

INTER-OFFICE MEMORANDUM

TO: Ed Minkel, Managing Director
FROM: Commissioner James H. Quello
SUBJ: Promotion for Confidential Assistant
DATE: November 13, 1986

My Confidential Assistant, Ginger Clark, should be promptly promoted to a GS-12 on the basis of:

1. Exceptional ability and performance;
2. Varied FCC and legal experience and knowledge;
3. Positive attitude; and

4. Superior recommendations from all former bureau chiefs for whom she worked. (Phil Verveer, former Chief, Common Carrier Bureau; Larry Harris, former Chief, Mass Media Bureau; Dick Wiley, former Chairman and former FCC General Counsel all gave her A+ ratings when I called for references.)

Ginger joined my staff last May after impressive work records with the Private Radio Bureau, the Common Carrier Bureau and the Broadcast Bureau, now our Mass Media Bureau.

In the last year of her service in the Common Carrier Bureau she was given a special assignment by the Acting Bureau Chief to develop an Agenda Item Handbook to provide guidance to professional staff as well as support staff. This exceptional handbook was first distributed throughout the bureau; and later, at the Chairman's request, it was distributed throughout the Commission. When the handbook assignment was completed, she continued in her work as a Consumer Affairs Specialist, responsible for handling informal complaints and inquiries regarding common carriers. She left that position to work for Larry Harris, then Broadcast Bureau Chief, as an assistant (Information Specialist, GS-11).

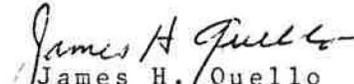
In March of 1983, she left the FCC for higher compensation to work for Bolter & Nilsson as a Telecommunications Specialist. After a few months of long commutes from South Alexandria to Bethesda, Ginger accepted an offer to join Phil Verveer at the law firm of Willkie Farr & Gallagher, where she worked as a Telecommunications Specialist/Executive Assistant for about two years.

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She returned to the FCC in November 1985 to work as an Information Specialist in the office of the Common Carrier Bureau Chief where her primary responsibilities focused on all work products (agenda items, circulates, orders, etc.) identified in the Bureau's MBO submission . . . tracking the items from time of identification to time of release. In the process of performing these duties, Ginger, in conjunction with administrative personnel, developed a tracking system which provides a more efficient method to gather this information.

In her present position as my Confidential Assistant, she has again demonstrated outstanding ability and dedication to the job. Her promotion is well deserved and overdue.


James H. Quello
Commissioner