



Chief AI Officer for Federal Agencies

Job Description & Responsibilities

Source:

OMB Memo
NFHA Survey
Industry Research
NFHA Survey & Industry Research
Government Jobs

Description & Responsibilities:

Summary¹:

“Executive Order 14110¹ tasks Chief AI Officers (CAIOs) with primary responsibility in their agencies, in coordination with other responsible officials, for coordinating their agency’s use of AI, promoting AI innovation, managing risks from the use of AI, and carrying out the agency responsibilities defined in Section 8(c) of Executive Order 13960¹ and Section 4(b) of Executive Order 14091.”¹

In response, on March 28th, 2024, the Office of Management and Budget (OMB) released a [Memorandum](#) (Memo) outlining implementation guidelines for CAIOs across federal agencies.

Position and Reporting Structure:²

“CAIOs must have the necessary authority to perform the responsibilities in this section and must be positioned highly enough to engage regularly with other agency leadership, to include the Deputy Secretary or equivalent. Further, CAIOs must coordinate with other responsible officials at their agency to ensure that the agency’s use of AI complies with and is appropriate in light of applicable law and governmentwide guidance.”

¹ Section 3(b)(ii). The Office of Management and Budget’s Memorandum (OMB Memo) (M-24-10) on *Advancing Governance, Innovation, and Risk Management for Agency Use of Artificial Intelligence*: <https://www.whitehouse.gov/wp-content/uploads/2024/03/M-24-10-Advancing-Governance-Innovation-and-Risk-Management-for-Agency-Use-of-Artificial-Intelligence.pdf>

² Section 3(b)(iv). OMB Memo

**Role Description³:**

- A. Serving as the senior advisor for AI to the head of the agency and other senior agency leadership and within their agency's senior decision-making forums;
- B. Instituting the requisite governance and oversight processes to achieve compliance with this memorandum and enable responsible use of AI in the agency, in coordination with relevant agency officials;
- C. Maintaining awareness of agency AI activities, including through creating and maintaining the annual AI use case inventory;
- D. Developing a plan for compliance with this memorandum, as detailed in Section 3(a)(iii) of OMB Memo, and an agency AI strategy, as detailed in Section 4(a) of OMB Memo;
- E. Working with and advising the agency CFO on the resourcing requirements necessary to implement this memorandum and providing recommendations on priority investment areas to build upon existing enterprise capacity;
- F. Advising the Chief Human Capital Officer (CHCO) and where applicable, the Chief Learning Officer, on improving workforce capacity and securing and maintaining the skillsets necessary for using AI to further the agency's mission and adequately manage its risks;
- G. Sharing relevant information with agency officials involved in the agency's major AI policymaking initiatives;
- H. Supporting agency involvement with appropriate interagency coordination bodies related to their agency's AI activities, including representing the agency on the council described in Section 10.1(a) of Executive Order 14110;
- I. Supporting and coordinating their agency's involvement in AI standards-setting bodies, as appropriate, and encouraging agency adoption of voluntary consensus standards for AI, as appropriate and consistent with OMB Circular No. A-119,¹ if applicable;
- J. Promoting equity and inclusion within the agency's AI governance structures and incorporating diverse perspectives into the decision-making process.

³ Section 3(b)(i). *Id.*

**Responsibilities⁴:**

- A. Serving as the senior advisor for AI to the head of the agency and other senior agency leadership and within their agency's senior decision-making forums;
- B. Instituting the requisite governance and oversight processes to achieve compliance with this memorandum and enable responsible use of AI in the agency, in coordination with relevant agency officials;
- C. Maintaining awareness of agency AI activities, including through creating and maintaining the annual AI use case inventory;
- D. Developing a plan for compliance with this memorandum, as detailed in Section 3(a)(iii) of OMB Memo, and an agency AI strategy, as detailed in Section 4(a) of OMB Memo;
- E. Working with and advising the agency CFO on the resourcing requirements necessary to implement this memorandum and providing recommendations on priority investment areas to build upon existing enterprise capacity;
- F. Advising the Chief Human Capital Officer (CHCO) and where applicable, the Chief Learning Officer, on improving workforce capacity and securing and maintaining the skillsets necessary for using AI to further the agency's mission and adequately manage its risks;
- G. Sharing relevant information with agency officials involved in the agency's major AI policymaking initiatives;
- H. Supporting agency involvement with appropriate interagency coordination bodies related to their agency's AI activities, including representing the agency on the council described in Section 10.1(a) of Executive Order 14110;
- I. Supporting and coordinating their agency's involvement in AI standards-setting bodies, as appropriate, and encouraging agency adoption of voluntary consensus standards for AI, as appropriate and consistent with OMB Circular No. A-119,¹ if applicable;
- J. Promoting equity and inclusion within the agency's AI governance structures and incorporating diverse perspectives into the decision-making process.

