

**To:** SIO, Scheduling[scheduling\_sio@ios.doi.gov]  
**Cc:** Getto, Leila[leila\_getto@ios.doi.gov]  
**From:** Jen Mock Schaeffer  
**Sent:** 2019-02-11T16:29:08-05:00  
**Importance:** High  
**Subject:** RE: [EXTERNAL] Thank you  
**Received:** 2019-02-11T16:29:19-05:00  
[DB Event Information Request Form 2019 March AWCP Meeting schaeffer.docx](#)

Hi Nick,

Please see the attached per your request, and let me know if you have any questions.

Thanks,  
Jen

Jennifer Mock Schaeffer  
Government Affairs Director  
Association of Fish and Wildlife Agencies  
1100 First Street, NE, Suite 825  
Washington, DC 20002  
Email: [jenmock@fishwildlife.org](mailto:jenmock@fishwildlife.org)  
O: 202-838-3468  
C: 202-870-8062  
[www.fishwildlife.org](http://www.fishwildlife.org)

**From:** nicholas\_davis@ios.doi.gov <nicholas\_davis@ios.doi.gov> **On Behalf Of** SIO, Scheduling  
**Sent:** Tuesday, January 22, 2019 4:50 PM  
**To:** Jen Mock Schaeffer <JenMock@fishwildlife.org>  
**Subject:** Re: [EXTERNAL] Thank you

Hi Jen,

Thank you for your kind invitation for Acting 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 Fri, Jan 18, 2019 at 10:20 AM Everson, Margaret <[margaret\\_e\\_everson@fws.gov](mailto:margaret_e_everson@fws.gov)> wrote:  
FYI.

----- Forwarded message -----

From: **Jen Mock Schaeffer** <[JenMock@fishwildlife.org](mailto:JenMock@fishwildlife.org)>  
Date: Fri, Jan 18, 2019 at 10:10 AM  
Subject: [EXTERNAL] Thank you  
To: [david\\_bernhardt@ios.doi.gov](mailto:david_bernhardt@ios.doi.gov) <[david\\_bernhardt@ios.doi.gov](mailto:david_bernhardt@ios.doi.gov)>  
Cc: Everson, Margaret <[margaret\\_e\\_everson@fws.gov](mailto:margaret_e_everson@fws.gov)>, Cassidy, Benjamin <[benjamin\\_cassidy@ios.doi.gov](mailto:benjamin_cassidy@ios.doi.gov)>

Good morning Acting Secretary Bernhardt,

On behalf of the American Wildlife Conservation Partners I wish to thank you for reopening 38 refuges and bringing back key FWS staff to address some of our highest priorities (see attached) during these difficult times.

Further, I invite you or your designee to participate in the AWCP's upcoming meeting on March 5, 2019, from 8am-5pm at the North American Wildlife and Natural Resources Conference in Denver, CO. I look forward to working with you and your staff on discussion topics and to follow-up on issues discussed during our meeting in August 2018.

Thank you, again, for your ongoing support of the sportsmen's conservation community, and I look forward to hearing from you or your staff soon.

Best regards,  
Jen  
Chair, AWCP

Jennifer Mock Schaeffer  
Government Affairs Director  
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Kate MacGregor  
Deputy Chief of Staff  
U.S. Department of the Interior  
1849 C ST NW  
Room 6625  
Washington DC 20240  
202-208-3671 (Direct)

# 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 request you answer the following questions before we can agree to confirm a speaker<sup>1</sup>.

**Please complete this form and send to [scheduling\\_sio@ios.doi.gov](mailto:scheduling_sio@ios.doi.gov).** If you have any questions you may contact the Scheduling Office at 202-208-7551.

