



JAN - 7 2004

Dear Tribal Leader:

The retirement of Mr. Duane Jeanotte, Acting Director of Headquarters Operations (DHO) at Indian Health Service (IHS) Headquarters, left a management void within the Office of the Director. Mr. Jeanotte served in a senior executive position with responsibility for managing the Headquarters budget, staff, and daily operations. To ensure the best in executive leadership and management continuity, Ms. Mary Lou Stanton has accepted my offer to serve as Acting DHO effective on January 12, 2004.

Ms. Stanton has served since 1992 as Deputy Director for the Phoenix Area IHS. Before she served as Deputy Director for the Area, she served as Executive Officer. She has also served in other executive leadership roles, such as Acting Director for Headquarters West in Albuquerque from February 1999 to February 2000 and as Deputy Area Director for the Aberdeen Area from March to June 1997. Additionally, she has served as Service Unit Director at Fort Berthold Service Unit in the Aberdeen Area and at San Carlos Service Unit in the Phoenix Area. She has held various positions of increasing responsibility in the Aberdeen Area, including Acting Training Officer, Acting Self-Determination Officer, and Tribal Projects Specialist. She has participated in several IHS-wide special projects and advisory groups, including the IHS Administrative Quality Management Council, the IHS Procurement Sub-Group, and the IHS National Union-Management Partnership Council. She has been actively involved with Area Equal Employment Opportunity programs and chaired the Federal Women's Programs in Aberdeen and Phoenix Areas. She chairs the Phoenix Quality Council and has chaired the Phoenix Area Incentive Awards Committee.

I believe Ms. Stanton's experience in managing successful business strategies throughout her career will provide Headquarters with the leadership to meet the mission and goals of the IHS as the Agency, with the Department of Health and Human Services, serves as the principal health advocate for American Indian and Alaska Native people.

I am sure that you will join me in supporting Ms. Stanton as she assumes this important leadership assignment.

Sincerely yours,

A handwritten signature in cursive script that reads "Charles W. Grim, DDS".

Charles W. Grim, D.D.S., M.H.S.A.
Assistant Surgeon General
Director