

**EXECUTIVE SECRETARIAT POLICY ANALYST PORTFOLIO
ASSIGNMENTS
As of September 27, 2024**

EXECUTIVE PORTFOLIO SERVICES	
Lindsay Cramer 301.496.3967	Manager, Executive Portfolio Services NIH Director Invitations Manager, SAAVI Clearance Approvals, Back-up Work Assignment, Back-up NIH Director's Email, OLPA
Greta Doswell 301.496.3962	Senior Policy Analyst DEPD, CoS, AoU, Principal Deputy Director's Email, OS quick clearances (back-up), OS Bi-weekly Meetings, Back-up NIH Director's email, Back-up HHS Reports, Back-up NIH Director's Meeting Materials [DPCPSI (OAMC, OAR, OBSSR, ODP, ODS, ODSS, OEPR, ONR, OPA, ORIP, ORWH, OSC, SGMRO, THRO) (Temporary)]
Kenise Bridgers 301.594.1359	Policy Analyst OHR Approval Packages, ODEO Approval Packages, OHR Award Nominations Conference Grant Packages, Invitations Team, Back-up OFACP
Jen Busby 301.496.0527	Policy Analyst (on part-time detail from the Records Management Team) NIH Director Invitations Co-Coordinator; OHR Packages back-up (on part-time detail from the Records Management & Official Files team)
Mariko Cool 301.496.3972	Policy Analyst NIH Director's Meeting Materials, Back-up NIH Director's Courtesy Correspondence, Back-up NIH Director's Email and Invitations (training), Back-up NIH Principal Deputy Director's Email and Invitations (training), Back-up All-Staff messages (training)
Kayla O'Donnell 301.435.5889	Policy Analyst NIH Director's Email, HHS Reports, All-Staff messages (lead), Back-up NIH Director Invitations Manager [OSP, OTT (Temporary)]
Dee George (C) 301-827-6443	Administrative Support Staff ES Mailbox, OFACP, Hard Copy Mail, NIH Principal Deputy Director Invitations, Back-up NIH Director Invitations, Back-up SPS Assignments, Special Projects
Claudia Mejia (C) 301.480.8192	Administrative Support Staff NIH Director Invitations Co-Coordinator, Hard Copy Mail, Back-up SPS Assignments, Back-up ES Mailbox, Back-up OFACP, Special Projects

EXECUTIVE CORRESPONDENCE OPERATIONS	
Michelle Whitfield 301.402.0384	Manager, Executive Correspondence Operations ECHO, NICHD, SAAVI Clearance Approvals, Back-up Work Assignment, Back-up NIH Director's Email
Kaliane Davidson 301.827.4742	Policy Analyst On extended leave
Monica Dozier 301.435.3971	Policy Analyst CCR, NCATS, NCCIH, NHLBI, NIAMS, NIGMS, NIMH, NINR, OCIO, CIT
Elana Gray 301.451.8606	Policy Analyst OMA, OCPL, FIC (Temporary), NIAID, NIDCR, NIEHS, Reports to Congress (Authorizing)

Celeste Boskent Lawson 301.496.3970	Policy Analyst CC, NCI, NEI, NHGRI, NIA, NIAAA, NIDA, NIDCD, NINDS, NLM, NEO, OGC, OGC/E, BRAIN Initiative, HEAL Initiative
Brittany Quarles 240.974.7226	Policy Analyst COSWD, EDI, NIMHD, UNITE, AoU, OIR, OER, CSR
Ben Rubenstein 301-827-5521	Policy Analyst NIDDK, NIBIB, ARPA-H, ODEO, OM (OALM, OB, OFM, OHR, ORF, ORS), Reports to Congress (Appropriations)
Erin Frisch (C) 301.594.9777	Administrative Support Staff SPS Assignments, Hard Copy Mail, Daily Coverage Emails, Special Projects, Back-up ES Mailbox, NIH Director's Courtesy Correspondence (<i>training</i>), Back-up NIH Director Invitations Mailbox, Invitations Team