

1/8/19 January

DLB Schedule

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office
- 10:30-11:30** **Drop By with Grijalva**
Location: 6342
- 2:00-2:30** **Meeting with Brandon Middleton**
Location: Secretary's Office
- 4:00-4:30** **AS/FWP Operations Meeting**
Location: 6151

1/9/19

DLB Schedule

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office
- 9:45-10:15** **Staff Meeting**
Location
- 11:00-12:00** **DOI Operations Meeting – AS/PMB**
Location: 6151
- 1:00-1:30** **Politicals Meeting**
Location: 5160
- 1:45-2:45** **Staff Meeting**
Location: Secretary's Office
- 2:45-3:00** **Depart DOI for EEOB**
- 3:00-4:00** **Monthly NEC Meeting**
Location: EEOB (b) (6)
- 4:00-4:15** **Depart EEOB for DOI**
- 4:30-5:00** **Call with Kevin O'Scannlain**
Call: (b) (6)

David Bernhardt

Schedule - Thursday January 10, 2019

9:00am-9:15am	Daily Check-in Rm. 6114
9:15am - 9:30am	Depart DOI for EEOB
9:30am - 11:30am	Deputy Secretary Lapse Working Group - EEOB (b) (6)
11:45am - 12:15pm	Mtg. w/Matt Pottinger and Eric Johnson (NSC) - EEOB (b) (6)
12:30pm - 1:00pm	Mtg. w/Brian Jack (OPA) EEOB (b) (6)
1:15pm - 1:45pm	Mtg. w/PPO (WH) EEOB (b) (6)
2:00pm-2:30pm	Mtg. w/ Bremberg & Leggitt West Wing Rm (b) (6)
2:45pm - 3:15pm	Mtg. w/Tim Pataki (OPL) EEOB (b) (6)
3:30pm - 4:00pm	Mtg. w/Doug Hoelscher (IGA) EEOB (b) (6)
4:00pm - 4:15pm	Depart EEOB for DOI
4:00pm-5:00pm	AS/WS Operations Meeting RM 6151

David Bernhardt

Schedule - Thursday January 10, 2019

9:00am-9:15am	Daily Check-in Rm. 6114
9:15am - 9:30am	Depart DOI for EEOB
9:30am - 11:30am	Deputy Secretary Lapse Working Group - EEOB (b) (6)
11:45am - 12:15pm	Mtg. w/Matt Pottinger and Eric Johnson (NSC) - EEOB (b) (6)
12:30pm - 1:00pm	Mtg. w/Brian Jack (OPA) EEOB (b) (6)
1:15pm - 1:45pm	Mtg. w/PPO (WH) EEOB (b) (6)
2:00pm-2:30pm	Mtg. w/ Bremberg & Leggitt West Wing Rm (b) (6)
2:45pm - 3:15pm	Mtg. w/Tim Pataki (OPL) EEOB (b) (6)
3:30pm - 4:00pm	Mtg. w/Doug Hoelscher (IGA) EEOB (b) (6)
4:00pm - 4:15pm	Depart EEOB for DOI
4:15pm - 5:15pm	AS/WS Operations Meeting RM 6151

DLB Schedule

- 9:00-9:15** **Daily Check In**
Location: Secretary's Office
- 9:15-9:30** **Depart DOI en route to EEOB**
- 9:30-11:30** **Deputy Secretary Lapse Working
Group Meeting**
Location: EEOB (b) (6)
- 11:45-12:15** **Meeting with Matt Pottinger and Eric
Johnson (NSC)**
Location: EEOB (b) (6)
- 12:30-1:00** **Meeting with Brian Jack (OPA)**
Location: EEOB (b) (6)
- 1:15-1:45** **Meeting with PPO (WH)**
Location: EEOB (b) (6)
- 2:00-2:30** **Meeting with Bremberg and Leggitt**
Location: West Wing (b) (6)
- 2:45-3:15** **Meeting with Tim Pataki (OPL)**
Location: EEOB (b) (6)
- 3:30-4:00** **Meeting with Doug Hoelscher (IGA)**
Location: EEOB (b) (6)
- 4:00-4:15** **Depart EEOB en route to DOI**
- 4:30-5:00** **DOI Operations Meeting – AS/WS**
Location: 6151

David Bernhardt

Schedule - Friday January 11, 2019

9:00am-9:30am	Daily Check-in Rm. 6114
9:30am - 10:00am	Check-in w/Lori Mashburn Secretary's Office
11:00am - 11:30am	Mtg. w/John Tanner Secretary's Office
11:45am - 12:00pm	Depart DOI for Off the Record
12:00pm - 1:00pm	Lunch w/Andrew Olmem Off the Record
1:00pm - 1:15pm	Depart Off the Record for DOI
2:00pm - 2:30pm	Call w/Christy Plumer, TRCP 1 (b) (5) Code (b) (5)
3:30pm - 4:00pm	Mtg. w/Todd Wynn Secretary's Office

January 11, 2019+++

9:00-9:15 **Daily Check In**
Location: Secretary's Office

9:30-10:00 **Check In with Lori Mashburn**
Location: Secretary's Office

11:00-11:30 **Staff Meeting**
Location: Secretary's Office

12:00-1:00 **Depart DOI for Maintenance Yard at
East Potomac**

12:15-1:00 **Arrive at Maintenance Yard at East
Potomac**

1:00-1:15 **Depart Maintenance Yard at East
Potomac for DOI**

1:15-2:00 **Staff Meeting**
Location: 5160

2:00-2:30 **External Call**
Call: (b) (5) Code: (b) (5)

