

To: Spoehr, Thomas[Thomas.Spoehr@heritage.org]
From: Getto, Leila
Sent: 2017-08-02T14:09:03-04:00
Importance: Normal
Subject: Re: RKZ Briefing Introduction
Received: 2017-08-02T14:09:54-04:00

Hi Tom!

I apologize for my delay. I currently have it on his schedule for 30 minutes. Please let me know if you think more time is needed.

Do you prefer to meet in a room that has powerpoint capabilities?

5 copies of the presentation would be perfect. Participating in the meeting with the Secretary will be Deputy Secretary Bernhardt, Scott Hommel (chief of staff), and Downey Magallanes (Deputy Chief of Staff).

Yes, please arrive via our C street entrance (1849 C Street NW). We'll have someone downstairs in the lobby a few minutes before to greet you and escort you to the Secretary's office.

Thank you!
Leila

*Leila Sepehri Getto
U.S. Department of Interior
Immediate Office of the Secretary
Deputy Director, Scheduling and Advance
Direct: (202) 208-5359
Cell: (202) 706-9435*

On Wed, Aug 2, 2017 at 7:32 AM, Spoehr, Thomas <Thomas.Spoehr@heritage.org> wrote:

Leila, good morning. Just a couple of questions.

1. Confirming address as 1849 C. St. NW. I should arrive by 3:15 pm, will I need someone to meet me at that entrance?
2. How long is the meeting scheduled for, and how many people will be attending? I will have some slides with me and would like to make sure I have enough copies.

Thank you,

Best,

Tom

From: Getto, Leila [mailto:leila_getto@ios.doi.gov]
Sent: Thursday, July 27, 2017 4:28 PM
To: Spoehr, Thomas <Thomas.Spoehr@heritage.org>
Subject: Re: RKZ Briefing Introduction

great, thank you!

Leila Sepehri Getto

U.S. Department of Interior

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On Thu, Jul 27, 2017 at 4:19 PM, Spoehr, Thomas <Thomas.Spoehr@heritage.org> wrote:

Leila, yes, that would be fine. Best, Tom

From: Getto, Leila [mailto:leila_getto@ios.doi.gov]
Sent: Thursday, July 27, 2017 4:10 PM
To: Spoehr, Thomas <Thomas.Spoehr@heritage.org>
Subject: Re: RKZ Briefing Introduction

Sorry Tom, can we move that meeting to 3:30 pm on August 3rd? Thank you.

Leila Sepehri Getto

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On Tue, Jul 11, 2017 at 5:30 PM, Spoehr, Thomas <Thomas.Spoehr@heritage.org> wrote:

Leila, yes, that would be fine. Best, Tom

From: Getto, Leila [mailto:leila_getto@ios.doi.gov]
Sent: Tuesday, July 11, 2017 5:18 PM
To: Spoehr, Thomas <Thomas.Spoehr@heritage.org>
Subject: Re: RKZ Briefing Introduction

Dear Tom,

Thank you reaching out. Are you available at 2 pm on August 3?

Thank you,

Leila Getto

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On Tue, Jul 11, 2017 at 4:38 PM, Renner, Elinor <elinor_renner@ios.doi.gov> wrote:

Hello Tom,

Thank you so much for taking the time to talk with the Secretary this morning. He asked us to follow up and schedule a briefing on command organization.

I'd like to introduce you to Leila Getto, the Deputy Director of Scheduling and Advance at the Department of the Interior. She will work with you to schedule this meeting.

Please let me know if there is anything I can do to be of help.

Sincerely,

Elinor

--

Elinor Renner

U.S. Department of the Interior

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Special Assistant to the Secretary

Washington, DC 20240

202-208-6087

Thomas Spoehr

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To: Getto, Leila[leila_getto@ios.doi.gov]
From: Spoehr, Thomas
Sent: 2017-08-02T14:19:20-04:00
Importance: Normal
Subject: RE: RKZ Briefing Introduction
Received: 2017-08-02T14:20:04-04:00

Leila, thank you. I think for the five people that we won't need to show this on a screen and we will work off of the hard copies I will bring. And I think 30 minutes will be fine.
Thank you very much! Tom

From: Getto, Leila [mailto:leila_getto@ios.doi.gov]
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