EXECUTIVE SECRETARIAT PROGRAM ANALYST
PORTFOLIO ASSIGNMENTS
As of November 2**,** 2026

EXECUTIVE PORTFOLIO SERVICES	
Lindsay Cramer 301.496.3967	**Manager, Executive Portfolio Services** *Lead:* NIH Director Invitations Manager *Back-up:* SAAVI Clearance Approvals, Work Assignment, NIH Director's Email, NIH Director's Meeting Materials, E-Packages, All-Staff Messages, ODEO and OHR Approval Packages, OHR Award Nominations, Conference Grant Packages, Travel Request Approvals, HHS Employment Settlements, OFACP Manager
Greta Doswell 301.496.396	**Senior Program Analyst** *Lead:* Principal Deputy Director's Email, Principal Deputy Director's Invitations Manager Back-up: NIH Director's Email, NIH Director's Invitations Manager, , All-Staff Messages, ODEO and OHR Approval Packages, HHS Employment Settlements, OHR Award Nominations, Conference Grant Packages, Travel Request Approvals; Temporary- DPCPSI (AoU, ECHO, OAMC, OAR, OBSSR, ODP, ODS, ODSS, OEPR, ONR, OPA, ORIP, ORWH, OSC, SGMRO, THRO)
Kenise Bridgers 301.594.1359	**Program Analyst** *Lead:* OHR Approval Packages, ODEO Approval Packages, HHS Employment Settlements, OHR Award Nominations, Conference Grant Packages, Travel Request Approvals *Back-up:* OFACP, NIH Director Invitations Coordinator
Jen Busby 301.496.0527	**Program Analyst** *Lead*: NIH Director Invitations Co-Coordinator, Director Invitations Mailbox, Principal Deputy Director's Invitations Coordinator *Back-up:* NIH Director's Meeting Materials
Kayla O'Donnell 301.435.5889	**Program Analyst** *Lead*: NIH Director's Email, NIH Director's Priorities and Outstanding Tasks, NIH IC Director Meeting Summaries and Action Item Tracking, All-Staff Messages, White House Chief of Staff Weekly Report *Back-up:* Principal Deputy Director's Email, NIH Director Invitations Manager
Nneka Oluigbo (C) 301.827.3945	**Administrative Support Staff** *Co-Lead:* NIH Director Invitations Co-Coordinator, Hard Copy Mail Back-up: Director Invitations Mailbox, SPS Assignments, ES Mailbox, OFACP, ES Mainline
Lisa Washington (C) 301.827.6443	**Administrative Support Staff** *Lead*: ES Mailbox, OFACP Coordinator, Hard Copy Mail *Back-up*: SPS Assignments

EXECUTIVE CORRESPONDENCE OPERATIONS	
Michelle Whitfield 301.402.0384	**Manager, Executive Correspondence Operations** *Lead*: SAAVI Clearance Approvals, E-Packages *Back-up*: Work Assignment, NIH Director's Email and Invitations, All-Staff Messages, ODEO and OHR Approval Packages, OHR Award Nominations, Conference Grant Packages; Temporary- OSP, OTT

Kaliane Davidson 301.827.4742	**Program Analyst** Extended Leave
Monica Dozier 301.435.3971	**Program Analyst** *Lead:* CCR, NCATS, NCCIH, NHLBI, NIAMS, NIGMS, NIMH, NINR, OCIO, CIT
Elana Gray 301.451.8606	**Program Analyst** *Lead:* OMA, OCPL, OLPA, NIAID, NIDCR, NIEHS, Reports to Congress (Authorizing); Temporary- FIC
Celeste Boskent Lawson 301.496.3970	**Program Analyst** *Lead:* CC, NCI, NEI, NHGRI, NIA, NIAAA, NIDA, NIDCD, NINDS, NLM, NEO, OGC, OGC/E
Brittany Quarles 240.974.7226	**Program Analyst** OER, CSR, NIMHD, EEO**,** OIR, NICHD
Ben Rubenstein 301-827-5521	**Program Analyst** *Lead:* NIDDK, NIBIB, ARPA-H, ODEO, OM (OALM, OB, OFM, OHR, ORF, ORS), Reports to Congress (Appropriations)
Erin Frisch (C) 301.594.977	**Administrative Support Staff** *Lead:* ES Mainline, SPS Assignments, Hard Copy Mail, Daily Coverage Emails, NIH Director's Courtesy Correspondence *Back*-Up: ES Mailbox, NIH Director Invitations Coordinator and Invitations Mailbox