems or initiatives, directives, regulations, legislation or other activities that might require administrative action or have administrative implications; and (5) coordinates the provision of centralized Information Technology support and infrastructure for the OD.

### Office of the Ombudsman/Center for Cooperative Resolution - HNAS

(1) Provides overall leadership, direction, and oversight on alternative dispute resolution (ADR) policies, programs, and activities at NIH; (2) acts as the focal point for information and activity relating to conflict management and ADR; (3) advises the NIH Director and staff on matters relating to dispute resolution and conflict management, generally, and to the specific application of ADR throughout NIH; (4) assists managers and employees in a confidential, informal, impartial, and independent way in resolving work-related issues and disputes, including receiving and inquiring into workplace disputes brought to the Ombudsman by any NIH staff member, initiating independent inquiries, identifying and analyzing systemic issues that foster workplace disputes, and making recommendations to the appropriate responsible agency official(s) for changes in policies and procedures; (5) develops and implements ADR policies and procedures and administers ADR programs to facilitate the resolution of workplace disputes; (6) develops and provides conflict prevention services including training and education; and (7) works cooperatively and collaborates with NIH components that administer formal dispute resolution mechanisms.

#### **NIH Ethics Office - HNAT**

(1) Provides oversight and strategic direction of NIH activities relating to ethics policy, oversight, and operational activities; (2) develops and administers the NIH policies and procedures for implementing the Government-wide conflict of interest statutes and regulations, the HHS supplemental conflict of interest regulations, and HHS policies; (3) implements a program for trans-NIH ethics oversight that includes information technology (IT) support systems, periodic reviews, audits, delegations of authority, training, and records management; and (4) determines real or potential conflicts of interest and assesses ethical considerations in scientific reporting, clinical trials, and scientific conferences and workshops.

### **Division of IC Operations and Liaison - HNAT2**

(1) Provides centralized operational services to ICs in the review and processing of: (a) individual ethics actions and (b) ethics actions having IC-wide impact such as preapproval of awards and blanket approval of widely attended gatherings (WAGs); (2) provides advisory services in the management of IC ethics reviews; and (3) provides ethics services for the Office of the Director, NIH. (4) provides technical review of NIH and IC Ethics Programs and conducts risk assessment; (5) develops NIH-wide policies and procedures to ensure a rigorous NIH Ethics Program; (6) manages ethics delegations of authority; (7) develops and manages content for the NIH Ethics Web site; and (5) provides NIH-wide ethics training to staff.

# **OD Ethics and Committee Management Office- HNAT3**

(1) Oversees a centralized OD-wide ethics program. (2) provides centralized operational services in the review and processing of OD-wide ethics actions. (3) oversees a program for select HHS Federal Advisory Committees, ensuring compliance with ethics and the Federal Advisory Committee Act statues, regulations, and law.

#### Office of the Chief Information Officer - HNAV

(1) Advises the NIH Director on the strategic direction and management of significant NIH Information Technology (IT) program and policy activities; (2) provides leadership for the enhancement of NIH IT capabilities, scientific and research computing services, and enterprise systems through policies, guidelines and standards, budget management, and lifecycle performance monitoring; (3) directs the establishment of a common infrastructure that optimizes NIH's IT investments and that can adapt to emerging technologies and service models; (4) leads IT security initiatives to protect and secure NIH's information assets; (5) oversees the NIH-wide IT investment portfolio, inclusive of IC, CIT, and enterprise systems; (6) approves the progress of enterprise projects through the DHHS Enterprise Performance Life Cycle (EPLC); (7) identifies critical IT issues and analyzes, plans, and leads NIH's implementation of special DHHS or Federal initiatives related to management of IT resources; (8) leads IT governance structure to align IT with NIH strategies and objectives; (9) leads the implementation of enterprise architecture policies, standards, and practices; (10) leads NIH IT support efforts on medical initiatives such as Electronic Health Record; and (11) provides leadership and focus within NIH for the development and implementation of policy and standards in IT by identifying, documenting, and communicating issues, problems, and solutions to the NIH community in a comprehensive way.

