

**March 16, 2020**

Monday

**9:00 AM - 9:30 AM**

**Daily Check In -- Secretary's Conference Room**

1- (b) (5) Code (b) (5)

Leader Code (b) (5)

**10:30 AM - 11:00 AM**

**Staff Meeting -- Secretary's Office**

**11:00 AM - 11:15 AM**

**Staff Meeting -- Secretary's Office**

**12:00 PM - 12:30 PM**

**External Call/Intergovernmental -- Secretary's Office**

**1:00 PM - 1:30 PM**

**Staff Meeting -- Secretary's Conference Room**

**3:00 PM - 4:00 PM**

**Assistant Secretaries Weekly Meeting -- Conference Call Dial In Number 1- (b) (5) Participant**  
Passcode Code (b) (5)  
Invitees only  
No surrogates.

Leader Code (b) (5)

**4:00 PM - 5:00 PM**

**Staff Call -- North Penthouse**  
Vela will take call from room 3013

The target audience for this call is AD's/RD's/Superintendents. This is not an all employee call.

Conference Line: (b) (5)

Passcode: (b) (5)

All participants will enter in listen only mode. If time allows phone lines will be opened for Q&A

**5:00 PM - 5:10 PM**

**Afternoon Check-in -- Secretary's Office**

**March 17, 2020**

Tuesday

9:00 AM - 9:30 AM

Daily Check In -- Secretary's Conference Room

1- (b) (5) Code (b) (5)

Leader Code (b) (5)

11:00 AM - 11:30 AM

Staff Call -- Call-in 1- (b) (5) Code (b) (5)

Leader Code (b) (5)

5:00 PM - 5:10 PM

Afternoon Check-in -- Secretary's Office

**March 18, 2020**

Wednesday

9:00 AM - 9:30 AM

Daily Check In -- Secretary's Conference Room

1- (b) (5) Code (b) (5)

Leader Code (b) (5)

11:00 AM - 11:30 AM

Staff CALL - Call in for the meeting -- CALL

1- (b) (5) Code (b) (5)

Leader code (b) (5)

2:30 PM - 3:30 PM

Staff CALL/Call in for meeting -- CALL

1- (b) (5) Code (b) (5)

Leader code (b) (5)

5:00 PM - 5:10 PM

Afternoon Check-in -- Secretary's Office

**March 19, 2020**

Thursday

9:00 AM - 9:30 AM

Daily Check In -- Secretary's Conference Room

1- (b) (5) Code (b) (5)

**March 19, 2020 Continued**

Thursday

Leader Code (b) (5)

11:00 AM - 11:30 AM

Staff CALL/Call in for meeting

1- (b) (5) Code (b) (5)

Leader Code (b) (5)

1:00 PM - 2:00 PM

Staff CALL -- Secretary's Conference Room

1- (b) (5) Code (b) (5)

Leader Code (b) (5)

5:00 PM - 5:10 PM

Afternoon Check-in -- Secretary's Office

**March 20, 2020**

Friday

5:00 PM - 5:10 PM

Afternoon Check-in -- Secretary's Office

5:15 PM - 5:15 PM

Depart DOI en route to WWII memorial

5:30 PM - 6:30 PM

Video Filming -- WWII memorial