



**FEMA**

## **US&R GENERAL MEMORANDUM – 2016-003**

January 12, 2016

**FOR:** National Urban Search & Rescue Response System  
Task Force Representatives

**FROM:** Wanda Casey, Chief  
Program Management Section  
Urban Search and Rescue Branch

**SUBJECT:** US&R General Memorandum 2016-003 – US&R Branch Staff Change

The purpose of this memorandum is to announce that Program Specialist Monique Alston of the US&R Branch has accepted a promotion and new position with another agency. Her last day at FEMA was on January 8, 2016. While assigned to the US&R Branch, Monique was responsible for many administrative tasks which have been temporarily assigned to several US&R Branch Staff until this vacancy can be filled. The following staff responsibilities have been reassigned:

- Badging Program Coordination – Program Specialist Shu-Ahn Li ([Shu-Ahn.Li@fema.gov](mailto:Shu-Ahn.Li@fema.gov))
- Conference Call Line Set-Up - Richard Brown ([Richard.BrownJr@fema.gov](mailto:Richard.BrownJr@fema.gov))
- Task Force Contact Information Updates - Luretha Mays ([Luretha.Mays@fema.gov](mailto:Luretha.Mays@fema.gov))

When sending documents or information relating to the above issues, please ensure that they are provided to the appropriate US&R Branch staff member. Questions concerning this action should be directed to Wanda Casey, Chief, Program Management Section, US&R Branch at [wanda.casey@fema.dhs.gov](mailto:wanda.casey@fema.dhs.gov) or 202-646-4013.

cc:

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