



THE TRIP OF THE SECRETARY

TO

NORFOLK, VA

MONDAY, FEBURARY 7th 2011

**TRIP SUMMARY
THE TRIP OF THE SECRETARY
TO
NORFOLK, VA
MONDAY, FEBURARY 7th 2011**

Weather:

Washington D.C.
Norfolk, VA

Partly Cloudy; High 50 // Low 34
Partly Cloudy; High 58 // Low 36

Time Zone:

Virginia

Eastern Time Zone

Norfolk Advance:

Staff Lead
Security
Ride-Along

Tim Hartz
(b) (7)(C), (b) (6)

Cell Phone:

(b) (6)

Traveling Staff:

Deputy Secretary
Deputy Director, Communications

David Hayes
Kendra Barkoff

(b) (6)

Washington Staff:

Secretary's Scheduler
Ethics

Joan Padilla
Melinda Loftin

Office Phone
(202) 208-5820
(703) 862 5552

Attire:

Business

MONDAY, JANUARY 7th**9:15am: DEPART RESIDENCE EN ROUTE TO NATIONAL AIRPORT****(b) (7)(C), (b) (6)** KLS**9:30am: ARRIVE NATIONAL AIRPORT**

Location: FAA Hangar #6

Phone:

Manifest(8): KLS, Secretary Steven Chu, David Hayes, Kendra Barkoff, Missy Owens (DOE Deputy COS), Stephanie Mueller (DOE Press Secretary DOE Security)

9:45 – 10:30am: WHEELS-UP DCA FOR NORFOLK, VA

Aircraft: N2

Flight Time: 45min

10:30am: WHEELS-DOWN LANDMARK AVIATIONLocation: 6101 Burton Station Rd
Norfolk, VA 23502

Phone: (757) 857-3309

10:40 – 10:50am: DEPART LANDMARK AVIATION FOR HALF MOONE CENTER**(b) (7)(C), (b) (6)** KLS, Secretary Chu, David Hayes, Missy Owens
(6) Tim Hartz, Kendra Barkoff, Tami Heilemann
Stephanie Mueller, Sam Finke**10:50am: ARRIVE HALF MOONE CENTER**Location: 1 Waterside Dr
Norfolk, VA 23510

Phone: (757) 664-1074

11:00 – 11:40am: PRESS CONFERENCE

Location: Cruise Center Deck

Participants: Secretary Steven Chu
Representative Bobby Scott – (D-VA)
Paul Frain – Mayor, City of Norfolk

Staff: Kendra Barkoff

Press: Open

Setup: Podium w/mic (Outdoors)

Format:

- *YOU give remarks and introduce Secretary Chu
- *Secretary Chu gives remarks
- *Representative Scott gives remarks
- *Mayor Frain gives remarks
- *Q&A with press

11:45 – 12:30pm: OFFSHORE WIND STAKEHOLDER MEETING

Location: Half Moone Center

Participants: **Secretary Steven Chu**
David Hayes - Deputy Secretary
Virginia Offshore Wind Coalition
Jeff Keever – Chairman, VA Offshore Wind Coalition
Mark Webb – Vice Chairman of the VA Offshore Wind Coalition
Sally McNeilan – Secretary of the VA Offshore Wind Coalition
Rod Woolard – Development Dir & Asst City Manager, City of Norfolk
Neil Rondorf – Vice President, SAIC
Virginia Offshore Wind Development Authority
Art Moye – Executive Vice President, Virginia Maritime Association
Brian Redmond – Managing Director, CP Energy Group
Mary Doswell – VP Alternative Energy Solutions, Dominion Resources
Mark Bitterman – VP of Government Relations, Orbital Sciences Corp
Bob Matthias – Assistant to the City Manager, City of Virginia Beach
Ron Ritter – Sr. Vice President, Earl Industries, LLC.
VA Govt and Administration
Representative Bobby Scott – (D-VA)
Paul Frain – Mayor, City of Norfolk
Daniel Arczynski – VP Strategic Planning, Northrop Grumman
Paul Vosbeek – Founding Partner, Real NewEnergy
Michael Peck – Director of External Relations, Gamesa
Dr. Dorothy Robyn - DOD UnderSecretary for Installation & Environment
Denise Bode - CEO, American Wind Energy Association
Jim Lanard - President, Offshore Wind Development Coalition

Staff: Tim Hartz

Press: Closed

Setup: Conference Room seating

Format:

- *11:45am: YOU will give remarks and introduce Secretary Chu
- *11:53am: Secretary Chu gives remarks
- *12:00pm: Open discussion with participants
- *12:30pm: Depart

12:30 – 12:45pm: DEPART HALF MOONE CENTER EN ROUTE LANDMARK AVIATION

(b) (7)(C), (b) (6) KLS, Secretary Chu, David Hayes, Missy Owens
 Tim Hartz, Kendra Barkoff, Tami Heilemann
 Stephanie Mueller, Sam Finke

12:45pm: ARRIVE LANDMARK AVIATION

Location: 6101 Burton Station Rd
 Norfolk, VA 23502

Phone: (757) 857-3309

Manifest(8): KLS, Secretary Steven Chu, David Hayes, Kendra Barkoff, Missy Owens, Stephanie Mueller, DOE Security

1:00 – 1:45pm: WHEELS-UP NORFOLK FOR WASHINGTON D.C.

Aircraft: N2
Flight Time: 45min
**Lunch will be provided in-flight*

1:45pm: WHEELS-DOWN DCA

2:00 – 2:15pm: DEPART AIRPORT FOR DOI

(b) (7)(C), (b) (6) KLS, David Hayes, Kendra Barkoff

2:15pm: ARRIVE DOI

100

TRAVEL VOUCHER <small>(Read Privacy Act Statement below)</small>	1. DEPARTMENT OR ESTABLISHMENT BUREAU DIVISION OR OFFICE	2. TYPE OF TRAVEL <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION	3. VOUCHER NO. KSNORFOLKVA020711 V01
			4. SCHEDULE NO.

