

**PART A: Office of the Secretary**  
**CHAPTER AC: Office of Public Health and Science**

<sup>1</sup>Approved by the Secretary 10/31/1995 published @ 60 FR 56606-06, 11/9/1995

<sup>2</sup>Approved by the Secretary 12/22/2003, published @ 69 FR 660-61 1/16/2004

<sup>3</sup>Approved by Assistant Secretary for Management and Budget (ASMB) 4/26/1999, published @ 64 FR 24163-64 5/5/1999

<sup>4</sup>Published 57 FR 13750, 4/17/1992 <sup>5</sup>Published 48 FR 2442, 1/19/1993

<sup>6</sup>Approved by the ASMB 04/14/2000, published @ 65 FR 30609-02, 5/12/2000

<sup>7</sup>Published 48 FR 1231, 01/11/1983

<sup>8</sup>Approved by the Secretary 01/06/1995, published @ 60 FR 8410, 02/14/1995

<sup>9</sup>Published 49 FR 18625, 05/01/1984

<sup>10</sup>Approved by the Secretary 06/12/2000, effective 06/18/2000, published @ 65 FR 37136-37, 06/13/2000

<sup>11</sup>Approved by the Assistant Secretary for Administration and Management (ASAM) 12/11/2003, published @ 68 FR 70507-10, 12/18/2003

<sup>12</sup>Approved by the Secretary 12/02/2004, published @ 69 FR 660-61, 01/06/2004

<sup>13</sup>Approved by the ASAM 12/11/2003, published @ 68 FR 70507-10, 12/18/2003

<sup>14</sup>Approved by the ASAM 9/10/2007 –

<sup>15</sup>Approved by the ASAM 10/1/2007, published @ 72 FR 58095-96, 10/12/2007

**AC.00 MISSION**

**AC.10 ORGANIZATION**

**AC.20 FUNCTIONS**

**Section AC.00 Mission.** <sup>1</sup> 60 FR 56606-06, 11/9/1995 The Office of Public Health and Science (OPHS) is under the direction of the Assistant Secretary for Health (ASH), who serves as the Secretary's Senior Advisor for Public Health and Science. The Office serves as the focal point for leadership and coordination across the Department in public health and science; provides direction to program offices within OPHS, and, where required by law, to other HHS components, and provides advice and counsel on public health and science issues to the Secretary.

**Section AC.10 Organization.** The Office of Public Health and Science is under the direction of the Assistant Secretary for Health and consists of the following components:

- A. Immediate Office (ACA)<sup>2</sup>. 69 FR 660-61, 01/16/04
- B. Office on Women's Health (ACB)<sup>15</sup>. 72 FR 588095-96, 10/12/2007
- C. Office of Minority Health (ACC)<sup>4</sup>. 57 FR 13750, 04/17/1992
- D. Office of the President's Council on Physical Fitness and Sports (ACE)<sup>5</sup>. 48 FR 2442, 01/19/1983
- E. Office of Research Integrity (ACF)<sup>6</sup>. 65 FR 30608-01, 05/12/2000
- F. Office of Population Affairs (ACG)<sup>7</sup>. 48 FR 1281, 01/11/1983
- G. Office of HIV/AIDS Policy (ACJ)<sup>8</sup>. 60 FR 8410, 02/14/1995
- H. Office of Disease Prevention and Health Promotion (ACL)<sup>9</sup>. 49 FR 18625, 05/01/1984
- I. Office of the Surgeon General (ACM)<sup>10</sup>. 68 FR 70507-10, 12/18/2003
- J. Office for Human Research Protection (ACN)<sup>11</sup>. 65 FR 37136-37, 06/13/2000
- K. National Vaccine Program Office (ACP)<sup>12</sup>. 69 FR 660-61, 01/06/2004
- L. Office of Commissioned Corps Force Management (ACQ)<sup>13</sup>. 68 FR 70507-10, 12/18/2003

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**Section AC.20 Functions**

**Office of Public Health and Science (AC)**<sup>60 FR 56606, 11/9/1995</sup>: The Office of Public Health and Science (OPHS), and where required by law, other HHS components, are under the direction of the Assistant Secretary for Health (ASH) who is responsible to the Secretary for the conduct of a variety of advisory, coordinative, implementation, management, developmental, and representational activities in public health and science. The Office consists of specialized staffs that focus on cross-cutting public health and science issues of major significance to the Nation.

**A. The Immediate Office (ACA)**<sup>69 FR 660-61, 01/16/2004</sup>: (1) Provides direction to program offices within OPHS; (2) provides advice to assure that the Department conducts broad based public health assessments designed to better define public health problems and to design solutions to those problems; assists other components within the Department in anticipating future public health issues and problems, and provides assistance to ensure that the Department designs and implements appropriate approaches, interventions, and evaluations, to maintain, sustain, and improve the health of the Nation; (3) at the direction of the Secretary, provides assistance in leading and managing the implementation and coordination of Secretarial decisions for Public Health Service Operating Divisions and, at the Secretary's direction, and for that purpose, draws on staff divisions and other organizational units for assistance in regard to legislation, budget, communications, and policy analysis; (4) provides a focus for leadership on matters including recommendations for policy on population-based public health and science and at the Secretary's direction leads and/or coordinates initiatives that cut across agencies and operating divisions; (5) provides advice to the Secretary and senior Department officials on budget and legislative issues of the Public Health Service Operating Divisions; (6) provides support for the Office of the Surgeon General in the exercise of statutory requirements and assigned activities; (7) works in conjunction with the Public Health Service Operating Divisions, and others, in promoting relationships among and between State and local health departments, academic institutions, professional and constituency organizations, and the Department; (8) works in conjunction with the Assistant Secretary for Planning and Evaluation on matters of science policy analysis and development; (9) provides administrative support to the Office of Global Health Affairs; (10) provides leadership for and participates in public health system improvement and development activities, particularly as they relate to population-based public health and the public health infrastructure; (11) communicates and interacts with national professional and constituency organizations on matters of public health and science; (12) provides departmental liaison for military and veterans issues in the form of advice and counsel to departmental officials; works with veterans associations and organizations; develops approaches within the Department to improve services to veterans and the military; and assists to bring focus on the needs of veterans and military families; (13) proposes findings of research misconduct and administrative actions in response to allegations of research misconduct involving research conducted or supported by the Public Health Service (PHS) OPDIVs, including reversal of an institution's no misconduct finding or opening of a new investigation; (14) responsible for management and oversight of

