

December 2022

 **Calendar, Interior, Scheduling**

## Thursday, December 1, 2022

**[HOLD] TRIBAL NATIONS SUMMIT**

Tue 11/29/2022 to Thu 12/1/2022

Reception – on 11/29

**TNS Photo**

Thu 12/1/2022 8:00 AM - 8:30 AM

**TNS Opening Prayer**

Thu 12/1/2022 9:00 AM - 9:15 AM

**TNS**

Thu 12/1/2022 9:15 AM - 10:45 AM

**TNS Panel: Public Safety and Justice**

Thu 12/1/2022 10:45 AM - 11:50 AM

**Location:** Yates Auditorium

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

**TNS LUNCH**

Thu 12/1/2022 12:00 PM - 1:00 PM

**Location:** Bison Bistro

**TNS**

Thu 12/1/2022 1:00 PM - 4:30 PM

**(b) (6)**

Thu 12/1/2022 2:00 PM - 2:30 PM

**Location:** MIB

**REMARKS: CLOSING TNS**

Thu 12/1/2022 4:30 PM - 5:00 PM

**Location:** Bison Bistro

**Organizer:** Interior, Scheduling

**Required Attendees:** Gosar, Mili N <mili\_gosar@ios.doi.gov>; Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>; Salazar, Felicia A <felicia\_salazar@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

## Friday, December 2, 2022

(b) (6)

Fri 12/2/2022 9:45 AM - 10:15 AM

**Location:** (b) (6)

TRAVEL

Fri 12/2/2022 10:15 AM - 10:30 AM

**DROP-BY: TNS Partnerships Engagement Session**

Fri 12/2/2022 10:30 AM - 10:40 AM

**Location:** South Penthouse

**Organizer:** Interior, Scheduling

**Required Attendees:** Kelly, Katherine P <Kate\_Kelly@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Newland, Bryan <bryan\_newland@ios.doi.gov>;

TRAVEL

Fri 12/2/2022 10:40 AM - 11:00 AM

LUNCH

Fri 12/2/2022 11:00 AM - 11:45 AM 🚫

TRAVEL

Fri 12/2/2022 11:45 AM - 12:00 PM

**DAILY CHECK-IN: Chief of Staff**

Fri 12/2/2022 12:00 PM - 12:30 PM 🚫

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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## CHECK-IN: Scheduling & Housekeeping Items

Fri 12/2/2022 12:30 PM - 1:00 PM

**Location:** Office of the Secretary

**Organizer:** Interior, Scheduling

**Required Attendees:** Kules, Amanda B <amanda\_kules@ios.doi.gov>; Germain, Naomie E <naomie\_germain@ios.doi.gov>; Ming, Catherine G <catherine\_ming@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Gosar, Mili N <mili\_gosar@ios.doi.gov>;

## MONTHLY: iPhone FOIA

Fri 12/2/2022 1:00 PM - 1:30 PM

**Location:** Office of the Secretary

**Organizer:** Interior, Scheduling

**Required Attendees:** Germain, Naomie E <naomie\_germain@ios.doi.gov>; Batakovic, Esad <esad\_batakovic@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

## PRE-BRIEF: AZ/OR Trip (Policy)

Fri 12/2/2022 2:00 PM - 3:00 PM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Kules, Amanda B <amanda\_kules@ios.doi.gov>; Jackson, Brendan K <brendan\_jackson@ios.doi.gov>; Baler, David H <david\_baler@ios.doi.gov>; Kelly, Katherine P <Kate\_Kelly@ios.doi.gov>; Gosar, Mili N <mili\_gosar@ios.doi.gov>; Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>; Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Klein, Elizabeth A <Elizabeth\_Klein@ios.doi.gov>; Alonso, Shantha R <shantha\_alonso@ios.doi.gov>; Greenberger, Sarah D <Sarah\_Greenberger@ios.doi.gov>; Scott, Janea A <janea\_scott@ios.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>; Stone-Manning, Tracy M <(b) (6)>

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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**PRE-BRIEF: AZ/OR Trip (Logistics)**

Fri 12/2/2022 3:00 PM - 3:30 PM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Kules, Amanda B <amanda\_kules@ios.doi.gov>; Jackson, Brendan K <brendan\_jackson@ios.doi.gov>; Baler, David H <david\_baler@ios.doi.gov>; Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>; Alonso, Shantha R <shantha\_alonso@ios.doi.gov>; Greenberger, Sarah D <Sarah\_Greenberger@ios.doi.gov>; Klein, Elizabeth A <Elizabeth\_Klein@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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## Saturday, December 3, 2022