5. a. NAME (Last, first, middle initial) SALAZAR, KENNETH L.	b. SOCIAL SECURITY NO. *** (b) (6)	6. PERIOD OF TRAVEL a. FROM 02/07/11 b. TO 02/07/11
c. MAILING ADDRESS (Include ZIP Code) DOI, OS SECRETARY 1849 C STREET NW WASHINGTON, DC 20240	d. OFFICE TELEPHONE NO. 202-273-3423	7. TRAVEL AUTHORIZATION a. NUMBER(S) ORDB6C b. DATE(S) 02/11/11
e. PRESENT DUTY STATION	f. RESIDENCE (City and State) Washington, DC	10. CHECK NO.

8. TRAVEL ADVANCE	9. CASH PAYMENT RECEIPT		11. PAID BY
a. Outstanding 0.00	a. DATE RECEIVED	b. AMOUNT RECEIVED \$	
b. Amount to be applied 0.00	c. PAYEE'S SIGNATURE		
c. Amount due Government (Attached <input type="checkbox"/> Check <input type="checkbox"/> Cash)			
D. Balance outstanding			

12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH <small>(List by number below and attach passenger coupon; if cash is used show claim on reverse side)</small>	I hereby assign the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ <i>Traveler's Initials</i>					
	AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL FROM (e) TO (f)	
ACCOUNTING CLASSIFICATION: 11 1000.DDD01 5.00	.68-2011	DM^1000^	DDD01^68^		0.00 NR-	1
COMMENTS: SPEECH/PRESENTATION.						

13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.		TRAVELER SIGN HERE <i>Ken Salazar</i>	DATE MAR 11 2011	AMOUNT CLAIMED ▶ 0.00
<small>NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).</small>				

14. This voucher is approved. Long distance phone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)	17. FOR FINANCE OFFICE USE ONLY COMPUTATION
APPROVING OFFICIAL SIGN HERE <i>[Signature]</i> DATE 3/9/11	a. DIFFERENCES, IF ANY (Explain and show amount)
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION	b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION
a. VOUCHER NO.	b. D.O. SYMBOL
c. MONTH & YEAR	<i>Certifier's initials:</i>
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT	c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol):
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE <i>[Signature]</i> DATE	d. NET TO TRAVELER ▶ \$ 0.00

18. ACCOUNTING CLASSIFICATION
SEE BLOCK 12 ABOVE

ACCOUNTING CLASS CODE	TRIP 1
TAV EXP -I-211B	15.00
11 1000.DDD01. .6	0.00
	0.00
	15.00

2011^^DM^1000^^DDD01^^68^

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES -----	15.00
NON-REIMBURSABLE EXPENSES -----	15.00
	=====
TOTAL AMOUNT CLAIMED -----	0.00
PREV PAYMENTS --	0.00
GOV'T ADVANCE OUTSTANDING --	0.00
GOV'T ADVANCE APPLIED -----	0.00

	0.00
	=====
NET TO TRAVELER (GOVT) -----	0.00
GOV'T CHARGE CARD EXPENSES -	0.00
GOV'T CHARGE CARD ATM ADV --	0.00
ADD'L GOV'T CHARGE CARD PYMT	0.00
	=====
TOTAL GOV'T CHARGE CARD AMT	0.00
PAY TO GOV'T CHARGE CARD-----	0.00
PAY TO TRAVELER -----	0.00

MEMORANDUM

To: Signing official

From: Iris Straitt
Scheduling Office

Date: 3/01/11

Subject: Secretary Ken Salazar- Norfolk, VA
- 2/07/11

Secretary Ken Salazar traveled on 2/07/11 to Norfolk, VA with the DOE Secretary Steven Chu to participate in a press conference announcement and the Offshore Wind Stakeholder Meeting. Secretary Salazar returned to Washington, DC on 2/07/11.

The Secretary's trip included official business: I have included the following documents of the Secretary's travel: (1) the Secretary's travel voucher for the trip and (2) the final itinerary for the trip.

The Secretary's travel on this trip did not incur costs that were, unnecessary or unjustified in the performance of official business.

Attachment

TRAVEL AUTHORIZATION

1. No. SALAZARTA2011
2. 9-14-2010
(DATE)

MS

3. OS
(BUREAU OR OFFICE)

4. NAME Kenneth Lee Salazar
5. OFFICIAL STATION Washington, DC
6. TITLE SECY of DOI
7. ACCOUNTING OFFICE Washington, DC

You are authorized to travel as indicated below and to incur necessary expenses in accordance with applicable laws and regulations.

PLACES OF TRAVEL

8. FROM: Washington, DC
9. TO: Such places in the contiguous US, AK, HI, PR, and US Territories as may be necessary and return.
Accomplish DOI programs and missions. Official Business.

10. PURPOSE AND REMARKS:

Official business as may be required.
I certify that the travel herein was reviewed and determined to essential for accomplishment of DOI programs and missions. Payment from non-federal sources for travel-related expenses is authorized under 31 U.S.C. 1353, provided that prior to acceptance, the conditions for each case comply with 41 CFR 304-1 and Part 374 DM 5, and are fully documented and approved via form DI-2000.
Speaker/ Presenter at Conferences, Summits, etc.

11. PER DIEM ALLOWANCE:

Actual Lodging and per diem NTE 300% as authorized in accordance with the Federal Travel Regulations as issued by GSA and published in the Federal Travel Register.
**** Subject to availability of funds. ****

12. PERIOD OF TRAVEL: Beginning on or about 10-01-2010 Ending on or about 09-30-2011

MODE OF TRAVEL

13. Common carrier
14. Extra fare
15. Government-owned conveyance
16. Privately owned at a mileage rate of cents, subject to:
(a) Administratively determined to be the advantage of the Government
(b) A showing of advantage to the Government
(c) Not to exceed cost by common carrier, including consideration of Per Diem allowance

MISCELLANEOUS

17. Transportation immediate family
18. Other (specify) Excess baggage, taxi fares, telephone calls, rental cars/fuel, conference rooms, POV, public transportation, tolls, newspapers, faxes, pc usage, misc. supplies, registration fees/ ATM fees, in accordance w/FPMR 101-7, et, seq.
19. Shipment household goods and personal effects

ESTIMATED COST

20. Transportation \$
21. Per Diem
22. Other
23. TOTAL \$

24. CHARGED TO:
2011-1000-DDD01-68

25. (FISCAL OFFICER'S SIGNATURE)

26. Ken Salazar (REQUESTER'S SIGNATURE)
27. Kenneth Salazar, SECY of DOI (TITLE)
28. Renee Stone (AUTHORIZING OFFICER'S SIGNATURE)
29. Renee Stone, Depy. Chief of Staff (TITLE)

MS

TRAVEL AUTHORIZATION

1. No. SALAZARTA2011 2. 9-14-2010 (DATE)

3. OS (BUREAU OR OFFICE)

4. NAME Kenneth Lee Salazar 5. OFFICIAL STATION Washington, DC 6. TITLE SECY of DOI 7. ACCOUNTING OFFICE Washington, DC

You are authorized to travel as indicated below and to incur necessary expenses in accordance with applicable laws and regulations.