### **Information Technology Policy and Review Office - HNAV2**

Advises and assists the NIH Chief and Deputy Chief Information Officers in managing NIH IT resources and investments through (1) development, implementation, and oversight of NIH IT policy and guidance; (2) interpretation and implementation of laws, regulations, and DHHS, Office of Management and Budget (OMB), and other Federal mandates; (3) development and oversight of IT capital planning and investment control activities; (4) coordination and preparation of IT budget and review documents; (5) development of IT management tools and training; and (6) provision of staff support to CIO committees and special initiatives, studies, and projects.

## **Information Security and Awareness Office - HNAV3**

Provides guidance to the NIH Chief and Deputy Chief Information Officers regarding IT security, planning, and budget activities by (1) leading the development of program goals, policies, standards, and procedures for the NIH IT Security program; (2) providing guidance to ICs for security of information in accordance with the Privacy Act, the Computer Security Act of 1987, the Information Technology Management Reform Act (ITMRA), OMB, and DHHS guidance; (3) providing support to the NIH IT Management Committee (ITMC); (4) conducting NIH-wide IT security activities; (5) managing an NIH Incident Response Team; (6) managing an NIH Risk Management and Oversight Program; and (7) managing an NIH IT Security Awareness and Training Program.

## **Information Technology Acquisitions Services Office - HNAV4**

Advises the NIH Chief and Deputy Chief Information Officers on IT contract expenditures and IT trends by (1) maintaining awareness of federally mandated laws, regulations, and standards as they relate to IT acquisition documents and IT investments; (2) participating in NIH-wide committees that impact NIH CIO initiatives, policies, and standards; (3) working closely with other ICs to ensure that NIH CIO initiatives and practices are reflected in IT submissions to DHHS and OMB; (4) assisting in the preparation of Statements of Work and supporting documentation such as schedules, evaluation criteria, and checklists required to implement the ITMRA, maintaining consistency with NIH/DHHS/OMB policies; (5) assisting NIH program managers in identifying appropriate mechanisms to satisfy their IT requirements, including NIH acquisition resources; and (6) advising NIH IT project managers on contract/task order management, administrative strategies, problem resolution, and techniques via meetings, e-mail, handbooks, and/or briefings.

## **Information Technology Architecture Office - HNAV5**

(1) Advises the CIO on IT enterprise architecture for the NIH; (2) provides leadership to the development and management of an NIH enterprise architecture; (3) develops principles, policy, and technology standards to guide IT systems design and integration; (4) leads and/or evaluates enterprise projects and technologies for compliance and integration within IT architecture; (5) coordinates and represents IT enterprise architecture for the NIH; and (6) provides leadership, management, and implementation of transforming technologies for NIH such as Federal Public Key Infrastructure, Enterprise Application Integration Infrastructure, and Enterprise Identity Management Infrastructure, including the redesign of the NIH Enterprise Directory.

### Division of Program Coordination, Planning, and Strategic Initiatives - HNAW

(1) Identifies and reports on research that represents important areas of emerging scientific opportunities, rising public health challenges, or knowledge gaps that deserve special emphasis and would benefit from conducting or supporting additional research that involves collaboration between two or more Institutes and Centers (ICs), or would otherwise benefit from strategic coordination and planning; (2) coordinates research and activities related to AIDS, behavioral and social sciences, women's health, disease prevention, rare diseases, and dietary supplements; (3) uses resources (databases, analytic tools, and methodologies) and develops specifications for new resources, when needed, to conduct assessments based on NIH and other databases in support of portfolio analyses and priority setting in scientific areas of interest across NIH; (4) serves as a resource for portfolio management at the programmatic level; (5) ensures that NIH addresses important areas of emerging scientific opportunities and public health challenges effectively; and (6) plans, conducts, coordinates, and supports program evaluations, including, but not limited to, IC-specific program and project evaluations; trans-NIH evaluations, including Roadmap initiatives; and systematic assessments required by the Government Performance and Results Act (GPRA) and the OMB Program Assessment Rating Tool (PART).