**A Christmas Carol**

Sat 12/3/2022 1:00 PM - 3:30 PM

**Location:** Ford's Theatre

## Sunday, December 4, 2022

## Monday, December 5, 2022

**FLIGHT**

Mon 12/5/2022 9:50 AM - 2:38 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Alonso, Shantha R <shantha\_alonso@ios.doi.gov>; Greenberger, Sarah D <Sarah\_Greenberger@ios.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>;

TRAVEL

Mon 12/5/2022 3:00 PM - 4:10 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Alonso, Shantha R <shantha\_alonso@ios.doi.gov>; Greenberger, Sarah D <Sarah\_Greenberger@ios.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>;

PRESS AVAILABILITY

Mon 12/5/2022 4:00 PM - 4:30 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Alonso, Shantha R <shantha\_alonso@ios.doi.gov>; Greenberger, Sarah D <Sarah\_Greenberger@ios.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>;

SITE VISIT: SONORAN SOLAR ENERGY PROJECT

Mon 12/5/2022 4:30 PM - 5:15 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Alonso, Shantha R <shantha\_alonso@ios.doi.gov>; Greenberger, Sarah D <Sarah\_Greenberger@ios.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>;

## Tuesday, December 6, 2022

TRAVEL

Tue 12/6/2022 10:05 AM - 10:25 AM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Alonso, Shantha R <shantha\_alonso@ios.doi.gov>; Greenberger, Sarah D <Sarah\_Greenberger@ios.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>;

MEETING: GOVERNOR POLIS

Tue 12/6/2022 10:30 AM - 11:00 AM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Alonso, Shantha R <shantha\_alonso@ios.doi.gov>; Greenberger, Sarah D <Sarah\_Greenberger@ios.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>; Stone-Manning, Tracy M <(b) (6)>

OFFICE HOURS

Tue 12/6/2022 11:00 AM - 12:00 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Ming, Catherine G <catherine\_ming@ios.doi.gov>;

**MEETING: GOVERNOR COX**

Tue 12/6/2022 12:00 PM - 12:30 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Alonso, Shantha R <shantha\_alonso@ios.doi.gov>; Greenberger, Sarah D <Sarah.Greenberger@ios.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>; Stone-Manning, Tracy M <(b) (6)>

**WGA PREP**

Tue 12/6/2022 12:45 PM - 1:15 PM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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**MEETING: GOVERNOR STITT**

Tue 12/6/2022 1:15 PM - 1:25 PM

**WORKING LUNCH: WESTERN GOVERNOR'S ASSOCIATION**

Tue 12/6/2022 1:30 PM - 2:30 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Alonso, Shantha R <shantha\_alonso@ios.doi.gov>; Greenberger, Sarah D <Sarah.Greenberger@ios.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>; Stone-Manning, Tracy M <(b) (6)>

**WGA Q&A/REMARKS PREP**

Tue 12/6/2022 2:30 PM - 3:00 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Alonso, Shantha R <shantha\_alonso@ios.doi.gov>; Greenberger, Sarah D <Sarah.Greenberger@ios.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>; Stone-Manning, Tracy M <(b) (6)>

□ **REMARKS: WESTERN GOVERNOR'S ASSOCIATION**

Tue 12/6/2022 3:00 PM - 4:00 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Alonso, Shantha R <shantha\_alonso@ios.doi.gov>; Greenberger, Sarah D <Sarah.Greenberger@ios.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>; Stone-Manning, Tracy M <(b) (6)>

□ **MEETING: GOVERNOR GORDON**

Tue 12/6/2022 4:45 PM - 5:15 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Alonso, Shantha R <shantha\_alonso@ios.doi.gov>; Greenberger, Sarah D <Sarah.Greenberger@ios.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>; Stone-Manning, Tracy M <(b) (6)>