PLACES OF TRAVEL

8. FROM: Washington, DC 9. TO: Such places in the contiguous US, AK, HI, PR, and US Territories as may be necessary and return. Accomplish DOI programs and missions. Official Business.

10. PURPOSE AND REMARKS:

Official business as may be required. I certify that the travel herein was reviewed and determined to essential for accomplishment of DOI programs and missions. Payment from non-federal sources for travel-related expenses is authorized under 31 U.S.C. 1353, provided that prior to acceptance, the conditions for each case comply with 41 CFR 304-1 and Part 374 DM 5, and are fully documented and approved via form DI-2000. Speaker/ Presenter at Conferences, Summits, etc.

11. PER DIEM ALLOWANCE:

Actual Lodging and per diem NTE 300% as authorized in accordance with the Federal Travel Regulations as issued by GSA and published in the Federal Travel Register. **** Subject to availability of funds. ****

12. PERIOD OF TRAVEL: Beginning on or about 10-01-2010 Ending on or about 09-30-2011

MODE OF TRAVEL

13. X Common carrier 14. Extra fare at a mileage rate of 15. Government-owned conveyance cents, subject to: 16. X Privately owned (a) X Administratively determined to be the advantage of the Government (b) A showing of advantage to the Government (c) X Not to exceed cost by common carrier, including consideration of Per Diem allowance

MISCELLANEOUS

17. Transportation immediate family 18. X Other (specify) Excess baggage, taxi fares, telephone calls, rental cars/fuel, conference rooms, POV, public transportation, tolls, newspapers, faxes, pc usage, misc. supplies, registration fees/ ATM fees, in accordance w/FPMR 101-7, et, seq. 19. Shipment household goods and personal effects

ESTIMATED COST

20. Transportation \$ 21. Per Diem 22. Other 23. TOTAL \$

24. CHARGED TO: 2011-1000-DDD01-68

25. (FISCAL OFFICER'S SIGNATURE)

26. Ken Salazar (REQUESTER'S SIGNATURE)

27. Kenneth Salazar, SECY of DOI (TITLE)

28. Renee Stone (AUTHORIZING OFFICER'S SIGNATURE)

29. Renee Stone, Depy. Chief of Staff (TITLE)

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: February 4, 2011

Nature and Significance of Document: Request for approval of FAA aircraft service for official travel on **February 7, 2011** of the Secretary, one other SES official (David Hayes, Deputy Secretary), and two other DOI employees (Kendra Barkoff, Staffer; Sgt. (b) (6), (b) (7)(C) Security) from Washington, D.C., to Norfolk, VA and back. The purpose of this travel is to attend a press conference and to speak at two colleges. The Secretary of the Interior will be travelling with Secretary of Energy Chu, and Interior and Energy will be splitting the cost of the flight.

Background: Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, the total cost of service on FAA aircraft, not including per diem and ground transport, is \$2,599. We will be splitting the cost of the flight with DOE. Commercial aircraft service, not including per diem and ground transport, is \$4,040. DOI aircraft service is not available. Because use of FAA aircraft is the most cost effective means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

Contact and telephone number:
Jennifer Heindl 202-208-7094

Surname

Due Date: ASAP

Tim Murphy

TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	Norfolk, VA	Date	2/7/2011	Hours required to be on site	1100	to	1230
Location	Listing of All Locations	Date		Hours required to be on site		to	
Location		Date		Hours required to be on site		to	

Manifest (only persons required to be at TDS):

Name	Hourly Salary
Secretary Ken Salazar, PAS	\$103.67
David Hayes, Deputy Secretary, PAS	\$103.67
Kendra Barkoff, Staffer, GS-13	\$57.23
SGT (b) (6), (b) (7)(C), (b) (7)(E) Security, GS-12	\$48.12
TOTAL Hours Cost of All Required Travelers	\$ 312.69

Annual Salary + 2087 hours x 1.20 =
Hourly Salary Rate

NOTE: 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

(Continue on attached sheet if needed)

B. COST COMPARISON:

1. <u>Commercial Airline Costs</u> to meet the required TDS locations and times. Individual ticket cost x number of required travelers.	\$	4,040.00
<ul style="list-style-type: none"> • Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule. • Cost of required per diem and ground transportation. 		
TOTAL Cost by commercial transportation	\$	4,040.00
2. <u>Leased, Contract, or Rental Aircraft</u> : FAA aircraft ^{aircraft} , split costs w/ DOE.	\$	2,599.12
1. Flight hours x flight hour costs		0.00
2. Cost of total duty hours away from office or regular duty station		0.00
3. Cost of required per diem and ground transportation		
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.		
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$	2,599.12
3. <u>DOI-Operated Aircraft</u> - identify specific aircraft: <u>NONE AVAILABLE</u>		
<ul style="list-style-type: none"> • Flight hours required x variable flight hour cost. • Cost of total duty hours away from office or regular duty station. • Cost of required per diem and ground transportation. • Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.) • Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees, overnight parking, et. 	\$	0.00
TOTAL COST by DOI Fleet aircraft.	\$	0.00

C. MOST COST EFFECTIVE METHOD:

Commercial 2 TBD
 Lease, Contract or Rental - N# _____ Pilot/Crew _____

SEE REMARKS

Purpose _____

DOI Fleet -----N# _____ Pilot/Crew _____

Purpose _____

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

Request approval of a FAA Chartered aircraft to transport two PAS members, Secretary Ken Salazar and Deputy Sec. David Hayes; and two GS employees, Kendra Barkoff, Staffer and Chris Stock, Security; on February 7, 2011. Team will travel to Norfolk, VA to attend a press conference as well as speak at two local colleges.

