



DEPARTMENT OF HEALTH & HUMAN SERVICES

Office of the Secretary
Assistant Secretary for Public Affairs
Washington, D.C. 20201

Request No. 2020-00435-FOIA-OS
Request No. 2020-00316-FOIA-OS
Jacqueline Stevens v. HHS et al, Civil No. 22-cv-05072

September 20, 2023

Ms. Jacqueline Stevens
Northwestern University
Via email: drc@northwestern.edu

Dear Ms. Stevens:

This letter is the 10th interim response to the above-referenced Freedom of Information Act (FOIA) requests submitted to the U.S. Department of Health and Human Services (HHS). Specifically, you requested:

Records tied to the hiring, transfers, and scope of work performed by Lauren Underwood at HHS.

- 1) All position announcements associated with any jobs she held at HHS.
- 2) All reports, memorandums, or analyses she produced, including but not limited to her work on Ebola and other emergency public health matters.
- 3) All travel itineraries.
- 4) All expense reports.

The time frame of this request is January 1, 2010 to January 22, 2017.

For this release, the Department processed 541 pages of potentially responsive records captured in the agency's search. After careful review, I determined 491 pages are not relevant to your request and 2 pages are duplicates of documents previously sent to you. Thirty-seven pages are released in their entirety and 10 pages are disclosed with portions redacted pursuant to Exemption (b)(6) of the FOIA (5 U.S.C. §§ 552).

FOIA exemption (b)(6) permits a federal agency to withhold information and records about individuals in "personnel and medical files and similar files, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy." The definition of "similar files" has historically been broadly interpreted to include a wide variety of files, and the United States Supreme Court has held that Congress intended the term "similar files" to be interpreted broadly, rather than narrowly. In this case, the information withheld consists of personal or undisclosed email addresses, cell phone numbers and other personal information.

We will continue to review the remaining records as efficiently and expeditiously as possible. Should you have questions or concerns regarding the Department's response and/or the

processing of your request, any such issues should be communicated to your legal counsel and Department of Justice Attorney representing the Department in this matter.

Sincerely yours,

Alesia Y. Williams

Alesia Y. Williams
Director, FOIA Appeals and Litigations
FOI/Privacy Act Division

Enclosure: 47 pages

From:	Frizzell, Rebecca (OS/ASPR/COO) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6367E806E9DC4615B3A219D1871737E9-FRIZZELL, R <Rebecca.Frizzell@hhs.gov>
To:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>; Weinberger, Collin (OS/ASPR/IO) (CTR) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=641554fc7843407585827af5898d9c26-Weinberger, <Collin.Weinberger@hhs.gov>
Subject:	RE: CFC Reporting
Date:	2015/11/06 08:33:35
Priority:	Normal
Type:	Note

Oooh, good catch! Yes, that is weird. I will change it. 😊

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Friday, November 06, 2015 8:32 AM
To: Frizzell, Rebecca (OS/ASPR/COO); Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: Re: CFC Reporting

Rebecca,

Thank you! For the weekly trends chart, can you change the X axis to just list the month/date? I think its confusing to have the year listed there.

Thanks,
Lauren

From: Frizzell, Rebecca (OS/ASPR/COO)
Sent: Friday, November 6, 2015 8:28 AM
To: Weinberger, Collin (OS/ASPR/IO) (CTR); Underwood, Lauren (HHS/ASPR/IO)
Subject: RE: CFC Reporting

Good morning!

I changed the participation chart to a chart reflecting the weekly donation trend comparison for 2014-2015. I think it's a bit more interesting, but let me know what you think. Also, I started playing around with a weekly change chart for the op divs and staff divs but don't have it formatted correctly.

From: Weinberger, Collin (OS/ASPR/IO) (CTR)
Sent: Thursday, November 05, 2015 4:54 PM
To: Frizzell, Rebecca (OS/ASPR/COO); Underwood, Lauren (HHS/ASPR/IO)
Subject: RE: CFC Reporting

Thanks Rebecca!

From: Frizzell, Rebecca (OS/ASPR/COO)
Sent: Thursday, November 05, 2015 4:44 PM
To: Underwood, Lauren (HHS/ASPR/IO)
Cc: Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: RE: CFC Reporting

Here's an updated version. I added a worksheet for the weekly tracking (it seemed to be daily in the other file, so I can make it daily if necessary, but I wasn't sure if anyone was really tracking things daily). For the purposes of my chart, weekly seemed better. We can chat about it more tomorrow. 😊

Hope you both have a lovely evening!

Rebecca

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Thursday, November 05, 2015 3:30 PM
To: Frizzell, Rebecca (OS/ASPR/COO)
Cc: Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: Re: CFC Reporting

Hi Rebecca,
Absolutely! Thanks so much!

From: Frizzell, Rebecca (OS/ASPR/COO)
Sent: Thursday, November 5, 2015 3:23:24 PM
To: Underwood, Lauren (HHS/ASPR/IO)
Cc: Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: RE: CFC Reporting

I just wanted to let y'all know that tomorrow is my telework day. Do you think we can get everything we need for tomorrow done via phone and email?

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Thursday, November 05, 2015 2:07 PM
To: Frizzell, Rebecca (OS/ASPR/COO)
Cc: Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: Re: CFC Reporting

Hi Rebecca,
This looks great. From a gut check perspective the AHRQ data doesn't seem quite right, but we can confirm that datapoint with Dan. Are the graphs designed in a template that Dan could drop updated information in tomorrow? If so, it would be great to share that template on our 230p call. Thanks again!

Lauren

PS-- can you still create a spreadsheet template that will show % to goal and %change from prior week?

From: Frizzell, Rebecca (OS/ASPR/COO)
Sent: Thursday, November 5, 2015 1:34:22 PM
To: Underwood, Lauren (HHS/ASPR/IO)
Subject: RE: CFC Reporting

Hi Lauren

Could you look at these charts and see if you think they're what you might want, at least for tomorrow?

Thanks!

Rebecca

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Thursday, November 05, 2015 9:10 AM
To: Dodgen, Daniel (OS/ASPR/OPP)
Cc: Frizzell, Rebecca (OS/ASPR/COO); Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: CFC Reporting

Hi Dan,

Thanks for sending along the data yesterday. We chatted with Rebecca this morning and would like to request more information – specifically data by week for each OPDIV and STAFFDIV for 2012, 2013, and 2014. Rebecca is available at 260-1054 and we're happy to chat with you and William to ensure we can get this information. Rebecca has agreed to do some analytics for tomorrow's report, so we'll be back in touch this afternoon!

Thanks again,
Lauren Underwood

Lauren A. Underwood, RN
Special Assistant to the Assistant Secretary for Preparedness and Response
Office of the Assistant Secretary for Preparedness and Response
U.S. Department of Health & Human Services
Room 639D, Humphrey Building
Phone: 202-205-4246

Sender:	Frizzell, Rebecca (OS/ASPR/COO) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6367E806E9DC4615B3A219D1871737E9-FRIZZELL, R <Rebecca.Frizzell@hhs.gov>
Recipient:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>; Weinberger, Collin (OS/ASPR/IO) (CTR) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=641554fc7843407585827af5898d9c26-Weinberger, <Collin.Weinberger@hhs.gov>
Sent Date:	2015/11/06 08:33:32
Delivered Date:	2015/11/06 08:33:35

From:	Evaluation Only. Created with Aspose.HTML. Copyright 2013-2020 Aspose Pty Ltd.(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7FFB094807D34E158112D51B6B5C0589-RADEBACH, M <Mary.Radebach@hhs.gov>
To:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Subject:	RE: in the office now
Date:	2015/11/06 08:34:35
Priority:	Normal
Type:	Note

Of course. I'll see you in just a minute.

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Friday, November 06, 2015 8:33 AM
To: Radebach, Mary (OS/ASPR/COO)
Subject: Re: in the office now

Hi Mary, thank you! Can we meet at the elevators on the first floor now to head to the supply room?

From: Radebach, Mary (OS/ASPR/COO)
Sent: Friday, November 6, 2015 8:31 AM
To: Underwood, Lauren (HHS/ASPR/IO)
Subject: in the office now

Please let me know when you'd like to go down to Central Supplies.

Mary Radebach

Executive Assistant to Gretchen Michael
Management Analyst
COO, Division of Communications
HHS/ASPR/COO (CTR), GAP Solutions Inc.
Department of Health and Human Services (HHS)
Office of the Assistant Secretary for Preparedness and Response (ASPR)
200 C Street SW, Washington DC 20024
O'Neill Building, 12F11
Office: 202-692-4605 | BB: 202-770-8521
Mary.Radebach@hhs.gov

From: Devore, Adam (OS/ASPR/COO)
Sent: Friday, November 06, 2015 7:51 AM
To: Radebach, Mary (OS/ASPR/COO)
Subject: Fwd:

Can you help?

Begin forwarded message:

From: "Underwood, Lauren (HHS/ASPR/IO)" <Lauren.Underwood@hhs.gov>

Date: November 6, 2015 at 7:48:43 AM EST

To: "Devore, Adam (OS/ASPR/COO)" <Adam.DeVore@hhs.gov>

Hi,

Can you unlock the supply closet? We need to get some white board cleaner and supplies for Dr. Luries office.

