

RELEASE IN PART
B6

From: Mills, Cheryl D <MillsCD@state.gov>
Sent: Friday, March 20, 2009 10:17 AM
To: H
Cc: williamsbarrett [redacted] Sullivan, Jacob J
Subject: FW: Special Envoy for Muslims Communities and the Organization of Islamic Conference

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FYI

From: Pandith, Farah A
Sent: Friday, March 20, 2009 9:36 AM
To: Mills, Cheryl D
Subject: RE: Special Envoy for Muslims Communities and the Organization of Islamic Conference

Dear Cheryl,

It is with great joy and enthusiasm that I say I am honored and accept with pleasure! Thank you for your belief and trust in me. I want us to accomplish the Secretary's goals on this vital portfolio and am so excited to be a part of her team.

I will draft a job description for you as you outlined. When do you need it?

I am so excited!! Thank you!!

Farah

From: Mills, Cheryl D
Sent: Friday, March 20, 2009 8:02 AM
To: Pandith, Farah A
Cc: Mills, Cheryl D; Toiv, Nora F; McLean, Lori A
Subject: Special Envoy for Muslims Communities and the Organization of Islamic Conference

Farah:

I have had occasion to review the memo, as has the Secretary. I appreciate you also speaking with Maggie. We are excited to move forward with this opportunity.

To do so, I would like you to undertake the:

- Please prepare a draft position description, set of objectives and proposed staff you may require (don't get happy!), which I will modify to be consistent with you to be consistent with the Secretary's goals.
- Let's then meet (Lori will arrange time) to discuss the description, objectives and any staffing.

- Then, I want you to meet with the Secretary and with several other folks here and at the White House (in advance we will advise them you are being appointed to this role, share the description with them, and that we want them to have occasion to meet you), prior to us announcing your role.

In the interim, you will be continued at the Department and once your position is announced, appropriate personnel adjustments will be made. My goal is to undertake these tasks in the next two weeks so we can get you launched.

Please let me know if for any reason you do not wish to go forward. I am enormously excited as is the Secretary – she is so pleased you are willing to undertake this important responsibility and that someone with talent, creativity, intelligence and enthusiasm will be assuming this important role.

cdm

From: Pandith, Farah A
Sent: Monday, March 09, 2009 1:48 PM
To: Mills, Cheryl D
Subject: As you requested -- Action Memo from Farah

<< File: March 9 Memo to Cheryl Mills.docx >>