3:00-3:30 **Staff Meeting**
Location: Secretary's Office

January 15, 2019

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office
- 9:40-10:00** **Depart DOI en route to White House**
- 10:00-10:45** **Meeting with Kellyanne Conway**
Location: West Wing 2nd Floor
- 10:45-11:00** **Depart White House en route to DOI**
- 12:00-1:00** **Weekly Brown Bag Lunch**
Location: Secretary's Office
- 1:00-2:00** **Weekly Politicals Meeting**
Location: 5160
- 4:00-5:00** **DOI Operations Meeting - ASIA**
Location: 6151

David Bernhardt

Schedule – Wednesday January 16, 2019

8:45am - 9:00am	✓ Depart DOI for EEOB
9:00am - 11:00am	Deputy Secretary Lapse Working Group Mtg. EEOB Rm. (b) (6)
11:00am - 11:15am	Depart EEOB for DOI
11:30am - 12:00pm	Daily Check-in Secretary's Office
1:00pm - 2:00pm	Bi-Weekly Mtg. w/SOL Rm. 6151
4:00pm - 5:00pm	Insular Affairs Operations Mtg. - Room 6151

David Bernhardt

Schedule – Wednesday January 16, 2019

8:40am - 8:50am	Depart DOI for EEOB
9:00am - 11:00am	Deputy Secretary Lapse Working Group Mtg. EEOB Rm (b) (6)
11:00am - 11:15am	Depart EEOB for DOI
11:30am - 12:00pm	Daily Check-in Secretary's Office
12:00pm - 12:30pm	Mtg. w/Dan Jorjani. Ed Keable, Tim Murphey - Secretary's Office
1:40pm - 1:50pm	Depart DOI for West Wing
1:50pm - 2:30pm	HOLD
2:30pm - 3:00pm	POTUS Bill Signing White House Oval Office
4:00pm - 5:00pm	Insular Affairs Operations Mtg. - Room 6151

7/16/19

DB Schedule

- 8:40-9:00** **Depart DOI en route to EEOB**
- 9:00-11:00** **Deputy Secretary Lapse Working Group Meeting**
Location: EEOB (b) (6)
- 11:00-11:15** **Depart EEOB en route to DOI**
- 11:30-12:00** **Daily Check In**
Location: Secretary's Office
- 12:00-12:30** **Staff Meeting**
Location: Secretary's Office
- 1:40-2:00** **Depart DOI en route to White House**
- 2:00-2:30** **HOLD: Arrive by 2:00**
- 2:30-3:00** **POTUS Bill Signing**
- 3:00-3:15** **Depart White House en route to EEOB**
- 3:15-3:45** **External Meeting**
Location: EEOB (b) (6)
- 3:45-4:00** **Depart EEOB en route to DOI**
- 4:00-5:00** **DOI Operations Meeting – AS-IN-IA**
Location: 6151

David Bernhardt
Schedule – Thursday January 17, 2019

9:00am - 9:30am

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

4:00pm - 5:00pm

**ASLM Operations Mtg.
Room 6151**

January 17, 2019

9:00-9:30

Daily Check In

Location: Secretary's Office

10:00-10:30

Staff Meeting

Location: Secretary's Office

2:00-2:30

Weekly Teleconference

Location: Secretary's Office

4:00-5:00

DOI Operations Meeting – ASLM

Location: 6151

January 18, 2019

9:00-9:30

Daily Check In

Location: Secretary's Office

11:00-11:30

Staff Meeting

Location: Secretary's Office

12:30-1:30

**Meeting with Assistant Secretaries and
Bureau Directors**

Location: 5160

2:00-2:30

Staff Meeting

Location: Secretary's Office

1/22/19

DB Schedule

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office

- 10:30-11:00** **Weekly Call with White House**
Location: 11:00-11:30

- 12:00-1:00** **Weekly Brown-Bag Check In**
Location: Secretary's Office

- 1:00-2:00** **Weekly Politicals Meeting**
Location: 5160

- 3:00-4:00** **Assistant Secretaries Weekly Meeting**
Location: 6151

- 4:00-5:00** **DOI Operations Meeting –FWP**
Location: 6151

1/23/19

DB Schedule

(As of 4:47 on 1/22/18)

- | | |
|--------------------|---|
| 9:00-9:30 | Daily Check In
<i>Location: Secretary's Office</i> |
| 11:00-12:00 | DOI Operations Meeting – AS/PMB
<i>Location: 6151</i> |
| 1:00-2:00 | Staff Meeting
<i>Location: 6151</i> |
| 3:00-4:30 | External Meeting
<i>Location: 5160</i> |
| 4:30-5:00 | External Meeting
<i>Location: Secretary's Office</i> |

David Bernhardt

Schedule - Wednesday January 23, 2019

9:00am - 9:30am	Daily Check-in Secretary's Office
11:00am - 12:00pm	PMB Operations Mtg. Room 6151
1:00pm - 2:00pm	Staff Mtg. - BOR Room 6151
3:00pm - 4:30pm	External Water Mtg. Room 5160

