

Guidance:

- Please submit weekly reports no later than **3pm ET on Wednesdays**; this will allow the Secretary's office time to review and compile the White House report by Thursday morning. We will use Microsoft Teams to share + update the document.
- The "week ahead" section should cover Wednesday through the following weekend (a 12-day period). For example, if the report is due on Wednesday, February 3, it should cover Wednesday, February 3 through Sunday, Feb 14.
- This report is intended to help with running a 'no surprises' operation, but also to highlight the great work that is being conducted throughout the Department. Lead each entry with the date and if you think an announcement is likely but the date is unknown, it is ok to indicate with a "Date TBD." To that end, items **may not be released** unless they have been included in the report at least a week in advance.
- We do not anticipate this guidance necessitating major changes to your current reports or existing review process at the bureau/office level. (For example, if you currently demarcate entries with [NEW, UPDATED, ONGOING], please keep it up.)

WEEKLY REPORT

DEPARTMENT OF THE INTERIOR/[Bureau Name]

[Date]

[UPDATED] Principal Schedules – two week look-ahead

- Please note, in bullet form, **material engagements for Assistant Secretaries, and Bureau and Office Heads for the upcoming two-week period, at minimum**. If travel outside the two-week window is known, please include. Please note the nature of the engagement in bold at the beginning, include whether an event is open/closed press, and delineate participation from elected officials, other cabinet/white house officials, or noteworthy stakeholders. This section should cover:
 - media interviews
 - travel
 - speaking engagements
 - high-profile meetings.

Secretarial Actions

- **Please highlight items that relate to Secretarial Orders 3417, 3418, 3419, 3420, and 3421.**
- Err on the side of being overly inclusive as to what to flag. Examples include notable stakeholder meetings, principal travel/tours/public remarks, groundbreakings events, project milestones, repeals, reduction in costs, deregulation, and process improvements (i.e permitting, leasing, development, etc.)
- Items listed in this section can be duplicated in the sections below.

Week Ahead Announcements and Actions

- Please provide short narratives (1-2 sentences), in bullet form, with respect to announcements or other agency actions for the week ahead that have national or regional significance, or relate to Administration priorities.
- Where relevant, please specify if an event is open/closed, or the plan for external/internal engagement for the action (if-asked statement, press release, social media, employee message, etc).

30+ Day Look-Ahead

- Please include, in bullet form, announcements and other key deliverables on the horizon that will occur in the coming 30 days (or so).
- Please demarcate events/announcements that present good communications opportunities and/or require engagement from Department leadership by changing the text color to blue.
- Be sure to include lists of noteworthy NEPA actions, upcoming FR notices, ESA notices, etc,

Questions? Please contact: Alec Faggion, alec_faggion@ios.doi.gov