

From: "SIO, Scheduling" <scheduling_sio@ios.doi.gov>

To: "Parsons, Karen" <KParsons@crowell.com>

Subject: Re: [EXTERNAL] Moncrief Oil / Lease Reinstatement - Meeting Request

Date: Thu, 10 Jan 2019 22:15:43 +0000

Importance: Normal

Attachments: Meeting_Proposal_Information_Form_Acting_Secretary.docx

Dear Karen,

Thank you for your email. I apologize, the Acting Secretary has a slightly different meeting request form. Can I trouble you to fill out the attached?

Thank you!

Leila

U.S. Department of the Interior

Office of Scheduling and Advance

Immediate Office of the Secretary

Office: 202-208-7551

On Tue, Jan 8, 2019 at 12:26 PM Parsons, Karen <KParsons@crowell.com> wrote:

Hello Mr. Davis,

Attached is Meeting Request Information Form on behalf of Moncrief Oil. Tim McCrum, counsel for Moncrief Oil, would like to schedule a meeting with Mr. David Bernhardt and others in the coming weeks. Please let us know if you need anything further.

Thank you,

Karen

.....
[Karen M. Parsons](#)

[ASSISTANT TO R. TIMOTHY McCrum](#)

kparsons@crowell.com

Direct 1.202.624.2719 | Fax: 1.202.628.5116

CROWELL & MORING LLP | www.crowell.com

1001 Pennsylvania Avenue NW
Washington, DC 20004

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OS-2024-000670

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Meeting Proposal Information Form

*Please complete this form and send to scheduling_sio@ios.doi.gov

To ensure that the appropriate individual within the Department of the Interior is meeting with you on a given matter and because the Office of the Secretary is committed to maintaining the highest ethical standards, we request that you answer the following questions before we will agree to schedule a meeting.¹ Therefore, please provide your request in writing and answer the following questions either on this sheet or a separate one.

Describe the action you are seeking by the Office of the Secretary:

Meeting date:

Meeting location:

Contact information (Name, Email, Phone):

With which Bureau or Agency does your agenda most align? (Please list all, if more than one.)

Please indicate whether the matter related to the request involves:

- ☐ a) Specific parties, such as a particular litigation matter, a specific permit decision, or a contract;
- ☐ b) A discrete and identifiable class of persons, such as a regulation or legislation that applies to a specific industry; or
- ☐ c) A broad and diverse range of persons, such as a resource management plan or broad legislation?

If you answered “a)” above:

- Please identify the specific parties if possible:
- If the specific parties are identified, are you aware that any party is represented by Brownstein Hyatt Farber Schreck, LLP in this particular matter?
☐ Yes ☐ No
- If yes, please identify any such specific party:

¹Per the Administration Ethics Pledge, the Acting Secretary agreed that he will not for a period of two years from the date of his appointment participate in any particular matter involving specific parties in which a former employer or client of his is or represents a party, if he served that former employer or client during the two years prior to his appointment, absent a waiver under Section 3 of Executive Order No. 13770. This includes recusal from any meeting or other communication with such a former employer or client unless (1) there are five or more different stakeholders present and (2) no particular matters involving specific parties are discussed.

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Please explain the time sensitivity of the request, if any, including what is driving the timing of the request, such as court-ordered or statutory deadline:

If the requested action involves the interpretation or application of a particular policy, regulation, or statute, please provide the underlying text along with any briefing material sufficiently in advance of any meeting so that it can be reviewed before the meeting.

Expected meeting participants (name, title, and organization):

If the Acting Secretary is unable to meet, is a surrogate desired? If yes, who specifically?

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