

**To:** Hebert, Samantha[samantha\_hebert@ios.doi.gov]  
**Cc:** Washington, Gregory[GWashington@chevron.com]  
**From:** Smith, Jennifer  
**Sent:** 2019-04-12T15:52:40-04:00  
**Importance:** Normal  
**Subject:** RE: Re: [EXTERNAL] Meeting request: June 3 Steve Green, President Chevron North America Exploration and Production Company  
**Received:** 2019-04-12T15:53:37-04:00  
[DB Meeting Information Request Form Steve Green.pdf](#)

Hi Samantha,

Happy Friday! Please see the attached form, and please let me know if you have any questions.

Thank you, and I look forward to hearing from you.

Jen

**From:** Hebert, Samantha <samantha\_hebert@ios.doi.gov>  
**Sent:** Monday, April 8, 2019 10:01 AM  
**To:** Smith, Jennifer <Smith.Jennifer@chevron.com>  
**Cc:** Washington, Gregory <GWashington@chevron.com>  
**Subject:** **[\*\*EXTERNAL\*\*]** Re: [EXTERNAL] Meeting request: June 3 Steve Green, President Chevron North America Exploration and Production Company

Hi Jennifer,

Thank you for the request of a meeting with Mr. Green and Acting Secretary Bernhardt. We have an ethics process for all meetings with the Acting Secretary so I am attaching a form for you to fill out.

Once you can get this back to me I'll start the process for scheduling a meeting.

Thanks again,  
Sam

On Fri, Apr 5, 2019 at 5:30 PM Smith, Jennifer <[Smith.Jennifer@chevron.com](mailto:Smith.Jennifer@chevron.com)> wrote:  
Good afternoon Samantha,

I hope this email finds you well.

Steve Green, President Chevron North America Exploration and Production Company will be in Washington on Monday, June 3<sup>rd</sup> and would like to meet with Acting Secretary Bernhardt on Monday, June 3<sup>rd</sup>. Mr. Green is Mr. Jeff Shellebarger's successor and would like the opportunity to introduce himself and discuss his new role in Chevron. In addition, Mr. Green would like to discuss priority issues for Chevron North American Exploration and Production Company.

Please let me know if you have any questions and if I may be of additional assistance.

Thank you for your consideration, and have a great weekend.

Jen Smith

**Jen Smith**

Administrative Assistant

[Smith.Jennifer@chevron.com](mailto:Smith.Jennifer@chevron.com)

**Chevron**

**Corporate Affairs**

600 13<sup>th</sup> Street NW, Suite 600

Washington, DC 20005-3027

Tel +1 202 408 5823

Fax +1 202 408 5845

Mobile +1 202 277 3456

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*Samantha Hebert*

*U.S. Department of the Interior*

*Immediate Office of the Secretary*

*Director, Scheduling and Advance*

*Direct: 202-208-4025*

*Cell: 202-412-6142*

*Email: [Samantha\\_Hebert@ios.doi.gov](mailto:Samantha_Hebert@ios.doi.gov)*

NOTE: *Every email I send or receive is subject to release under the Freedom of Information Act.*

# Meeting Information Request Form

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 need the information requested below before we can agree to schedule a meeting<sup>1</sup>.

**Please respond to the questions below and send your response to [scheduling@ios.doi.gov](mailto:scheduling@ios.doi.gov).** If you have any questions you may contact the Scheduling Office at 202-208-7551.

Requesting individual/organization: (Please identify the person(s) (name and affiliation) requesting the meeting, including any background information on the affiliated organization(s).)	<b>Steve Green Chevron President North America Exploration and Production Company</b>
Contact information (Name, Email, Phone):	<b>Jennifer Smith <a href="mailto:Smith.jennifer@chevron.com">Smith.jennifer@chevron.com</a> 202-408-5823</b>
Please describe the action sought from the Office of the Secretary:	<b>Meeting request with Secretary Bernhardt.</b>
Meeting date (if date is flexible please indicate the range):  Please explain any time sensitivity that impacts the date of the meeting, such as court-ordered or statutory deadline:	<b>Flexible schedule: any time on Monday, June 3, 2019</b>
Proposed meeting location (City, State):	<b>Secretary Bernhardt's office</b>
Expected meeting participants (name, title, and organizational affiliation):	<b>Steve Green, Chevron President North America Exploration and Production Company;</b>  <b>Gregory Washington, Federal Government Affairs Representative at Chevron;</b>  <b>Nicole Barber, PGPA Manager, Chevron North America Exploration and Production Company</b>
Are any expected meeting participants registered lobbyists or lobbying organizations, and/or registered under the Foreign Agents Registration Act? (If yes,	<b>Yes: Gregory Washington</b>

<sup>1</sup>Per 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.