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human research subjects protections functions and related activities where research involves human subjects; (15) provides oversight and direction to the Regional Health Administrators (I-X) and their associated staff; (16) directs and manages the PHS Commissioned Corps, which includes a cadre of health professionals, and the associated personnel systems in support of the missions of the Department of Health and Human Services, U.S. Public Health Service, and agencies in which officers are assigned or detailed to, and provides oversight and direction for officer assignments and professional development; (17) provides policy and related oversight of the PHS of the Commissioned Corps; and (18) manages the vaccine and immunization related activities for the Secretary.

**B. Office on Women's Health (ACB)**<sup>15. 72 FR 58095-58096, 10/12/2007</sup>

**Office on Women's Health (ACB)**--The Office on Women's Health is headed by the Deputy Assistant Secretary for Health (Women's Health), who reports to the Assistant Secretary for Health, is Director of the Office on Women's Health, and serves as the principal advisor on scientific, ethical, and policy issues relating to women's health. The issues cut across all HHS components which provide research, service, prevention, promotion, treatment, training, education and dissemination of information relating to women's health.

1. **Immediate Office of the Director (ACB1).** The Immediate Office of the Director, headed by the Deputy Assistant Secretary of Health (Women's Health), coordinates the programmatic aspects of HHS components in regard to issues relating to women's health; serves as the locus within HHS to identify changing needs, to recommend new studies, and to assess new challenges to the health of women; serves as a focal point within HHS to coordinate the continuing implementation of health objectives for the future; assures liaison with relevant HHS agencies and offices; and facilitates the expansion of services and access to health care for all women. Plans and directs financial management activities, including budget formulation and execution; provides liaison on personnel management activities with the OPHS, and the Program Support Center; and is responsible for implementing the Congressional, international health, national (regional) components for the OWH mission. The Office will also provide scientific analyses for all initiatives.

2. **Division of Program Coordination (ACB2).** The Division of Program Coordination (DPC), headed by the Division Director, advises the OWH Director on the development of strategic and operational plans and provides staff support to and liaison with program staff in coordinating, integrating, and articulating these plans; advises the OWH Director on policy issues; develops plans for evaluating the focus and impact of ongoing programs and the development of new programs and policies; and provides analytical reports of program trends and future forecasts.

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3. **Division of Outreach and Collaboration (ACB3).** The Division of Outreach and Collaboration (DOB), headed by the Division Director, provides oversight and direction to the OWH's communication programs consistent with policy direction established by the Office of the Assistant Secretary for Public Affairs; systematically captures, assesses, and disseminates information on scientific and policy developments relating to women's health research results and current or emerging trends and issues; manages the OWH information, education and awareness activities both within the Department and externally; coordinates, assigns, develops, researches, and prepares briefing materials on women's health for OWH Director and other HHS offices; manages public information activities and media and press relations; plans and coordinates efforts to promote the OWH's programs and policies in the voluntary and corporate sectors; manages exhibits; and develops visual and other graphic materials for the OWH.

**C. Office of Minority Health (ACC)**<sup>4. 57 FR 13750, 04/17/1992:</sup> The Deputy Assistant Secretary for Minority Health serves as the Director of the Office and principal advisor to the ASH for health program activities that address minority populations, develops policies for the improvement of the health status of minority populations and coordinates all PHS minority health activities. In discharging these responsibilities, the Director receives advice from the PHS Minority Health Coordinating Committee and the Advisory Committee on Minority Health

The Office is responsible for implementing provisions assigned to it by Title XVII, section 1707 of the PHS Act (Public Law 101-527), "Disadvantaged Minority Health Improvement Act of 1990". The Office, by providing Department-wide leadership working with PHS agencies and other HHS Operating Division (OPDIVs) and Staff Divisions (STAFFDIVs), establishes, coordinates, and advocates policies, programs, and activities for the improvement of the health of minorities. The Office (1) develops public health policies for improving the health status of minority populations; (2) establishes goals and objectives for HHS and PHS activities relating to minority populations, to include: (a) Developing reporting and monitoring requirements for these goals and objectives, and providing periodic progress reports to the ASH and the Secretary, (b) coordinating the process for and the conduct of program planning and development activities concerning minority health within HHS that relate to disease prevention, health promotion, service delivery, and research; and (c) reviewing PHS agency budgets during formulation to ensure that budget requests are consistent with requirements for established goals, objectives, and priorities; (3) enters into interagency agreements with other PHS/Federal organizations to increase participation of minorities in health service and promotion programs; (4) operates a National Minority Health Resource Center, disseminating health information, promoting education in and awareness of health promotion and disease prevention, and providing technical assistance in the analysis of issues and problems relating to minority health; (5) supports research, demonstrations, and evaluations to test new and innovative models that support program goals and objectives; (6) develops a broad range of health information and health promotion materials and teaching curricula; (7) coordinates efforts to promote minority health programs and policies in the voluntary and corporate sectors; (8) ensures that program

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information and services are provided equitably and in the proper language and cultural context; (9) negotiates and awards grants and enters into cooperative agreements and contracts with public and nonprofit entities; and (10) coordinates correspondence control and executive secretariat functions.

