

**FW: Suggestions for the Secretary-designate**

---

**From:** Cheryl Mills CMills@hillaryclinton.com

RELEASE IN PART  
B6

**To:** Huma Abedin HAbedin@hillaryclinton.com; Lona Valmore lona\_valmore@clinton.senate.gov ; Andrew Shapiro andrew.shapiro [redacted] Jake Sullivan [redacted]

**Subject:** FW: Suggestions for the Secretary-designate

FW: Suggestions for the Secretary-designate

B6

I think there are really good ideas on here. We should keep as a guide/reminder.

cdm

-----  
From: Sherman, Wendy R [mailto:ShermanWR@state.gov]  
Sent: Thursday, December 11, 2008 8:51 AM  
To: Maggie Williams; Cheryl Mills1; Jim Steinberg  
Subject: FW: Suggestions for the Secretary-designate  
Importance: High

As Cheryl and Jim will recall, HRC invited Dan, Bill and Pat to share ideas for outreach in the building in the first days. The list below is a companion to the First Steps memo we gave to you all. Some good ideas.

---

From: Smith, Daniel B  
Sent: Wednesday, December 10, 2008 7:02 PM  
To: Sherman, Wendy R  
Subject: FW: Suggestions for the Secretary-designate  
Wendy,

Here are our (including Bill's and Pat's) suggestions for possible outreach by the new Secretary in the early days of the Administration. Please let me know if you would like this in another format. Dan

#### Outreach in the First 60 Days

- Hold an arrival ceremony in the C Street Entrance on your first day
- Send a message to all Department Employees applauding their work and service
- Send a separate message to all FSNs praising their hard work and dedication
- Secure Congressional approval of legislation closing the Overseas Pay Gap
- Swear-in an A-100 class and specialist class, as well as a new Civil Service class
- Visit USAID at the Reagan Building
- Begin monthly meals with small groups (desk officers before a trip, officers in PRTs, PMFs)
- Meet with AFSA and AFGE representatives
- Meet with representatives of "Affinity Groups" [African American; Asian American; Hispanic American; Executive Women; Gay & Lesbians; People with Disabilities]
- Begin a series of walkabouts through the bureaus
- Visit the Operations Center
- Conduct an interview with State Magazine
- Include desk officers in pre-briefs before your first trips abroad
- Do 'meet and greet' events with Embassy/Consulate staffs on each trip
- Preside over the Annual Retirement and Awards Ceremonies
- Do informal 'thank you' notes or calls to select officers for briefers, remarks, trip preparations
- Hold with Secretary Gates 'home and away' meetings with senior State/Pentagon staffs
- Host event for FLO Support Group families of staff on unaccompanied assignments (possibly 8th floor event)