<p>please identify.)</p>	
<p>Are any expected meeting participants a partisan political candidate, a representative of a political party or a registered political action committee (PAC)? (If yes, please identify.)</p>	<p><b>No</b></p>
<p>Do any expected meeting participants seek or currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.? (If yes, please identify.)</p>	<p><b>Yes, we have permits pending within DOI. The purpose of this meeting is not to discuss any specific permits pending before the Department.</b></p>
<p>Were any of the expected meeting participants previously represented by the Acting Secretary? (If yes, please identify.)</p> <p>Are any of the expected meeting participants currently represented in any matter by Brownstein Hyatt Farber Schreck, LLP? (If yes, please identify.)</p>	<p><b>No</b></p>
<p>Describe the proposed meeting topic/ agenda, provide available briefing materials, and identify desired outcome(s):</p>	<p><b>Steve Green would like to meet with Secretary Bernhardt to introduce himself and discuss his new role as the head of Chevron North America Exploration and Production. In addition, Mr. Green would like to answer any questions Secretary Bernhardt might have on DOI issues and the potential impact it could have on CNAEP--Chevron North American Exploration and Production Company.</b></p> <p><b>Please refer to the attached biography of Steve Green for materials.</b></p>
<p>Will the meeting involve legislation, broad policy options, or other general matters that involve a large and diverse range of persons and interests? (If yes, please describe.)</p>	<p><b>No legislation, but could involve discussing broad policy options, scenarios, and concepts like Financial Assurances. On Sept 12, 2016, BOEM issued NTL 2016-NO1 regarding new procedures for demonstrating financial capability to fund decommissioning. The new NTL procedures proved confusing and unworkable. Secretarial Order 3350 dated May 1, 2017, formally ordered BOEM to review the NTL, and BOEM announced in June 2017 that it would expend implementation timelines indefinitely while that review is ongoing.</b></p>
<p>Will the meeting involve regulations, rules, or other matters that impact a specific industry,</p>	<p><b>No, unless at the request of Secretary Bernhardt</b></p>

sector of the economy, or group of persons? (If yes, please describe.)	
<p>Will the meeting involve a litigation matter, a permit, a grant, a contract, or any other matter that involves specific parties?</p> <ul style="list-style-type: none"> <li>• If yes, please identify the matter and list the specific parties.</li> <li>• Are any of the parties represented by Brownstein Hyatt Farber Schreck, LLP, in the matter? (If yes, please identify.)</li> </ul>	<b>No</b>
With which Bureau or Agency does your agenda most align? Please list all, if more than one.	<b>BOEM (Bureau of Ocean Energy Management)</b>
If the Acting Secretary is unable to meet, is a surrogate desired? If yes, who specifically?	<b>No</b>
Any additional notes or information?	

DRAFT / DELIBERATIVE

**To:** Smith, Jennifer[Smith.Jennifer@chevron.com]  
**Cc:** Washington, Gregory[GWashington@chevron.com]  
**From:** Hebert, Samantha  
**Sent:** 2019-04-08T10:01:15-04:00  
**Importance:** Normal  
**Subject:** Re: [EXTERNAL] Meeting request: June 3 Steve Green, President Chevron North America Exploration and Production Company  
**Received:** 2019-04-08T10:01:32-04:00  
[DB Meeting Information Request Form \(1\).docx](#)

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Jen Smith

**Jen Smith**

Administrative Assistant

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Please describe the action sought from the Office of the Secretary:	
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Proposed meeting location (City, State):	
Expected meeting participants (name, title, and organizational affiliation):	
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Are any expected meeting participants a partisan political candidate, a representative of a political party or a registered political action committee (PAC)? (If yes, please identify.)	