#### Office of AIDS Research - HNAW2

Develops a comprehensive strategic plan that identifies and establishes objectives, priorities, and policy statements governing the conduct and support of all NIH AIDS research activities; (2) develops and presents to OMB and the President an annual scientifically justified budget estimate for NIH AIDS-related research activities; (3) submits an alternate AIDS budget to the Secretary, DHHS, and the Director, NIH, in accordance with the strategic plan; (4) receives and disburses all appropriated funds for NIH AIDS research activities to the NIH Institutes and Centers (ICs) in accordance with the strategic plan; (5) directs the planning, coordination, and integration of all AIDS research activities across and throughout the NIH ICs; (6) evaluates NIH HIV/AIDS research programs developed for the strategic plan and carried out by the ICs; (7) administers a discretionary fund for the support, through the ICs, of AIDS research; (8) advises the NIH director and senior staff on the development of NIH-wide policy issues related to AIDS research, and serves as principal liaison with other agencies of the Public Health Service (PHS), DHHS, Federal Government, and the Office for National AIDS Policy; (9) represents the NIH director on all outside AIDS-related committees requiring NIH participation; (10) provides staff support to the OAR Advisory Council, NIH AIDS Executive Committee, and the Coordinating Committees for each AIDS research discipline at NIH; (11) develops policy on laboratory safety for AIDS researchers and monitors the AIDS surveillance program; (12) develops and maintains an information data base on intramural/extramural AIDS activities and prepares special or recurring reports as needed; (13) develops information strategies to assure that the public is informed of NIH AIDS research activities; (14) recommends solutions to ethical and legal issues arising from NIH intramural/extramural AIDS research; (15) facilitates collaboration in AIDS research between government, industry, and educational institutions; and (16) fosters and develops plans for NIH involvement in international AIDS research activities.

#### Office of Research on Women's Health - HNAW3

(1) Advises the NIH Director, DPCPSI Director, and other key officials on matters relating to research on women's health; (2) strengthens and enhances research related to diseases, disorders, and conditions that affect women; (3) ensures that research conducted and supported by NIH adequately addresses issues regarding women's health; (4) ensures that women are appropriately represented in biomedical and biobehavioral research studies supported by the NIH; (5) develops opportunities for and supports recruitment, retention, reentry, and advancement of women in biomedical careers; and (6) supports research on women's health issues.

#### Office of Behavioral and Social Sciences Research - HNAW4

(1) Advises the NIH Director, DPCPSI Director, and other key officials on matters relating to research on the role of human behavior in the development of health, prevention of disease, and therapeutic intervention; (2) coordinates research projects in the behavioral and social sciences conducted or supported by the NIH ICs; (3) identifies research projects that deserve expanded effort and support by the ICs; and (4) develops research projects in cooperation with the ICs.

#### Office of Disease Prevention - HNAW5

(1) Advises the NIH Director, DPCPSI Director, and other key officials on the following: (a) research related to disease prevention and promotion of disease prevention research; and (b) research related to dietary supplements and their role in disease prevention; (2) coordinates research projects related to disease prevention conducted or supported by the institutes and centers (lCs); (3) promotes the disease prevention research programs of the ICs and the coordination of such programs among the ICs, between the ICs and other public and private entities; (4) identifies research projects that deserve expanded effort and support by the ICs; (5) coordinates with other components of DPCPSI and the ICs to promote the effective transfer of identified safe and effective preventive interventions to the health care community and the public; (6) serves as a focal point between the disease prevention and health promotion activities of the ICs, the Surgeon General, Assistant Secretary for Health, and the Secretary, DHHS; (7) coordinates, reviews, and facilitates the systematic identification and evaluation of clinically relevant NIH research program information; monitors the effectiveness and progress of disease prevention and health promotion activities of the NIH; and (8) reports expenditures and personnel involved in prevention activities at NIH.

## Office of Strategic Coordination - HNAW6

(1) Integrates information and develops recommendations to inform the agency's priority-setting and decision-making processes with respect to strategic initiatives; (2) addresses exceptional scientific opportunities and emerging public health needs; (3) provides the NIH Director with the information needed to allocate resources effectively for trans-NIH efforts; and (4) identifies trans-NIH initiatives for consideration and evaluation by both outside advisors and NIH leadership.