No further justification needed because most cost effective method was chosen. DOI Fleet Aircraft was not considered in this analysis because there were no resources available.

Commercial costs roundtrip from Dulles Intl to Norfolk, VA \$1010 through GovTrip (Used these costs because it was the cheaper fare)
Commercial costs roundtrip from Regan Intl to Norfolk, VA \$1212 through GovTrip

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

Print name of designated approving official _____ Signature _____ Date _____

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

Print name of designated approving official _____ Signature _____ Date _____

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:
(See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

Sumra T. Kessler
Print name of designated approving official

[Signature]
Signature

02.04.11
Date

RESERVATION FAA HANGAR 6

RES. NUMBER 6467

PRINTED Feb-01-11
TIME 8:55

Contact: LOPEZ, DAVID	DOE	202 586-6177
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RESERVATION ITINERARY

Leg #	Aircraft	From ICAO	Dept Date Local	ETD Local	Dept Time Zone	ETD Zulu	To ICAO	Arvl Date Local	ETA Local	Arv Time Zone	ETA Zulu	ETE	Dist (NM)
1	N2	KDCA	Feb-07-11	09:00	+5	14:00	KORF	Feb-07-11	09:43	+5	14:43	00+43	124
2	N2	KORF	Feb-07-11	12:45	+5	17:45	KDCA	Feb-07-11	13:29	+5	18:29	00+44	124

AIRPORT INFO

ICAO : KDCA	Airport Name: RONALD REAGAN NATIONAL	Longest Runway: 6869
City Name: WASHINGTON	State/Prov : DC	Ctry : USA
ICAO : KORF	Airport Name: NORFOLK INTL	Longest Runway: 9001
City Name: NORFOLK	State/Prov : VA	Ctry : USA

Position	Crew Name	CREW
CAPTAIN	GRADY, MICHAEL	
F/O	LUDOLPH, KARL	

RESERVATION REMARKS

Trip Remarks:
5 pax - *****PART 135*****

DEPARTURE FBO

KDCA FAA, Hangar 6
Ph: 703-603-7010/7011 UNI: 123.400 ARI:
Remarks :

ARRIVAL FBO

KORF LANDMARK AVIATION
Ph: 757-857-3463 UNI: ARI: 130.570
Remarks :
NO CONTRACT FUEL

KORF LANDMARK AVIATION
Ph: 757-857-3463 UNI: ARI: 130.570
Remarks :
NO CONTRACT FUEL

KDCA FAA, Hangar 6
Ph: 703-603-7010/7011 UNI: 123.400 ARI:
Remarks :

Pax Hotel

KORF NORFOLK
KDCA WASHINGTON

Crew Hotel

KORF NORFOLK
KDCA WASHINGTON

Transportation

KORF NORFOLK
KDCA WASHINGTON

Catering

CONTACTS REMARKS

KDCA - KORF

KORF - KDCA



U.S. Department of Transportation
Federal Aviation Administration

Washington Flight Program Phone 703 603 7010

Hangar 8
 Reagan National Airport
 Washington, D.C. 20001

Fax 703 603 7066

February 4, 2011

David N. Lopez
 DOE

Subject: Cost estimate - trip #6467

This is a cost estimate for the use of the Federal Aviation Administrations Citation 560XL, N2 on January 29, 2011. Use: Transportation from Washington D.C to Norfolk, VA and return to Washington D.C.

A/C cost per hour	560XL	\$1,226.00	Aircraft hourly rate as of	2/1/2011
Block Hours x A/C cost	Hours = 2	\$2,452.00	GIV	\$2,845.00
Estimated per diem [crew]	\$150 x 2	\$300.00	560XL	\$1,226.00
Number of days [Overnight]	0	\$0.00		
Universal Flight Planning Fees	Estimated	\$0.00		
Rental car		\$0.00		
Estimated Overtime [Hrs]	0 x 2	\$0.00		
Administrative fee	6%	\$147.12	Overtime rate	\$76
Trip Total		\$2,599.12		

This is just an estimate. Crew overtime is estimated based on schedule provided. Actual overtime will be charged based on schedule flown.

Thank you,

//signed//
 Janis G. Smyly
 Hangar 6 Scheduler

Logged in user: SHARIL MOULTRIE - Traveler: SHARIL MOULTRIE

Authorization: SNFRESHQCA102210_401 - TA Number: BRJ4LA

Screen ID: 1070.3

Refresh



SEARCH THIS SEARCH

Search Criteria

Search & Select Flights

Show Search Options

Cancel Current Search

Show To

Select Flights to be Saved

Choose Flights



Departing Flights on 02/07/11 from IAD to ORF

Return Flights on 02/07/11 from ORF to IAD

\$508.70 - GSA City Pair

[Fare Rules](#) - [Show Details](#)



Depart
IAD 0845
Mon 07 Feb 11

Arrive
ORF 0943
Mon 07 Feb 11

Flight Length: 0h 18min

\$508.70 - GSA City Pair

[Fare Rules](#) - [Show Details](#)



Depart
ORF 1506
Mon 07 Feb 11

Arrive
IAD 1611
Mon 07 Feb 11

Flight Length: 1h 05m

If travel agent assistance is required, select "Request Assistance in Booking Flight". NOTE: Additional travel agent handling fees may apply.

[Request Assistance in Booking Flight](#)

[Return To Available Flights](#)

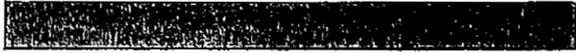


Logged in user: SHARIL MOULTRIE - Traveler: SHARIL MOULTRIE

Authorization: SWFRESHDCA102210_A01 - TA Number: 0R34LA

Screen ID: 1070.3

[Return](#)



[PERSONAL SETTINGS](#)

Search Criteria

Search & Select Flights

[Show Search Options](#)

[Cancel Current Search](#)

[Show Tr](#)

Select Flights to be Saved

Choose Flights



Departing Flights on 02/07/11 from DCA to ORF

Return Flights on 02/07/11 from ORF to DCA

\$616.70 - GSA City Pair

\$616.70 - GSA City Pair

[Fare Rules](#) - [Show Details](#)

[Fare Rules](#) - [Show Details](#)



Depart
DCA 0803
Mon 07 Feb 11

Arrive
ORF 0900
Mon 07 Feb 11

Flight Length: 0h 52min



Depart
ORF 1905
Mon 07 Feb 11

Arrive
DCA 2031
Mon 07 Feb 11

Flight Length: 0h 59m

If travel agent assistance is required, select "Request Assistance in Booking Flight". NOTE: Additional travel agent handling fees may apply.