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<p>With which Bureau or Agency does your agenda most align? Please list all, if more than one.</p>	
<p>If the Acting Secretary is unable to meet, is a surrogate desired? If yes, who specifically?</p>	
<p>Any additional notes or information?</p>	

**To:** samantha\_hebert@ios.doi.gov[samantha\_hebert@ios.doi.gov]  
**Cc:** Washington, Gregory[GWashington@chevron.com]  
**From:** Smith, Jennifer  
**Sent:** 2019-04-08T09:55:55-04:00  
**Importance:** Normal  
**Subject:** RE: Meeting request: June 3 Steve Green, President Chevron North America Exploration and Production Company  
**Received:** 2019-04-08T09:56:08-04:00  
[SWG Bio Long Version 3.22.19.docx](#)  
[SWG Bernhardt meeting request.pdf](#)

Hi Samantha,

Attached is an updated version of Steve Green's bio.

Thanks again,  
Jen Smith

---

**From:** Smith, Jennifer  
**Sent:** Friday, April 5, 2019 5:29 PM  
**To:** 'samantha\_hebert@ios.doi.gov' <samantha\_hebert@ios.doi.gov>  
**Cc:** Washington, Gregory <GWashington@chevron.com>  
**Subject:** Meeting request: June 3 Steve Green, President Chevron North America Exploration and Production Company

Good afternoon Samantha,

I hope this email finds you well.

Steve Green, President Chevron North America Exploration and Production Company will be in Washington on Monday, June 3<sup>rd</sup> and would like to meet with Acting Secretary Bernhardt on Monday, June 3<sup>rd</sup>. Mr. Green is Mr. Jeff Shellebarger's successor and would like the opportunity to introduce himself and discuss his new role in Chevron. In addition, Mr. Green would like to discuss priority issues for Chevron North American Exploration and Production Company.

Please let me know if you have any questions and if I may be of additional assistance.

Thank you for your consideration, and have a great weekend.

Jen Smith

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Administrative Assistant  
[Smith.Jennifer@chevron.com](mailto:Smith.Jennifer@chevron.com)

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**Corporate Affairs**

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Fax +1 202 408 5845  
Mobile +1 202 277 3456



## biographical information

### Stephen W. Green

President, Chevron North America Exploration and Production Company



Stephen W. (Steve) Green, is president of Chevron North America Exploration and Production, a position he has held since March 2019. In this role, he oversees Chevron's exploration and production activities throughout North America, including the company's significant portfolio of assets in Canada, California, the Gulf of Mexico, Pennsylvania and the Mid-Continent region of the United States.

Green previously served as president of Chevron Asia Pacific Exploration and Production, leading Chevron's exploration and production activities in eight countries across the Asia-Pacific region

Prior to that role, Green served as vice president of Policy, Government and Public Affairs for Chevron Corporation. He was responsible for U.S. and international government relations, communications, and the company's worldwide efforts to protect and enhance its reputation.

From 2008 to 2011, Green served as president of Chevron Indonesia and managing director of the Chevron IndoAsia Business Unit. Green was responsible for all aspects of the business unit's oil, gas and geothermal operations, including exploration, production, project development and business support services.

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Green serves on the board of trustees of The First Tee, and the executive committee of the Greater Houston Partnership. He is a member of the Society of Petroleum Engineers.

Green joined Chevron in 2005 upon the merger with Unocal Corporation. He earned a bachelor's degree in engineering from Texas A&M University in 1980 and completed the Stanford Graduate School of Business Executive Program in 2003.

03/2019



**Maria Pica Karp**

Vice President and General Manager, Government Affairs

April 5, 2019

**Transmitted Via Email: samantha\_hebert@ios.doi.gov**

The Honorable David Bernhardt  
Acting Secretary  
Office of the Secretary, U.S. Department of the Interior  
1849 C Street NW  
Washington, DC 20240

Dear Acting Secretary Bernhardt:

I am writing to request a meeting for Steve Green, President of Chevron North American Exploration and Production Company, during his upcoming visit to Washington on Monday, June 3. In previous years, you have met with Mr. Jeff Shellebarger who has recently retired from Chevron. Mr. Green is Mr. Shellebarger's successor and would like the opportunity to introduce himself and discuss his new role in Chevron. In addition, Mr. Green would like to discuss priority issues for Chevron North American Exploration and Production Company.