Lauren

Sender:	Radebach, Mary (OS/ASPR/COO) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7FFB094807D34E158112D51B6B5C0589-RADEBACH, M <Mary.Radebach@hhs.gov>
Recipient:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Sent Date:	2015/11/06 08:34:34
Delivered Date:	2015/11/06 08:34:35

From:	Shabelski, Alexandra (OS/ASPR/OFPA) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=01ECB706AB5545788B536FF89D1F9091-SHABELSKI, <Alexandra.Shabelski@hhs.gov>
To:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Subject:	RE: HPP Narrative.docx
Date:	2016/01/07 12:15:07
Priority:	Normal
Type:	Note

Yes. I receive the sentence from OEM.

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Thursday, January 07, 2016 12:14 PM
To: Shabelski, Alexandra (OS/ASPR/OFPA)
Subject: RE: HPP Narrative.docx

Great, thanks. So the whole sentence now reads:

As a multi-agency coordinating body, an HCC assists with mitigation, preparedness, response, and recovery activities related to disaster operations in communities across the nation. HCCs are able to share information on the emerging incident to have better situational awareness and utilize resources across their coalition – including healthcare professionals and specialized equipment – when one region is overwhelmed to provide timely and required levels of care to mitigate the impact of the incident.

From: Shabelski, Alexandra (OS/ASPR/OFPA)
Sent: Thursday, January 07, 2016 12:12 PM
To: Underwood, Lauren (HHS/ASPR/IO)
Subject: RE: HPP Narrative.docx

Lauren,
Here is the sentence for pg. 2 in HPP's narrative.

HCCs are able to share information on the emerging incident to have better situational awareness and utilize resources across their coalition – including healthcare professionals and specialized equipment – when one region is overwhelmed to provide timely and required levels of care to mitigate the impact of the incident.

From: Shabelski, Alexandra (OS/ASPR/OFPA)
Sent: Thursday, January 07, 2016 11:14 AM
To: Underwood, Lauren (HHS/ASPR/IO)
Subject: FW: HPP Narrative.docx

This is the most recent draft. Thank you for your help.

From: Goldhaber, Benjamin (OS/ASPR/COO)
Sent: Wednesday, January 06, 2016 11:20 AM
To: Petillo, Jay (OS/ASPR/OFPA)
Cc: Shabelski, Alexandra (OS/ASPR/OFPA)
Subject: RE: HPP Narrative.docx

NL was looking at it last knew. I inserted the branding stuff if the version I gave here. Here it is for reference.

From: Petillo, Jay (OS/ASPR/OFPA)
Sent: Wednesday, January 06, 2016 10:46 AM
To: Goldhaber, Benjamin (OS/ASPR/COO)
Cc: Shabelski, Alexandra (OS/ASPR/OFPA)
Subject: FW: HPP Narrative.docx

You okay with what Melissa has sent on HPP or is going through an branding cut?

From: Harvey, Melissa (OS/ASPR/IO)
Sent: Tuesday, January 05, 2016 8:05 AM
To: Lurie, Nicole (OS/ASPR/IO); Shabelski, Alexandra (OS/ASPR/OFPA)
Cc: Boyce, Don (OS/ASPR/OEM); Petillo, Jay (OS/ASPR/OFPA); Oxner, Julie (OS/ASPR/OEM); Fantinato, Jessica (OS/ASPR/OEM); Hannah, Jennifer (OS/ASPR/OEM); Kunko, Nicole (OS/ASPR/OEM) (CTR); Curren, Stephen (OS/ASPR/OEM); Pereira, Esmeralda (OS/ASPR/OEM); Brannman, Shayne (OS/ASPR/OEM); Carr, Brendan (OS/ASPR/OPP); Margolis, Gregg (OS/ASPR/OPP); Goldhaber, Benjamin (OS/ASPR/COO)
Subject: RE: HPP Narrative.docx

Good morning, Nicki:

Thank you for your edits and comments. I believe the collective group copied above addressed all of them. Please let us know if you have any additional thoughts.

Best,
Melissa

From: Lurie, Nicole (OS/ASPR/IO)
Sent: Thursday, December 31, 2015 10:00 AM
To: Shabelski, Alexandra (OS/ASPR/OFPA); Harvey, Melissa (OS/ASPR/IO)
Subject: HPP Narrative.docx

Here you go. I think most of this is fine but what we need to communicate to congress is different than what we communicate to OMB, especially in tone and with consideration of our stakeholders and advocates. I think this document needs to be less process and more outcome focused and make it clearer that HPP and its components are focused on emergencies, our current situations, etc and not on bureaucracy. You might ask Elleen or Ben to help w this. Happy to discuss.

Sender: Shabelski, Alexandra (OS/ASPR/OFPA) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=01ECB706AB5545788B536FF89D1F9091-SHABELSKI, <Alexandra.Shabelski@hhs.gov>

Recipient:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Sent Date:	2016/01/07 12:15:05
Delivered Date:	2016/01/07 12:15:07

From:	Gross, Stephanie (HHS/ASPR/COO) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=USERB2885062 <Stephanie.Gross@hhs.gov>
To:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
CC:	Geels, Joni (OS/ASPR/COO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=09c49aff1ef4492bab3fb0676f8257ab-Geels, Joni <Joni.Geels@hhs.gov>
Subject:	FW: CFC handout
Date:	2015/11/06 11:17:29
Priority:	Normal
Type:	Note

Hi Lauren,

I will be working on your template and I have a few questions. At your convenience, will you please call me at 202-260-0693 to discuss?

Regards,
Stephanie Gross
Visual Information Specialist

Office: (202) 260-0693

Telework: Wed [redacted] (b)(6)

Cell: [redacted] (b)(6)

stephanie.gross@hhs.gov



ASPR Logo sig

From: Geels, Joni (OS/ASPR/COO)
Sent: Friday, November 06, 2015 10:03 AM
To: Gross, Stephanie (HHS/ASPR/COO)
Subject: FW: CFC handout

Stephanie,

Lauren (Nicki's assistant) asked us to take a look at the attached picture to see if we could come up with a template in Word (or maybe PowerPoint?) that they could update each week based on the charts/data in the attached spreadsheet. Is this something you can do?

Joni Geels

Public Affairs Specialist
Office of the Assistant Secretary for Preparedness and Response
U.S. Department of Health and Human Services

200 C Street, SW
Room 12J03
Washington, DC 20201
202-205-2120 office

(b)(6) cell



ASPR Logo sig.png

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Thursday, November 05, 2015 4:12 PM
To: Geels, Joni (OS/ASPR/COO)
Cc: Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: CFC handout

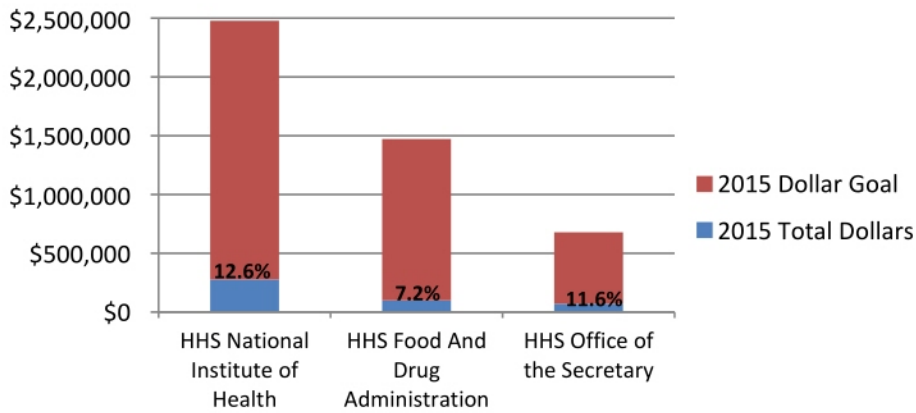
Hi Joni,
Thanks for agreeing to help us format a handout. Attached are the graphs and the rough sketch of a handout. Please let us know if you have questions and please feel free to make things look more compelling.
Thanks,
Lauren

Lauren A. Underwood, RN
Special Assistant to the Assistant Secretary for Preparedness and Response
Office of the Assistant Secretary for Preparedness and Response
U.S. Department of Health & Human Services
Room 639D, Humphrey Building
Phone: 202-205-4246