**1. Division of Policy Coordination (ACC1)** – The Division: (1) develops HHS-wide plans for updating and refining goals for minority health programs and activities; (2) reviews the budget requests of PHS OPDIVs to ensure requirements are adequate and consistent with the Secretary’s health goals and the Minority Health Strategic Plan; (3) coordinates the development and implementation of PHS plans and special initiatives; (4) negotiates and monitors interagency agreements between the Office of Minority Health and other Federal organizations; (5) analyzes current and prospective Federal activities that affect minority health, and recommends program initiatives to improve the health of minorities; (6) plans, coordinates and/or conducts studies and evaluations relating to the occurrence of diseases and health problems in minority populations; (7) plans and conducts statistical and data analyses; (8) coordinates evaluations, legislative activities, and reports to Congress; and (9) provides staff support to the PHS Minority Health Coordinating Committee.

**2. Division of Information Dissemination (ACC2)** - The Division (1) Manages minority health information, education and awareness activities, including operation of the National Minority Health Resource Center; (2) manages public information activities, and media and press relations; (3) negotiates and monitors letters of agreement between the Office of Minority Health and non-Federal organizations; (4) plans and conducts national and regional conferences, workshops and seminars on minority health issues, problems, and concerns; (5) provides technical assistance to Federal and State agencies for the promotion, development, and conduct of minority health programs; (6) plans and coordinates effort to promote minority health programs and policies in the voluntary and corporate sectors; (7) manages exhibits and develops visual and other graphic materials for OMH; and (8) provides staff support to the Advisory Committee on Minority Health.

**3. Division of Community Demonstrations and Assistance (ACC3)** - In administering minority demonstration programs the Division: (1) directs the PHS involvement in the Secretary’s Minority Males in Crisis Initiative and manages the Minority Male Grant Program, and develops, coordinates and provides technical assistance; (2) manages the HIV/AIDS Demonstration Program, and develops, coordinates and provides technical assistance for the HIV/AIDS programs; (3) manages the Minority Community Health Coalition Demonstration Grant Program and develops, coordinates, and provides technical assistance for coalition grantees; and (4) manages a program of bilingual support services and assistance.

**4. Division of Management Support (ACC4)** - The Division: (1) plans and directs

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financial management activities, including budget formulation and execution; (2) administers the grants, cooperative agreements, and contracts development, review and award process; (3) provides liaison on personnel management activities with the OPHS personnel office; (4) provides administrative services in support of OMB; and (5) serves as the focal point for the support of ADP, word processing and telecommunications equipment and systems for the Office.

**D. Office of the President's Council on Physical Fitness and Sports (ACE)**<sup>5. 48 FR 2442, 01/19/1983</sup>  
: The Executive Director and staff provide support to the President's Council on Physical Fitness and Sports (PCPFS) which is responsible for the following functions: (1) develops and coordinates a comprehensive national program for physical fitness and sports, and promotes cooperative efforts with business and labor to foster employee fitness and sports programs; (2) advises the President, the Secretary and the Assistant Secretary for Health on matters pertaining to the national program; (3) serves as the advisory body and provides advice and guidelines to the Office of Health Information, Health Promotion, Physical Fitness and Sports Medicine on all physical fitness programs and activities supported by the Office as part of the national prevention strategy; (4) appoints and coordinates volunteer advisors and medical consultants to enhance the effectiveness of Council activities; (5) fosters, assists and enlists the support of State and local governments and public, private and voluntary organizations in raising the awareness of, promoting, and coordinating physical fitness and sports programs to aid in overall human development; and (6) collects and disseminates research and statistical information and stimulates research in the area of physical fitness.

**E. Office of Research Integrity (ACF)**<sup>6. 65 FR 1231, 01/11/1983</sup> : The Director reports to the Secretary and will: (1) oversee and direct Public Health Service (PHS) research integrity activities on behalf of the Secretary with the exception of the regulatory research integrity activities of the Food and Drug Administration; (2) recommend to the Assistant Secretary for Health for decision, findings of research misconduct and administrative actions in connection with research conducted or supported by the PHS; (3) coordinate the development of research integrity policies designed to ensure that subjects of investigations and whistleblowers are treated fairly, including clear specification of what constitutes misconduct, a fair hearing process, appropriate time limits on pursuing allegations, and specific whistleblower protections; (4) manage the financial resources and provide overall administrative guidance in carrying out the activities; and (5) oversee and direct the research misconduct and integrity activities of the office, including the oversight of research misconduct inquiries and investigations, education and training in the responsible conduct of research, activities designed to promote research integrity and prevent misconduct, and research and evaluation programs.

**1. Division of Education and Integrity (ACF2)**--The Director and staff: (1) develop and implement, in consultation with the PHS OPDIVs, activities and programs for PHS intramural and extramural research to teach the responsible conduct of research, promote research integrity, prevent research misconduct, and to enable the extramural institutions and

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PHS OPDIVs to respond effectively to allegations of research misconduct; (2) coordinate the dissemination of research integrity policies, procedures, and regulations; (3) conduct policy analyses, evaluations, and research to improve HHS research integrity policies and procedures and build the knowledge base in research misconduct, research integrity, and prevention; (4) develop (in consultation with the PHS OPDIVs) policies, procedures, and regulations for review by the Director, Office of Research Integrity, and recommendations to the Secretary; (5) administer programs for: approval of institutional assurances; response to Freedom of Information Act and Privacy Act requests; review and approval of intramural and extramural policies and procedures; and response to allegations of whistleblower retaliation.