## Wednesday, December 7, 2022

□ **PRE-BRIEF: CALL - Sen. Manchin**

Wed 12/7/2022 11:00 AM - 11:30 AM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Kelly, Katherine P <Kate\_Kelly@ios.doi.gov>; Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Wallace, Andrew G <andrew\_wallace@ios.doi.gov>; Williams, Martha M <martha\_williams@fws.gov>; Estenoz, Shannon A <shannon\_estenoz@ios.doi.gov>; Weber, Wendi <wendi\_weber@fws.gov>; Hastie, Kyla <kyla\_hastie@fws.gov>; Gray, Morgan <Leslie\_Morgan\_Gray@ios.doi.gov>;

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□ **DAILY CHECK-IN: Chief of Staff**

Wed 12/7/2022 11:30 AM - 12:00 PM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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## CALL: Senator Manchin

Wed 12/7/2022 12:00 PM - 12:30 PM

**Location:** Conference Line

**Organizer:** Interior, Scheduling

**Required Attendees:** Wallace, Andrew G <andrew\_wallace@ios.doi.gov>; Gray, Morgan <Leslie\_Morgan\_Gray@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

Dial in: (b) (6)

Conf ID: (b) (6)

## TRAVEL

Wed 12/7/2022 1:35 PM - 1:45 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>;

## FLIGHT

Wed 12/7/2022 2:45 PM - 5:17 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>;

## Thursday, December 8, 2022

## TRAVEL

Thu 12/8/2022 12:00 PM - 1:00 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Baler, David H <david\_baler@ios.doi.gov>; Klein, Elizabeth A <Elizabeth\_Klein@ios.doi.gov>;



**DAILY CHECK-IN: Chief of Staff**

Thu 12/8/2022 12:00 PM - 12:30 PM 🗨

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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**SITE VISIT: IRON GATE DAM**

Thu 12/8/2022 1:00 PM - 2:30 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Baler, David H <david\_baler@ios.doi.gov>; Klein, Elizabeth A <Elizabeth\_Klein@ios.doi.gov>;

**PRESS AVAILABILITY**

Thu 12/8/2022 2:30 PM - 3:00 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Cherry, Tyler A <tyler\_cherry@ios.doi.gov>; Baler, David H <david\_baler@ios.doi.gov>; Klein, Elizabeth A <Elizabeth\_Klein@ios.doi.gov>;

**TRAVEL**

Thu 12/8/2022 3:00 PM - 3:45 PM

**LUNCH**

Thu 12/8/2022 3:45 PM - 5:00 PM

## Friday, December 9, 2022

**PERSONAL**

Fri 12/9/2022 to Sun 12/11/2022

## Saturday, December 10, 2022

### PERSONAL

Fri 12/9/2022 to Sun 12/11/2022

## Sunday, December 11, 2022

### PERSONAL

Fri 12/9/2022 to Sun 12/11/2022

## Monday, December 12, 2022

### DAILY CHECK-IN: Chief of Staff

Mon 12/12/2022 9:30 AM - 10:00 AM ↻

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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### WEEKLY MEETING: Senior Leadership

Mon 12/12/2022 10:00 AM - 11:00 AM ↻

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Interior, Scheduling <Scheduling\_Interior@ios.doi.gov>; Anderson, Robert T <Robert.Anderson@sol.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>; Trujillo, Tanya M <tanya\_trujillo@ios.doi.gov>; Estenoz, Shannon A <shannon\_estenoz@ios.doi.gov>; Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Newland, Bryan <bryan\_newland@ios.doi.gov>; Klein, Elizabeth A <Elizabeth\_Klein@ios.doi.gov>; Nakoa, Keone J <keone\_nakoa@ios.doi.gov>; Kelly, Katherine P

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### WEEKLY MEETING: Communications

Mon 12/12/2022 11:00 AM - 11:30 AM ↻

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Interior, Scheduling <Scheduling\_Interior@ios.doi.gov>; Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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### WEEKLY MEETING: Office of Congressional & Legislative Affairs

Mon 12/12/2022 11:30 AM - 12:00 PM ↻

**Location:** Office of the Secretary

**Organizer:** Interior, Scheduling

**Required Attendees:** Interior, Scheduling <Scheduling\_Interior@ios.doi.gov>; Andrew Wallace <andrew\_wallace@ios.doi.gov>; Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

### (b) (6)

Mon 12/12/2022 12:30 PM - 1:00 PM

**Location:** Office of the Secretary

**Organizer:** Interior, Scheduling

**Required Attendees:** Interior, Scheduling <Scheduling\_Interior@ios.doi.gov>; Germain, Naomie E <naomie\_germain@ios.doi.gov>; Kalsi, Amy <amy\_kalsi@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