Ms. Jen Smith will be in contact with your office to schedule a meeting and can be reached at (202) 408-5823 or [smith.jennifer@chevron.com](mailto:smith.jennifer@chevron.com). Thank you in advance for your consideration of this request.

Sincerely,

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**Sent:** 2019-04-08T09:55:55-04:00  
**Importance:** Normal  
**Subject:** [EXTERNAL] RE: Meeting request: June 3 Steve Green, President Chevron North America Exploration and Production Company  
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[SWG Bio Long Version 3.22.19.docx](#)  
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## biographical information

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April 5, 2019

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Office of the Secretary, U.S. Department of the Interior  
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600 13<sup>th</sup> Street, NW Suite 600, Washington, DC 20005

Tel 202 408 5800 Fax 202 408 5845

[mpica@chevron.com](mailto:mpica@chevron.com)

**To:** samantha\_hebert@ios.doi.gov[samantha\_hebert@ios.doi.gov]  
**Cc:** Washington, Gregory[GWashington@chevron.com]  
**From:** Smith, Jennifer  
**Sent:** 2019-04-05T17:28:33-04:00  
**Importance:** Normal  
**Subject:** [EXTERNAL] Meeting request: June 3 Steve Green, President Chevron North America Exploration and Production Company  
**Received:** 2019-04-05T17:30:48-04:00  
[SWG Bernhardt meeting request.pdf](#)  
[CAPEP 09-17 SWG Bio-color .docx](#)

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## biographical information

### Stephen W. (Steve) Green

President, Chevron Asia Pacific Exploration and Production Company



Stephen W. (Steve) Green, 60, is president of Chevron Asia Pacific Exploration and Production Company, a position he assumed in April 2016. As president, Green will oversee Chevron's exploration and production activities in eight countries across the Asia-Pacific region. is President of Chevron Asia Pacific Exploration and Production Company, a position she assumed in March 2011. As president, Meyer is responsible for Chevron's exploration and production activities in nine countries across the Asia-Pacific region. is President of Chevron Asia Pacific Exploration and Production Company, a position she assumed in March 2011. As president, Meyer is responsible for Chevron's exploration and production activities in nine countries across the Asia-Pacific region. is President of Chevron Asia Pacific Exploration and Production Company, a position she assumed in March 2011. As president, Meyer is responsible for Chevron's exploration and production activities in nine countries across the Asia-Pacific region.

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09/17

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## biographical information

### **Stephen W. (Steve) Green**

President, Chevron Asia Pacific Exploration and Production Company



Stephen W. (Steve) Green, 60, is president of Chevron Asia Pacific Exploration and Production Company, a position he assumed in April 2016. As president, Green will oversee Chevron's exploration and production activities in eight countries across the Asia-Pacific region. is President of Chevron Asia Pacific Exploration and Production Company, a position she assumed in March 2011. As president, Meyer is responsible for Chevron's exploration and production activities in nine countries across the Asia-Pacific region. is President of Chevron Asia Pacific Exploration and Production Company, a position she assumed in March 2011. As president, Meyer is responsible for Chevron's exploration and production activities in nine countries across the Asia-Pacific region. is President of Chevron Asia Pacific Exploration and Production Company, a position she assumed in March 2011. As president, Meyer is responsible for Chevron's exploration and production activities in nine countries across the Asia-Pacific region.

Previous to his current position, Green served as vice president of Policy, Government and Public Affairs for Chevron Corporation where he was responsible for U.S. and international government relations, all aspects of communications, and the company's worldwide efforts to protect and enhance its reputation.

Green also served as president of Chevron Indonesia Company and managing director of the Chevron IndoAsia Business Unit from 2008 to 2011. During this time, he was responsible for all aspects of the business unit's oil, gas and geothermal operations, including exploration, production, project development and business support services.

Prior to joining Chevron, Green was chief executive officer of Unocal Thailand, Ltd., and vice president of International Energy Operations for Myanmar, Thailand and Vietnam from 2004 until Chevron's merger with Unocal in 2005. After the merger, Green served through 2007 as managing director of Chevron's Asia South business unit, adding Bangladesh, Cambodia and China to his previous responsibilities.

