

RELEASE IN PART
B6

From: Mills, Cheryl D <MillsCD@state.gov>
Sent: Monday, September 21, 2009 3:39 PM
To: H
Subject: FW: [REDACTED]

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More

From: Samuelson, Heather F
Sent: Monday, September 21, 2009 2:49 PM
To: Mills, Cheryl D
Cc: Toiv, Nora F
Subject: [REDACTED]

Cheryl,

[REDACTED] had a second meeting with Amb. Sussman on Friday, in which the Ambassador told [REDACTED] he feels she is overqualified for the position he envisions.

According to [REDACTED] Amb. Sussman was extremely complimentary of her, stating she was very well-respected across the board and everyone he spoke with about her had nothing but wonderful things to say. However, he said he'd be embarrassed/feel bad about asking her to do 85% of the tasks he envisions for this role (Amb. Sussman's job description for the position is below, so you can see why he'd say this).

[REDACTED] said they left things on very good terms with the Ambassador stating he wants them to maintain a relationship and asked her to get back in touch with him in 6 to 7 weeks. He also made a vague, and somewhat odd, reference to her possibly volunteering or working on a contract basis down the line at the embassy. In addition, he made a call to nominate her for a position on the [REDACTED] while she was sitting in his office.

[REDACTED] does not want Amb. Sussman to think that she is at all unhappy with the way she was treated. He seems to put a lot of thought and deliberation into this decision given how long he has drawn out this process and how many people he spoke with about her. [REDACTED] agrees that she would probably be overqualified for the position that he envisions, however, she also feels that he is not using this position to its fullest potential and value.

Right after I got off the phone with [REDACTED] the desk officer for London called to ask who the appropriate person was for Amb Sussman to contact regarding staffing. I said you - so you will likely get an email from the Ambassador about this shortly.

I told [REDACTED] I would keep her posted on our end.

Many thanks,
Heather

From: [REDACTED]
Sent: Monday, September 21, 2009 2:11 PM

To: Samuelson, Heather F
Subject: Fwd:

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Heather - See below for the job description.

Begin forwarded message:

From: Louis Susman
Date: 9 August 2009 16:01:57 BST
To:

Attached please find the job description for the potential special assistant job.

Please call Kelli Adams at the Embassy at 011 44 20 7894 0214 and make an appointment to meet with me some time the week of August 24th.

Ambassador Louis B. Susman

Job Description

Personal Assistant to the Ambassador

The incumbent serves as Personal Assistant to the Ambassador of the United States to the Court of St. James's in London, UK. The American Embassy in London is one of the State Department's largest and most important missions, providing a key diplomatic platform to over 20 USG agencies and hosting more than 15,000 official American visitors per year, including numerous Presidential and Vice-Presidential trips, Congressional Delegations, and Cabinet-level visits. The incumbent reports directly to the Ambassador and maintains a close and confidential working relationship with the Ambassador. He/she assists the Ambassador in prioritizing and managing the many demands on his time and attention, and carrying out special projects as assigned by the Ambassador. Ideally, the incumbent should have prior relevant work experience with the Ambassador, and thus have knowledge of the Ambassador's professional preferences and style. The incumbent coordinates her/his work with the Ambassador's Office Management Specialist and others as needed.

Major Duties and Responsibilities

Assists the Ambassador with his correspondence and contacts with a wide range of associates. From prior experience, determines which items of correspondence require priority treatment or a personal touch from the Ambassador. Drafts correspondence with these factors in mind and makes recommendations on types of communication, i.e., phone call or personal note, that would be appropriate, given the Ambassador's relationship with the interlocutor.

Helps the Ambassador add personal touches to his remarks and speeches, both to outside audiences and to Embassy staff. Suggests relevant references and examples from the Ambassador's prior professional experience that will assist in carrying out the priorities of the Embassy and the Administration.

Helps bring the Ambassador's experience and unique voice to planning documents, such as the Chief of Mission statement in the Mission Program Plan.

Reviews speeches and remarks for the Ambassador, drawing from past experience to make sure that the presentations are consistent with the Ambassador's style and strengths.

Works with the Ambassador on his public presentations, arranging practice sessions and offering frank critiques based on a relationship of trust developed from prior experience.

Creates and maintains archive material relevant to the Ambassador's public appearances and media coverage.

Based on knowledge of the Ambassador's style, advises him on reaching out to Embassy contacts and staff members/families to offer congratulations on accomplishments, condolences on losses of loved ones, and other personal notes designed to strengthen the Ambassador's professional and personal bonds. Drafts appropriate communications for these purposes.

When the Ambassador's spouse is included in an official event, helps her prepare by briefing her on the purpose of the event, the scenario, and the expectations for the participation of the Ambassador's spouse. If appropriate, may assist the spouse with separate schedule items undertaken on behalf of U.S. interests.

Carries out special projects as directed by the Ambassador.