

MEMORANDUM FROM THE USDA CHIEF OF STAFF

Office of the Secretary

In only two weeks' time, we have discovered what we heard is true: the team at the U.S. Department of Agriculture is second-to-none. I want to echo the Secretary's remarks: we are excited to be working alongside so many terrific public servants that support our important constituents. Thank you for being so welcoming.

I wanted to take a moment to introduce a few key individuals, in addition to those you might have met during the transition, who will help guide your interaction with the Office of the Secretary.

Mr. Chris Young serves as the **Deputy Chief of Staff**. A proud son of Fitzgerald, Georgia, Chris brings public and private sector experience, as well as academia. He will bear primary responsibility for the day-to-day operational and logistical flow of the Secretary's Office, including scheduling, advance, events, protocol, stakeholder relations, security, and communications.

Ms. Julie Gordon, a lifelong Virginian and a dedicated veteran of the Department, now transitions into the Secretary's principal office to serve as **Special Assistant to the Chief and Deputy Chief of Staff**. Among other responsibilities, Julie will be our primary conduit to the whole USDA team, scheduling meetings, exchanging correspondences, connecting with one another by phone, etc. Should you need either of us, please contact her.

Ms. Rachel Pick, a self-described "farm girl from Iowa," serves as the **Special Assistant to the Secretary**. Her professional background includes extensive executive and administrative assistant experience in the office of U.S. Senator Chuck Grassley and in the Senate Sergeant-at-Arms office.

Ms. Lauren Sullivan serves as **Director of Scheduling**. A native and proud Marylander, Lauren most recently worked in the Sergeant-at-Arms office in the United States Senate. **Ms. Bethany Hudson**, who hails from North Carolina, joins that office as **Deputy Scheduler** and our **Events and Protocol Officer**. Should your agency, department, or division have a request for the Secretary's time at an event or for a briefing or other meeting, that request should originate with Lauren.

The Office of Communications is ably led by **Mr. Tim Murtaugh**, its **Director**, and **Ms. Michawn Rich**, its **Deputy Director and Press Secretary**. Tim is a native Pennsylvanian and he comes to USDA with a career built on high-profile strategic communications in the public, political, and private sectors. Michawn is a native Nevadan, hailing from Reno. Her recent work includes time with U.S. Senators Dean Heller of Nevada and Rob Portman of Ohio. Please be sure to refer media inquiries to the Office of Communications.

I grew up in Northern California but traded pears for peaches and consider myself a Georgian. Most recently I worked in the private sector at Deloitte, but I am truly excited to return to public service alongside the Secretary and each of you.

I hope this information will help better connect you with the Office of the Secretary. We are colleagues and teammates, and look forward to working with you to support USDA's important mission.

Sincerely,
Heidi [Green, chief of staff, USDA Office of the Secretary]