**LUNCH**

Mon 12/12/2022 1:00 PM - 1:30 PM 🗳

**COOP TRAINING**

Mon 12/12/2022 2:00 PM - 4:00 PM

**Location:** Conference Room 5160

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Beaudreau, Tommy P <tommy\_beaudreau@ios.doi.gov>; Anderson, Robert T <Robert.Anderson@sol.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>; Newland, Bryan <bryan\_newland@ios.doi.gov>; Cantor, Carmen G <carmen\_cantor@ios.doi.gov>; Estenoz, Shannon A <shannon\_estenoz@ios.doi.gov>; Trujillo, Tanya M <tanya\_trujillo@ios.doi.gov>; Ash, Darren B <darren\_ash@ios.doi.gov>; (b) (6), (b) (7)(C)

>; Mooney, Joan M <joan\_mooney@ios.doi.gov>; Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>; Garriott, Wizipan <Wizi\_Garriott@ios.doi.gov>;

**Optional Attendees:** Price, Emily E <emily\_price@ios.doi.gov>; Shelton, Gregory P <gregory\_shelton@ios.doi.gov>;

**TRAVEL**

Mon 12/12/2022 4:30 PM - 5:00 PM

## Tuesday, December 13, 2022

**DAILY CHECK-IN: Chief of Staff**

Tue 12/13/2022 9:30 AM - 10:00 AM 🗳

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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TRAVEL

Tue 12/13/2022 11:00 AM - 11:30 AM

(b) (6)

Tue 12/13/2022 11:30 AM - 12:00 PM

**Location:** (b) (6)

TRAVEL

Tue 12/13/2022 12:00 PM - 12:30 PM

LUNCH

Tue 12/13/2022 12:30 PM - 1:00 PM

ALL EMPLOYEE HOLIDAY PARTY

Tue 12/13/2022 1:15 PM - 2:15 PM

**Location:** Bison Bistro

**Organizer:** Interior, Scheduling

**Required Attendees:** Gosar, Mili N <mili\_gosar@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

TRAVEL

Tue 12/13/2022 2:30 PM - 2:45 PM

WH Bill Signing: Respect for Marriage Act

Tue 12/13/2022 2:45 PM - 4:30 PM

**Location:** WH

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

TRAVEL

Tue 12/13/2022 4:30 PM - 4:45 PM

## Wednesday, December 14, 2022

DAILY CHECK-IN: Chief of Staff

Wed 12/14/2022 9:30 AM - 10:00 AM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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### PREP: ALL HANDS

Wed 12/14/2022 2:00 PM - 2:30 PM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>; Salazar, Felicia A <felicia\_salazar@ios.doi.gov>; Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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### DROP-BY: CIO Holiday Party

Wed 12/14/2022 2:30 PM - 2:45 PM

**Location:** OS-OCIO Magnolia Conference Room 7013 MIB

**Organizer:** Interior, Scheduling

**Required Attendees:** Abimbola, Oluwarotimi M <oluwarotimi\_abimbola@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

TRAVEL

Wed 12/14/2022 2:45 PM - 3:00 PM

Pre-Event Reception Invitation for Portrait Unveiling

Wed 12/14/2022 3:00 PM - 4:00 PM

**Location:** U.S. Capitol Office (H-231)

**Organizer:** Interior, Scheduling

**Required Attendees:** Germain, Naomie E <naomie\_germain@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

Portrait Unveiling: Speaker Pelosi

Wed 12/14/2022 4:00 PM - 4:45 PM

**Location:** US Capitol, Statuary Hall

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

TRAVEL

Wed 12/14/2022 4:45 PM - 5:00 PM

## Thursday, December 15, 2022

DAILY CHECK-IN: Chief of Staff

Thu 12/15/2022 9:30 AM - 10:00 AM ↻

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

---

### Microsoft Teams meeting

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---

BRIEF: Sustainability & Plastic Ban

Thu 12/15/2022 12:00 PM - 12:30 PM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Mooney, Joan M <joan\_mooney@ios.doi.gov>; Greenberger, Sarah D <Sarah\_Greenberger@ios.doi.gov>; Kelly, Katherine P <Kate\_Kelly@ios.doi.gov>; Werwa, Eric <eric\_werwa@ios.doi.gov>; Tryon, Steve G <stephen\_tryon@ios.doi.gov>; Gunning, Dawn M <dawn\_gunning@ios.doi.gov>; Rushing, Robert W <robert\_rushing@ios.doi.gov>; Olsen, Megan C <megan\_olsen@ios.doi.gov>;