**2. Division of Investigative Oversight (ACF3)**--The Director and staff: (1) review and monitor investigations conducted by applicant and awardee institutions and intramural research programs; (2) evaluate investigations and investigatory findings of awardee and applicant institutions, intramural research programs, and the Office of Inspector General and develop and recommend to the ORI Director, findings of research misconduct and propose administrative actions against those who committed misconduct; (3) assist the Office of the General Counsel (OGC) in preparing and presenting cases in hearings before the Research Integrity Adjudications Panel of the DHHS Department Appeals Board; (4) provide information on DHHS policies and procedures, as requested, to individuals who have made an allegation or have been accused of research misconduct; and (5) establish and implement a program of advice and technical assistance to entities that conduct inquiries and investigations, or otherwise respond to allegations of research misconduct.

**F. Office of Population Affairs (ACG)**<sup>7. 48 FR 1231, 01/11/1983</sup> : The Office is under the direction of the Deputy Assistant Secretary for Population Affairs (DASPA) who is the principal advisor to the Assistant Secretary for Health (ASH) on population affairs and is charged to carry out the provisions of Title X, Population Research and Voluntary Family Planning Programs; and Title XX, Adolescent Family Life Demonstration Projects of the Public Health Service Act. Specifically, the Office:

(1) Assumes responsibility for the overall planning, oversight, coordination, monitoring and evaluation of population research and voluntary family planning programs, adolescent family life programs, population education programs and health-related programs in the PHS and other elements of the Departments;

(2) Serve as the departmental focus for the administration of grants and contracts related to family planning and adolescent family life programs;

(3) Maintains liaison to oversee Department programs and coordinates matters related to population research, adolescent pregnancy and family planning;

(4) Reviews and coordinates to assure consistency of regulations and guidelines developed in other program areas with the policies and objectives of programs of the Office of Population Affairs;

(5) Provides the policy direction and coordination necessary for the development of

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informational and educational programs on population research, adolescent pregnancy and family planning;

(6) Acts as a clearinghouse for information pertaining to domestic and international population research and family planning programs for use by all interested public and private entities;

(7) Develops or clears reports to Congress on achievements of all family planning programs in the Department; and

(8) Provides a liaison with the activities carried on by other agencies and instrumentalities of the Federal Government relating to population research and family planning.

**Office of Adolescent Pregnancy Programs (ACF1).** The Office:

(1) Reviews all HHS programs related to prevention or care services to assure there is consistency with the requirements of Title XX of the PHS Act;

(2) Coordinates Federal policies and programs providing services relating to prevention of adolescent pregnancies and to the care services for pregnant adolescents;

(3) Coordinates as appropriate, research and dissemination activities with the National Institutes of Health;

(4) Consults with other Federal agencies facilitating the development of services and activities and to make recommendations, as appropriate, for legislation supporting the use and accessibility of adolescent family life programs;

(5) Develops national policies and long and short range program goals and objectives;

(6) Develops requirements for grant approval program regulations, and national policy in coordination with other OPHS staff offices, PHS agencies, and appropriate HHS components;

(7) Interprets policies, regulations, guidelines, standards and priorities under Title XX of the PHS Act;

(8) Administers a system of application, review and award for demonstration grant projects;

(9) Establishes and implements a system of scientific peer review of the application for research grants and contracts;

(10) Evaluates grantee activities to assure compliance with Title XX; and

(11) Provides technical assistance to facilitate coordination of State and Local recipients of Federal assistance.

**Office of Family Planning (ACG2).** The Office:

(1) Directs nationwide efforts to improve the organization and delivery of family planning services, training, information and education, and services delivery improvement research;

(2) Develops national policies and long and short range program goals and objectives;

(3) Develops requirements for grant approval, program regulations and national policy in coordination with other OPHS staff offices, PHS OPDIVs and appropriate HHS components;

(4) Provides through project grants to State, local, voluntary, public and private grants to State, local, voluntary, public and private entities, funds to help them meet the needs of those

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eligible for voluntary family planning services;

- (5) Ensures that delegated responsibilities are being carried out;
- (6) Interprets policies, regulations, guidelines, standards, and priorities and provides support to RHAs or regional staff as appropriate;
- (7) Provides coordination with other programs providing health services including voluntary, official, and other community agencies;
- (8) Establishes and provides liaison in program matters with other programs;
- (9) Participates in the development of legislative proposals and budgets; and
- (10) Assess performance of Title X grantee operations and determines those areas where improvement is needed.

**G. Office of HIV/AIDS Policy (ACJ)**<sup>8. 60 FR 8410, 02/14/1995:</sup> Under the direction of the Assistant Secretary for Health, the Director of the Office of HIV/AIDS Policy: (1) serves as the principal HIV/AIDS staff to the Assistant Secretary for Health; (2) facilitates and/or coordinates HIV/AIDS policy planning processes across the DHHS and the PHS and monitors progress toward achieving established goals; (3) provides PHS liaison with the Office of the National AIDS Policy Coordinator, Executive Office of the President; (4) identifies critical HIV/AIDS national, DHHS, and PHS policy issues, including inter- and intra-agency coordination needs, and advises on how to resolve the issues; (5) provides liaison with other Federal organizations, State and local entities, and non-governmental organizations involved in HIV/AIDS policy; (6) assists in the preparation of responses to inquiries related to HIV/AIDS activities as appropriate; (7) provides analytic and administrative support to HHS and PHS HIV/AIDS advisory bodies, cross-Departmental, coordinating groups, and other subsidiary or independent task forces, work groups or subgroups; (8) provides guidance on the cooperative dissemination and exchange of accurate scientific, prevention, educational information and clinical guidelines with and between public health interest groups and professional and private sector organizations; (9) guides and promotes methods of dissemination and exchange of information to and among the public; and (10) reviews and makes recommendations on PHS OPDIVs budget requests and on departmental research, prevention, services, training, information, and infrastructure priorities as incorporated in planning documents or budget proposals.