1/24/19

DB Schedule

- 9:00-9:15** **Depart DOI for EEOB**
- 9:15-10:15** **Deputy Secretary Lapse Working
Group Meeting**
Location: EEOB (b) (6)
- 10:30-11:30** **Monthly Cabinet Affairs S2 Meeting**
Location: Roosevelt Room
- 11:45-12:00** **Depart EEOB for DOI**
- 12:00-12:30** **Staff Meeting**
Location: Secretary's Office
- 1:30-2:00** **Staff Meeting**
Location: Staff Meeting
- 3:30-4:00** **External Call**
Location: Secretary's Office
- 4:00-5:00** **DOI Operations Meeting – AS/WS**
Location: 6151
- 6:00-7:30** **Personal**
Location: (b) (6)

January 25, 2019

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office
- 10:00-10:30** **Check-in with Lori Mashburn**
Location: Secretary's Office
- 10:30-11:30** **Weekly Meeting**
Location: Secretary's Office
- 11:30-12:00** **Weekly Meeting with Ethics**
Location: Secretary's Office.
- 1:00-2:00** **DOI Operations Mtg -ASLM**
Location: 6151
- 3:30-4:15** **Meeting with Governor Mark Gordon
(WY)**
Location: Secretary's Office

128/19

DB Schedule

- 8:00-9:00** **MIB Greeting**
Location: Lobby
- 9:00-9:30** **Weekly Meeting with Ethics**
- 9:30-10:00** **Daily Check In**
Location: Secretary's Office
- 10:30-11:00** **Weekly Call with White House**
Call: (b) (6)
- 11:00-12:00** **Weekly Meeting with IG**
Location: Secretary's Office
- 12:00-12:15** **Depart DOI for Lunch**
- 12:15-1:15** **Lunch**
Location: Central 1001 Penn Ave NW
- 1:15-1:45** **Depart Lunch for DOI**
- 2:00-2:30** **Security Meeting**
Location: Secretary's Office
- 3:00-4:00** **Assistant Secretaries Weekly Mtg**
Location: 6151
- 6:00-8:00** **HOLD for Possible Dinner**

1/29/19

DB Schedule

- 8:00-9:00** **Breakfast**
Location: The Willard
- 9:00-9:15** **Depart Breakfast en route for DOI**
- 1:00-2:00** **Weekly Politicals Meeting**
Location: 5160
- 2:30-3:00** **Depart DOI en route to WH**
- 3:00-3:30** **WH Meeting**
Location: 2nd Floor West Wing
- 3:30-4:00** **WH Meeting**
Location: Oval Office
- 4:00-4:30** **Depart West Wing for DOI**
Location: Office
- 4:30-6:00** **DOI Operations Meeting – ASIA**
Location: 6151

1/30/19

DB Schedule

As of 5:30 1.29.18

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office
- 9:30-1:00** **Depart DOI en route to Cannon**
- 10:00-10:30** **Hill Visit**
Location: 123 Cannon
- 10:30-11:00** **Depart Cannon en route to DOI**
- 11:30-12:00** **Staff Meeting**
Location: Secretary's Office
- 1:00-2:00** **Bi-Weekly Meeting with SOL**
Location: 6151
- 2:00-2:45** **Staff Meeting**
Location: 40141
- 3:00-3:30** **External Call**
Call (b) (6)
- 4:00-5:00** **DOI Operations Meeting –AS-IN-IA**
Location: 6151

1/31/19

DB Schedule

- 8:45-9:00** Depart DOI en route to EEOB
- 9:00-10:30** Deputy Secretary Post-Lapse Working Group Meeting
Location: EEOB (b) (6)
- 10:35-11:00** Depart EEOB en route to DOI
- 11:00-12:00** Staff Meeting
Location: Office
- 12:30-12:45** External Call
Location: Secretary's Office
- 12:45-1:15** Depart DOI for Sterling, VA
- 1:15-1:45** All Employee Meeting Sterling
Location: 45600 Woodland Rd
- 1:45-2:00** Depart Sterling for Reston, VA
- 2:00-2:30** All Employee Meeting Reston USGS
Location: 12201 Sunrise Valley Dr
- 2:30-3:00** Depart Reston, VA for M Street
- 3:15-3:45** All Employee Meeting at M Street
Location: 20 M St SE
- 3:45-4:00** Depart M Street for DOI
- 4:30-5:30** *DOI Operations Meeting – AS-IN-IA*
Location: 6151

2/14/19

DB Schedule

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office
- 9:30-10:00** **Staff Meeting**
Location: Secretary's Office
- 10:00-10:10** **Ethics Meeting**
Location: Secretary's Office
- 10:30-11:00** **Weekly Call with the White House**
Call (b) (6)
- 11:30-11:40** **Media Call**
Location: Secretary's Office
- 12:00-1:00** **Weekly Brown Bag Check-In**
Location: Office
- 1:00-1:45** **Staff Meeting**
Location: DOI Studio, Room 4041
- 2:00-2:30** **External Call**
Call: (b) (6) (Gov Ige's Cell)
- 2:30-3:00** **External Call**
Gov Bryan will call Gareth to transfer
- 3:00-4:00** **Assistant Secretaries Weekly Meeting**
Location: 6151
- 4:00-4:10** **Staff Meeting**
Location: Secretary's Office
- 4:15-4:25** **Staff Meeting**
Location: Secretary's Office
- 4:30-5:00** **Staff Meeting**
Location: Secretary's Office

2/5/19

DB Schedule

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office

- 9:30-9:40** **Staff Meeting**
Location: Secretary's Office

- 10:00-10:10** **Staff Meeting**
Location: Secretary's Office

- 10:15-10:25** **Staff Meeting**
Location: Secretary's Office

- 10:30-10:45** **Staff Meeting**
Location: Secretary's Office

- 11:00-11:30** **External Call**
Call Tiffany at (b) (6)