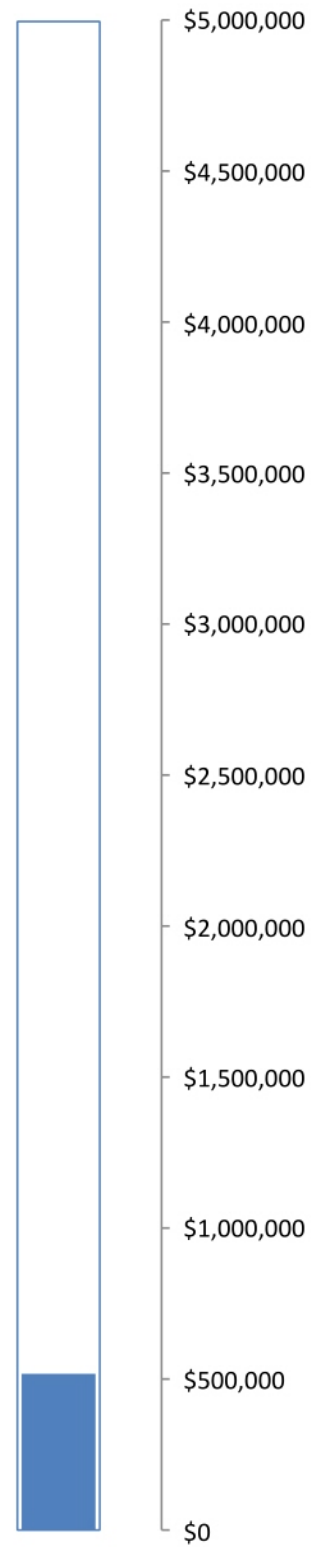
Sender:	Gross, Stephanie (HHS/ASPR/COO) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=USERB2885062 <Stephanie.Gross@hhs.gov>
Recipient:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>; Geels, Joni (OS/ASPR/COO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=09c49aff1ef4492bab3fb0676f8257ab-Geels, Joni <Joni.Geels@hhs.gov>
Sent Date:	2015/11/06 11:17:25
Delivered Date:	2015/11/06 11:17:29

Agency Group	2014 Pledges (Count)	2014 Dollars Total	2014 Dollar Goal	2014 Participation	2014 Average Gift	2015 Pledges (Count)	2015 Total Dollars	2015 Dollar Goal	% to Goal	% Participation	Per Capita Gift	
Department of Health and Human Services	9,075	\$5,259,035.73	\$5,000,000.00	30.20%	\$579.51	1,032	\$517,304.98	\$4,995,205.00	10.40%	3.40%	\$17.04	
HHS National Institute of Health	4,545	\$2,392,114.02	\$2,200,000.00	34.60%	\$526.32	493	\$277,370.10	\$2,200,000.00	12.60%	3.80%	\$21.56	
HHS Food And Drug Administration	2141	\$1,464,359.19	\$1,380,000.00	24.00%	\$683.96	126	\$99,172.72	\$1,372,300.00	7.20%	1.30%	\$10.38	
HHS Office of the Secretary	891	\$562,848.19	\$600,000.00	27.30%	\$631.70	76	\$70,661.00	\$607,905.00	11.60%	2.40%	\$22.28	
HHS OS						32	\$24,164.00	\$275,705.00	8.80%	2.30%	\$17.20	
HHS Health Resources and Service Administration						80	\$41,809.36	\$220,000.00	19.00%	5.00%	\$26.28	
HHS OS A/S						25	\$20,125.00	\$178,500.00	11.30%	2.60%	\$20.58	
HHS Administration for Children & Families	274	\$146,099.56	\$140,000.00	37.60%	\$533.21	9	\$5,153.00	\$140,000.00	3.70%	1.20%	\$7.00	
HHS Center for Disease Control	170	\$120,746.26	\$135,000.00	37.60%	\$710.27	18	\$10,319.00	\$135,000.00	7.60%	3.80%	\$21.63	
HHS Substance Abuse and Mental Health Serv Adm						9	\$3,705.00	\$90,000.00	4.10%	1.50%	\$6.26	
HHS AHRQ						204	\$3,093.50	\$85,000.00	3.60%	70.80%	\$10.74	
HHS OS Assistant Secretary for Preparedness & Response						17	\$13,502.00	\$83,700.00	16.10%	4.00%	\$31.77	
HHS Indian Health Services						1	\$20.00	\$70,000.00	0.00%	0.20%	\$0.05	
HHS OS Office of Inspector General						9	\$6,405.00	\$67,915.00	9.40%	2.90%	\$0.40	
HHS OS A/S for Financial Resources						3	\$388.00	\$55,550.00	0.70%	1.40%	\$2.37	
HHS OS Office of the General Counsel						2	\$1,650.00	\$53,200.00	3.10%	0.80%	\$15.13	
HHS Center for Medicare & Medicaid SVC						0	\$0.00	\$45,000.00	0.00%	0.00%	\$0.00	
HHS OS OASH Assistant Secretary for Health						5	\$1,260.00	\$40,900.00	3.10%	1.40%	\$20.09	
HHS Administration for Community Living						16	\$6,001.30	\$30,000.00	20.00%	9.40%	\$35.30	
HHS OS Office of the Secretary IO						3	\$1,381.00	\$27,800.00	5.00%	4.60%	\$0.00	
HHS OS Off of Medicare Hearings & Appeals						0	\$0.00	\$21,800.00	0.00%	0.00%	\$14.95	
HHS OS A/S for Public Affairs						3	\$2,288.00	\$19,200.00	11.90%	5.20%	\$38.64	
HHS OS Departmental Appeals Board						1	\$1,000.00	\$17,475.00	5.70%	1.40%	\$79.74	
HHS OS Off of Natl Coord for Health IT						6	\$8,928.00	\$15,000.00	59.50%	4.30%	\$19.73	
HHS OS Office for Civil Rights						1	\$1,140.00	\$12,115.00	9.40%	1.60%	\$65.06	
HHS OS IEA						1	\$780.00	\$11,000.00	7.10%	3.80%	\$66.67	
HHS OS Office of Global Affairs						4	\$1,620.00	\$8,500.00	19.10%	9.50%	\$36.48	
	2014 DONATIONS			2014 EMPLOYEE			2014 GOALS		2015 FTE		2015 GOAL	
Department / Agency	Pledges	Dollars	Goal	Part. %	Avg.	#	Per Cap.	Dollar %	#	% Change	Dollar	% Change
<i>Department of Health and Human Services</i>	9,075	\$5,259,035.73	\$5,000,000.00	30.20%	\$579.51	30,014	\$175.22	105.20%	-	-100.0%	\$0	-100.00%
HHS Administration for Community Living	73	\$43,074.00	\$30,000.00	63.50%	\$590.05	115	\$374.56	143.60%	84	-27.0%	\$8,400	-72.00%
HHS AHRQ	116	\$86,911.28	\$85,000.00	36.70%	\$749.24	316	\$275.04	102.20%	18	-94.3%	\$2,000	-97.65%
HHS Center for Disease Control	170	\$120,746.26	\$135,000.00	37.60%	\$710.27	452	\$267.14	89.40%	61	-86.5%	\$6,300	-95.33%
HHS Center for Medicare & Medicaid SVC	66	\$39,306.10	\$45,000.00	14.40%	\$595.55	457	\$86.01	87.30%	116	-74.6%	\$16,000	-64.44%
HHS Food And Drug Administration	2,141	\$1,464,359.19	\$1,380,000.00	24.00%	\$683.96	8,922	\$164.13	106.10%	3,337	-62.6%	\$414,034	-70.00%
HHS Health Resources and Service Administration	458	\$231,454.16	\$220,000.00	27.10%	\$505.36	1,693	\$136.71	105.20%	14	-99.2%	\$1,000	-99.55%
HHS Indian Health Services	142	\$72,055.25	\$70,000.00	46.70%	\$507.43	304	\$237.02	102.90%	-	-100.0%	\$0	-100.00%
HHS National Institute of Health	4,545	\$2,392,114.02	\$2,200,000.00	34.60%	\$526.32	13,131	\$182.17	108.70%	400	-97.0%	\$34,200	-98.45%
HHS Office of the Secretary	891	\$562,848.19	\$600,000.00	27.30%	\$631.70	3,266	\$172.34	93.80%	-	-100.0%	\$0	-100.00%
HHS Substance Abuse and Mental Health Serv Adm	199	\$100,067.72	\$95,000.00	31.60%	\$502.85	630	\$158.84	105.30%	-	-100.0%	\$0	-100.00%