[Request Assistance in Booking Flight](#)

[Return To Available Flights](#)





U.S. Department of Transportation
Federal Aviation Administration

Washington Flight Program Phone 703 603 7010

Hangar 6
 Reagan National Airport
 Washington, D.C. 20001

Fax 703 603 7066

February 3, 2011

David N. Lopez
 DOE

Subject: Cost estimate - trip #6467

This is a cost estimate for the use of the Federal Aviation Administrations Citation 560XL, N2 on January 29, 2011. Use: Transportation from Washington D.C to Norfolk, VA and return to Washington D.C.

A/C cost per hour	560XL	\$1,226.00	Aircraft hourly rate as of 2/1/2011	
Block Hours x A/C cost	Hours = 2	\$2,452.00	GIV	\$2,845.00
Estimated per diem [crew]	\$150 x 2	\$300.00	560XL	\$1,226.00
Number of days [Overnight]	0	\$0.00		
Universal Flight Planning Fees	Estimated	\$0.00		
Rental car		\$0.00		
Estimated Overtime [Hrs]	0 x 2	\$0.00		
Administrative fee	6%	\$147.12	Overtime rate	\$76
Trip Total		\$2,599.12		

This is just an estimate. Crew overtime is estimated based on schedule provided. Actual overtime will be charged based on schedule flown.

Thank you,

//signed//
 Janis G. Smyly
 Hangar 6 Scheduler

619-7025

*703-603-7010

janis.smyly@FAA.gov

Patricia Hadgaw - pymnt of - 2/9/11

202-586-5489

Cost
 MDA - Conservative act

Straitt, Iris

From: Padilla, Joan
Sent: Wednesday, February 02, 2011 8:12 AM
To: Downs, Michael F; Straitt, Iris
Subject: FW: Plane
Attachments: 6467 DOE Feb7.pdf; 6467 cost estimate.doc

From: Hartz, Tim
Sent: Tuesday, February 01, 2011 2:54 PM
To: Heindl, Jennifer
Cc: Padilla, Joan
Subject: FW: Plane

Jennifer,

Here is the info from DOE that we just spoke about. Our current plan is to send the Secretary to Norfolk on Monday, Feb. 7th. He will participate in a press conference along with Secretary Chu around 11am in Norfolk, and then return to DC.

Currently we have the following DOI staff traveling;

Secretary Salazar
David Hayes
Kate Kelly
Sgt. (b) (6), (b) (7)(C), (b) (7)(E) Security)

Please let me know if you need any additional details on this arrangement, and if we can proceed with plans to use this plane for the trip.

Thanks,

Tim

From: Rediger, Tony [mailto:Tony.Rediger@hq.doe.gov]
Sent: Tuesday, February 01, 2011 2:47 PM
To: Hartz, Tim
Cc: Padilla, Joan
Subject: RE: Plane

This is the cost estimate we've received from the FAA. This is total cost, so we can just split this down the middle. We're going to be taking an 8 passenger plane, so we'll take with 2 staff and 1 security. I assume you'll do the same?

From: Hartz, Tim [mailto:Tim_Hartz@ios.doi.gov]
Sent: Tuesday, February 01, 2011 12:16 PM
To: Rediger, Tony
Cc: Padilla, Joan
Subject: Plane

Tony,

I spoke with Joan, and we're ok with using the plane, however we want to run this by our lawyers as well.

Could you email me the relevant details on the plane once you have it – Cost, passenger capacity, etc, and I'll pass that along for them to review?

Thanks a lot,

Tim

Timothy Hartz
Director of Advance
Office of the Secretary
U.S. Department of the Interior
O: (202) 208-5078
C: (202) 425-2229



THE TRIP OF THE SECRETARY

TO

NORFOLK, VA

MONDAY, FEBURARY 7th 2011

**TRIP SUMMARY
THE TRIP OF THE SECRETARY
TO
NORFOLK, VA
MONDAY, FEBURARY 7th 2011**

Weather:

Washington D.C.
Norfolk, VA

Partly Cloudy; High 50 // Low 34
Partly Cloudy; High 58 // Low 36

Time Zone:

Virginia

Eastern Time Zone

Norfolk Advance:

Staff Lead
Security
Ride-Along

Tim Hartz
Lt. (b) (6), (b) (7)
Sgt. (C), (b) (7)(E)

Cell Phone:

(b) (6), (b) (7)(C), (b) (7)(E)

Traveling Staff:

Deputy Secretary
Deputy Director, Communications

David Hayes
Kendra Barkoff

(b) (6)

Washington Staff:

Secretary's Scheduler
Ethics

Joan Padilla
Melinda Loftin

Office Phone

(202) 208-5820
(703) 862 5552

Attire:

Business

MONDAY, JANUARY 7th

9:15am: DEPART RESIDENCE EN ROUTE TO NATIONAL AIRPORT
 (b) (6), (b) (7)(C), (b) (7)(E)

9:30am: ARRIVE NATIONAL AIRPORT

Location: FAA Hangar #6

Phone:

Manifest(8): KLS, Secretary Steven Chu, David Hayes, Kendra Barkoff, Sgt (b) (6), (b) (7)(C), (b) (7)(E)
 Missy Owens (DOE Deputy COS), Stephanie Mueller (DOE Press Secretary
 DOE Security

9:45 – 10:30am: WHEELS-UP DCA FOR NORFOLK, VA

Aircraft: N2

Flight Time: 45min

10:30am: WHEELS-DOWN LANDMARK AVIATION

Location: 6101 Burton Station Rd
 Norfolk, VA 23502

Phone: (757) 857-3309

10:40 – 10:50am: DEPART LANDMARK AVIATION FOR HALF MOONE CENTER

(b) (6), (b) (7)(C), (b) (7)(E)