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## Microsoft Teams meeting

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### LUNCH

Thu 12/15/2022 1:00 PM - 1:30 PM 🌐

### ALL HANDS

Thu 12/15/2022 3:00 PM - 4:00 PM 🌐

**Location:** Virtual

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>; Salazar, Felicia A <felicia\_salazar@ios.doi.gov>;

[ZOOM](#) Passcode: (b) (5)

## Friday, December 16, 2022

### DAILY CHECK-IN: Chief of Staff

Fri 12/16/2022 9:30 AM - 10:00 AM 🌐

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

---

## Microsoft Teams meeting

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**PRE-BRIEF: MEETING - HWCC**

Fri 12/16/2022 11:00 AM - 11:30 AM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Strickler, Matthew J <matthew\_strickler@ios.doi.gov>; Williams, Martha M <martha\_williams@fws.gov>; Kelly, Katherine P <Kate\_Kelly@ios.doi.gov>; Kules, Amanda B <amanda\_kules@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>;

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## Microsoft Teams meeting

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**WEEKLY CHECK-IN: Scheduling & Housekeeping Items**

Fri 12/16/2022 11:30 AM - 12:00 PM

**Location:** Office of the Secretary

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Germain, Naomie E <naomie\_germain@ios.doi.gov>; Gosar, Mili N <mili\_gosar@ios.doi.gov>; Ming, Catherine G <catherine\_ming@ios.doi.gov>; Kules, Amanda B <amanda\_kules@ios.doi.gov>;

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## Microsoft Teams meeting

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---

**LUNCH**

Fri 12/16/2022 12:00 PM - 12:30 PM

**DROP-BY: Ethics Holiday Party**

Fri 12/16/2022 12:45 PM - 1:00 PM

**Location:** 5308

**Organizer:** Interior, Scheduling

**Required Attendees:** Garcia, Monica L <monica.garcia@sol.doi.gov>;

**Optional Attendees:** Kules, Amanda B <amanda\_kules@ios.doi.gov>; Germain, Naomie E <naomie\_germain@ios.doi.gov>; Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

**OIIA: Holiday Party**

Fri 12/16/2022 1:00 PM - 1:15 PM

**Location:** 3110

**Organizer:** Interior, Scheduling

**Required Attendees:** Germain, Naomie E <naomie\_germain@ios.doi.gov>; Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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## Microsoft Teams meeting

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**GIFT REVIEW**

Fri 12/16/2022 1:15 PM - 1:30 PM

**Location:** 6013

**Organizer:** Interior, Scheduling

**Required Attendees:** Baler, David H <david\_baler@ios.doi.gov>; Germain, Naomie E <naomie\_germain@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

**MEETING - Rich Cardinale**

Fri 12/16/2022 2:00 PM - 2:30 PM

**Location:** 7312

**Organizer:** Interior, Scheduling

**Required Attendees:** Germain, Naomie E <naomie\_germain@ios.doi.gov>; Cardinale, Richard <Richard\_Cardinale@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>;

**CALL: Emmie Horadam**

Fri 12/16/2022 2:45 PM - 3:00 PM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Horadam, Emily (Emmie) <emily\_horadam@ios.doi.gov>;

**Optional Attendees:** Gosar, Mili N <mili\_gosar@ios.doi.gov>; Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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## Microsoft Teams meeting

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**TRAVEL**

Fri 12/16/2022 3:00 PM - 3:15 PM

(b) (6)

Fri 12/16/2022 3:15 PM - 3:30 PM

**Location:** (b) (6)

**Organizer:** Interior, Scheduling

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

WH (b) (5)

Fri 12/16/2022 4:00 PM - 5:00 PM

**Location:** WH; Roosevelt Room

**Organizer:** Interior, Scheduling

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

## Saturday, December 17, 2022

## Sunday, December 18, 2022

National Menorah Lighting

Sun 12/18/2022 4:00 PM - 5:30 PM

**Location:** Ellipse

**Organizer:** Interior, Scheduling

**Required Attendees:** Greenberger, Sarah D <Sarah\_Greenberger@ios.doi.gov>;

## Monday, December 19, 2022

CHECK-IN

Mon 12/19/2022 9:30 AM - 10:00 AM 🗨

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Beaudreau, Tommy P <tommy\_beaudreau@ios.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>; Anderson, Robert T <Robert.Anderson@sol.doi.gov>; Kelly, Katherine P <Kate\_Kelly@ios.doi.gov>;

