

Jack, Katie (Clinton)

RELEASE IN PART B5

From: Abedin, Huma (Clinton)
Sent: Wednesday, January 14, 2009 9:01 AM
To: Jack, Katie (Clinton)
Subject: Fw: Suggestions for First Few Days

Print

From: Smith, Daniel B
To: Cheryl Mills ; Abedin, Huma (Clinton)
Cc: Coleman, Claire L
Sent: Wed Jan 14 07:28:37 2009
Subject: FW: Suggestlons for First Few Days

Cheryl and Huma,

Below are some suggestions from Bill Burns, Pat Kennedy and me about outreach ideas for Senator Clinton's first few days next week.

B5

I would be delighted to talk to you about any of these suggestions, and we stand ready to help facilitate them. (Kin Moy has already assigned a Line Officer for the first event and can brief you on past arrival scenarios as well as what the two unions would like to do.) Dan

- C – Street welcoming ceremony (day 1).
- Send a message to all Department employees commending their work and service (day 1).
- Make an appearance at the Daily Press Briefing (day 1).
- Host broader (M/W/F) staff meeting (day 1 or 2).
- “Drop-by” one or two bureau staff meetings and/or walk through one or two bureaus.
- Visit USAID at the Reagan Building.
- Visit the Operations Center and the Line.
- Have a meal in the cafeteria.
- Meet with representatives of Department “affinity” groups (African Americans; Asian Americans; Hispanic Americans; Executive Women; Gay and Lesbians; People with Disabilities).
- Meet with AFSA and AFGE Representatives.

HA 09/01/2015