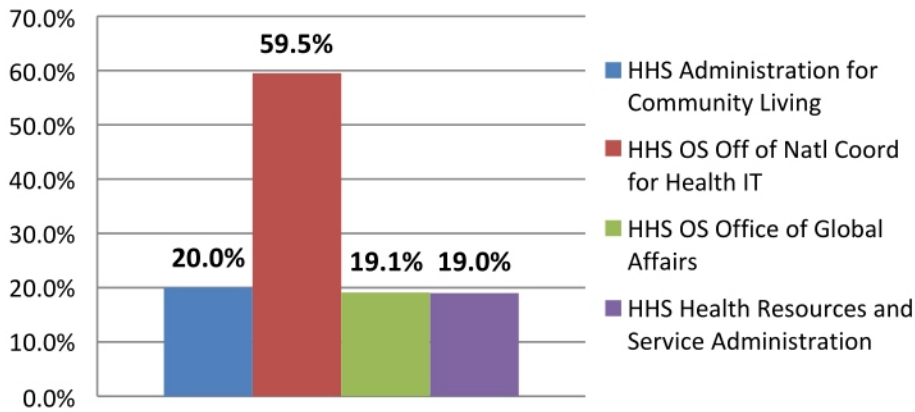
Top Goals & Progress Toward Goals



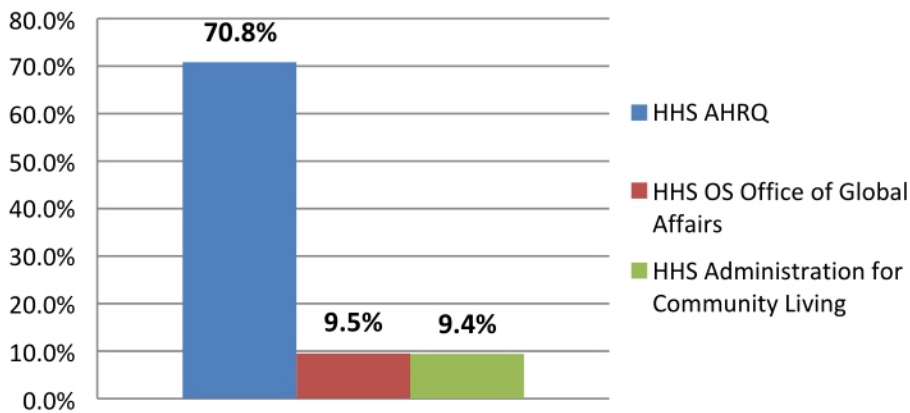
HHS Donations



Most Progress Toward Goal



Highest Participation Rates



From:	Ban, Jonathan (OS/ASPR/OPP) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=137A4F7126B741BDAAB2DF9E148C1071-BAN, JONATH <Jonathan.Ban@hhs.gov>
To:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Subject:	Re: Flu Workshop Follow up
Date:	2016/01/05 20:33:36
Priority:	Normal
Type:	Note

Hi,
I just got back from the UK. I will check with Sally. Thanks

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Tuesday, January 5, 2016 7:00:53 AM
To: Ban, Jonathan (OS/ASPR/OPP)
Subject: Re: Flu Workshop Follow up

Hi Jonathan,
Just following up -- when will we be able to circulate the workshop summary documents and other committee materials?

Thanks!
Lauren

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Monday, December 21, 2015 12:53:37 PM
To: Ban, Jonathan (OS/ASPR/OPP)
Subject: Flu Workshop Follow up

Hi Jonathan,
Just following up to check on the status of the workshop summary documents and the other committee materials. Will we be able to circulate these before the holidays?

Thanks
Lauren Underwood

Lauren A. Underwood, RN
Special Assistant to the Assistant Secretary for Preparedness and Response
Office of the Assistant Secretary for Preparedness and Response
U.S. Department of Health & Human Services
Room 639D, Humphrey Building
Phone: 202-205-4246

Sender:	Ban, Jonathan (OS/ASPR/OPP) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=137A4F7126B741BDAAB2DF9E148C1071-BAN, JONATH <Jonathan.Ban@hhs.gov>
Recipient:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>

Sent Date:	2016/01/05 20:33:34
Delivered Date:	2016/01/05 20:33:36


The Roosevelt Hotel
NEW YORK CITY

06-JAN-2016

Ms Lauren Underwood
United States

Dear Ms. Underwood,

Thank you for making your reservation at the The Roosevelt Hotel, New York. We have reserved the following accommodations for you:

Name: Lauren Underwood

Arrival Date	Departure Date	Nightly Rate	Total Stay
01-12-16	01-13-16	139.00 USD	163.01 USD

Your confirmation number is (b)(6). Your reservation is guaranteed for late arrival. Excluding your room rate, there is an additional 14.75% room tax, \$2 per day Occupancy tax, and a \$1.50 Javits Center fee. Please note that the above total cost, does not include \$2.00 Occupancy tax and \$1.50 Javits Center Fee per day.

If you find it necessary to cancel or change plans, please inform us by 4:00 pm, one day prior to your arrival date to avoid any cancellation charges.

Your reservation room-type is requested and subject to availability.

Check-in time is 3:00pm and check out time is 12:00noon.

Again, thank you for choosing the The Roosevelt Hotel, New York. For additional information on The Roosevelt Hotel, visit our website at www.theroosevelthotel.com. We look forward to having you as our guest.

Best regards,

Tricia McCollin

From:	Giberson, Scott F. (OS/OASH) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6BAAF2C8A6214A94BBF1B862F433DBBD-GIBERSON, S <Scott.Giberson@hhs.gov>
To:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Subject:	Re: AGENCY REFORMS-LESSONS LEARNED
Date:	2015/11/07 13:51:48
Priority:	Normal
Type:	Note

Technically these address two different items, I believe it is in addition. Thanks.

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Saturday, November 7, 2015 11:51:50 AM
To: Giberson, Scott F. (OS/OASH)
Subject: RE: AGENCY REFORMS-LESSONS LEARNED

Dr. Giberson,
Just confirming these bullets are in addition to what was already in the document—see below.

HHS/US Public Health Service

- **Reforming deployment procedures, CON-OPS of running the MMU**
- *Establish targets for deployable capability for the USPHS*

Thanks,
Lauren

From: DeSalvo, Karen (OS/ONC)
Sent: Friday, November 06, 2015 4:58 PM
To: Underwood, Lauren (HHS/ASPR/IO); Giberson, Scott F. (OS/OASH)
Cc: Lurie, Nicole (OS/ASPR/IO); Murthy, Vivek (OS/OASH); Trent-Adams, Sylvia (HHS/OASH)
Subject: RE: AGENCY REFORMS-LESSONS LEARNED

Thanks for the prompt. See below:

- Leverage unique experience the Commissioned Corps acquired as only USG asset providing direct patient care to Ebola patients, to establish and develop internal capability for both domestic and international response to patient care needs for highly infectious disease.
- Contingency funding to ensure the effective and efficient utilization and mobilization of the Commissioned Corps response infrastructure.
- Develop a comprehensive response plan that will ensure early and consistent engagement of Commissioned Corps leadership in crisis management planning activities across USG, interagency and host-nation collaborators. Consider key position(s) within Commissioned Corps HQ as early partners/stakeholders for USG/HHS response.

- Formalizing concept of operations for future pre-, during, and post-deployment requirements of response with similar capabilities of the Monrovia Medical Unit.
- Re-engage with interagency (State, CDC, etc) and more specifically DOD, on combined joint global health and humanitarian assistance/disaster response training and exercises with the Commissioned Corps.
- Evaluating assignment of Commissioned Corps liaison officers at key interagency assignments including USAID.
- Submission of legislative fixes to enable full utilization of Commissioned Corps Ready Reserves for surge capacity and emergency response.
- Reevaluate concepts for full-time Commissioned Corps urgent public health and emergency response teams.
- Translate lessons learned from the Ebola response in the international setting for domestic application and adoption. Identify models for service delivery based on the MMU that could be used for rural and urban settings across the US and territories.

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Friday, November 06, 2015 4:51 PM
To: Giberson, Scott F. (OS/OASH); DeSalvo, Karen (OS/ONC)
Cc: Lurie, Nicole (OS/ASPR/IO)
Subject: RE: AGENCY REFORMS-LESSONS LEARNED

Good Afternoon,

Just a final reminder to let us know if you have any changes to the NSC document describing Agency Reforms Underway & Reforms Suggested by Lessons Learned Studies. OASH and PHS are the only divisions we haven't heard from.

Thank you,
Lauren Underwood

Lauren A. Underwood, RN
Special Assistant to the Assistant Secretary for Preparedness and Response
Office of the Assistant Secretary for Preparedness and Response
U.S. Department of Health & Human Services
Room 639D, Humphrey Building
Phone: 202-205-4246

From: Lurie, Nicole (OS/ASPR/IO)
Sent: Thursday, November 05, 2015 8:13 PM
To: Wolfe, Mitchell (HHS/OS/OGA); Giberson, Scott F. (OS/OASH); Gabriel, Edward (OS/ASPR/IO); Borio, Luciana (FDA/OC); DeSalvo, Karen (OS/ONC); Kolker, Jimmy (HHS/OGA)
Subject: AGENCY REFORMS-LESSONS LEARNED

All-Please recall that we are asked to get these in tomorrow and I'd like to collate a list tonite or early morning of changes that we all intend to/have made post Ebola—this is for a memo to POTUS Thanks

Nicole Lurie MD MSPH
Assistant Secretary for Preparedness and Response
Rear Admiral, US Public Health Service
Department of Health and Human Services
200 Independence Ave SW
Washington, DC
202 205 2882

Sender:	Giberson, Scott F. (OS/OASH) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6BAAF2C8A6214A94BBF1B862F433DBBD-GIBERSON, S <Scott.Giberson@hhs.gov>
Recipient:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Sent Date:	2015/11/07 13:51:44
Delivered Date:	2015/11/07 13:51:48

From:	<do-not-reply@conkursolutions.com>
To:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Subject:	CGE Correspondence
Date:	2016/01/07 12:33:17
Priority:	Normal
Type:	Note

TMNOTIFY.LTR

01/07/16

LAUREN A. UNDERWOOD
 HHSPANC
 LAUREN.UNDERWOOD@HHS.GOV, felipe.gutierrez@hhs.gov

This letter is to notify you that your CGE Auth named TRIP003BK0 was just stamped SIGNED by Murray, David J.