**H. Office of Disease Prevention and Health Promotion (ACL)**<sup>9. 49 FR 18625, 05/01/1984:</sup> The Deputy Assistant Secretary for Health (Disease Prevention and Health Promotion) serves as the principal advisor to the Assistant Secretary for Health and the Surgeon General on policies and procedures which relate to disease prevention, health promotion and preventive health services. The Office: (1) provides a focal point for coordinating all policies and activities within the Department which relate to disease prevention, health promotion, preventive health services, and health information and education with respect to the appropriate use of health care; (2) coordinates these activities with similar activities in the private sector; (3) provides leadership, coordination, and monitoring for the national effort to achieve the measurable objectives which provide the basis for the U.S. national prevention strategy; (4) sponsors the National Health

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Promotion Program and provides management oversight for cooperative agreements with major national organizations to fund special health promotion activities such as community networks, schools, clinical, and worksite initiatives, and other prevention initiatives; (5) disseminates information to the public through a national health information clearinghouse concerning matters relating to health information and health promotion, preventive health services, and education in the appropriate use of health care and assists in the analysis of issues and problems relating to these matters; (6) supports projects, conducts, research, evaluates programs, and disseminates information relating to disease prevention, health promotion, with physical fitness; and (7) coordinates and provides advice and direction on special departmental initiatives on disease prevention and health promotion activities such as risk assessment and nutrition policy.

**I. Office of the Surgeon General (ACM)**<sup>10. 68 FR 70507-10, 12/18/2003</sup>

**Section ACM.00 Mission:** The Office of the Surgeon General (OSG) is headed by the SG who reports to the Assistant Secretary for Health (ASH), provides staff support for: (1) Activities relating to membership on the Board of Regents of the Uniformed Services University of the Health Sciences and as principal health official for PHS on matters related to policies affecting PHS faculties and students (10 U.S.C. 2113(a)(3)); (2) activities related to responsibilities on other boards are assigned, including the (a) National Library of Medicine; (b) Armed Forces Institute of Pathology (AFIP); (c) American Medical Association (AMA) House of Delegates; and (d) Executive Committee, Association of Military Surgeons of the United States. The Office provides support to the SG; (3) in issuing warnings to the public on identified health hazards; (4) for review of the particulars of Department of Defense (DoD) plans for transportation, open testing and disposal of lethal chemicals and biological agents and in recommending precautions necessary to protect the public health and safety binding on the Secretary, DoD, which can only be overridden by the President (50 U.S.C. 1512 (2) & (3)); (5) communicating with professional societies to receive, solicit, and channel concerns regarding health policy in behalf of the ASH; (6) maintaining liaison with the Surgeons General of the Armed Forces and the Department of Veterans Affairs; (7) representing PHS at national and international health and professional meetings to interpret PHS philosophy, policies, organizational responsibilities and programs, as assigned; (8) providing management and oversight for the community-based, civilian Medical Reserve Corps program; (9) providing liaison with governmental and non-governmental organizations on matters pertaining to military and veterans affairs; and, (10) assuring day-to-day management of the Corps' operations, force readiness, and field command of deployments of the Commissioned Corps.

**Section ACM.10 Organization:** includes the following components:

- A. Immediate Office of the Surgeon General (ACM)
- B. Office of Science and Communications (ACM1)
- C. Office of Commissioned Corps Operations (ACM2)
- D. Office of Force Readiness and Deployment (ACM3)

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- E. Office of Reserve Affairs (ACM4)
- F. Office of the Civilian Volunteer Medical Reserve Corps (ACM5) <sup>9/10/2007 -ASAM</sup>

**Section ACM.20 Functions:**

**a). Immediate Office of the Surgeon General (ACM):** (1) Advises the ASH on matters relating to protecting and advancing the public health of the Nation; (2) manages special deployments that address Presidential and Secretarial initiatives directed toward resolving critical public health problems; (3) as requested, serves as a spokesperson on behalf of the Secretary and the ASH, addressing the quality of public health practice on the Nation; (4) provides supervision of activities relating to the day-to-day management of operations and deployment of officers of the Commissioned Corps; (5) provides advice to the ASH, collaborating with the Office of Commissioned Corps Force Management (OCCFM), on the policies and implementation related to the appointment, promotion, assimilation, recognition, professional development, and other matters required for the efficient management of the Corps; (6) provides liaison with governmental and non-governmental organizations on matters pertaining to military and veterans affairs; (7) directs and oversees internal office administrative operations (including proposing and executing office budgets); and (8) convenes periodic meetings of the flag officers to obtain senior level advice concerning the day-to-day management of Corps' operations.

**b). Office of Science and Communications (ACM1):** (1) Coordinates activities to plan, develop, introduce, and evaluate Surgeon General's Reports, Calls-to-Action, workshops, and other authoritative statements; (2) advises the SG on science, data, and evidence pertaining to population-based public health and the furtherance of public health priorities; (3) represents the SG in efforts to coordinate federal public health activities with similar activities in the States and local areas; (4) coordinates and is responsible for the preparation of SG correspondence, speeches, and communications; (5) represents the SG at conferences, symposia, and community events; (6) coordinates the receipt of senior level advice from the Chief Professional Officers, the Surgeon General's Professional Advisory Council, and categorical Professional Advisory Committees; and (7) provide administrative and management support to *Public Health Reports* <sup>9/10/2007 -ASAM</sup>.