## **Division of Other Transaction Management - HNAW65**

(1) executes the Other Transaction (OT) business management activities of Common Fund programs; (2) provides expert advice on the establishment of new OT programs and the implementation of OT program policies, procedures, and strategies; (3) develops internal office processes for the business management of OTs; (4) deploys these processes to ensure that all required actions are performed by the applicant, awardee, and the government in a timely manner; (5) evaluates and monitors the business management capability and performance of applicant organizations and awardees; (6) follows procedures for maintaining award records, and manages a system to archive official OT documentation; and (7) maintains liaison with other policy and regulatory components of NIH, HHS, and officials of other Federal agencies to ensure compliance with applicable statutes, regulations, and policies,

### Office of Portfolio Analysis - HNAW7

(1) Prepare and analyze data on NIH sponsored biomedical research to inform trans-NIH planning and coordination; (2) serve as a resource for portfolio management at the programmatic level; (3) employ databases, analytic tools, methodologies and other resources to conduct assessments in support of portfolio analyses and priority setting in scientific areas of interest across NIH; (4) research and develop new analytic tools, support systems, and specifications for new resources in coordination with other NIH organizations to enhance the management of the NIH's scientific portfolio; and (5) provide, in coordination with other NIH organizations, training on portfolio analysis tools, procedures, and methodology.

#### Office of Research Infrastructure Programs - HNAW9

(1) Provides support for resource activities and research to identify, develop, characterize, and improve animal models for the study of human disease; (2) assists institutions in complying with the regulations and policies related to care and use of laboratory animals, and supports the purchase of equipment for animal resources, transgenic animal resources, and similar activities; (3) provides high-quality, disease-free animal models and specialized animal research facilities for biomedical investigators; (4) supports the development and access to a wide range of research models, including vertebrate and invertebrate species; (5) provides access for biomedical researchers to an array of biological materials and human biospecimens; (6) supports research activities at National Primate Research Centers; (7) develops and implements policies and provides programmatic oversight for the NIH Chimpanzee Management Program (ChiMP); (8) provides a chimpanzee sanctuary for the lifetime care of chimpanzees no longer needed for biomedical research; (9) supports training and career development for veterinarians engaged in research; (10) provides repositories for the storage and distribution of genetically altered animal models; (11) supports the breeding of and accessibility to scarce research animals; (12) supports grants for the acquisition of state-of-the-art instrumentation and integrated instrument systems; (13) provides support for human tissue and organ research resources to meet the needs of biomedical researchers, including those in academia, government, and industry; (14) supports grants to expand, re-model, renovate, or alter existing research facilities or to construct new research facilities, including to improve laboratory animal facilities; and (15) coordinates science education activities at the NIH, plans, develops, and coordinates a comprehensive science education program to improve science literacy in both adults and children and to attract young people to biomedical and behavioral science careers; and develops, and supports grants designed to improve life science literacy throughout the nation through educational programs.

#### **Division of Comparative Medicine - HNAW92**

(1) Provides high-quality, disease-free animal models and specialized animal research facilities for biomedical investigators; (2) supports the development of and access to a wide range of research models, including vertebrate and invertebrate species; (3) provides access for biomedical researchers to an array of biological materials and human biospecimens; (4) supports research activities at National Primate Research Centers; (5) develops and implements policies and provides programmatic oversight for the NIH Chimpanzee Management Program (ChiMP); (6) provides a chimpanzee sanctuary for the lifetime care of research chimpanzees that are no longer needed for biomedical research; (7) supports the identification and development of new and improved animal models for the study of human diseases; (8) supports improvement of the health and well-being of laboratory animals; (9) supports training and career development for veterinarians engaged in research; (10) provides repositories for the storage and distribution of genetically altered animal models; and (11) supports the breeding of and accessibility to scarce research animals.

## **Division of Construction and Instruments - HNAW93**

(1) Supports programs to expand the Nation's capacity for the conduct of biomedical research; (2) supports grants for the acquisition of state-of-the-art instrumentation and integrated instrument systems; (3) provides support for human tissue and organ research resources to meet the needs of biomedical researchers, including those in academia, government, and industry; and (4) supports grants to expand, re-model, renovate, or alter existing research facilities or to construct new research facilities, including to improve laboratory animal facilities.