To view the current status of your document please access the document summary page and note the pending routing actions listed.

You may access CGE by logging into AMS at (b)(6) and clicking on the E-Travel link under Open Access.

Sender:	<do-not-reply@conkursolutions.com>
Recipient:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Sent Date:	2016/06/30 20:00:00
Delivered Date:	2016/01/07 12:33:17

From:	Lurie, Nicole (OS/ASPR/IO) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8EB6325DE6044D8FA04C013E2CF73258-LURIE, NICO <Nicole.Lurie@hhs.gov>
SentVia:	Devore, Christopher (OS/ASPR/IO) (CTR) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=030940BFF6034AD69C4FA9CC326C5734-DEVORE, CHR <Christopher.Devore@hhs.gov>
To:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>; Weinberger, Collin (OS/ASPR/IO) (CTR) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=641554fc7843407585827af5898d9c26-Weinberger, <Collin.Weinberger@hhs.gov>
Subject:	The Roosevelt Hotel - Confirmation # (b)(6)
Date:	2016/01/06 14:23:48
Start Date:	2016/01/12 00:00:00
End Date:	2016/01/14 00:00:00
Priority:	Normal
Type:	Schedule.Meeting.Request
Location:	45E 45h St. New York, NY 10017
Attendees:	Underwood, Lauren (HHS/IOS) (Lauren.Underwood@hhs.gov); Weinberger, Collin (OS/ASPR/IO) (CTR)

NL Confirmation# (b)(6)
LU Confirmation#:

Sender:	Lurie, Nicole (OS/ASPR/IO) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8EB6325DE6044D8FA04C013E2CF73258-LURIE, NICO <Nicole.Lurie@hhs.gov>; Devore, Christopher (OS/ASPR/IO) (CTR) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=030940BFF6034AD69C4FA9CC326C5734-DEVORE, CHR <Christopher.Devore@hhs.gov>
Recipient:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>; Weinberger, Collin (OS/ASPR/IO) (CTR) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=641554fc7843407585827af5898d9c26-Weinberger, <Collin.Weinberger@hhs.gov>
Sent Date:	2016/01/06 14:23:44
Delivered Date:	2016/01/06 14:23:48


NEW YORK CITY

06-JAN-2016

Ms Nicole Lurie
200 C St Sw
Washington DC 20201
United States

Dear Ms. Lurie,

Thank you for making your reservation at the The Roosevelt Hotel, New York. We have reserved the following accommodations for you:

Name: Nicole Lurie

Arrival Date	Departure Date	Nightly Rate	Total Stay
01-12-16	01-13-16	139.00 USD	163.01 USD

Your confirmation number is (b)(6). Your reservation is guaranteed for late arrival. Excluding your room rate, there is an additional 14.75% room tax, \$2 per day Occupancy tax, and a \$1.50 Javits Center fee. Please note that the above total cost, does not include \$2.00 Occupancy tax and \$1.50 Javits Center Fee per day.

If you find it necessary to cancel or change plans, please inform us by 4:00 pm, one day prior to your arrival date to avoid any cancellation charges.

Your reservation room-type is requested and subject to availability.

Check-in time is 3:00pm and check out time is 12:00noon.

Again, thank you for choosing the The Roosevelt Hotel, New York. For additional information on The Roosevelt Hotel, visit our website at www.theroosevelthotel.com. We look forward to having you as our guest.

Best regards,

Camille Dinham

From:	<aspr.tdy@duluthtravelinc.com>
To:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Subject:	Final Itinerary UNDERWOOD 11/10/15-11/10/15
Date:	2015/11/06 11:20:02
Priority:	Normal
Type:	Note

Below is a link to your requested travel e-Itinerary(tm).

To View - Click or Copy & Paste the Link to your Web Browser:

(b)(6)

A Message From Your Agent::

THIS MESSAGE CONFIRMS THAT YOUR RESERVATION HAS BEEN TICKETED. FOR CHANGES CANCELLATIONS OR QUESTIONS PLEASE CALL THE AGENCY PHONE NUMBER ON YOUR EITINERARY.

Sender:	<aspr.tdy@duluthtravelinc.com>
Recipient:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Sent Date:	2015/11/06 11:19:33
Delivered Date:	2015/11/06 11:20:02

From:	Lurie, Nicole (OS/ASPR/IO) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8EB6325DE6044D8FA04C013E2CF73258-LURIE, NICO <Nicole.Lurie@hhs.gov>
To:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Subject:	Re: Compiled NSC Document
Date:	2015/11/07 14:12:05
Priority:	Normal
Type:	Note

I am talking about the discussion of the draft AAR-they are different!

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Saturday, November 7, 2015 12:28:03 PM
To: Lurie, Nicole (OS/ASPR/IO)
Subject: RE: Compiled NSC Document

Hi Nicki,
The call is scheduled for 3pm on Monday.

Lauren

From: Lurie, Nicole (OS/ASPR/IO)
Sent: Saturday, November 07, 2015 12:22 PM
To: Underwood, Lauren (HHS/ASPR/IO)
Subject: Re: Compiled NSC Document

Ty. Do you know if a sr leader call is set?

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Saturday, November 7, 2015 11:55:00 AM
To: Lurie, Nicole (OS/ASPR/IO)
Subject: Compiled NSC Document

Nicki,
Attached for your review is the compiled NSC document.

Thanks
Lauren

Lauren A. Underwood, RN
Special Assistant to the Assistant Secretary for Preparedness and Response
Office of the Assistant Secretary for Preparedness and Response
U.S. Department of Health & Human Services
Room 639D, Humphrey Building
Phone: 202-205-4246

Sender:	Lurie, Nicole (OS/ASPR/IO) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8EB6325DE6044D8FA04C013E2CF73258-LURIE, NICO
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	<Nicole.Lurie@hhs.gov>
Recipient:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Sent Date:	2015/11/07 14:12:02
Delivered Date:	2015/11/07 14:12:05

From:	Lurie, Nicole (OS/ASPR/IO) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8EB6325DE6044D8FA04C013E2CF73258-LURIE, NICO <Nicole.Lurie@hhs.gov>
To:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Subject:	Re: ASPRing Leaders Program
Date:	2016/01/06 14:58:35
Priority:	Normal
Type:	Note

Yes

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Wednesday, January 6, 2016 2:57:29 PM
To: Lurie, Nicole (OS/ASPR/IO)
Cc: Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: RE: ASPRing Leaders Program

Nicki,
 Hope your meeting went well today! Just following up – is it ok to send the email below to the selected program participants?

Thanks
 Lauren

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Tuesday, January 05, 2016 1:25 PM
To: Lurie, Nicole (OS/ASPR/IO)
Cc: Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: ASPRing Leaders Program

Nicki,
 Below is a draft note to the recently selected program participants – do you have any edits? We're preparing to send the notes from your email tomorrow morning.

Thanks!

Dear,

Congratulations! You have been selected to participate in the first class of the ASPRing Leaders Program. Please plan to attend the kick-off orientation on Wednesday, January 13, at 12:30 p.m.. It will be held in the Willow conference room on the O'Neill Building lower level.

You were selected for this program because we see great potential in you as a future leader in our organization. Over the next year you will be challenged to think in new ways, develop relationships across ASPR, collaborate on projects that will help us be successful in our mission, and push the limits of what you thought you could do. I have faith that you are the right person for this program.

You will receive information from the program managers shortly with a schedule of the program sessions and events as well as other paperwork you must complete to make your participation official. Congratulations again on being accepted into the ASPRing Leaders program for 2016!

Sincerely,

Lauren A. Underwood, RN

Special Assistant to the Assistant Secretary for Preparedness and Response
Office of the Assistant Secretary for Preparedness and Response
U.S. Department of Health & Human Services
Room 639D, Humphrey Building
Phone: 202-205-4246

Sender:	Lurie, Nicole (OS/ASPR/IO) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8EB6325DE6044D8FA04C013E2CF73258-LURIE, NICO <Nicole.Lurie@hhs.gov>
Recipient:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Sent Date:	2016/01/06 14:58:34
Delivered Date:	2016/01/06 14:58:35

From:	Concur Travel <TravelWizard@concursolutions.com>
To:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>; Scott, Maurice (OS/ASPR/COO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=95a7950e0fd14b7689c02be0ae3c92ea-Scott, Maur <Maurice.Scott@hhs.gov>; Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Subject:	Concur Itinerary 11/10/2015: TRIP FROM WASHINGTON TO CHICAGO (2IIE8I)
Date:	2015/11/05 11:15:25
Priority:	Normal
Type:	Note

Trip Overview

Trip Name: Trip from Washington to Chicago

Start Date: November 10, 2015

End Date: November 10, 2015

Created: November 05, 2015, Maurice Scott (Modified: November 05, 2015)

Description: Lauren will be staffing Dr. Lurie at the Chicago area hospital and Catholic Health Association Joint committee meetings

Agency Record Locator: 2IIE8I

Passengers: Lauren.Ashley Underwood

Total Estimated Cost: \$188.20 USD

Important: Reservations must be approved and ticketed no later than: 11/08/2015 5:00 AM Eastern
The trip will be automatically cancelled if it is not approved before the deadline.

