

From: Abedin, Huma </O=SBUSTATE/OU=SES/CN=RECIPIENTS/CN=ABEDINH>
Sent: Monday, March 26, 2012 2:30 PM
To: Motley, Cynthia J <MotleyC@state.gov>
Cc: Samuelson, Heather F <SamuelsonHF@state.gov>; Carter, Carol P <CarterCP@state.gov>
Subject: Re: Conversion to an Expert Appointment

RELEASE IN FULL

Great. Will do

REVIEW AUTHORITY: Barbara Nielsen, Senior Reviewer

----- Original Message -----

From: Motley, Cynthia J
Sent: Monday, March 26, 2012 12:00 PM
To: Abedin, Huma
Cc: Samuelson, Heather F; Carter, Carol P
Subject: Conversion to an Expert Appointment

Huma

I am back in the office today please give me a call on 202-647-9661.

----- Original Message -----

From: Motley, Cynthia J
Sent: Thursday, March 22, 2012 11:40 PM
To: Abedin, Huma
Cc: Samuelson, Heather F; Carter, Carol P
Subject: RE: Conversion to an Expert Appointment

Huma

I will be on leave Friday March 23rd returning on Monday. If you need immediate assistant contact Carol P. Carter on 202-647-6090.

----- Original Message -----

From: Abedin, Huma
Sent: Thursday, March 22, 2012 7:01 PM
To: Motley, Cynthia J
Cc: Samuelson, Heather F; Carter, Carol P
Subject: Re: Conversion to an Expert Appointment

Can I call you about this? Have a bunch of questions. Thanks

----- Original Message -----

From: Motley, Cynthia J
To: Huma Abedin
Cc: Heather Samuelson
Cc: Carter, Carol P
Subject: Conversion to an Expert Appointment
Sent: Mar 21, 2012 5:32 AM

Huma

I have been advised to begin the process to convert you from your Non-Career SES position as Senior Adviser (Expert- SGE) in the

Obtained by Judicial Watch Inc. via FOIA

Office of the Secretary which is to be effective April 1, 2012. In order to initiate the conversion appointment I will need the following from you as soon as possible:

1. An updated resume which includes your current Deputy Chief of Staff for Operations position.
2. The attached SF-278 Financial Disclosure Report must be completed for your termination from the Non-Career SES appointment.
3. A copy of the SF-278 can be used with the attached front cover sheet of the OGE-450 Financial Disclosure that must be completed and signed to obtain an Ethics clearance for the conversion appointment.
4. A new signed copy of the Ethics signature page.

Please let me know if you have any questions.

Cynthia J. Motley
Administrative Officer
S/ES-EX Room 7515 HST BLDG
Office Phone: 202-647-9661
Fax: 202-647-6040

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