- 11:30-12:00** **External Call**
Call 775- (b) (6)

- 1:00-2:00** **Weekly Politicals Meeting**
Location: 5160

- 2:00-2:30** **External Call**
Gov DeSantis will call Gareth to transfer

- 2:30-2:40** **Staff Meeting**
Location: Secretary's Office

- 3:00-4:00** **Staff Meeting**
Location: Secretary's Office

- 4:00-5:00** **DOI Operations Meeting - FWP**
Location: 6151

- 6:00-10:00** **State of the Union**
*Location: Hall of House of
Representatitves*

February 8, 2019

9:40-10:00	Depart DOI en route to WH
10:00-11:00	External Meeting <i>Location: Situation Room</i>
11:30-12:00	External Meeting <i>Location: West Wing Upper Press</i>
12:00-12:15	Depart WH en route to DOE
12:15-1:15	External Lunch Meeting <i>Location: DOE</i>
1:30-2:00	Depart DOE en route to DOI
2:00-2:45	Bi-Weekly Meeting with IG <i>Location: Secretary's Office</i>
2:45-3:15	Media Meeting <i>Location: Secretary's Office</i>
3:00-4:00	Staff Meeting <i>Location: Secretary's Office</i>
4:00-4:30	Weekly Meeting with Ethics <i>Location: Secretary's Office</i>
4:30-5:00	Staff Meeting <i>Location: Secretary's Office</i>

2/11/19

DB Schedule

- 9:30-10:30 **DOI Operations Mtg – AS/PMB**
Location: 6151
- 10:30-11:00 **Weekly Call with White House**
Call: (b) (6)
- 11:00-11:30 **External Call**
Call: 406-(b) (6)
- 12:00-1:00 **Weekly Brown Bag Check In**
Location: Secretary's Office
- 1:00-1:45 **Staff Meeting**
Location: DOI 4041
- 3:00-4:00 **Assistant Secretaries Weekly Meeting**
Location: 6151
- 4:00-4:30 **External Call**
Call: (b) (5)
- 4:30-5:15 **External Meeting**
Location: Secretary's Office

2/12/19

DB Schedule

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office

- 10:30-11:00** **Depart DOI en route for West Wing**

- 11:00-12:30** **Cabinet Meeting**
Location: Cabinet Room

- 12:35-1:00** **Depart WH en route to Rayburn**

- 1:00-2:00** **External Meeting**
Location: 2247 RHOB

- 2:00-2:30** **Depart Rayburn en route to DOI**

- 3:30-4:00** **Staff Meeting**
Location: Office

- 4:00-5:00** **DOI Operations Meeting – AS/WS**
Location: Secretary's Office

- 5:15-5:45** **Depart TBD en route to VP Residence**

- 5:45-8:30** **External Event (Business Attire)**
Location: VP's Residence

2/14/19

DB Schedule

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office
- 9:30-10:00** **Staff Meeting**
Location: Secretary's Office
- 10:00-10:15** **Staff Meeting**
Location: Secretary's Office
- 10:30-11:00** **Staff Meeting**
Location: Secretary's Office
- 11:30-11:45** **Staff Meeting**
Location: Secretary's Office
- 12:00-1:00** **Staff Meeting/ Brown Bag Lunch**
Location: Secretary's Office
- 1:00-1:30** **External Call**
Location: Secretary's Office
- 1:30-2:00** **Staff Meeting**
Location: Secretary's Office
- 2:00-2:30** **External Call**
Location: Secretary's Office
- 3:00-3:00** **Staff Meeting**
Location: Secretary's Office
- 3:30-4:00** **Signing Ceremony**
Location: Secretary's Office
- 4:00-5:00** **DOI Operations Meeting – ASLM**
Location: 6151
- 5:00-5:30** **Staff Meeting**
Call: (b) (6)

2/15/19

DB Schedule

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office

- 9:30-9:45** **Staff Time**
Location: Secretary's Office

- 9:45-10:30** **Weekly Meeting with Ethics**
Location: Secretary's Office

- 11:20-11:30** **Staff Brief**
Location: Secretary's Office

- 11:30-12:00** **External Call/ Intergov**
Location: Secretary's Office

- 12:20-12:30** **Staff Brief**
Location: Secretary's Office

- 12:30-1:30** **Brown Bag Lunch (External)**
Location: Secretary's Office

- 1:30-2:00** **Staff Meeting**
Location: Secretary's Office

- 2:00-3:00** **Staff Meeting**
Location: Secretary's Office

- 3:00-4:00** **Staff Meeting**
Location: 5160

- 4:00-4:30** **Staff Meeting**
Location: Secretary's Office

2/19/19

Tuesday, February 19, 2019

8:50-9:00 **Staff Brief**
Location: Secretary's Office

9:00-9:30 **External Call/ Intergov**
Elinor to transfer call

9:30-10:00 **Daily Check In**
Location: Secretary's Office

10:00-10:30 **Staff Meeting**
Location: Secretary's Office

10:30-11:00 **External Call/ Intergov**
Call: (b) (6)