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## Microsoft Teams meeting

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## □ WEEKLY MEETING: Senior Leadership

Mon 12/19/2022 10:00 AM - 11:00 AM 🗨

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Interior, Scheduling <Scheduling\_Interior@ios.doi.gov>; Anderson, Robert T <Robert.Anderson@sol.doi.gov>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>; Trujillo, Tanya M <tanya\_trujillo@ios.doi.gov>; Estenoz, Shannon A <shannon\_estenoz@ios.doi.gov>; Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Newland, Bryan <bryan\_newland@ios.doi.gov>; Klein, Elizabeth A <Elizabeth\_Klein@ios.doi.gov>; Nakoa, Keone J <keone\_nakoa@ios.doi.gov>; Kelly, Katherine P <Kate\_Kelly@ios.doi.gov>; Mooney, Joan M <joan\_mooney@ios.doi.gov>; Cantor, Carmen G <carmen\_cantor@ios.doi.gov>; Beaudreau, Tommy P <tommy\_beaudreau@ios.doi.gov>;

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## Microsoft Teams meeting

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## □ WEEKLY MEETING: Communications

Mon 12/19/2022 11:00 AM - 11:30 AM 🗨

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Interior, Scheduling <Scheduling\_Interior@ios.doi.gov>; Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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## Microsoft Teams meeting

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## □ MEETING: HWCC

Mon 12/19/2022 11:00 AM - 11:30 AM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Williams, Martha M <martha\_williams@fws.gov>; Kelly, Katherine P <Kate\_Kelly@ios.doi.gov>; Strickler, Matthew J <matthew\_strickler@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

(b) (5)

## □ BRIEF: DM Chapter on Indigenous Knowledge

Mon 12/19/2022 11:30 AM - 12:00 PM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Greenberger, Sarah D <Sarah\_Greenberger@ios.doi.gov>; Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Wiseman, Maria K <Maria.Wiseman@bia.gov>; Newland, Bryan <bryan\_newland@ios.doi.gov>; Klein, Elizabeth A <Elizabeth\_Klein@ios.doi.gov>; Malcom, Jacob W <jacob\_malcom@ios.doi.gov>; Kelly, Katherine P <Kate\_Kelly@ios.doi.gov>; Todacheene, Heidi J <heidi\_todacheene@ios.doi.gov>; Anderson, Robert T <Robert.Anderson@sol.doi.gov>; Garriott, Wizipan <Wizi\_Garriott@ios.doi.gov>; Isom-Clause, Kathryn C <Kathryn\_Isom-Clause@ios.doi.gov>; Werwa, Eric <eric\_werwa@ios.doi.gov>; Beaudreau, Tommy P <tommy\_beaudreau@ios.doi.gov>;

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## □ PRE-BRIEF: Condé Nast Traveler

Mon 12/19/2022 12:30 PM - 1:00 PM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>; Cherry, Tyler A <tyler\_cherry@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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## Microsoft Teams meeting

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**LUNCH**

Mon 12/19/2022 1:00 PM - 1:30 PM

**BRIEF: Wildfire Passback Decision**

Mon 12/19/2022 1:30 PM - 2:00 PM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Klein, Elizabeth A <Elizabeth\_Klein@ios.doi.gov>; Mooney, Joan M <joan\_mooney@ios.doi.gov>; Kelly, Katherine P <Kate\_Kelly@ios.doi.gov>; Greenberger, Sarah D <Sarah\_Greenberger@ios.doi.gov>; Flanagan, Denise A <Denise\_Flanagan@ios.doi.gov>; Horsburgh, Erin L <erin\_horsburgh@ios.doi.gov>; Moss, Adrienne <Adrienne\_Moss@ios.doi.gov>; Gordon, Bill J <Bill\_Gordon@ios.doi.gov>;

**Optional Attendees:** Beaudreau, Tommy P <tommy\_beaudreau@ios.doi.gov>;

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## Microsoft Teams meeting

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## Tuesday, December 20, 2022