10:50am: ARRIVE HALF MOONE CENTER

Location: 1 Waterside Dr
 Norfolk, VA 23510

Phone: (757) 664-1074

11:00 – 11:40am: PRESS CONFERENCE

Location: Cruise Center Deck

Participants: **Secretary Steven Chu**
Representative Bobby Scott – (D-VA)
Paul Frain – Mayor, City of Norfolk

Staff: Kendra Barkoff

Press: Open

Setup: Podium w/mic (Outdoors)

Format:

*YOU give remarks and introduce Secretary Chu

*Secretary Chu gives remarks

*Representative Scott gives remarks

*Mayor Frain gives remarks

*Q&A with press

11:45 – 12:30pm: OFFSHORE WIND STAKEHOLDER MEETING

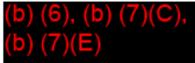
- Location: Half Moone Center
- Participants: **Secretary Steven Chu**
David Hayes - Deputy Secretary
Virginia Offshore Wind Coalition
Jeff Keever – Chairman, VA Offshore Wind Coalition
Mark Webb – Vice Chairman of the VA Offshore Wind Coalition
Sally McNeilan – Secretary of the VA Offshore Wind Coalition
Rod Woolard – Development Dir & Asst City Manager, City of Norfolk
Neil Rondorf – Vice President, SAIC
Virginia Offshore Wind Development Authority
Art Moye – Executive Vice President, Virginia Maritime Association
Brian Redmond – Managing Director, CP Energy Group
Mary Doswell – VP Alternative Energy Solutions, Dominion Resources
Mark Bitterman – VP of Government Relations, Orbital Sciences Corp
Bob Matthias – Assistant to the City Manager, City of Virginia Beach
Ron Ritter – Sr. Vice President, Earl Industries, LLC.
VA Govt and Administration
Representative Bobby Scott – (D-VA)
Paul Frain – Mayor, City of Norfolk
Daniel Arczynski – VP Strategic Planning, Northrop Grumman
Paul Vosbeek – Founding Partner, Real NewEnergy
Michael Peck – Director of External Relations, Gamesa
Dr. Dorothy Robyn - DOD UnderSecretary for Installation & Environment
Denise Bode - CEO, American Wind Energy Association
Jim Lanard - President, Offshore Wind Development Coalition
- Staff: Tim Hartz
- Press: Closed
- Setup: Conference Room seating
- Format:
 - *11:45am: **YOU** will give remarks and introduce Secretary Chu
 - *11:53am: Secretary Chu gives remarks
 - *12:00pm: Open discussion with participants
 - *12:30pm: Depart

12:30 – 12:45pm: DEPART HALF MOONE CENTER EN ROUTE LANDMARK AVIATION

(b) (6), (b) (7)(C), (b) (7)(E)


12:45pm: ARRIVE LANDMARK AVIATION

- Location: 6101 Burton Station Rd
Norfolk, VA 23502
- Phone: (757) 857-3309
- Manifest(8): KLS, Secretary Steven Chu, David Hayes, Kendra Barkoff, Sgt. Missy Owens, Stephanie Mueller, DOE Security

(b) (6), (b) (7)(C),
(b) (7)(E)


1:00 – 1:45pm: WHEELS-UP NORFOLK FOR WASHINGTON D.C.

Aircraft: N2

Flight Time: 45min

**Lunch will be provided in-flight*

1:45pm: WHEELS-DOWN DCA

2:00 – 2:15pm: DEPART AIRPORT FOR DOI

(b) (6), (b) (7)(C), (b) (7)(E)

2:15pm: ARRIVE DOI

SECRETARIAL TRAVEL ROUTING SLIP

TRIP LOCATION: NORFOLK, VA

DATES: 2//07/11

OFFICIAL: XXXX POLITICAL _____ PERSONAL _____

FOLDER CONTAINS:

VIEWED BY/ DATE:

IS 2/2/11 IRIS STRAITT

EK 2/3-08.11 ED KEABLE

ML 19 Mar 2011 Kim Deutz
MELINDA LOFTIN

DD 1 3/9/11 DONNA DEEN

ADP

TRAVEL VOUCHER <small>(Read Privacy Act Statement below)</small>	1. DEPARTMENT OR ESTABLISHMENT BUREAU DIVISION OR OFFICE	2. TYPE OF TRAVEL <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION	3. VOUCHER NO. KSMANHATTANNY021711_V01
			4. SCHEDULE NO.

5. a. NAME (Last, first, middle initial) SALAZAR, KENNETH L.		b. SOCIAL SECURITY NO. ***-(b)(6)	6. PERIOD OF TRAVEL a. FROM 02/17/11 b. TO 02/21/11	
c. MAILING ADDRESS (Include ZIP Code) DOI, OS SECRETARY 1849 C STREET NW WASHINGTON, DC 20240		d. OFFICE TELEPHONE NO. 202-273-3423	7. TRAVEL AUTHORIZATION a. NUMBER(S) b. DATE(S) 02/25/11	
e. PRESENT DUTY STATION		f. RESIDENCE (City and State) Washington, DC		10. CHECK NO.

8. TRAVEL ADVANCE		9. CASH PAYMENT RECEIPT		11. PAID BY
a. Outstanding	0.00	a. DATE RECEIVED	b. AMOUNT RECEIVED	
b. Amount to be applied	0.00	\$		
c. Amount due Government (Attached <input type="checkbox"/> Check <input type="checkbox"/> Cash)		c. PAYEE'S SIGNATURE		
D. Balance outstanding				

12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH (List by number below and attach passenger coupon; if cash is used show claim on reverse side)

I hereby assign the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7) ▶ Traveler's Initials

AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL	
				FROM (e)	TO (f)
54999999	162.00		02/15/11		
7852607312	866.40		02/17/11		
7952697299	866.40		02/17/11		
79526072980	489.70		02/17/11		
7952607308	866.40		02/17/11		
67958702755	195.70		02/20/11		

COMMENTS:
SPEECH/PRESENTATION.
2- OAS110 forms included.
Lunch provided on 2/20/11.

13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.

