

## MEMORANDUM

May 30, 2017

TO: David Marwell  
Executive Director

FROM: Tracy J. Shycoff  
Associate Director for Administration

SUBJECT: Special Act Award for Eileen Sullivan

I would like to recommend that Eileen Sullivan receive a Special Act Award for her contributions to the Press and Public Affairs Office. As you know, after the departure of Tom Samoluk, Associate Director for Communications, Eileen was asked to assume an expanded role in the operations of that office. Eileen was solely responsible for the day to day operations of press and public affairs until a new Press and Public Affairs Officer was hired.

During that time, Eileen handled all inquiries from the public, managed records to be sent to NARA, wrote and edited press releases, fielded calls from the media, was instrumental in arranging Chairman Tunheim's appearance on the Oprah Winfrey Show, and managed the release of the Power's film to the media, in addition to her on-going duties as the assistant Press and Public Affairs Officer and member of the administrative staff.

I am sure that you will agree that only with Eileen's outstanding performance and attitude could we avoid an awkward and unproductive period between Tom Samoluk's departure and Thom Wilborn's arrival. Therefore, I am seeking your approval of a Special Act Award for Eileen in the amount of \$1500.00.

Thank you for your consideration.

Approval:

---

---

David G. Marwell

Date