⁴ Section 3(b)(ii). *Id.*



1) Coordinating Agency Use of AI

2) Promoting AI Innovation

- A. Working with their agency to identify and prioritize appropriate uses of AI that will advance both their agency's mission and equitable outcomes;
- B. Identifying and removing barriers to the responsible use of AI in the agency, including through the advancement of AI-enabling enterprise infrastructure, data access and governance, workforce development measures, policy, and other resources for AI innovation;
- C. Working with their agency's CIO, CDO, and other relevant officials to ensure that custom-developed AI code and the data used to develop and test AI are appropriately inventoried, shared, and released in agency code and data repositories in accordance with Section 4(d) of this memorandum;
- D. Advocating within their agency and to the public on the opportunities and benefits of AI to the agency's mission.



3) Managing Risks from the Use of AI

- A. Managing an agency program that supports the enterprise in identifying and managing risks from the use of AI, especially for safety-impacting and rights impacting AI;
- B. Working with relevant senior agency officials to establish or update processes to measure, monitor, and evaluate the ongoing performance and effectiveness of the agency's AI applications and whether the AI is advancing the agency's mission and meeting performance objectives;
- C. Overseeing agency compliance with requirements to manage risks from the use of AI, including those established in this memorandum and in relevant law and policy;
- D. Conducting risk assessments, as necessary, of the agency's AI applications to ensure compliance with this memorandum;
- E. Working with relevant agency officials to develop supplementary AI risk management guidance particular to the agency's mission, including working in coordination with officials responsible for privacy and civil rights and civil liberties on identifying safety-impacting and rights-impacting AI within the agency;
- F. Waiving individual applications of AI from elements of Section 5 of OMB Memo through the processes detailed in that section; and
- G. In partnership with relevant agency officials (e.g., authorizing, procurement, legal, data governance, human capital, and oversight officials), establishing controls to ensure that their agency does not use AI that is not in compliance with this memorandum, including by assisting these relevant agency officials in evaluating Authorizations to Operate based on risks from the use of AI.



Qualifications⁵:

Required:

- Master's degree or Ph.D. in Computer Science, Engineering, Social Sciences, or related field.
- Minimum 5-10 years of relevant leadership experience in data science, AI, digital technologies, or related fields.
- Deep understanding of AI technologies, including machine learning algorithms, neural networks, natural language processing, and the underlying infrastructure & engineering required to responsibly deploy models at scale.⁶
- Leadership experience working in diverse stakeholder environments.
- Proven experience in influencing policy development, governance, and risk management related to AI, with a focus on ethical and responsible AI practices.
- Experience of identifying and addressing the potential societal implications of AI technologies.
- Demonstrate possession of the five Executive Core Qualifications (ECQs),⁷ (see also Appendix), emphasizing strong leadership and communication skills, with the ability to inspire and influence stakeholders at all levels of the organization.
- Proven expertise or training in navigating the social impacts of AI technologies with a focus on safeguarding civil rights.
- Demonstrated ability to collaborate with organizations and the public to collect feedback from historically misrepresented and discriminated communities, ensuring their voices are heard in institutional decision-making.

⁵ NATO, Chief Responsible AI Officer, <https://nato.taleo.net/careersection/2/jobdetail.ftl?job=240043>; Match Group, VP of AI, <https://jobs.lever.co/matchgroup/a2f21545-b502-4f6f-a6ae-a58bdf71d3a7>; Equifax, Global Chief AI Officer, <https://www.linkedin.com/jobs/view/global-chief-ai-officer-caio-at-equifax-3777189226/>

⁶ Office of Personnel Management, Chief Data Officer Job Posting, <https://www.usajobs.gov/job/766452700/print>

⁷ *Id.*

**Preferred:**

- Demonstrated experience in the public sector or government entities, specifically at the federal level, with applied expertise of managing the use and security of sensitive data
- Experience working in a regulated industry or environment, with knowledge of relevant regulatory frameworks and compliance requirements.
- Experience leading cross-functional teams in a dynamic and fast-paced environment, with a focus on fostering collaboration and innovation.
- Experience in driving research and innovation initiatives in AI, including the development of proprietary AI solutions and patents.
- Strong network and connections in the AI community, with a demonstrated ability to stay abreast of the latest trends and developments in AI technologies and applications.

Appendix:**1. Executive Core Qualifications (ECQs):**

“ECQ 1 - Leading Change: The ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

ECQ 2 - Leading People: The ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

ECQ 3 - Results Driven: The ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

ECQ 4 - Business Acumen: The ability to manage human, financial, and information resources strategically.

ECQ 5 - Building Coalitions: The ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.”