Message

From: Hughes, Hayley [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D98153A3667544CE81B60DD0B1ECBD0D-HUGHES, HAY]
Sent: 7/13/2020 8:26:05 PM
To: Wooge, William [Wooge.William@epa.gov]; Matten, Sharlene [Matten.Sharlene@epa.gov]
Subject: EXAMPLE
Attachments: Attch 3_3110-48 Arti Shukla 5-20_hh20200506.pdf; Attch 5_CV_Arti Shukla 12-19 1 page.pdf; Attch 1_3110-15 Shukla, Arti.pdf; Attch 2_3110-45 Shukla, Arti.pdf; Attch 4_Arti_Shukla_BIOSKETCH.pdf

EXAMPLE

Hayley Hughes, DrPH, MPH, CSP
Director, Office of Science Coordination and Policy
Office of Chemical Safety and Pollution Prevention
US Environmental Protection Agency

Desk: 202.564.1116
Email: Hughes.hayley@epa.gov

From: Hughes, Hayley
Sent: Wednesday, May 6, 2020 3:31 PM
To: Tyler, Tom <Tyler.Tom@epa.gov>
Cc: Hanley, Mary <Hanley.Mary@epa.gov>; Kadeli, Lek <Kadeli.Lek@epa.gov>
Subject: URGENT: For AA Signature (Ad Hoc SACC Mbr Hiring Pkg)

Hi Tom,

Background: Due to the change in the dates for the SACC peer review asbestos meeting, an expert who the DFO was trying to recruit earlier is now available and will cover an important area specifically related to mode of action for asbestos and cancer. Therefore, we need to hire this individual as soon as possible so the individual can begin to review the draft risk evaluation for the SACC meeting scheduled June 8-11, 2020.

Action requested: The package below requires AA signature on attachments 1 (3110-15) and 2 (3110-45) to begin the HR process.

The following mirrors what it would look like if it was the inside of the hard-copy folder:

Right side for AA signature:
Atch 1: 3110-15
Atch 2: 3110-45

Left side/supporting documents:
Atch 3: Front page of 3110-48 signed by potential SGE (remaining pages are not forwarded to maintain privacy of financial disclosures)
Atch 4: Bio
Atch 5: CV—first page showing current employment

Please let me know if you have any questions.

Thank you,
Hayley

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