TRAVELER SIGN HERE ▶ Ken Salazar DATE MAR 11 2011 AMOUNT CLAIMED ▶ \$ 232.25

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

14. This voucher is approved. Long distance phone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)

APPROVING OFFICIAL SIGN HERE ▶ [Signature] DATE 3/9/11

17. FOR FINANCE OFFICE USE ONLY COMPUTATION

a. DIFFERENCES, IF ANY (Explain and show amount)

15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION

a. VOUCHER NO. b. D.O. SYMBOL c. MONTH & YEAR

16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT

AUTHORIZED CERTIFYING OFFICIAL SIGN HERE ▶ DATE

17. FOR FINANCE OFFICE USE ONLY COMPUTATION

b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION
Certifier's initials: \$

c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol). \$ 0.00

d. NET TO TRAVELER ▶ \$ 232.25

18. ACCOUNTING CLASSIFICATION
SEE NEXT PAGE FOR ACCOUNTING CLASSIFICATIONS

TRAVEL VOUCHER
*** (b) (6) ***
SALAZAR, KENNETH L.

TRAVEL AUTHORIZATION NUMBER(S)/DATE(S)
OREL0L 02/25/11

ACCOUNTING CLASSIFICATION:

11 1000.DDD01.	.68-2011^^DM^1000^^DDD01^^68^ -	232.25	NR-	3,98
6.07				

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER *(Unlisted items are self explanatory)*

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationships to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

- Col. (d) Show amount incurred for each meal, including tax and tips, and daily total meal cost.
- (g) meal cost.
- (h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals).
- (i) Complete for per diem and actual expense travel.
- (j) Show total subsistence expense incurred for actual expense travel.
- (m) Show per diem amount, limited to maximum rate, or travel on actual expense, show the lesser of the amount from col. (j) or maximum rate.
- (n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet. **PAGE 2**
OF **1** PAGES
TRIP # 1

TRAVEL AUTHORIZATION NO.
ORELOL

TRAVELER'S LAST NAME
SALAZAR

DATE	TIME <i>(Hour and am/pm)</i>	DESCRIPTION <i>(Departure/arrival city, per diem computation, or other explanation of expenses)</i>	ITEMIZED SUBSISTENCE EXPENSES							MILEAGE RATE: 0.00 NO. OF MILES (k)	AMOUNT CLAIMED			
			MEALS				MISCELLANEOUS SUBSISTENCE (h)	LODGING (i)	TOTAL SUBSISTENCE EXPENSE (j)		MILEAGE (l)	SUBSISTENCE (m)	OTHER (n)	
			BREAKFAST (d)	LUNCH (e)	DINNER (f)	TOTAL (g)								
02/17		D-:RES: Washington												
02/17		CP - Airfare (Non Reimbur												
02/17		CP - Airfare (Non Reimbur												
02/17		CP - Airfare (Non Reimbur												
02/17		CP - Airfare (Non Reimbur												
02/17		CR - Train Fare (GOVCC-C)												
02/17		A-:MANHATTAN, NY												
02/17		A-:NAPLES, FL				45 175		155 100	45.75			451 75		
02/17		D-:MANHATTAN, NY												
02/17		TMC Fee												
02/17		TMC Fee												
02/18		A-:PASADENA, CA				71 100		123 100	71.00			711 00		
02/18		D-:NAPLES, FL												
02/18		Lodging Tax												
02/19		D-:PASADENA, CA												
02/19		A-:EL CENTRO, CA				46 100		77 100	46.00			461 00		
02/19		Lodging Tax												
02/20		D-:EL CENTRO, CA												
02/20		A-:IMPERIAL COUNTY												
02/20		D-:IMPERIAL COUNTY												
02/20		A-:BAKERSFIELD, CA				35 100		77 100	35.00			351 00		
02/20		Lodging Tax												
02/21		A-:DELANO, CA				34 50			34.50			34 50		
									SUBTOTALS		01 00	232.25		0.00
									TOTALS					

If additional space is required, continue on another 1012-A BACK, leaving the front blank.

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101.7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil,

requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of you SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED

ACCOUNTING CLASS CODE	TRIP 1
COM. CARR.-I-211C	3,446.60
LODGING-211D	467.47
M&IE-211D	232.25
TAV EXP -I-211B	15.00
TMC FEE -I-211B	57.00
11 1000.DDD01. .6	0.00
	0.00
	4,218.32
2011^^DM^1000^^DDD01^^68^	

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES -----	4,218.32
NON-REIMBURSABLE EXPENSES -----	3,986.07
	=====
TOTAL AMOUNT CLAIMED -----	232.25
PREV PAYMENTS --	0.00
GOV'T ADVANCE OUTSTANDING --	0.00
GOV'T ADVANCE APPLIED -----	0.00

	0.00
	=====
NET TO TRAVELER (GOVT) -----	232.25
GOV'T CHARGE CARD EXPENSES -	0.00
GOV'T CHARGE CARD ATM ADV --	0.00
ADD'L GOV'T CHARGE CARD PYMT	0.00
	=====
TOTAL GOV'T CHARGE CARD AMT	0.00
PAY TO GOV'T CHARGE CARD-----	0.00
PAY TO TRAVELER -----	232.25

MEMORANDUM

To: Signing official

From: Iris Straitt
Scheduling Office

Date: 3/01/11

Subject: Secretary Ken Salazar- Manhattan, NY/Naples, FL/Pasadena/El Centro/Imperial
County/Bakersfield/Delano, CA,
- 2/17-21/11

Secretary Ken Salazar traveled on 2/17/11 to Manhattan, NY to participate in a NY Times Ed Board Interview, a New York Harbor Meeting, a Press Conference, and continued on to Naples, FL and remained over night. Secretary Ken Salazar on 2/18/11 participated in the Faka Union Canal Pump Station Groundbreaking, site tour/visit of the Panther National Wildlife Refuge, a Univision Interview, and continued on to Pasadena, CA and remained over night. Secretary Ken Salazar on 2/19/11 toured the Los Angeles Museum of Art, participated in a dinner meeting, and continued on to El Centro, CA and remained over night. Secretary Ken Salazar on 2/20/11 participated a LA Times interview, continued on to the Imperial Sand Dunes for a site/visit tour, participate in the Youth OHV Safety Training, a camp side lunch with the campers at the Imperial Sand Dunes, depart for an aerial tour of the San Joaquin River area, participate in the San Joaquin River Parkway and Conservation Trust Meeting, continue on to Bakersfield, CA and remain over night. Secretary Ken Salazar on 2/21/11 participated in the 40 Acres National Historic Landmark Dedication Ceremony. Secretary Ken Salazar returned to Washington, DC on 2/21/11.