Green serves on the board of trustees of The First Tee. He is also a member of the Society of Petroleum Engineers.

Green joined Chevron in 2005 upon the merger with Unocal Corporation. He earned a bachelor's degree in engineering from Texas A&M University in 1980 and completed the Stanford Graduate School of Business Executive Program in 2003.

09/17



**Maria Pica Karp**

Vice President and General Manager, Government Affairs

April 5, 2019

**Transmitted Via Email: samantha hebert@ios.doi.gov**

The Honorable David Bernhardt  
Acting Secretary  
Office of the Secretary, U.S. Department of the Interior  
1849 C Street NW  
Washington, DC 20240

Dear Acting Secretary Bernhardt:

I am writing to request a meeting for Steve Green, President of Chevron North American Exploration and Production Company, during his upcoming visit to Washington on Monday, June 3. In previous years, you have met with Mr. Jeff Shellebarger who has recently retired from Chevron. Mr. Green is Mr. Shellebarger's successor and would like the opportunity to introduce himself and discuss his new role in Chevron. In addition, Mr. Green would like to discuss priority issues for Chevron North American Exploration and Production Company.

Ms. Jen Smith will be in contact with your office to schedule a meeting and can be reached at (202) 408-5823 or [smith.jennifer@chevron.com](mailto:smith.jennifer@chevron.com). Thank you in advance for your consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Maria Pica Karp", with a long horizontal flourish extending to the right.

**Chevron Government Affairs**

600 13<sup>th</sup> Street, NW Suite 600, Washington, DC 20005

Tel 202 408 5800 Fax 202 408 5845

[mpica@chevron.com](mailto:mpica@chevron.com)

**To:** Dale Hall[dhall@ducks.org]  
**Cc:** Samantha Hebert[samantha\_hebert@ios.doi.gov];  
margaret\_everson@fws.gov[margaret\_everson@fws.gov]; Scheduling SIO[scheduling\_sio@ios.doi.gov]  
**From:** Davis, Nicholas  
**Sent:** 2019-04-04T09:37:04-04:00  
**Importance:** Normal  
**Subject:** Re: [EXTERNAL] Secretary Speaking at Embassy Event  
**Received:** 2019-04-04T09:37:29-04:00  
[DB Event Information Request Form.docx](#)

Good morning, Dale. Attached is our event request form. Please fill it out and send it back to us at your convenience. Let me know if you have any questions.

Thank you!

Nick

**Nick Davis**

Office of Scheduling and Advance  
Immediate Office of the Secretary  
U.S. Department of the Interior  
Office: 202 208 7551  
Cell: 202 805 9898

On Thu, Apr 4, 2019 at 9:25 AM Samantha Hebert <[samantha\\_hebert@ios.doi.gov](mailto:samantha_hebert@ios.doi.gov)> wrote:

Hi Dale,

I'm copying Nick here because he will need to send you the form which we must have for all external events or meetings.

I'm sure the Acting Secretary is looking forward to this event.

Thanks,  
Sam

Sent from my iPhone

On Apr 4, 2019, at 8:38 AM, Dale Hall <[dhall@ducks.org](mailto:dhall@ducks.org)> wrote:

Good Morning Samantha:

I had asked Acting Secretary Bernhardt if he would be willing to say a few remarks (5-7 minutes) at our Ducks Unlimited reception at the Canadian Embassy the evening of April 29<sup>th</sup>. He told me he would love to if his calendar is open. He let me know yesterday that his calendar would allow him to be there, so I'm officially requesting that this be placed on his schedule. He is fully

supported by our group and has been a champion for NAWCA funding as long as I have known him. This is the 30<sup>th</sup> anniversary of NAWCA and our Hill events will focus on that. It would be great if he could highlight that in his remarks. Our Congressional dinner is the next night, April 30, at the Hyatt on New Jersey Ave. He attended that event last year and we would love to have him there again this year.

Please let me know how I can help with logistics or any other questions you might have. Thank you for your help, and it's always good to communicate with a Louisianan! I'm headed to Baton Rouge today for a weekend at LSU. Have a great day.

Dale

# Event Information Request Form

To ensure that the appropriate individual within the Department of the Interior is participating at your event and because the Office of the Secretary is committed to maintaining the highest ethical standards, we need the information requested below before we can agree to confirm a speaker<sup>1</sup>.

