

To: Craig, Jennifer[JCraig@nrahq.org]
Cc: Scheduling SIO[scheduling_sio@ios.doi.gov]; Hebert, Samantha[samantha_hebert@ios.doi.gov]
From: Davis, Nicholas
Sent: 2019-05-15T13:58:26-04:00
Importance: Normal
Subject: Re: [EXTERNAL] Following Up - NRA Women's Leadership Forum Summit
Received: 2019-05-15T13:58:43-04:00
[DB Event Information Request Form.docx](#)

Hi Jennifer,

Thank you for your kind invitation for Secretary Bernhardt. Please fill out the attached event request form so we can properly work to accommodate your request.

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 Wed, May 15, 2019 at 12:53 PM Hebert, Samantha <samantha_hebert@ios.doi.gov> wrote:

Hi Jennifer,

We are planning to accept this request for Secretary Bernhardt. The request is currently under ethics and general law review. I'm copying Nick Davis from our office in on this email so he can send you our request form for Secretary Bernhardt and get some additional information for our ethics/general law office.

If you can get that form filled out and returned to us we should be able to get you a final answer within the next week.

Please reach out to me if you have any questions.

Thanks,
Sam

On Mon, May 13, 2019 at 8:21 PM Craig, Jennifer <JCraig@nrahq.org> wrote:

Dear Samantha,

I write this evening on behalf of the NRA Women's Leadership Forum as follow up to the letter Secretary Bernhardt received from me, inviting him to participate in the WLF Summit this coming September in San Antonio.

We would like to confirm Secretary Bernhardt's participation during our program on Saturday, September 28, 2019.

I am available to connect by phone to share further specifics if you'd like. Please let me know of a time that may work for you.

Thank you so much for your consideration and attention.

All the best,

Jennifer Craig
Director, NRA Women's Leadership Forum
412-477-3233

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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*

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

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 speaker¹.

Please respond to the questions below and send your response to 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 (venue, address, city and state):	
Point(s) of Contact (Name, Email, Phone):	
Briefly describe the event in detail including the purpose and desired role of the Secretary:	
Please describe any specific request of the 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.):	
Event Host and Sponsor	
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.)	
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.)	

¹Per the Administration Ethics Pledge, the 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.

Is the <u>event host</u> a 501(c)(3) organization or a media organization? (If yes, please identify.)	
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.)	
Who are the <u>sponsors</u> of the event? Please identify and provide background information on the individual and/or entity.	
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.)	
With which Bureau or Agency does your agenda most align? Please list all, if more than one.	
Audience	
Approximately how many people are expected to attend the event?	
Please describe the target audience of the event (elected officials, local community leaders, academics, industry representatives, public sector representatives, etc.).	
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.)	
Is the event open to the public? If not, please describe who is invited.	
Who are other VIPs or speakers confirmed and in what role?	
Who are other VIPs or speakers invited?	
Remarks	
If you are requesting remarks, are there any specific issues you would like the 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?	
Communications	
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.)	
Logistics/Other*	
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 Secretary extend to other Department staff such as security, advance, and/or those staff essential to the Secretary's participation in the event? (If yes, please identify.)	
Does the invitation extend to the 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 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 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