Reservations

Tuesday, November 10, 2015



Flight Washington, DC (DCA) to Chicago, IL (ORD)

United 605

Departure: 07:00 AM

Seat: 37C

Ronald Reagan National Arpt (DCA)

Terminal: B

Duration: 2 hours, 11 minutes

Nonstop

Confirmation: NNCTKD

Status: **Confirmed**

Arrival: 08:11 AM

O'Hare Intl Arpt (ORD)

Terminal: 1

Additional Details

Aircraft: Boeing 737-800

E-Ticket

Emissions: 262.3 lbs CO₂

Cabin: Economy (G)

Distance: 610 miles

Meal: Refreshment



Flight Chicago, IL (ORD) to Washington, DC (DCA)

American Airlines 2284

Departure: 08:10 PM

Seat: 13C

O'Hare Intl Arpt (ORD)

Terminal: 3

Duration: 1 hour, 52 minutes

Nonstop

Confirmation: SPVZKR

Status: **Confirmed**

Arrival: 11:02 PM

Ronald Reagan National Arpt (DCA)

Terminal: C

Additional Details

Aircraft: Boeing 737-800

Distance: 610 miles

E-Ticket

Emissions: 262.3 lbs CO₂

Cabin: Economy (G)

Meal: Food for purchase

Total Estimated Cost

Air

Airfare quoted amount: \$148.84 USD

Taxes and fees: \$39.36 USD

Total Estimated Cost: \$188.20 USD

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Remarks

U05/X0D/35*C73
OLB-HHS ASPR
U89/338B1256782
U22/HHSPANC
U25/0014102934

Sender:	Concur Travel <TravelWizard@concursolutions.com>
Recipient:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>; Scott, Maurice (OS/ASPR/COO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=95a7950e0fd14b7689c02be0ae3c92ea-Scott, Maur <Maurice.Scott@hhs.gov>; Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Sent Date:	2015/11/05 11:13:56
Delivered Date:	2015/11/05 11:15:25

Subject: Flight# UA605 from DCA -> ORD\n (2 hours and 11 mins.)

Trip Overview

Trip Name: Trip from Washington to Chicago
Start Date: November 10, 2015
End Date: November 10, 2015
Created: November 05, 2015, Maurice Scott (Modified: November 05, 2015)
Description: Lauren will be staffing Dr. Lurie at the Chicago area hospital and Catholic Health Association Joint committee meetings
Agency Record Locator: 2IIE8I
Passengers: Lauren.Ashley Underwood
Total Estimated Cost: \$ 188.20 USD
Important: Reservations must be approved and ticketed no later than: 11/08/2015 5:00 AM Eastern
The trip will be automatically cancelled if it is not approved before the deadline.

Reservations

Tuesday, November 10, 2015

Flight Washington, DC (DCA) to Chicago, IL (ORD)

United 605

Departure: 07:00 AM
Seat: 37C
Ronald Reagan National Arpt (DCA)
Terminal: B
Duration: 2 hours, 11 minutes
Nonstop
Arrival: 08:11 AM
O'Hare Intl Arpt (ORD)
Terminal: 1
Confirmation: NNCTKD
Status: Confirmed
Aircraft: Boeing 737-800
Distance: 610 miles
E-Ticket
Emissions: 262.3 lbs CO 2
Cabin: Economy (G)
Meal: Refreshment

Flight Chicago, IL (ORD) to Washington, DC (DCA)

American Airlines 2284

Departure: 08:10 PM
Seat: 13C
O'Hare Intl Arpt (ORD)
Terminal: 3

Duration: 1 hour, 52 minutes
Nonstop
Arrival: 11:02 PM
Ronald Reagan National Arpt (DCA)
Terminal: C
Confirmation: SPVZKR
Status: Confirmed
Aircraft: Boeing 737-800
Distance: 610 miles
E-Ticket
Emissions: 262.3 lbs CO 2
Cabin: Economy (G)
Meal: Food for purchase

Total Estimated Cost

~~~~~

Air  
Airfare quoted amount: \$ 148.84 USD  
Taxes and fees: \$ 39.36 USD  
Total Estimated Cost: \$ 188.20 USD

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Remarks

~~~~~

U05/X0D/35*C73
OLB-HHS ASPR
U89/338B1256782
U22/HHSPANC
U25/0014102934

Subject: Flight# AA2284 from ORD -> DCA\n (1 hour and 52 mins.)

Trip Overview

Trip Name: Trip from Washington to Chicago
Start Date: November 10, 2015
End Date: November 10, 2015
Created: November 05, 2015, Maurice Scott (Modified: November 05, 2015)
Description: Lauren will be staffing Dr. Lurie at the Chicago area hospital and Catholic Health Association Joint committee meetings
Agency Record Locator: 2IIE8I
Passengers: Lauren.Ashley Underwood
Total Estimated Cost: \$ 188.20 USD
Important: Reservations must be approved and ticketed no later than: 11/08/2015 5:00 AM Eastern
The trip will be automatically cancelled if it is not approved before the deadline.

Reservations

Tuesday, November 10, 2015

Flight Washington, DC (DCA) to Chicago, IL (ORD)

United 605

Departure: 07:00 AM
Seat: 37C
Ronald Reagan National Arpt (DCA)
Terminal: B
Duration: 2 hours, 11 minutes
Nonstop
Arrival: 08:11 AM
O'Hare Intl Arpt (ORD)
Terminal: 1
Confirmation: NNCTKD
Status: Confirmed
Aircraft: Boeing 737-800
Distance: 610 miles
E-Ticket
Emissions: 262.3 lbs CO 2
Cabin: Economy (G)
Meal: Refreshment

Flight Chicago, IL (ORD) to Washington, DC (DCA)

American Airlines 2284

Departure: 08:10 PM
Seat: 13C
O'Hare Intl Arpt (ORD)
Terminal: 3

Duration: 1 hour, 52 minutes
Nonstop
Arrival: 11:02 PM
Ronald Reagan National Arpt (DCA)
Terminal: C
Confirmation: SPVZKR
Status: Confirmed
Aircraft: Boeing 737-800
Distance: 610 miles
E-Ticket
Emissions: 262.3 lbs CO 2
Cabin: Economy (G)
Meal: Food for purchase

Total Estimated Cost

~~~~~

Air  
Airfare quoted amount: \$ 148.84 USD  
Taxes and fees: \$ 39.36 USD  
Total Estimated Cost: \$ 188.20 USD

TICKET NOT YET ISSUED. AIRFARE QUOTED IN ITINERARY IS NOT GUARANTEED UNTIL TICKETS ARE ISSUED.

Remarks

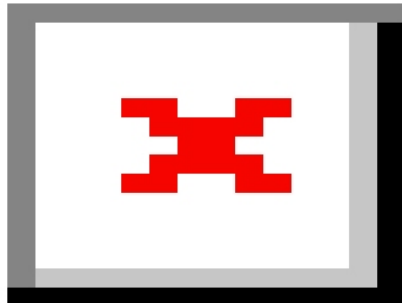
~~~~~

U05/X0D/35*C73
OLB-HHS ASPR
U89/338B1256782
U22/HHSPANC
U25/0014102934

From:	Frizzell, Rebecca (OS/ASPR/COO) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6367E806E9DC4615B3A219D1871737E9-FRIZZELL, R <Rebecca.Frizzell@hhs.gov>
To:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>; Weinberger, Collin (OS/ASPR/IO) (CTR) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=641554fc7843407585827af5898d9c26-Weinberger, <Collin.Weinberger@hhs.gov>
Subject:	RE: CFC Reporting
Date:	2015/11/06 11:24:11
Priority:	Normal
Type:	Note

Thank you! I moved the A/S for Admin to ASA.

Here's the updated table with the 2.5 million data point. Do you like it?



From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Friday, November 06, 2015 11:11 AM
To: Frizzell, Rebecca (OS/ASPR/COO); Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: Re: CFC Reporting

Hi!

HHS OS A/S for Admin = ASA. (I didn't see it listed in your first list)...

Everything else looks great.

From: Frizzell, Rebecca (OS/ASPR/COO)
Sent: Friday, November 6, 2015 11:05:17 AM

To: Underwood, Lauren (HHS/ASPR/IO); Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: RE: CFC Reporting

Thank you! A few more questions below...

Is this all of ASA? I just want to make sure I have everything correct in the file.

HHS OS ASA-Div of EEO Compliance and Ops
HHS OS ASA-Off of Bus Mgmt & Transformation
HHS OS ASA-Off of Human Resources
HHS OS ASA-Off of Security & Strategic Info
HHS OS ASA-Off of the Chief Info Ofcr
HHS OS PSC Admin Operations Portfolio
HHS OS PSC Financial Management Portfolio
HHS OS PSC Occupational Health Portfolio
HHS OS PSC Ofc Dep Assist Sec For Prog Support
HHS OS PSC Procurement Management Portfolio
HHS OS PSC Real Estate and Logistics Portfolio

Should all of these be kept under OS, or are any of them on their own?