**c). Office of Commissioned Corps Operations (ACM2):**

**Section ACM2.00 Mission:** (1) Provides advice to the SG on matters related to the day-to-day management of Commissioned Corps operations, including active duty and reserve components; (2) implements the policies established by the ASH for the operations of the PHS Commissioned Corps; (3) provides for the delivery of training and for career development, and applies professional credentialing requirements for the Corps; (4) manages systems required for selecting personnel for appointment, promotion, assimilation, and award recognition, for

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evaluating officer performance, and for processes required for disability retirement, disciplinary, and other-than-honorable discharge purposes; (5) implements officer and force accession plans through a staff of recruiters, including an Associate Recruiters Program; (6) manages personnel administration systems for the permanent or temporary assignment, deployment, and detail of Corps members; (7) implements policies established by the ASH for commissioned and warrant officers on active duty, Commissioned Officer Student Training Extern Program (COSTEP), reserve officers, retired officers, and survivors of deceased officers; (8) prepares all personnel orders for approval and signature by the ASH; (9) makes recommendations to the SG on individual details for review and action by the ASH; (10) reviews and makes recommendations on proposed blanket personnel agreements negotiated by the ASH; (11) reviews and makes recommendations on the temporary deployments of officers not specifically under an assignment to another Operating or Staff Divisions of the Department or another Department or agency covered by a memorandum of agreement or blanket detail agreement; (12) provides technical review and recommendations to the SG on appeals of adverse actions that would result in the termination of officers' commissions and on formal Equal Employment Opportunity complaints; (13) maintains liaison with the OCCFM, and, as directed, with Departmental Operating and Staff Divisions and, as directed, with non-departmental entities to which officers are assigned under blanket agreements; and (14) works with OCCFM and agencies to identify career development assignments, and to identify officers to be recommended for directed reassignments where appropriate.

**Section ACM2.10 Organization:** The Office of Commissioned Corps Operations is headed by a Director, who reports to the SG, and includes the following components:

- Immediate Office of the Director (ACM2)
- Division of Commissioned Corps Recruitment (ACM21)
- Division of Commissioned Corps Assignment (ACM22)
- Division of Commissioned Corps Training and Career Development (ACM23)
- Division of Commissioned Corps Officer Support (ACM24)

**Section ACM2.20 Functions:**

**1) Immediate Office of the Director (ACM2):** (1) Advises the SG on all matters related to the operations management of the PHS Commissioned Corps; (2) provides for the day-to-day management of Commissioned Corps operations, implements policies received from the ASH for personnel, training, readiness, assignment, deployment, promotion, and retirement for all officers; (3) collaborates with OCCFM on the development and implementation of Commissioned Corps policies; (4) coordinates the application of information technology and support for the execution of OSG activities; (5) manages the process for adverse action decisions and other-than-honorable discharges; and (6) is responsible for the appropriate exercise of delegated authorities and responsibilities.

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**2) Division of Commissioned Corps Recruitment (ACM21):** (1) Implements approved programs to assure awareness of the Corps and its career opportunities among health professional schools and associations, provider institutions, and the public; (2) in accordance with policies, goals, and strategies established by the ASH, carries out programs and activities designed to attract new health personnel to the Corps, to attract officers already in the Corps to designated assignments, and to promote the Corps and service in it; (3) manages an Associate Recruiter Program and otherwise mobilizes recruitment activity among the active duty, reserve, and retired officers; (4) assists OCCFM in promoting the effective and efficient utilization of the Corps within all venues where the Corps is utilized; and (5) carries out approved recruitment programs specifically for reserve components and other Corps personnel asset programs.

**3) Division of Commissioned Corps Assignments (ACM22):** (1) Addresses and meets the short-term and long-term placement requirements for active-duty and reserve component personnel established by the ASH and developed by OCCFM, including the Commissioned Corps and the warrant Corps, by category; (2) works with OCCFM to identify and categorize the types of assignments for which Corps members and its reserve personnel assets may be required; (3) implements a billet management system utilizing standards developed by OCCFM, and approved by the ASH; (4) evaluates and grades billets to which officers are to be assigned in accordance with standards established by OCCFM; (5) assures that assignments of officers and the billets to which assigned are consistent and appropriately categorized and identified; (6) reviews all proposed officer personnel actions and prepares orders for signature by the ASH; (7) implements, manages, and monitors approved blanket personnel agreements and individual details; (8) reviews and recommends to the ASH the temporary deployment of all officers not specifically under an assignment to another operating or staff division of the Department or another department or agency; and (9) administers a system to monitor assignments.

**4) Division of Commissioned Corps Training and Career Development (ACM23):** (1) Identifies and manages training resources required for establishing and maintaining the readiness and proficiency of the members of the Corps; (2) operates Commissioned Officer education and training systems, providing basic, mid-career, and specialized training programs; (3) monitors officer compliance with credentialing standards; (4) implements career development programs and provides individual career counseling; (5) coordinates COSTEP; (6) administers training programs; and (7) assists officers with retirement planning.

**5) Division of Commissioned Corps Officer Support (ACM24):** (1) Coordinates the assignment of members of boards convened for the purpose of recommending appointments, promotions, assimilation actions, approval of award nominations, disability retirements, and other boards that may be required to support operations; (2) supports the boards convened by OSG; (3) administers a system for assuring credentialing, licensing, and other regulatory compliance, and for the periodic evaluation of the individual members of the Corps, including

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Corps reserve personnel assets; (4) reviews all personnel evaluations to assure that Corps standards are being maintained; and (5) maintains the official personnel records of the Corps.