**DAILY CHECK-IN: Chief of Staff**

Tue 12/20/2022 9:30 AM - 10:00 AM 🗨

**Location:** Office of the Secretary

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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## Microsoft Teams meeting

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### ANNUAL ETHICS TRAINING

Tue 12/20/2022 10:30 AM - 12:00 PM

**Location:** Office of the Secretary

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Garcia, Monica L <monica.garcia@sol.doi.gov>; Gottry, Heather C <heather.gottry@sol.doi.gov>;

### LUNCH

Tue 12/20/2022 12:00 PM - 12:30 PM 🗓

### TRAVEL

Tue 12/20/2022 12:45 PM - 1:00 PM

### (b) (6)

Tue 12/20/2022 1:00 PM - 1:15 PM

**Location:** (b) (6)

**Organizer:** Interior, Scheduling

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

### TRAVEL

Tue 12/20/2022 1:15 PM - 1:30 PM

### WEEKLY MEETING: Deputy Secretary

Tue 12/20/2022 1:30 PM - 2:00 PM 🗓

**Location:** Office of the Secretary

**Organizer:** Interior, Scheduling



**Required Attendees:** Interior, Scheduling <Scheduling\_Interior@ios.doi.gov>; Beaudreau, Tommy P <tommy\_beaudreau@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

□ **PRESS: Condé Nast Traveler**

Tue 12/20/2022 2:00 PM - 2:30 PM

**Location:** Virtual

**Organizer:** Interior, Scheduling

**Required Attendees:** Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

□ **BRIEF: ESA 50th Anniversary**

Tue 12/20/2022 2:30 PM - 3:00 PM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>; Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Beaudreau, Tommy P <tommy\_beaudreau@ios.doi.gov>; Greenberger, Sarah D <Sarah\_Greenberger@ios.doi.gov>; Estenoz, Shannon A <shannon\_estenoz@ios.doi.gov>; Strickler, Matthew J <matthew\_strickler@ios.doi.gov>; Williams, Martha M <martha\_williams@fws.gov>; Sundaresan, Siva R <siva\_sundaresan@fws.gov>; Frazer, Gary D <gary\_frazer@fws.gov>; Alonso, Shantha R <shantha\_alonso@ios.doi.gov>; Wallace, Andrew G <andrew\_wallace@ios.doi.gov>;

**Optional Attendees:** Kelly, Katherine P <Kate\_Kelly@ios.doi.gov>; Todacheene, Heidi J <heidi\_todacheene@ios.doi.gov>;

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## Microsoft Teams meeting

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□ **BRIEF: Chugach Lands Study**

Tue 12/20/2022 3:00 PM - 3:30 PM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Thiele, Raina D <raina\_thiele@ios.doi.gov>; Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Beaudreau, Tommy P <tommy\_beaudreau@ios.doi.gov>; Stone-Manning, Tracy M <(b) (6)>; Daniel-Davis, Laura E <laura\_daniel-davis@ios.doi.gov>; Culver, Nada L <nculver@blm.gov>; Taylor, Sara M <sara\_taylor@ios.doi.gov>; Kelly, Katherine P <Kate\_Kelly@ios.doi.gov>; Gray, Morgan <Leslie\_Morgan\_Gray@ios.doi.gov>; Todacheene, Heidi J <heidi\_todacheene@ios.doi.gov>;

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## TRAVEL

Tue 12/20/2022 3:30 PM - 4:00 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Beaudreau, Tommy P <tommy\_beaudreau@ios.doi.gov>;

## WH BRIEF: (b) (5)

Tue 12/20/2022 4:00 PM - 5:00 PM

**Location:** EEOB, SMS Exec, Suite (b) (6)

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Beaudreau, Tommy P <tommy\_beaudreau@ios.doi.gov>; (b) (6), (b) (7)(C)

## Wednesday, December 21, 2022

### PERSONAL

Wed 12/21/2022 to Wed 12/28/2022

### FLIGHT

Wed 12/21/2022 8:41 AM - 4:04 PM

## Thursday, December 22, 2022

### PERSONAL

Wed 12/21/2022 to Wed 12/28/2022

### (b) (6)

Thu 12/22/2022 12:00 PM - 1:00 PM

Location: (b) (6)

## Friday, December 23, 2022

### PERSONAL

Wed 12/21/2022 to Wed 12/28/2022

### DAILY CHECK-IN: Chief of Staff

Fri 12/23/2022 11:30 AM - 12:00 PM 🗨

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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## Microsoft Teams meeting

