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Description of document: List of Centers for Disease Control and Prevention and Agency for Toxic Substances and Disease Registry (CDC/ATSDR) General Administration Policies, 2017

Requested date: 25-February-2017

Released date: 22-March-2017

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Source of document: FOIA Request  
CDC/ATSDR  
Attn: FOIA Office, MS-D54  
1600 Clifton Road, NE  
Atlanta, GA 30333  
Fax: 404-235-1852  
Email: [FOIARequests@cdc.gov](mailto:FOIARequests@cdc.gov)  
[Online FOIA Request Form](#)

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Centers for Disease Control  
and Prevention (CDC)  
Atlanta GA 30333

March 22, 2017

***SENT VIA EMAIL***

This letter is in response to your February 25, 2017, Centers for Disease Control and Prevention and Agency for Toxic Substances and Disease Registry (CDC/ATSDR) Freedom of Information Act (FOIA) request seeking:

a complete listing of the CDC General Administration (GA) Policies. NOTE: The public CDC website here: <https://www.cdc.gov/maso/cdcpolicy.html> only publishes a handful (an incomplete listing) of selected GA policies.

We located 3 pages of responsive records. After a careful review of these pages, no information was withheld from release.

If you need any further assistance or would like to discuss any aspect of the records provided please contact either our FOIA Requester Service Center at 770-488-6399 or our FOIA Public Liaison at 770-488-6277.

Sincerely,

A handwritten signature in black ink, appearing to read "Roger Andoh", is positioned below the word "Sincerely,".

Roger Andoh  
CDC/ATSDR FOIA Officer  
Office of the Chief Information Officer  
(770) 488-6399  
Fax: (404) 235-1852

Enclosures

17-00411-FOIA

**GENERAL ADMINISTRATION POLICIES**

| <b>TITLE</b>  | <b>POLICY #</b> |
|---|-----------------|
| Authorship Policy   | CDC-GA-2005-08  |
| CDC and ATSDR Specimen and Data Bank Policy   | CDC-GA-1999-02  |
| CDC Emergency Response Plans  | CDC-GA-2010-01  |
| CDC Enterprise Social Media Policy  | CDC-GA-2011-01  |
| CDC Language Access Plan (LAP) for Persons with Limited English Proficiency (LEP)                     | CDC-GA-2016-04  |
| CDC Public Health Memorial  | CDC-GA-2005-18  |
| CDC Smoke-Free Conference Policy  | CDC-GA-2007-04  |
| CDC Staff Wellness Policy   | CDC-GA-2016-02  |
| CDC Tobacco-Free Campus Policy  | CDC-GA-2005-17  |
| CDC Work Groups   | CDC-GA-2006-04  |
| CDC/ATSDR Tribal Consultation Policy  | CDC-GA-2005-16  |
| Claims Against CDC Or CDC Employees   | CDC-GA-1999-01  |
| Clearance Of Information Products Distributed Outside CDC for Public Use                              | CDC-GA-2005-06  |
| Closing of CDC/ATSDR During Hazardous Weather, or Other Emergencies                                   | CDC-GA-2005-10  |
| Confidential Financial Disclosure System Policy for CDC/ATSDR   | CDC-GA-2005-19  |
| Continuity of Operations Planning at CDC  | CDC-GA-2006-01  |
| Coordination and Management of Domestic Field Staff Assignments                                       | CDC-GA-2006-05  |
| Developing Continuing Education   | CDC-GA-2004-10  |
| Development and Execution of Memoranda of Understanding and Memoranda of Agreement                    | CDC-GA-2013-02  |
| Documents Requiring Review of the Legal Advisor to CDC  | CDC-GA-2002-01  |
| Employee Organizations and Associations   | CDC-GA-2004-04  |
| Employee Testimony in Litigation  | CDC-GA-2001-08  |
| Equal Employment Opportunity  | CDC-GA-2005-09  |
| Export Controls for Biologicals, Chemical and Related Technical Data and Equipment                    | CDC-GA-1998-01  |
| Facilitators Cadre Pilot Program  | CDC-GA-2003-03  |
| Federal Advisory Committee Meeting Minutes  | CDC-GA-2000-02  |
| Federal Register Notices  | CDC-GA-2005-05  |
| Financial Disclosure for Federal Advisory Committee Members Appointed as Special Government Employees | CDC-GA-2001-05  |
| Foreign Construction Policy   | CDC-GA-2012-01  |
| Foreign Travel and Contacts   | CDC-GA-2005-03  |
| Forms Management Program  | CDC-GA-2001-01  |
| Freedom of Information Act  | CDC-GA-2002-02  |

