

From: [EIS \(CDC\)](#)
To: [CDC EISO Class 2019](#); [CDC EISO Supervisors 2019](#)
Cc: [CDC CSELS DSEPD EWB](#); [Archer, Roodly \(CDC/DDPHSIS/CGH/GID\)](#); [Rolle, Italia \(CDC/DDPHSIS/CGH/DGHT\)](#); [Daley, Walter \(Randolph\) \(CDC/DDPHSIS/CPR/DSLRL\)](#); [Razzaghi, Hilda \(CDC/DDID/NCIRD/ISD\)](#); [Woodworth, Kate \(CDC/DDNID/NCBDDD/DBDID\)](#); [Joseph, Djenaba \(CDC/DDNID/NCCDPHP/DCPC\)](#); [Houston, Keisha A. \(CDC/DDNID/NCEH/DEHSP\)](#); [Mirabelli, Maria \(CDC/DDNID/NCEH/DEHSP\)](#); [Liang, Arthur P. \(CDC/DDID/NCEZID/DFWED\)](#); [Bell, Jeneita \(CDC/DDID/NCEZID/DHOP\)](#); [Agnew Brune, Christine \(CDC/DDID/NCHHSTP/DHPSE\)](#); [Langer, Adam J. \(CDC/DDID/NCHHSTP/DTE\)](#); [Brett, Kate M. \(CDC/DDPHSS/NCHS/DVS\)](#); [Greenspan, Arlene \(CDC/DDNID/NCIPC/OD\)](#); [Posner, Sam \(CDC/DDID/NCIRD/OD\)](#); [Mbaeyi, Sarah \(CDC/DDID/NCIRD/OD\)](#); [Mazurek, Jacek \(CDC/NIOSH/RHD/SB\)](#); [Rinsky, Jessica Lynn \(CDC/NIOSH/DFSE/HETAB\)](#); [Adjemian, Jennifer \(CDC/DDPHSS/CSELS/DHIS\)](#)
Subject: ACTION REQUIRED: 12-Month CAL Report and Assessments: Due 7/15/20
Date: Tuesday, June 2, 2020 12:11:21 PM
Attachments: [EISO Progress Assessment 2019 12 Month.docx](#)
[EIS Host Site Assessment 2019 12 Month.docx](#)
[CAL Report Update Instructions and Tips.pdf](#)
[CAL Report Review Instructions 2019 12 Month.pdf](#)

Dear 2019 EIS officers and Supervisors,

It is time to submit the 12-month Core Activities of Learning (CAL) Report, EISO Progress Assessment, and EIS Host Site Assessment. These are due **Wednesday, July 15, 2020**.

Step 1. Complete the EISO Progress Assessment and EIS Host Site Assessment

- [Primary supervisors](#) complete the **EISO Progress Assessment** (attached)
- [EISOs](#) complete the **EIS Host Site Assessment** (attached)

Step 2. Update the CAL Activity Report

- [EISOs](#) update CAL Activity Report in eFMS
- Instructions and link in **CAL Report Update Instructions and Tips** (attached)

Step 3. Review the CAL Activity Report

- [Primary supervisors](#) review CAL Activity Report in eFMS
- Instructions and link in **CAL Report Review Instructions** (attached)

Step 3. EIS Officer-Supervisor Feedback Meeting

- Review CAL Activity Report
- Discuss feedback on **EISO Progress Assessment** and **EIS Host Site Assessment**

Step 4. Submit Assessments to CIO Liaison or EWB Supervisor and Approve CAL Report

- [Primary supervisors](#) email the following to their CIO Liaison or EWB Supervisor: 1) EISO Progress Assessment and 2) a statement that they approve of the EISO's 12-month CAL report
- [EISOs](#) email the EIS Host Site Assessment to their respective CIO Liaison or EWB Supervisor

Questions?

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- CIO officers/primary supervisors should contact their CIO Liaison
 - o CGH, NCBDDD, NCCDPHP: Larry Cohen, cbu1@cdc.gov
 - o CPR, NCEH/ATSDR, NCHHSTP, NCIPC, NCIRD: Ralph Cordell, rcz4@cdc.gov
 - o NCEZID, NCHS, NIOSH: Michael Gronostaj, vie0@cdc.gov
 - Field officers/primary supervisors should contact their EWB supervisor