HHS OS Departmental Appeals Board
HHS OS IEA
HHS OS OASH Assistant Secretary for Health
HHS OS Off of Medicare Hearings & Appeals
HHS OS Off of Natl Coord for Health IT
HHS OS Office for Civil Rights
HHS OS Office of Global Affairs
HHS OS Office of Inspector General
HHS OS Office of the General Counsel
HHS OS Office of the Secretary IO
HHS OS A/S for Admin
HHS OS A/S for Financial Resources
HHS OS A/S for Legislation
HHS OS A/S for Planning & Evaluation
HHS OS A/S for Public Affairs

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Friday, November 06, 2015 10:50 AM
To: Frizzell, Rebecca (OS/ASPR/COO); Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: RE: CFC Reporting

PSC is part of OS/ASA. Thank you!!

From: Frizzell, Rebecca (OS/ASPR/COO)
Sent: Friday, November 06, 2015 10:50 AM
To: Underwood, Lauren (HHS/ASPR/IO); Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: RE: CFC Reporting

Do you guys know what OS PSC is and where it belongs in HHS? Should I include it with OS or is its own separate organization?

Thanks!

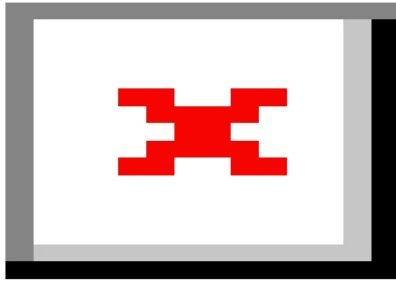
From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Friday, November 06, 2015 10:32 AM
To: Frizzell, Rebecca (OS/ASPR/COO); Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: RE: CFC Reporting

Hi Rebecca,
We think this is totally fine, especially for today. We hope to have all the data plotted by 2pm today. Next week we should have more data (daily!), so the 7 day increments are less critical. Can you plot the final \$5.2 million for 12/15/14?

This looks great, thanks again!

From: Frizzell, Rebecca (OS/ASPR/COO)
Sent: Friday, November 06, 2015 9:47 AM
To: Underwood, Lauren (HHS/ASPR/IO)
Subject: RE: CFC Reporting

Is this okay for the weekly chart? I can figure out how to change the number of days between dates on the axis (right now it is 7 days), but the data isn't always 7 days apart (e.g., there is no data for 10/23), so I don't know how to fix that. And I also can't get it to end on 12/15, although I did manage to extend it to 12/18...anyways, I have made the other changes, other than combining the three offices that seem to be redundant. What time do you need this all finished by?



From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Friday, November 06, 2015 9:16 AM
To: Frizzell, Rebecca (OS/ASPR/COO); Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: Re: CFC Reporting

Hi Rebecca,

Thank you! I'm taking a look at each chart and have a few requests -- I've asked Dan for today's updated numbers and will fwd as soon as I receive them.

Top Goals & Progress Toward Goals

-Please remove "HHS" in front of all division names along the X axis

Most Progress Toward Goal

-Please rename to "HHS Divisions with Most Progress Toward their Goals"

-Please remove "HHS" in front of all division names in the key

-Can you extend the y axis to 100%?

2014 & 2015 Weekly Donation Trends

-Can you include 12/15 on the x axis?

-Can you rename this chart "HHS weekly donations for 2014 and 2015" or something like that?

Op Div % to Goal

-Please rename to "OPDIV Progress Toward Goal"

-Please remove "HHS" in front of all division names on the X axis

-Please make sure the y axis of this chart and the Staff Div % to Goal chart are the same

-Not sure if its easier to read with acronyms, but here they are if you need them (in order)

NIH, FDA, HRSA, ACF, CDC, SAMHSA, AHRQ, IHS, CMS, ACL

Staff Div % to Goal

- Please rename to STAFFDIV Progress Toward Goal
- Please remove "HHS" in front of all division names on the X axis
- Please make sure the y axis of this chart and the op Div % to Goal chart are the same
- Can you combine/average/eliminate the first three HHS Office of the Secretary, HHS OS, HHS OS A/S? Not sure if these are sharing different information?

Thank you!!

From: Frizzell, Rebecca (OS/ASPR/COO)
Sent: Friday, November 6, 2015 8:35 AM
To: Underwood, Lauren (HHS/ASPR/IO); Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: RE: CFC Reporting

[Here you go.](#)

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Friday, November 06, 2015 8:32 AM
To: Frizzell, Rebecca (OS/ASPR/COO); Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: Re: CFC Reporting

Rebecca,
Thank you! For the weekly trends chart, can you change the X axis to just list the month/date? I think its confusing to have the year listed there.

Thanks,
Lauren

From: Frizzell, Rebecca (OS/ASPR/COO)
Sent: Friday, November 6, 2015 8:28 AM
To: Weinberger, Collin (OS/ASPR/IO) (CTR); Underwood, Lauren (HHS/ASPR/IO)
Subject: RE: CFC Reporting

Good morning!
I changed the participation chart to a chart reflecting the weekly donation trend comparison for 2014-2015. I think it's a bit more interesting, but let me know what you think. Also, I started playing around with a weekly change chart for the op divs and staff divs but don't have it formatted correctly.

From: Weinberger, Collin (OS/ASPR/IO) (CTR)
Sent: Thursday, November 05, 2015 4:54 PM
To: Frizzell, Rebecca (OS/ASPR/COO); Underwood, Lauren (HHS/ASPR/IO)
Subject: RE: CFC Reporting

Thanks Rebecca!

From: Frizzell, Rebecca (OS/ASPR/COO)
Sent: Thursday, November 05, 2015 4:44 PM
To: Underwood, Lauren (HHS/ASPR/IO)
Cc: Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: RE: CFC Reporting

Here's an updated version. I added a worksheet for the weekly tracking (it seemed to be daily in the other file, so I can make it daily if necessary, but I wasn't sure if anyone was really tracking things daily). For the purposes of my chart, weekly seemed better. We can chat about it more tomorrow. 😊

Hope you both have a lovely evening!

Rebecca

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Thursday, November 05, 2015 3:30 PM
To: Frizzell, Rebecca (OS/ASPR/COO)
Cc: Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: Re: CFC Reporting

Hi Rebecca,
Absolutely! Thanks so much!

From: Frizzell, Rebecca (OS/ASPR/COO)
Sent: Thursday, November 5, 2015 3:23:24 PM
To: Underwood, Lauren (HHS/ASPR/IO)
Cc: Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: RE: CFC Reporting

I just wanted to let y'all know that tomorrow is my telework day. Do you think we can get everything we need for tomorrow done via phone and email?

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Thursday, November 05, 2015 2:07 PM
To: Frizzell, Rebecca (OS/ASPR/COO)
Cc: Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: Re: CFC Reporting

Hi Rebecca,
This looks great. From a gut check perspective the AHRQ data doesn't seem quite right, but we can confirm that datapoint with Dan. Are the graphs designed in a template that Dan could drop updated information in tomorrow? If so, it would be great to share that template on our 230p call. Thanks again!

Lauren

PS-- can you still create a spreadsheet template that will show % to goal and %change from prior week?

From: Frizzell, Rebecca (OS/ASPR/COO)
Sent: Thursday, November 5, 2015 1:34:22 PM
To: Underwood, Lauren (HHS/ASPR/IO)
Subject: RE: CFC Reporting

Hi Lauren

Could you look at these charts and see if you think they're what you might want, at least for tomorrow?

Thanks!

Rebecca

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Thursday, November 05, 2015 9:10 AM
To: Dodgen, Daniel (OS/ASPR/OPP)
Cc: Frizzell, Rebecca (OS/ASPR/COO); Weinberger, Collin (OS/ASPR/IO) (CTR)
Subject: CFC Reporting

Hi Dan,

Thanks for sending along the data yesterday. We chatted with Rebecca this morning and would like to request more information – specifically data by week for each OPDIV and STAFFDIV for 2012, 2013, and 2014. Rebecca is available at 260-1054 and we're happy to chat with you and William to ensure we can get this information. Rebecca has agreed to do some analytics for tomorrow's report, so we'll be back in touch this afternoon!