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|--|----------------|
| FUNDING OPPORTUNITY ANNOUCEMENTS (FOAS) FOR NEW NON-RESEARCH AND RESEARCH DOMESTIC PROJECTS                      | CDC-GA-2012-03 |
| Global Staff Roles, Responsibilities, and Training Requirements by Hiring Mechanism                              | CDC-GA-2016-03 |
| Identification of CDC on Buildings - Exterior and Interior Signage   | CDC-GA-2006-07 |
| Identification of CDC on Print and Electronic Material   | CDC-GA-2002-03 |
| In- and Out-Processing of CDC Employees, Non-Employees and Affiliates  | CDC-GA-2007-01 |
| Inclusion of Community Guide Administrative Requirement in CDC Procurements                                      | CDC-GA-2004-05 |
| Inclusion of Women and Racial and Ethnic Minorities in Research  | CDC-GA-1996-01 |
| Internal Controls Program  | CDC-GA-2006-03 |
| Issuance of Unique CDC Identifier as an Alternate for Social Security Number                                     | CDC-GA-2007-02 |
| Leasing Temporary Duty (TDY) Housing at CDC International Field Offices  | CDC-GA-2015-01 |
| Mail Management  | CDC-GA-2004-06 |
| Medical Examinations and Reimbursements Relating to the U.S. Department of State Medical Clearance               | CDC-GA-2005-12 |
| Parking and Vehicle Operation Policy - Properties Under the Control of CDC                                       | CDC-GA-2002-07 |
| Peer Review of Research and Scientific Programs  | CDC-GA-2002-09 |
| Per Diem Reductions for Long-Term TDYs To International Sites  | CDC-GA-2012-02 |
| Permanent Residency Petitions  | CDC-GA-2002-05 |
| PHOTOGRAPHY, VIDEOGRAPHY, AND AUDIO RECORDINGS ON CDC-CONTROLLED FACILITIES                                      | CDC-GA-2012-13 |
| Policy for Processing Requests for Reasonable Accommodation  | CDC-GA-2001-06 |
| Policy Management  | CDC-GA-2003-05 |
| Policy on Public Health Research and Nonresearch Data Management and Access                                      | CDC-GA-2005-14 |
| Preventing Violence And Threatening Behavior In The Federal Workplace  | CDC-GA-2001-07 |
| Privacy Act  | CDC-GA-2000-01 |
| Procedures and Public Release Policy for After Action Reports, Improvement Plans, and Corrective Action Programs | CDC-GA-2008-02 |
| Procurement of Agency Membership in Professional Organizations   | CDC-GA-2004-02 |
| Public Access to CDC Funded Publications   | CDC-GA-2013-01 |
| Public Health Preparedness and Response Exercises  | CDC-GA-2008-04 |
| Public Inquiries: Health Information Inquiries Response  | CDC-GA-2003-04 |
| Purchase of Employee Business Cards  | CDC-GA-2003-01 |

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|---|----------------|
| Purchase of Uniforms for Locally Employed Staff at CDC International Field Sites      | CDC-GA-2016-01 |
| Records Management Policy   | CDC-GA-2005-07 |
| Responding to Allegations of Research Misconduct                                      | CDC-GA-2002-08 |
| Securing Approval For Sponsorship of Conferences                                      | CDC-GA-1997-02 |
| Securing Approval of Changes in Organization and Functions                            | CDC-GA-2004-01 |
| Soliciting, Vending, and Displaying or Distributing Commercial Advertising Within CDC | CDC-GA-2005-13 |
| Titles of CDC Clearinghouses, Hotlines, Networks, etc.                                | CDC-GA-2001-03 |
| Tom Harkin Global Communications Center Utilization                                   | CDC-GA-2006-02 |
| Use of CDC Information Technology Resources   | CDC-GA-2005-02 |
| Use of Government-Owned Vehicles  | CDC-GA-2005-01 |
| Use of Seals, Logos, and CDC Logo Design  | CDC-GA-2002-04 |