Specific Request to the Secretary (i.e. deliver keynote remarks, attend an event, etc.):	Update the sportsmen’s community on DOI activities and follow-up from participation in similar meeting in Aug 2018
Title of the Event (please note if the event is a weekly, monthly, annual, etc.):	American Wildlife Conservation Partners meeting, biannual in-person event
Date of Event (please note if the date is flexible):	March 5, 2019, 8am-12pm 1-5pm MT
Location (city and state):	Denver, CO
Point of Contact(s) (phone, email):	Jennifer Mock Schaeffer, <a href="mailto:jenmock@fishwildlife.org">jenmock@fishwildlife.org</a> 202-870-8062
Briefly describe the event in detail including the purpose and desired role of the Secretary:	Discuss happenings within DOI of interest to the American Wildlife Conservation Partners including but not limited to SO 3356, SO 3362, SO 3369, sportsmen’s access to public lands, status of ESA regulations, BLM management, sage grouse, and other wildlife and land management issues of interest to the sportsmen’s community
Is the event a fundraiser? If yes, please explain who it is benefiting (i.e. specific charity, a political candidate, etc.):	No.
Are you aware if any involved party is represented by Brownstein Hyatt Farber Schreck, LLP in this particular matter?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<ul style="list-style-type: none"> <li>If yes, please identify any such specific party:</li> </ul>	
<b>Event Host and Sponsor:</b>	

<sup>1</sup>In order to avoid even the potential appearance of a lack of impartiality, the Deputy Secretary agreed that, for one year after his withdrawal from his former firm, he would not participate personally and substantially in any particular matter involving specific parties in which he knows his former firm is or represents a party, unless authorized to participate, pursuant to 5 C.F.R. § 2635.502(d). He also agreed not to participate personally and substantially in any particular matter involving specific parties in which he knows a former client of his is or represents a party for a period of one year after he last provided service to that client, unless he is first authorized to participate, pursuant to 5 C.F.R. § 2635.502(d). In addition, per the Administration Ethics Pledge, the Deputy 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.

Who is the event host/organizer? Please describe the person or provide background information on the organization.	Jennifer Mock Schaeffer, AWCP Chair; Government Affairs Director for the Association of Fish and Wildlife Agencies, represents the collective interests of the state fish and wildlife agencies before Congress and the Administration
Is the event host/organizer a candidate, or a party, or a lobbying organization/lobbyist, or nonprofit, or has a registered political action committee (PAC)?	Event host organizer is a registered lobbyist working for a 501c6 organization; the AWCP is a coalition of groups without dedicated staff; the AWCP chair is a volunteer position.
Who are the event sponsors? Please describe the person or provide background information on the organization.	AWCP members; AFWA will pay for meeting A/V equipment at the meeting only.
What is the relationship between the event host/organizer and / or sponsors with the Department of the Interior?  Please include any business pending before the Department such as permits, contracts, litigation, grants, etc.	No formal relationship; Acting Secretary Bernhardt has remained interested in the work of the AWCP throughout his tenure at DOI.  Host organizer does not have business pending before the Department.
With which Bureau or Agency does your agenda most align? Please list all, if more than one.	FWS, BLM, NPS, BOR
<b><u>Audience, Other Speakers, and Remarks</u></b>	
Describe the audience (local elected officials, community leaders, graduate students, University researchers, company accountants, members of a specific industry, etc.):	Sportsmen's conservation non-governmental organizations Executive leadership
Approximately how many people are expected to attend?	60-80 people
Is the event open to the public? If not, who is invited?	It is open to AWCP members.
Who are other VIPs or speakers confirmed and in what role?	None
Who are other VIPs or speakers invited?	None
Are there any specific issues you would like the Secretary to highlight/address in his remarks?	See above suggestions, other issues he thinks would be of interest

What is the desired format of his remarks (will he be delivering the keynote, sharing the stage, a panel, etc.)?	Statement on update of various DOI initiatives followed by Q&A from AWCP members
What is the public registration/ticket fee to attend/participate in the event?	One day registration at the North American Wildlife & Natural Resources Conference is \$225
<b><u>Communications</u></b>	
Is the event open or closed to press?	Closed, we do not invite press.
If open, are you expecting local, trade, state, or national news coverage?	No, we are not.
If this is an annual event, which news outlets typically cover the event?	No, news outlets typically do not cover the event.
Will you be advertising or live streaming the event on any social media outlets? If yes, please explain.	No, we will not.
<b><u>Logistics/Other</u></b>	
Please supply any other pertinent background information for the event (draft agendas, existing websites, confirmed and invited speaker, if this is an annual event, can you share last year agenda etc.):	A draft agenda is pending and will be available by 2/15/19.
If the Secretary is not able to attend, is a surrogate desired? If yes, anyone specific?	Yes, Todd Willens or other appropriate representative
Any additional notes or information?	Please call if you have questions.