Please respond to the questions below and send your response to [scheduling@ios.doi.gov](mailto:scheduling@ios.doi.gov). If you have any questions you may contact the Scheduling Office at 202-208-7551.

Title of the Event (please note if the event is a weekly, monthly, annual, etc.):	
Date of Event (please note if the date is flexible):	
Event Location (city and state):	
Point(s) of Contact (Name, Email, Phone):	
Briefly describe the event in detail including the purpose and desired role of the Acting Secretary:	
Please describe any specific request of the Acting Secretary at the event (i.e. deliver keynote remarks, attend an event, meet with attendees etc.):	
Is the event a fundraiser? If yes, please explain who it is benefiting (i.e. specific charity, a political candidate, etc.):	
<b>Event Host and Sponsor</b>	
Who is the <u>event host</u> ? (Please identify and provide background on the Event host as well as any other organization involved in the Event.)	
Is the <u>event host</u> a registered lobbyist or lobbying organization, and/or registered under the Foreign Agents Registration Act? (If yes, please identify.)	

<sup>1</sup>Per 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.

<p>Is the <u>event host</u> a partisan political candidate, a representative of a political party or a registered political action committee (PAC)? (If yes, please identify.)</p>	
<p>Is the <u>event host</u> a 501(c)(3) organization or a media organization? (If yes, please identify.)</p>	
<p>Is the <u>event host</u> seeking or currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.? (If yes, please describe.)</p>	
<p>Who are the <u>sponsors</u> of the event? Please identify and provide background information on the individual and/or entity.</p>	
<p>Are any event <u>sponsors</u> seeking or do they currently have any business interests with the Department such as permits, contracts, litigation, grants, etc.? (If yes, please describe.)</p>	
<p>With which Bureau or Agency does your agenda most align? Please list all, if more than one.</p>	
<p><b>Audience</b></p>	
<p>Approximately how many people are expected to attend the event?</p>	
<p>Please describe the target audience of the event (elected officials, local community leaders, academics, industry representatives, public sector representatives, etc.).</p>	
<p>Will the attendees at the event include persons with a diversity of views or interests, or representatives from throughout an industry or profession, or the range of persons interested in a matter? (If yes, please describe.)</p>	
<p>Is the event open to the public? If not, please describe who is invited.</p>	
<p>Who are other VIPs or speakers confirmed and in what role?</p>	
<p>Who are other VIPs or speakers invited?</p>	

<b>Remarks</b>	
If you are requesting remarks, are there any specific issues you would like the Acting Secretary to highlight/address in his remarks?	
What is the desired format of his remarks (will he be delivering the keynote, sharing the stage, participating in a panel or roundtable, etc.)?	
What is the public registration/ticket fee to attend/participate in the event?	
<b>Communications</b>	
Is the event open or closed to press?	
If open, are you expecting local, trade, state, or national news coverage?	
If this is an annual event, which news outlets typically cover the event?	
Will you be advertising or live streaming the event on any social media outlets? (If yes, please explain.)	
<b>Logistics/Other*</b>	
What does the invitation include: registration/conference event fee; meals or refreshments; receptions or other entertainment; informational materials; memento or token of appreciation; and/or travel (ground or air transportation, hotel, etc.).	
Does all or part of the invitation to the Acting Secretary extend to other Department staff such as security, advance, and/or those staff essential to the Acting Secretary's participation in the event? (If yes, please identify.)	
Does the invitation extend to the Acting Secretary's spouse or other guest? If yes, will others in attendance generally be accompanied by a spouse or other guest?	
What is the monetary value of the invitation to the Acting Secretary, etc.? Please identify how the costs were determined. (Please attach separate sheet if necessary.)	

Please supply any other pertinent background information for the event (history of the event, prior attendance by DOI officials, draft agendas, event website, promotional/ advertising materials, outreach plan, etc.):	
If the Acting Secretary is not able to attend, is a surrogate desired? If yes, anyone specific?	
Any additional notes or information?	

**\*IMPORTANT NOTE: The purpose of these questions is to elicit information relevant to the ethics analysis and is not a solicitation or request for anything of value by the Department or any of its employees.**

DRAFT / DELIBERATIVE