**d). Office of Force Readiness and Deployment (ACM3):** (1) Administers readiness activities to include (a) advice to the ASH and OCCFM on strategic and long term readiness planning, (b) assurance of the accuracy and maintenance of an adequate roster of the readiness status of officers, (c) development and maintenance of systems for the tracking, mission critical training, mobilization, and deployment of commissioned officers; (d) supervision of a teaching staff charged with officer instruction using plans, strategies, and materials, consistent with policy developed by the ASH, necessary for officers to fulfill readiness and deployment standards; and (e) coordination of logistics for after-action requirements about deployments; (2) administers and oversees mobile medical teams and other special operations team activities and supports the Office of the Assistant Secretary for Preparedness and Response (ASPR) with resources as required for emergency operations at headquarters and in the field; (3) maintains liaison with the ASPR and other Federal entities as appropriate; and (4) manages and supervises temporary deployments of all officers not specifically under an assignment to another Operating or Staff Division of the Department or another Department or agency.

**e) Office of Reserve Affairs (ACM4):** (1) Develops and maintains reserve components or assets, except for extended active duty reserve officers, in accordance with established plans; (2) serves as the SG's principal advisor on activities related to the preparedness and activation of the Corps reserve personnel assets; (3) in conjunction with the OCCFM conducts strategic and long-term planning for Corps reserve personnel assets; and (4) coordinates the assignments of Corps reserve personnel assets, to support the missions of HHS as well as those of the DoD, the U.S. Coast Guard, the National Oceanographic and Atmospheric Administration, the Department of Justice, and other federal, state, and local agencies.

**f) Office of the Civilian Volunteer Medical Reserve Corps (ACM5):** (1) Director serves as the principal advisor to the SG and the ASH on activities related to civilian volunteers; (2) provides day-to-day management of the MRC and related grants programs; (3) maintains close liaison with the ASPR regarding MRC policy, budget and operations; (4) supports local efforts to establish, implement, and sustain MRC units nationwide; (5) provides national leadership and coordination of the MRC program; (6) promotes awareness and understanding of MRC units critical role in communities across the nation; (7) enhances the capacity of MRC units to achieve their local missions; and (8) supports efforts to utilize willing, able and approved MRC members in a Federal response.

**J. Office for Human Research Protections (ACN)**<sup>10. 65 FR 37136-37, 06/13/2000.</sup> The Office for Human Research Protections (OHRP) fulfills responsibilities set forth in the Public Health Service Act. These include: (1) Developing and monitoring as well as exercising compliance

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oversight relative to HHS Regulations for the protection of human subjects in research conducted or supported by any component of the Department of Health and Human Services; (2) coordinating appropriate HHS regulations, policies, and procedures both within HHS and in coordination with other Departments and Agencies in the Federal Government; (3) establishing criteria for and negotiation of Assurances of Compliance with institutions engaged in HHS-conducted or--supported research involving human subjects; (4) conducting programs of clarification and guidance for both the Federal and non-Federal sectors with respect to the involvement of humans in research; and directing the development and implementation of educational and instructional programs and generating educational resource materials; (5) evaluating the effectiveness of HHS policies and programs for the protection of human subjects; (6) serving as liaison to Presidential, Departmental, Congressional, interagency, and non-governmental commissions and boards established to examine ethical issues in medicine and research and exercises leadership in identifying and addressing such ethical issues; and (7) promoting the development of approaches to enhance and improve methods to avoid unwarranted risks to humans participating as subjects in research covered by applicable statutes and regulations.

**1. Office of the Director (ACN1):** The Office of the Director reports to the Assistant Secretary for Health, supervises and manages the development and promulgation of policies, procedures, and plans for meeting the responsibilities set forth above. Additionally, staff of this office advise the Secretary, Assistant Secretary for Health and other HHS officials on ethical issues pertaining to medicine and biomedical and behavioral research, including all issues relative to the implementation of HHS Regulations for the Protection of Human Subjects. Directs the development, implementation, and compliance oversight activities for HHS Regulations and for the Protection of Human Subjects; exercises oversight and negotiates Assurances of Compliance in all areas of human subject research; maintains liaison and coordinates policy implementation with components throughout HHS that conduct or support research involving human subjects; and directs the development and implement of educational and instructional programs and generates resource materials relating to the responsibilities of the research community for the protection of human subjects.

**2. Division of Policy and Assurance (ACN 2):** (1) Negotiates Assurances of Compliance with research entities; (2) provides liaison, guidance, and regulatory interpretation to research entities, investigators, Federal officials, and the public; (3) maintains existing assurance mechanisms; and (4) develops and implements new procedures to ensure that HHS human subjects protection regulations are appropriately and effectively applied to the changing needs of the research community.

**3. Division of Compliance Oversight (ACN 3):** (1) Conducts inquiries and investigations into alleged noncompliance with HHS Regulations for Protection of Human

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Subjects; (2) prepares inquiry and investigative reports; (3) recommends remedial or corrective action as necessary to agency or Department officials as appropriate; and (4) conducts a program of oversight of awardee institution implementation of HHS Regulations for the Protection of Human Subjects.

**4. Division of Education and Development (ACN 4):** (1) Produces and coordinates conferences and workshops focusing on issues in human subjects protection; (2) promotes cooperative education and development efforts among external groups and consortia to improve human subjects protections and related processes; (3) promptly responds to requests for clarification and guidance regarding ethical issues in biomedical and behavioral research involving human subjects; (4) provides technical assistance to institutions engaged in HHS-conducted or - sponsored research involving human subjects; and, (5) maintains, promulgates, and updates educational and institutional review guidance materials.

**K. National Vaccine Program Office (ACP)**<sup>12. 68 FR 70507-10, 12/18/2003</sup>: The Office (1) advises the Assistant Secretary for Health (the Director of the National Vaccine Program), regarding issues and concerns identified with the implementation of the responsibilities of the National Vaccine Program; (2) develops and provides the Assistant Secretary for Health an annual plan for the implementation of the responsibilities of the NVPO; (3) develops data and conducts analyses of Federal spending on vaccines and vaccine-related activities; (4) provides executive secretary and staff and administrative support to the National Vaccine Advisory Committee; and (5) coordinates preparation and submission of the annual National Vaccine Report for transmittal by the Assistant Secretary for Health.