11:15-12:15 **Weekly Brown Bag Check In**
Location: Secretary's Office

12:15-12:25 **Depart DOI en route to EEOB**

12:30-1:30 **External/ Intergov Mtg**
Location: EEOB

1:30-2:00 **Depart White House en route to DOI**

2:00-2:30 **Staff Meeting**
Location: Secretary's Office

3:00-4:00 **Assistant Secretaries Weekly Meeting**
Location: 6151

4:00-5:00 **DOI Operations Mtg - FWP**
Location: 6151

5:00-6:00 **DOI Operations Mtg – Indian Affairs**
Location: 6151

2/21/19

DB Schedule

- | | |
|-------------|--|
| 9:00-9:30 | Daily Check In
<i>Location: Secretary's Office</i> |
| 9:50-10:00 | Staff Brief
<i>Location: Secretary's Office</i> |
| 10:00-10:30 | External/ Intergover Meeting
<i>Location: Secretary's Office</i> |
| 10:50-11:00 | Staff Brief
<i>Location: Secretary's Office</i> |
| 11:00-11:30 | External Meeting
<i>Location: Secretary's Office</i> |
| 11:50-12:00 | Depart DOI for West Wing |
| 12:15-1:15 | Lunch
<i>Location: President's Dining Room</i> |
| 1:20-1:30 | Depart West Wing en route to DOI |
| 2:00-2:30 | Media
<i>Location: Secretary's Office</i> |
| 2:30-3:00 | Staff Meeting
<i>Location: Secretary's Office</i> |
| 3:00-4:00 | Staff Meeting
<i>Location: 6151</i> |
| 4:00-4:15 | Depart DOI en route to WH
<i>Timing to be confirmed</i> |
| 5:00-7:00 | External Reception
<i>Location: The White House</i> |

2/22/19

DB Schedule

9:00-9:30	Daily Check In <i>Location: Secretary's Office</i>
9:50-10:00	Staff Brief <i>Location: Secretary's Office</i>
10:00-10:30	External/ Intergover Meeting <i>Location: Secretary's Office</i>
10:50-11:00	Staff Brief <i>Location: Secretary's Office</i>
11:00-11:30	External Meeting <i>Location: Secretary's Office</i>
11:50-12:00	Depart DOI for West Wing
12:15-1:15	Lunch <i>Location: President's Dining Room</i>
1:20-1:30	Depart West Wing en route to DOI
2:00-2:30	Media <i>Location: Secretary's Office</i>
2:30-3:00	Staff Meeting <i>Location: Secretary's Office</i>
3:00-4:00	Staff Meeting <i>Location: 6151</i>
4:00-4:15	Depart DOI en route to WH <i>Timing to be confirmed</i>
5:00-7:00	External Reception <i>Location: The White House</i>

2/25/19

DB Schedule

9:00-9:30	Daily Check In <i>Location: Secretary's Office</i>
10:00-10:45	Staff Meeting <i>Location: Secretary's Office</i>
10:45-10:55	Depart DOI en route to White House
11:00-12:30	External/ Intergov Meeting <i>Location: WH Situation Room</i>
12:35-12:45	Depart White House en route to DOI
1:00-2:00	DOI Operations Mtg – AS/PMB <i>Location: 6151</i>
2:05-2:15	Staff Brief <i>Location: Secretary's Office</i>
2:15-2:45	External/ Intergov Meeting <i>Location: Secretary's Office</i>
2:45-3:45	Weekly Meeting <i>Location: Secretary's Office</i>
3:45-4:30	Bi-Weekly Meeting with IG <i>Location: Secretary's Office</i>
4:30-5:00	Weekly Meeting with Ethics <i>Location: Secretary's Office</i>
5:00-5:15	Staff Meeting <i>Location: Secretary's Office</i>
5:15-5:30	Staff Meeting <i>Location: Secretary's Office</i>

2/27/19

DB Schedule

- 8:45-9:00 Depart DOI en route to Willard
- 9:00-9:30 **External Event**
Location: The Willard
- 9:30-9:45 Depart Willard en route to DOI
- 10:30-11:00 **Staff Meeting**
Location: Secretary's Office
- 11:00-11:30 **Staff Meeting**
Location: Secretary's Office
- 12:00-1:00 **Staff Lunch**
Location: Office
- 2:30-3:00 **Staff Meeting**
Location: Secretary's Office
- 3:00-3:30 **Staff Meeting**
Location: Secretary's Office
- 3:30-4:00 **Staff Meeting**
Location: Secretary's Office

2/28/19

DB Schedule

8:45-9:00	Depart DOI en route to Willard
9:00-9:30	External Event <i>Location: The Willard</i>
9:30-9:45	Depart Willard en route to DOI
10:30-11:00	Staff Meeting <i>Location: Secretary's Office</i>
11:00-11:30	Staff Meeting <i>Location: Secretary's Office</i>
12:00-1:00	Staff Lunch <i>Location: Office</i>
2:30-3:00	Staff Meeting <i>Location: Secretary's Office</i>
3:00-3:30	Staff Meeting <i>Location: Secretary's Office</i>
3:30-4:00	Staff Meeting <i>Location: Secretary's Office</i>

3/4/19

DB Schedule

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office

- 9:50-10:00** **Staff Brief**
Location: Secretary's Office

- 10:00-10:30** **External Meeting**
Location: Secretary's Office

- 10:30-11:00** **(Tent.) Staff Meeting**
Location: Office

- 11:00-11:45** **External Intergov Meeting**
Location: Secretary's Office

- 1:00-2:00** **Assistant Secretary's Weekly Meeting**
Location: 6151

- 2:50-3:00** **Staff Brief**
Location: Secretary's Office

- 3:00-3:15** **External Meeting**
Location: Secretary's Office

3/5/19

DB Schedule

9:20-9:30	Staff Briefing <i>Location: Secretary's Office</i>
9:30-10:00	External Meeting <i>Location: 5160</i>
10:20-10:30	Staff Briefing <i>Location: Secretary's Office</i>
10:30-11:00	Staff Briefing <i>Location: Secretary's Office</i>
11:30-12:00	Staff Meeting <i>Location: Secretary's Office</i>
12:00-12:15	Staff Brief <i>Location: Secretary's Office</i>
1:00-2:00	Weekly Politicals Meeting <i>Location: 5160</i>
2:40-3:00	Depart DOI en route to DCA
3:45-7:51	United #2104 DCA --> DEN <i>Lands at 5:51 MT</i>