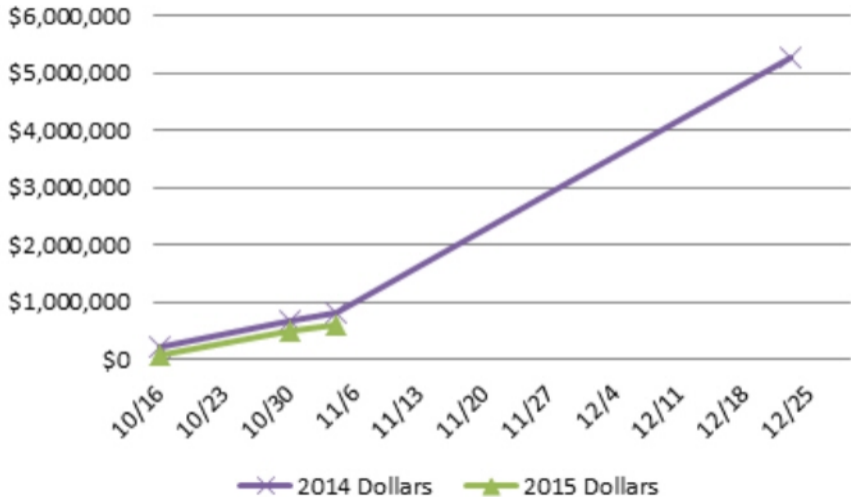
Thanks again,
Lauren Underwood

Lauren A. Underwood, RN

Special Assistant to the Assistant Secretary for Preparedness and Response
Office of the Assistant Secretary for Preparedness and Response
U.S. Department of Health & Human Services
Room 639D, Humphrey Building
Phone: 202-205-4246

Sender:	Frizzell, Rebecca (OS/ASPR/COO) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6367E806E9DC4615B3A219D1871737E9-FRIZZELL, R <Rebecca.Frizzell@hhs.gov>
Recipient:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>; Weinberger, Collin (OS/ASPR/IO) (CTR) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=641554fc7843407585827af5898d9c26-Weinberger, <Collin.Weinberger@hhs.gov>
Sent Date:	2015/11/06 11:24:09
Delivered Date:	2015/11/06 11:24:11

HHS Weekly Donation Trends for 2014 & 2015



From:	Mulvihill, Tiffany (OS/ASPR/COO) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D6ECD0D8A0DB4BAD933A9F511FC54C3F-TIFFANY MUL <Tiffany.Mulvihill@hhs.gov>
To:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>; Weinberger, Collin (OS/ASPR/IO) (CTR) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=641554fc7843407585827af5898d9c26-Weinberger, <Collin.Weinberger@hhs.gov>
CC:	Thompson, Wendy-Jo (OS/ASPR/COO) (CTR) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=788af1e5e54b4a51820e0bd1f285311f-Thompson, W <Wendy-Jo.Thompson@hhs.gov>
Subject:	RE: Request: Dr. Lurie Congratulations to ALP Participants
Date:	2016/01/06 15:10:38
Priority:	Normal
Type:	Note

Cool! Thank you!!!! Wendy-Jo and I appreciate it!

Tiffany Mulvihill
U.S. Department of Health and Human Services
Office of the Assistant Secretary for Preparedness and Response
Thomas P. O'Neill Federal Building
200 C Street SW, Floor 1, Suite 12-B12
Washington, DC 20024
202-205-3475 (office)
(b)(6) (blackberry)

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Wednesday, January 06, 2016 2:59 PM
To: Mulvihill, Tiffany (OS/ASPR/COO); Weinberger, Collin (OS/ASPR/IO) (CTR)
Cc: Thompson, Wendy-Jo (OS/ASPR/COO) (CTR)
Subject: RE: Request: Dr. Lurie Congratulations to ALP Participants

We're going to send the emails now. Thanks!

Lauren

From: Mulvihill, Tiffany (OS/ASPR/COO)
Sent: Wednesday, January 06, 2016 12:53 PM
To: Underwood, Lauren (HHS/ASPR/IO); Weinberger, Collin (OS/ASPR/IO) (CTR)
Cc: Thompson, Wendy-Jo (OS/ASPR/COO) (CTR)
Subject: RE: Request: Dr. Lurie Congratulations to ALP Participants
Importance: High

Hi Lauren and Collin,

Has Dr. Lurie had a chance to send the congratulations emails to the participants today?

Thanks!

Tiffany Mulvihill
U.S. Department of Health and Human Services
Office of the Assistant Secretary for Preparedness and Response
Thomas P. O'Neill Federal Building
200 C Street SW, Floor 1, Suite 12-B12
Washington, DC 20024
202-205-3475 (office)
202-604-0985 (b)(6)

From: Thompson, Wendy-Jo (OS/ASPR/COO) (CTR)
Sent: Tuesday, January 05, 2016 11:09 AM
To: Underwood, Lauren (HHS/ASPR/IO); Weinberger, Collin (OS/ASPR/IO) (CTR)
Cc: Mulvihill, Tiffany (OS/ASPR/COO)
Subject: Request: Dr. Lurie Congratulations to ALP Participants
Importance: High

Hello,

Dr. Lurie recently signed off on her approval for the 15 selected participants for the first class of the ASPRing Leaders Program. We have written an email notice of congratulations to those 15 that we'd like sent out from Dr. Lurie. I've attached the formed letter to be individually addressed to each person. I think the notice in email is fine but you may also send the document as an attachment as well. We'd like them to go out tomorrow, January 6 so whichever is the least labor intensive is probably best.

I will send you the 15 names and emails in a separate email. Please call me if you have any questions.

Wendy-Jo

Wendy-Jo Thompson, MSOD
Training Specialist
GAP Solutions, Inc. (GAPsi)
Organization and Employee Development
DHHS/OS/ASPR/COO
Thomas P. O'Neill Building
200 C Street SW
Washington D.C. 20201
Direct: 202-692-4638/BlackBerry: (b)(6)
E-mail: wendy-jo.thompson@hhs.gov

Sender:	Mulvihill, Tiffany (OS/ASPR/COO) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D6ECD0D8A0DB4BAD933A9F511FC54C3F-TIFFANY MUL <Tiffany.Mulvihill@hhs.gov>
Recipient:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>; Weinberger, Collin (OS/ASPR/IO) (CTR) /o=ExchangeLabs/ou=Exchange Administrative Group

(FYDIBOHF23SPDLT)/cn=Recipients/cn=641554fc7843407585827af5898d9c26-Weinberger, <Collin.Weinberger@hhs.gov>;
Thompson, Wendy-Jo (OS/ASPR/COO) (CTR) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=788af1e5e54b4a51820e0bd1f285311f-Thompson, W <Wendy-Jo.Thompson@hhs.gov>

Sent Date: 2016/01/06 15:10:37

Delivered Date: 2016/01/06 15:10:38

From:	Yu, Anne (HHS/OS/OGA) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C4A7059F5B7347BF8F5EE2F185F1BA90-YU, ANNE <Anne.Yu@hhs.gov>
To:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Subject:	RE: Disaster Leadership Group Zika Virus Meeting
Date:	2016/01/04 14:56:00
Priority:	Normal
Type:	Note

Yes, feel free to grab me on your way out!

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Monday, January 04, 2016 2:35 PM
To: Yu, Anne (HHS/OS/OGA)
Subject: Re: Disaster Leadership Group Zika Virus Meeting

Still free for coffee?

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Monday, January 4, 2016 12:37:19 PM
To: Yu, Anne (HHS/OS/OGA)
Subject: RE: Disaster Leadership Group Zika Virus Meeting

Sure!

From: Yu, Anne (HHS/OS/OGA)
Sent: Monday, January 04, 2016 12:25 PM
To: Underwood, Lauren (HHS/ASPR/IO)
Subject: RE: Disaster Leadership Group Zika Virus Meeting

2:30PM? Do you want to pick me up on your way out?

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Monday, January 04, 2016 11:44 AM
To: Yu, Anne (HHS/OS/OGA)
Subject: Re: Disaster Leadership Group Zika Virus Meeting

whatever works for you works for me!

From: Yu, Anne (HHS/OS/OGA)
Sent: Monday, January 4, 2016 11:39 AM
To: Underwood, Lauren (HHS/ASPR/IO)
Subject: RE: Disaster Leadership Group Zika Virus Meeting

How about 1:30 or 2:30PM?

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Monday, January 04, 2016 11:08 AM
To: Yu, Anne (HHS/OS/OGA)
Subject: Re: Disaster Leadership Group Zika Virus Meeting

Sure! I'm hoping to leave around 3. Let me know when works best for you!

From: Yu, Anne (HHS/OS/OGA)
Sent: Monday, January 4, 2016 10:44:18 AM
To: Underwood, Lauren (HHS/ASPR/IO)
Subject: RE: Disaster Leadership Group Zika Virus Meeting

Coffee in the mid-afternoon?

From: Underwood, Lauren (HHS/ASPR/IO)
Sent: Monday, January 04, 2016 10:43 AM
To: Yu, Anne (HHS/OS/OGA)
Subject: Re: Disaster Leadership Group Zika Virus Meeting

Morning! Yes, the meeting is confirmed for tomorrow. Thanks, Lauren

From: Yu, Anne (HHS/OS/OGA)
Sent: Monday, January 4, 2016 9:57:36 AM
To: Underwood, Lauren (HHS/ASPR/IO)
Subject: FW: Disaster Leadership Group Zika Virus Meeting

Hi Lauren,
Is this meeting still happening tomorrow?
Anne

Sender:	Yu, Anne (HHS/OS/OGA) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C4A7059F5B7347BF8F5EE2F185F1BA90-YU, ANNE <Anne.Yu@hhs.gov>
Recipient:	Underwood, Lauren (HHS/ASPR/IO) /o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=user263e5598 <Lauren.Underwood@hhs.gov>
Sent Date:	2016/01/04 14:55:59
Delivered Date:	2016/01/04 14:56:00