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### FLIGHT

Fri 12/23/2022 3:50 PM - 9:05 PM

## Saturday, December 24, 2022

### PERSONAL

Wed 12/21/2022 to Wed 12/28/2022

## Sunday, December 25, 2022

### PERSONAL

Wed 12/21/2022 to Wed 12/28/2022

- Christmas Day**  
Sun 12/25/2022 (All day)

## Monday, December 26, 2022

- PERSONAL**  
Wed 12/21/2022 to Wed 12/28/2022

- Christmas Day (Observed)**  
Mon 12/26/2022 (All day)

## Tuesday, December 27, 2022

- PERSONAL**  
Wed 12/21/2022 to Wed 12/28/2022

- DAILY CHECK-IN: Chief of Staff**  
Tue 12/27/2022 11:30 AM - 12:00 PM 🗓

**Location:** Microsoft Teams Meeting  
**Organizer:** Interior, Scheduling  
**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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### Microsoft Teams meeting

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- 
- STATE DEPARTMENT BRIEF: Brazil Trip**  
Tue 12/27/2022 12:00 PM - 12:30 PM

**Location:** Virtual  
**Organizer:** Interior, Scheduling  
**Required Attendees:** (b) (6), (b) (7)(C) Taylor, Rachael S  
<rachael\_taylor@ios.doi.gov>; Kules, Amanda B <amanda\_kules@ios.doi.gov>; Schwartz, Melissa A

<melissa\_schwartz@ios.doi.gov>;

Microsoft Teams meeting

**Join on your computer, mobile app or room device**

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## Wednesday, December 28, 2022

### PERSONAL

Wed 12/21/2022 to Wed 12/28/2022

### DAILY CHECK-IN: Chief of Staff

Wed 12/28/2022 11:30 AM - 12:00 PM 🗨

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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## Microsoft Teams meeting

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## Friday, December 30, 2022

### DAILY CHECK-IN: Chief of Staff

Fri 12/30/2022 10:00 AM - 10:30 AM 🗨

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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## Microsoft Teams meeting

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**WEEKLY MEETING: Deputy Secretary**

Fri 12/30/2022 11:00 AM - 11:30 AM 🗓

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Interior, Scheduling <Scheduling\_Interior@ios.doi.gov>; Beaudreau, Tommy P <tommy\_beaudreau@ios.doi.gov>;

**Optional Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

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**WEEKLY CHECK-IN: Scheduling & Housekeeping Items**

Fri 12/30/2022 11:30 AM - 12:00 PM 🗓

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Interior, Scheduling <Scheduling\_Interior@ios.doi.gov>; Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Kules, Amanda B <amanda\_kules@ios.doi.gov>; Germain, Naomie E <naomie\_germain@ios.doi.gov>; Gosar, Mili N <mili\_gosar@ios.doi.gov>; Ming, Catherine G <catherine\_ming@ios.doi.gov>;

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**LUNCH**

Fri 12/30/2022 12:00 PM - 12:30 PM 🗨

**PRE-BRIEF: Brazil Trip (Policy/Logistics)**

Fri 12/30/2022 12:45 PM - 1:45 PM

**Location:** Microsoft Teams Meeting

**Organizer:** Interior, Scheduling

**Required Attendees:** Kules, Amanda B <amanda\_kules@ios.doi.gov>; Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Senhadji, Karen M <Karen\_Senhadji@ios.doi.gov>; Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>; Todacheene, Heidi J <heidi\_todacheene@ios.doi.gov>; Downes, David R <David\_Downes@ios.doi.gov>; Thiele, Raina D <raina\_thiele@ios.doi.gov>; Germain, Naomie E <naomie\_germain@ios.doi.gov>;

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## Saturday, December 31, 2022

**TRAVEL**

Sat 12/31/2022 8:15 AM - 8:45 AM

**Organizer:** Interior, Scheduling

**Required Attendees:** Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>; Taylor, Rachael S <rachael\_taylor@ios.doi.gov>;

□ FLIGHT

Sat 12/31/2022 9:05 AM - 5:55 PM

**Organizer:** Interior, Scheduling

**Required Attendees:** Taylor, Rachael S <rachael\_taylor@ios.doi.gov>; Schwartz, Melissa A <melissa\_schwartz@ios.doi.gov>;