3/8/19

DB Schedule

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office
- 9:30-10:00** **DOI Operations Meeting – FWP**
Location: 6151
- 10:30-11:30** **Weekly Meeting**
Location: Secretary's Office
- 12:30-1:00** **Staff Meeting**
Location: Secretary's Office
- 1:00-1:45** **Weekly Meeting with Ethics**
Location: Secretary's Office
- 1:45-2:45** **DOI Operations Meeting – AS/PMB**
Location: 6151
- 2:45-3:00** **Staff Meeting**
Location: Secretary's Office
- 3:00-4:00** **Staff Meeting**
Location: Secretary's Office
- 4:00-4:45** **Bi-Weekly Meeting with IG**
Location: Secretary's Office
- 4:45-5:15** **Staff Meeting**
Location: Secretary's Office

3/11/19

DB Schedule

9:00-9:30	Daily Check In <i>Location: Secretary's Office</i>
9:45-10:15	Depart DOI <i>Location: 6151</i>
10:15-11:15	Personal
11:15-11:45	Depart en route to DOI
12:00-1:00	Weekly Brown Bag Check-In <i>Location: Secretary's Office</i>
1:00-2:00	DOI Operations Meeting – ASIIA <i>Location: 6151</i>
2:00-2:30	Staff Meeting <i>Location: Secretary's Office</i>
3:00-4:00	Assistant Secretaries Weekly Mtg <i>Location: 6151</i>

Tuesday, March 12, 2019

9:00-9:30 **Daily Check In**
Location: Secretary's Office

9:50-10:00 **Staff Briefing**
Location: Secretary's Office

10:00-10:30 **Drop By External Meeting**
Location: 5160

10:50-11:00 **Staff Brief**
Location: Secretary's Office

11:00-11:30 **External Meeting**
Location: Secretary's Office

11:45-12:00 **Drop By (CO Preserve American Youth Summit)**
Location: 3114

1:15-1:45 **Depart DOI en route to WH**

1:45-2:45 **External Event**
Location: White House Oval Office

2:45-2:55 **Depart WH en route to DOI**

3:50-4:00 **Staff Briefing**
Location: Secretary's Office

4:00-4:30 **External Meeting**
Location: 5160

4:45-5:05 **Depart DOI en route to Hart**

5:15-6:15 **External Meeting / Intergov**
Location: 522 Hart Senate

3/13/19

DB Schedule

- 9:10-9:30** Depart DOI en route for Hart
- 9:30-10:30** **External Meeting/Intergov**
Location: Hart Senate Office Building
- 10:30-10:45** Depart Hart Senate Building for DOI
- 1:00-2:00** **Bi-Weekly Meeting with SOL**
Location: 6151
- 2:15-2:30** Depart DOI en route to Russel
- 2:30-3:30** **External Meeting / Intergov**
Location: Russel Senate Office Bldg
- 3:30-3:45** Depart Russel en route to DOI
- 4:00-4:45** **Weekly Meeting with Ethics**
Location: Office
- 5:00-6:00** **Weekly Staff Meeting**
Location: Secretary's Office

Monday, March 18, 2019

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office
- 9:15-9:30** **Depart DOI for West Wing**
- 9:30-11:00** **External Event / Intergov**
Location: WH State Dining Room
- 12:00-1:00** **Weekly Brown Bag Check In**
Location: Office
- 12:45-1:00** **Depart DOI en route to Dirksen**
- 1:00-2:00** **External Meeting/Intergov**
Location: Dirksen Office Building
- 2:00-2:15** **Depart Dirksen for DOI**
- 3:00-4:00** **Assistant Secretaries Weekly Meeting**
Location: 6151
- 4:45-5:00** **Desk DOI en route to White House**
Location: Office
- 5:00-7:00** **External Reception**
Location: White House

3/19/19

DB Daily Card

9:00-9:30	Daily Check In <i>Location: Secretary's Office</i>
9:45-10:00	Depart DOI for EEOB
10:00-12:00	External Meeting/ Intergov <i>Location: EEOB</i>
12:00-12:10	Depart EEOB for DOI
1:00-2:00	Weekly Politicals Meeting <i>Location: 5160</i>
2:00-2:30	Staff Meeting <i>Location: Secretary's Office</i>
2:30-3:00	Staff Meeting <i>Location: Secretary's Office</i>
3:00-4:00	DOI Operations Meeting - ASIA <i>Location: 6151</i>
4:00-5:00	DOI Operations Meeting -ASFWP <i>Location: 6151</i>

3/20/19

DB Schedule

- | | |
|--------------------|---|
| 9:00-9:30 | Daily Check In
<i>Location: 6151</i> |
| 10:15-11:00 | Staff Meeting
<i>Location: 6151</i> |
| 11:45-12:15 | Staff Meeting
<i>Location: Secretary's Office</i> |
| 1:15-1:45 | Staff Meeting
<i>Location: Secretary's Office</i> |
| 1:45-2:15 | Staff Meeting
<i>Location: Secretary's Office</i> |