## Office of Administrative Management and Communication-HNAWC

(1) Plans, directs, coordinates, and provides comprehensive administrative and management support for DPCPSI; (2) manages the budget, personnel, procurement, space, property, travel, and other administrative functions as necessary to ensure the efficient and effective implementation and operation of the programs within DPCPSI; (3) develops policies on administrative management and prepares and issues procedures and guidelines for implementation of administrative policies, delegations, and requirements; (4) analyzes, reviews, and evaluates operations to stimulate administrative management improvements; (5) formulates and executes action plans in response to business and management problems or initiatives, directives, regulations, legislation of other issues that may require administrative action or have administrative implications; (6) advises the DPCPSI Director, Deputy Director, Office Directors, and staff on developments in administrative management and their implications and effects on program management; (7) directs information management and related communications activities of the DPCPSI Office of the Director; and (8) plans for and secures contracts, budgetary, personnel, and other resources needed to fulfill the Division's communications and information management needs

## Office of Program Evaluation and Performance-HNAWD

(1) Plan, conduct, coordinate, and support program evaluations, including IC-specific program and project evaluations and trans-NIH evaluations; (2) manage and administer NIH's Evaluation Set-aside Program; (3) coordinate and direct the preparation of plans and reports required by the Government Performance and Results Act (GPRA), including the development of required performance measures; (4) identify and advise on emerging national issues within program evaluation and performance, including NIH's response to legislative, regulatory, and policy requirements of the GPRA and administration of the NIH-wide evaluation program.

# Sexual and Gender Minority Research Office- HNAWE

(1) Coordinates sexual and gender minority (SGM) health research activities across NIH; (2) represents NIH at conferences and events on trans-NIH activities focused on SGM research; (3) coordinates and convenes the conferences and workshops to inform priority setting and research activities; (4) collaborates with NIH Institutes and Centers on the development of SGM health research reports; (5) manages information dissemination related to SGM research; (6) works with NIH Institutes and Centers to leverage resources or develop initiatives to support SGM health research.

#### **Tribal Health Research Office-HNAWF**

(1) Coordinates tribal health research-related activities across NIH; (2) through the position of a Tribal Affairs Advisor serves as a liaison to and NIH representative on tribal health related committees or working groups; (3) coordinates and convenes the NIH Tribal Consultation Advisory Committee; (4) collaborates with NIH Institutes and Centers on the development of reports on tribal health topics; (5) manages information dissemination related to tribal health research coordination and the Tribal Consultation Advisory Committee; (6) convenes trans-NIH committees, workshops, meetings and other activities related to tribal health research and scientific priorities; and (7) works with NIH Institutes and Centers to leverage resources or develop initiatives to support tribal health research.

#### Office of Data Science Strategy - HNAWG

(1) provides leadership for advancing NIH data science across the NIH Extramural and Intramural Research Programs and coordinating implementation of the NIH Data Science Strategic Plan; (2) advises on the broad area encompassed by data science complementing existing investments in computational biology, bioinformatics, biostatistics, information science, medical informatics, and quantitative biology; (3) integrates existing data science efforts into a new data ecosystem to maximize the utilization and extraction of knowledge from the data generated by, and relevant to, NIH research, and promotes the coordination and harmonization of data use throughout the NIH; (4) on behalf of NIH, coordinates and collaborates with appropriate government agencies, international funders, and private organizations engaged in scientific data generation,management, and analysis, including the academic research community and experts in the private sector; and (5) coordinates the NIH Data and Technology Advancement (DATA) Fellowship to attract leading early career data scientists to tackle large-scale, data-intensive projects designed to overcome a current obstacle or create a new capability that will yield transformational changes to biomedical research.

### Office of Dietary Supplements - HNAWH

(1) Advises the Director, NIH and Director, DPCPSI and provides guidance to the research institutes on research related to the health benefits of dietary supplements and their role in disease prevention; (2) conducts, promotes, and coordinates research at NIH relating to dietary supplements; (3) collects and compiles the results of scientific research relating to dietary supplements; (4) serves as principal advisor to the Secretary, Department of Health and Human Services, and the agencies of the PHS on non-regulatory issues relating to dietary supplements; and (5) compiles and maintains a database of scientific research and funding.