

From: "Getto, Leila S" <leila_getto@ios.doi.gov>
To: "Keil, Stephen" <stephenkeil@chevron.com>
Cc: "Shute, Melissa" <melissashute@chevron.com>, "SIO, Scheduling" <scheduling_sio@ios.doi.gov>
Subject: RE: [EXTERNAL] RE: Meeting Request: Mike Wirth - Chairman and CEO, Chevron (March 16/17)
Date: Fri, 13 Mar 2020 19:12:48 +0000

Great, thank you! The meeting is confirmed for Tuesday, March 17th at 10am.

And thank you for confirming the meeting participants from Chevron. Just a reminder, we are not able to accommodate any changes to the meeting participants on the day of the meeting regardless of circumstance. We appreciate your understanding.

I will confirm by Monday who will staff the Secretary in the meeting.

Will they need parking? If yes, we would appreciate the car make, model, tag number and state no later than one business day before the meeting. We will then follow up with instructions to park in our garage.

Please have them arrive via our main entrance on C Street -- 1849 C Street NW, Washington, DC 20240.

When they arrive in the lobby, please let the security guards know they are here for a meeting with the Secretary. We will have a member of our staff escort them to the Secretary's office.

Please don't hesitate to let us know if you have any questions.

Thank you!

Leila

Leila Getto
Deputy Director, Scheduling and Advance
Immediate Office of the Secretary
Direct: 202-208-5359; Cell: 202-706-9435
Email: Leila_Getto@ios.doi.gov

From: Keil, Stephen <stephenkeil@chevron.com>
Sent: Friday, March 13, 2020 2:38 PM
To: Getto, Leila S <leila_getto@ios.doi.gov>
Cc: Shute, Melissa <melissashute@chevron.com>
Subject: RE: [EXTERNAL] RE: Meeting Request: Mike Wirth - Chairman and CEO, Chevron (March 16/17)

They have not.

Stephen Keil
International Government Affairs
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From: Getto, Leila S <leila_getto@ios.doi.gov>
Sent: Friday, March 13, 2020 2:17 PM
To: Keil, Stephen <stephenkeil@chevron.com>
Cc: Shute, Melissa <melissashute@chevron.com>
Subject: [**EXTERNAL**] RE: [EXTERNAL] RE: Meeting Request: Mike Wirth - Chairman and CEO, Chevron (March 16/17)

Hi Stephen! Can you please let me know if Mr. Wirth, Mrs. Knutson, and Ms. Gaines have travelled outside the US in the past 30 days?

Leila Getto
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Direct: 202-208-5359; Cell: 202-706-9435
Email: Leila_Getto@ios.doi.gov

From: Keil, Stephen <stephenkeil@chevron.com>
Sent: Friday, March 13, 2020 1:21 PM
To: Getto, Leila S <leila_getto@ios.doi.gov>
Cc: Shute, Melissa <melissashute@chevron.com>
Subject: [EXTERNAL] RE: Meeting Request: Mike Wirth - Chairman and CEO, Chevron (March 16/17)

Hi Leila – Just saw you called. I can confirm the meeting on **Tuesday, March 17 at 10:00am** for Mr. Wirth to meet with Secretary Bernhardt. Accompanying Mr. Wirth will be Karen Knutson, our Vice President and General Manager of Government Affairs. Angela Gaines, Advisor to the Chairman and CEO, will not participate in meetings, but will need to be nearby i.e. hallway or waiting room in case she is needed for communications with Mr. Wirth.

Can you please advise on:

- How much time the Secretary will have for this meeting
- Who will accompany the Secretary
- Building entry requirements/directions

Please let me know if I can provide further information.

Best, Steve

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From: Getto, Leila S <leila_getto@ios.doi.gov>
Sent: Friday, March 13, 2020 9:53 AM
To: Keil, Stephen <stephenkeil@chevron.com>
Cc: Shute, Melissa <melissashute@chevron.com>
Subject: [**EXTERNAL**] FW: Meeting Request: Mike Wirth - Chairman and CEO, Chevron (March 16/17)

Hi Stephen! Please let me know if 10am on March 17th is convenient for the meeting? I'm working from home today and available by cell 202-706-9435. Thank you!

#1364114.2

Leila Getto
Deputy Director, Scheduling and Advance
Immediate Office of the Secretary
Direct: 202-208-5359; Cell: 202-706-9435
Email: Leila_Getto@ios.doi.gov

From: Keil, Stephen <stephenkeil@chevron.com>
Sent: Monday, March 9, 2020 6:20 PM
To: SIO, Scheduling <scheduling_sio@ios.doi.gov>; Boulton, Caroline H <caroline_boulton@ios.doi.gov>; nicholas_davis@ios.doi.gov <nicholas_davis@ios.doi.gov>
Cc: Shute, Melissa <melissashute@chevron.com>
Subject: [EXTERNAL] RE: Meeting Request: Mike Wirth - Chairman and CEO, Chevron (March 16/17)

Skyler –

You may find a completed form attached. Please let me know if you have any questions, and I look forward to hearing back from you on a potential meeting time for Mr. Wirth with the Secretary.

Best, Steve

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From: SIO, Scheduling <scheduling_sio@ios.doi.gov>
Sent: Monday, March 9, 2020 11:50 AM
To: Boulton, Caroline H <caroline_boulton@ios.doi.gov>; Keil, Stephen <stephenkeil@chevron.com>; nicholas_davis@ios.doi.gov
Cc: Shute, Melissa <melissashute@chevron.com>
Subject: [**EXTERNAL**] Re: Meeting Request: Mike Wirth - Chairman and CEO, Chevron (March 16/17)

Good morning Steve,

Thank you for passing along this request. Can I trouble you to fill out the attached meeting information request form? Once we receive this back, our office will be better able to process your request.

Thanks,
Skyler

From: Boulton, Caroline H <caroline_boulton@ios.doi.gov>
Sent: Monday, March 9, 2020 11:01 AM
To: Keil, Stephen <stephenkeil@chevron.com>; nicholas_davis@ios.doi.gov <nicholas_davis@ios.doi.gov>
Cc: Shute, Melissa <melissashute@chevron.com>; SIO, Scheduling <scheduling_sio@ios.doi.gov>
Subject: RE: Meeting Request: Mike Wirth - Chairman and CEO, Chevron (March 16/17)

Good morning Steve,

#1364114.3

I do not handle scheduling for Secretary Bernhardt; I have cc'ed the Secretary's scheduling office on this email, and they should get back to you about availability.

Best,
Caroline

From: Keil, Stephen <stephenkeil@chevron.com>
Sent: Monday, March 9, 2020 10:18 AM
To: nicholas_davis@ios.doi.gov; Boulton, Caroline H <caroline_boulton@ios.doi.gov>
Cc: Shute, Melissa <melissashute@chevron.com>
Subject: [EXTERNAL] Meeting Request: Mike Wirth - Chairman and CEO, Chevron (March 16/17)

Dear Nicholas and Caroline,

I am writing to request a meeting with Secretary Bernhardt on behalf of Mike Wirth, Chevron's Chairman and CEO, during his visit to Washington, D.C. next week. Would the Secretary be available on Monday, March 16 for a meeting?

Mr. Wirth would appreciate the opportunity to discuss our perspectives on global oil and gas developments.

A meeting request letter and Mr. Wirth's bio are attached for your reference. Thank you in advance for your help with this request.

Best, Steve

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