Thursday, March 21, 2019

8:00-8:15 **Depart Residence en route to DOI**

8:15-9:00 **External Event/Intergov**
Location: USDA

9:00-9:30 **Depart USDA en route to DOI**

11:50-12:00 **Staff Brief**
Location: Secretary's Office

12:00-1:00 **External Brown Bag Lunch**
Location: Secretary's Office

3:00-3:45 **Staff Meeting**
Location: Secretary's Office

3/22/19

DB Schedule

9:00-9:30	Daily Check In <i>Location: 6151</i>
9:30-10:15	Staff Meeting <i>Location: 6151</i>
11:30-12:15	Bi-Weekly Meeting with IG <i>Location: Secretary's Office</i>
12:20-12:30	Staff Brief <i>Location: Secretary's Office</i>
12:30-1:00	External/ Intergov Call <i>Location: Secretary's Office</i>
1:15-2:00	Staff Meeting <i>Location: Secretary's Office</i>
2:00-2:45	Weekly Meeting with Ethics <i>Location: Secretary's Office</i>
2:45-4:15	Staff Meeting <i>Location: Secretary's Office</i>
4:15-4:45	Staff Meeting <i>Location: Secretary's Office</i>
4:45-5:15	Staff Meeting <i>Location: Secretary's Office</i>

Monday, March 25, 2019

- 9:00-9:30** **Daily Check In**
Location: 6151
- 9:45-10:00** **Depart DOI en route to EEOB**
- 10:00-12:00** **Intergovernmental Meeting**
Location: EEOB (b) (6)
- 12:00-12:15** **Depart EEOB en route to DOI**
- 12:15-1:15** **Weekly Brown-Bag Check-In**
Location: Secretary's Office
- 1:30-2:30** **External Meeting/Intergovernmental**
Location: Dirksen Senate Office Building
- 3:00-4:00** **Assistant Secretaries Weekly Meeting**
Location: 6151
- 4:30-5:30** **External Meeting/ Intergovernmental**
Location: Russell Senate Office Building

Wednesday, March 27, 2019

- 9:00-9:30** **Daily Check In**
Location: 6151
- 9:30-10:00** **Depart DOI en route to Capitol**
- 10:30-11:30** **External Meeting / Intergov**
Location: US Capitol
- 11:45-12:45** **External Meeting / Intergov**
Location: Hart Senate Office Building
- 2:30-3:30** **External Meeting/Intergovernmental**
Location: Russel Senate Office Building
- 4:30-5:15** **External Meeting / Intergov**
Location: Hart Senate Office Building
- 5:30-6:30** **External Meeting/ Intergovernmental**
Location: Hart Senate Office Building
- 6:30-7:30** **External Meeting/ Intergovernmental**
Location: Dirksen Senate Office Building

Monday, April 1, 2019

- 9:00-9:30** **Daily Check In**
Location: 6151
- 10:30-11:00** **Staff Meeting**
Location: Office
- 11:15-11:30** **Staff Meeting**
Location: Secretary's Office
- 12:30-1:30** **Brown Bag Lunch**
Location: 6151
- 2:00-2:30** **Staff Meeting**
Location:
- 3:00-4:00** **Assistant Secretaries Weekly Mtg**
Location: 6151
- 4:00-4:30** **Staff Meeting**
Location: Secretary's Office
- 5:50-6:00** **Staff Brief**
Location: Secretary's Office
- 6:00-6:30** **External/Intergov Call**
Call: 202-225-5765

Tuesday, April 2, 2019

- 9:00-9:30** **Daily Check In**
Location: 6151
- 9:30-10:00** **Staff Meeting**
Location: Secretary's Office
- 10:10-10:30** **Depart DOI en route to Dirksen**
- 10:30-11:00** **External Meeting / Intergov**
Location: Dirksen Senate Office Bldg
- 11:30-12:30** **External Meeting/ Intergov**
Location: Hart Senate Office Bldg
- 12:30-1:30** **External Meeting/ Intergov**
Location: Hart Senate Office Bldg
- 1:30-2:00** **Depart Hart Building for DOI**
- 2:40-3:00** **Depart DOI for Hart Building**
- 3:00-4:00** **External Meeting/ Intergov**
Location: Hart Senate Office Bldg
- 5:30-6:30** **External Meeting/ Intergov**
Location: Hart Senate Office Bldg

Wednesday, April 3, 2019

- 8:45-9:00** **Staff Meeting**
Location: Secretary's Office
- 9:10-9:30** **Depart DOI for Russell Bldg**
- 9:30-10:30** **External Meeting / Intergov**
Location: Russel Office Bldg
- 10:30-10:30** **Depart Russell for Capitol**
- 10:30-11:00** **Arrive at Capitol**
- 11:00-12:00** **Joint Meeting of Congress**
Location: Hall of House of Reps
- 12:00-12:30** **Depart Capitol for DOI**
- 2:30-3:00** **Depart DOI for Capitol**
- 3:00-3:30** **External Meeting/Intergov**
Location: Dirksen Office Bldg
- 4:30-5:30** **External Meeting / Intergov**
Location: Hart Office Bldg