**L. Office of Commissioned Corps Force Management (ACQ)**<sup>13. 68 FR 70507-10, 12/18/2003</sup>

**Section ACQ.00 Mission.** The Office of Commissioned Corps Force Management (OCCFM), under the direction of a Director who reports to the ASH, (1) Develops policies and proposes regulations in order to carry out a comprehensive force management program for the Commissioned Corps; (2) convenes and manages policy and planning related boards and committees; (3) develops workforce and officer standards, conducts workforce planning for all components of the Commissioned Corps and evaluates workforce effectiveness; (4) maintains the Commissioned Corps Personnel Manual (CCPM); (5) in coordination with OPHS budget staff, prepares and executes the Commissioned Corps Personnel Services budget as established through the Service and Supply Fund Board and provides liaison with that Board; (6) serves as the Secretariat for the Public Health Service Commissioned Corps Council; (7) convenes periodic meetings of the flag officers, on behalf of the Secretary and chaired by the ASH, to obtain senior level policy advice; (8) develops policies and programs for the recruitment, appointment, promotion, assimilation, training, and evaluation of all commissioned and warrant officers of the Commissioned Corps; (9) establishes time lines, performance standards, and

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measurements for the evaluation of the operations and management of the Commissioned Corps; (10) works closely with the OSG to facilitate operations and implementation of policies and programs; and (11) oversees the Beneficiary Medical Program, systems for the compensation of members of the Corps, and the programs for survivor assistance, medical affairs, and any other function that may be conducted on behalf of the ASH under a contract or memorandum of agreement, or performed within any other component of the department.

**Section ACQ.10 Organization.** The Office of Commissioned Corps Force Management is headed by a Director, who reports to the ASH, and includes the following components:

- Immediate Office of the Director (ACQ)
- Recruitment, Marketing, and Information Systems Division (ACQ1)
- Workforce Policy and Plans Division (ACQ2)
- Program Evaluation and Oversight Division (ACQ3)

**Section ACQ.20 Functions:**

**a) Immediate Office of the Director (ACQ):** (1) Advises the ASH on all matters related to the development of policies affecting all officers, whether active-duty, reserve, or retired; (2) convenes and manages policy and planning related boards and committees; (3) directs the development of issuances and maintenance of the Commissioned Corps Personnel Manual, including all policies and regulations requiring approval of the ASH or the Secretary; (4) develops and executes the budget for the operation of OCCFM, including contracted or subsidiary services; (5) reviews the Commissioned Corps Personnel Services budget as established through the Service and Supply Fund Board and provides liaison with that Board; (6) oversees the policy development and implementation for the activities carried out by the Program Support Center (PSC) and/or other contractors for the implementation of Corps- related services; (7) assures the availability of information technology and support for the execution of Commissioned Corps personnel activities for OCCFM and OSG; (8) works with external federal and non-federal organizations to develop memorandums of agreement and contracts as required for the effective management and oversight of the Corps, including the proper assignment of contracted duties and evaluation of contractor performance; and (9) collaborates with other elements of the Department as appropriate to acquire legal opinions and services as needed, and coordinates legislative activities.

**b) Recruitment, Marketing, and Information Systems Division (ACQ1):** (1) Develops recruitment strategies, programs, materials, and other resources directed toward attracting health professional audiences who are potential candidates to apply for and to become officers serving in the active duty and reserve components of the Commissioned Corps; (2) plans and prepares a public affairs program designed to raise awareness of members of the public, the press, and other external constituencies, to promote interest in the activities of the Commissioned

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Corps; (3) develops and oversees information technology and systems to support recruitment, personnel and Corps management functions and collaborates with the OSG on their implementation, usage, and improvement; (4) provides daily liaison with agencies and their respective human resource functions to promote the effective and efficient use of officers and to incorporate agency- specific marketing information into recruiting programs.

**c) Force Policy and Plans Division (ACQ2):** (1) Conducts a program of comprehensive force planning including a billet evaluation and management system, including working with agencies to determine requirements for commissioned corps staffing by professional category, and developing short and long-term manpower projections to assist in directing recruitment; (2) develops issuances for, and maintains, the CCPM, as well as regulations required for the management of the Commissioned Corps; (3) develops a broad range of personnel standards, including commissioning, professional, and officer competency standards; (4) develops training and education policy and career development guidelines and materials; (5) develops and maintains policies for billet description, grading, and classification that reflect both commissioned corps and agency requirements; (6) advises the ASH on policy pertaining to deployments, and on mission nature, size, duration and mix and blend of the use of active duty and reserve officers for deployments; (7) conducts force planning for all elements of reserve assets, and recommends policy to support plans, goals, and objectives; (8) develops policy, guidelines, and standard memoranda of agreement for individual and blanket details; and (9) works with the Program Evaluation and Oversight Division and other uniformed services to identify and adapt best practices to improve efficiency and effectiveness, and for the purpose of developing systems to provide the highest quality services to the agencies and to the commissioned officer community.

**d) Program Evaluation and Oversight Division (ACQ3):** (1) Develops and implements evaluations and assessments of the Commissioned Corps in meeting its goals, objectives and milestones; (2) manages relationships with the PSC and all contractors; (3) assures that programs contain appropriately time framed goals, objectives, and outcomes by which to monitor and assess progress and performance; (4) conducts after action assessments and evaluations pertaining to the use of the Commissioned Corps for deployments, special assignments, or other non-routine uses of officers; (5) oversees and evaluates the medical benefit and payroll programs; (6) conducts periodic program reviews of all aspects of the management and utilization of the Commissioned Corps; and (7) develops methods and approaches to monitor satisfaction and follow up concerning services provided to various customers, and provides feedback to program officials.