4/4/19

DB Daily Card

9:15-9:45	External Call/ Intergov <i>Elinor will transfer the call</i>
10:00-10:30	External Event/ Intergov <i>Location: DOI Auditorium</i>
10:30-11:00	Depart DOI en route to WH
11:00-12:30	External Meeting / Intergov <i>Location: Cabinet Room</i>
2:00-2:30	Depart DOI for Russell
2:30-3:30	External Meeting / Intergov <i>Location: Russell Office Bldg</i>
3:30-4:00	Depart Russell for DOI
4:00-4:30	Staff Meeting <i>Location: Secretary's Office</i>

4/5/19

DB Daily Card

9:00-9:30	Daily Check In <i>Location: Secretary's Office</i>
9:50-10:10	Depart DOI for Russell
10:15-11:15	External Meeting / Intergov <i>Location: 260 Russell</i>
11:20-11:30	Depart Russell for DOI
11:45-12:00	Depart DOI for Old Ebbitt
12:00-1:30	External / Intergov Lunch <i>Location: Old Ebbitt Grill</i>
1:30-1:45	Depart Old Ebbitt for DOI
2:00-2:45	Weekly Meeting with Ethics <i>Location: Secretary's Office</i>
3:00-4:00	Weekly Staff Meeting <i>Location: Secretary's Office</i>

Monday, April 8, 2019

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office
- 9:30-10:00** **Staff Meeting**
Location: Secretary's Office
- 10:00-12:30** **Staff Meeting**
Location: 5160
- 12:30-1:30** **Weekly Brown-Bag Check In**
Location: Secretary's Office
- 3:00-4:00** **Assistant Secretaries' Weekly**
Location: 6151

4/9/19

DB Daily Card

9:00-9:30 **Daily Check In**
Location: Secretary's Office

9:30-10:00 **Staff Meeting**
Location: Secretary's Office

10:10-10:30 **Depart DOI en route to Hart**

10:30-11:30 **External Meeting/Intergov**
Location: Hart Office Building

11:30-11:45 **Depart Hart en route to DOI**

1:00-1:30 **Staff Meeting**
Location: Secretary's Office

1:00-2:00 **Weekly Politicals Meeting**
Location: 5160

2:00-2:40 **External Meeting**
Location: 5160

2:45-3:05 **Depart DOI en route to Hart**
Location: Office

3:00-4:00 *DOI Operations Mtg – AS/PMB*
Location: 6151

3:10-4:10 **External/ Intergov Meeting**
Location: 317 Hart Building

4:00-5:00 *DOI Operations Mtg – AS/WS*
Location: 6151

4:10-4:30 **Depart Hart en route to DOI**

5:00-5:45 **External Meeting**
Location: Secretary's Office

4/10/19

DB Daily Card

- | | |
|------------------|--|
| 9:00-9:30 | Daily Check In
<i>Location: Secretary's Office</i> |
| 1:00-2:00 | Bi-Weekly Meeting with SOL
<i>Location: Secretary's Office</i> |
| 2:00-2:30 | External Call / Intergov
<i>Location: Secretary's Office</i> |
| 3:00-3:30 | Depart DOI for Capitol |
| 3:30-4:30 | External Meeting / Intergov
<i>Location: US Capitol</i> |
| 4:30-5:00 | Depart Capitol for DOI |

4/11/19

DB Daily Card

- 8:30-9:30** **External / Intergov Meeting**
Location: 141 Hart Office
- 11:15-11:45** **External Call / Intergov**
Call Drake at (b) (6)
- 3:00-4:00** **DOI Operations Mtg - ASIA**
Location: 6151
- 4:00-5:00** **DOI Operations Mtg - ASLM**
Location: Office

Friday, April 12, 2019

- 9:00-9:30** **Daily Check In**
Location: Secretary's Office
- 9:30-10:30** **Staff Meeting**
Location: 6151
- 10:30-11:00** **Weekly Staff Meeting**
Location: Secretary's Office
- 11:00-11:30** **Staff Meeting**
Location: Secretary's Office
- 11:45-12:00** **Depart DOI for Fletchers**
- 12:00-1:00** **External Event**
*Location: Fletchers Cove
Boathouse*
- 1:00-1:30** **Depart Fletchers for DOI**
- 2:00-2:45** **Weekly Meeting with Ethics**
Location: Secretary's Office
- 3:00-4:00** **Staff Meeting**
Location: Secretary's Office
- 4:00-5:00** **Staff Meeting**
Location: Secretary's Office

4/15/19

DB Daily Card

- | | |
|--------------------|---|
| 9:00-9:30 | Daily Check In
<i>Location: 6151</i> |
| 10:00-11:00 | Staff Meeting
<i>Location: Secretary's Office</i> |
| 11:00-12:00 | Staff Meeting
<i>Location: Secretary's Office</i> |
| 1:00-2:00 | Staff Meeting
<i>Location: Secretary's Office</i> |
| 2:30-3:00 | Staff Meeting
<i>Location: Secretary's Office</i> |
| 3:00-4:00 | Asst Secretaries Weekly Mtg
<i>Location: 6151</i> |
| 4:00-4:30 | Staff Meeting
<i>Location: Secretary's Office</i> |

Tuesday, April 16, 2019

- | | |
|------------------|---|
| 1:00-2:00 | Weekly Politicals Meeting
<i>Location: Office</i> |
| 2:00-3:00 | Staff Meeting
<i>Location: 6151</i> |
| 3:00-4:00 | DOI Operations Mtg - FWP
<i>Location: 6151</i> |
| 5:00-6:00 | DOI Operations Mtg - ASIA
<i>Location: 6151</i> |