The Secretary's trip included official business: I have included the following documents of the Secretary's travel: (1) the Secretary's travel voucher for the trip, (2) 2-OAS110 forms, and (3) the final itinerary for the trip.

The Secretary's travel on this trip did not incur costs that were, unnecessary or unjustified in the performance of official business. Lunch provided on 2/20/11.

Attachment

MS

TRAVEL AUTHORIZATION

1. No. SALAZARTA2011

2. 9-14-2010

(DATE)

3. OS
(BUREAU OR OFFICE)

4. NAME Kenneth Lee Salazar

5. OFFICIAL STATION Washington, DC

6. TITLE SECY of DOI

7. ACCOUNTING OFFICE Washington, DC

You are authorized to travel as indicated below and to incur necessary expenses in accordance with applicable laws and regulations.

PLACES OF TRAVEL

8. FROM: Washington, DC

9. TO: Such places in the contiguous US, AK, HI, PR, and US Territories as may be necessary and return. Accomplish DOI programs and missions. Official Business.

10. PURPOSE AND REMARKS:

Official business as may be required.

I certify that the travel herein was reviewed and determined to essential for accomplishment of DOI programs and missions. Payment from non-federal sources for travel-related expenses is authorized under 31 U.S.C. 1353, provided that prior to acceptance, the conditions for each case comply with 41 CFR 304-1 and Part 374 DM 5, and are fully documented and approved via form DI-2000.

Speaker/ Presenter at Conferences, Summits, etc

11. PER DIEM ALLOWANCE:

Actual Lodging and per diem NTE 300% as authorized in accordance with the Federal Travel Regulations as issued by GSA and published in the Federal Travel Register.

**** Subject to availability of funds. ****

12. PERIOD OF TRAVEL: Beginning on or about 10-01-2010

Ending on or about 09-30-2011

MODE OF TRAVEL

13. Common carrier

14. Extra fare

15. Government-owned conveyance cents, subject to:

16. Privately owned

at a mileage rate of

(a) Administratively determined to be the advantage of the Government

(b) A showing of advantage to the Government

(c) Not to exceed cost by common carrier, including consideration of Per Diem allowance

MISCELLANEOUS

17. Transportation immediate family

19. Shipment household goods and personal effects

18. Other (specify)

Excess baggage, taxi fares, telephone calls, rental cars/fuel, conference rooms, POV, public transportation, tolls, newspapers, faxes, pc usage, misc. supplies, registration fees/ ATM fees, in accordance w/FPMR 101-7, et, seq.

ESTIMATED COST

20. Transportation \$

21. Per Diem

22. Other

23. TOTAL \$

24. CHARGED TO:

2011-1000-DDD01-68

25. (FISCAL OFFICER'S SIGNATURE)

26. Ken Salazar
(REQUESTER'S SIGNATURE)

27. Kenneth Salazar, SECY of DOI
(TITLE)

28. Renee Stone
(AUTHORIZING OFFICER'S SIGNATURE)

29. Renee Stone, Depy. Chief of Staff
(TITLE)



SatoTravel

February 15, 2011

For: KENNETH LEE SALAZAR GDOIDOOS

To: NGMSDOI

Sales Person: LD
Locator: MYAAGZ
Customer Number: (b) (6)

FEEES TOTALING 28.50PP CHARGED IN ADDITION TO TKT PRICE
FEE-USD28.50PP-AIR/RAIL/BUS AGENT INITIATED DOMESTIC

Thursday February 17, 2011

Amtrak Train Number: 2104
Depart: WASHINGTON - UNION STATION 8:00 Am
Arrive: NEW YORK - PENN STATION 10:46 Am
AMTRAK 001KC BSNSS
Confirmation Number: 0980F6

Table with columns: Name, Invoice / Ticket / Date, Base, Tax1, Tax2, Tax3, Total. Includes entry for SALAZAR K and a Total Amount of 190.50.

SATO TRAVEL AFTER HOURS EMERGENCY 866-219-8444
YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE
WAITING FOR YOU, INCLUDING MILITARY RATES. VISIT
WWW.SATOVACATIONS.COM OR CALL TOLL-FREE 877-698-2554

** FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM **
** GO TO WWW.TSA.GOV **
UNUSED PAPER TICKETS MUST BE RETURNED TO CWTSAOTRAVEL
CONTACT CWTSAOTRAVEL TO REFUND ELECTRONIC TICKETS
CONTRACT CARRIER CITY PAIR FARES DO NOT REQUIRE
ADVANCE PURCHASE. ALL OTHER FARES MAY REQUIRE ADVANCE
PURCHASE AND ARE NOT GUARANTEED UNTIL TICKETED

TO VIEW ITINERARIES ONLINE PLEASE GO TO
WWW.VIRTUALLYTHERE.COM
ADD YOUR SABRE RESERVATION CODE AND NAME IN
THE APPROPRIATE BOXES AND ENTER.

SatoTravel[®]

February 18, 2011

For: KENNETH LEE SALAZAR GDOIDCOO

To: NGMSDOI

Sales Person: LD
Locator: HYBFYN
Customer Number: (b) (6)

FEES TOTALING 28.50PP CHARGED IN ADDITION TO TKT PRICE
FEE-USD28.50PP-AIR/RAIL/BUS AGENT INITIATED DOMESTIC

Thursday February 17, 2011



JetBlue Airways Flight Number: 139
Class of Service: Coach Class Y
Depart: NEW YORK/KENNEDY 4:30 Pm February 17, 2011
Arrive: FORT MYERS, FL 7:53 Pm February 17, 2011
Total Flight Time: 3 Hours 23 Minutes Non-Stop
Equipment: Airbus Industrie 320
Meal Service: None
Status: Confirmed Confirmation Number: KDTWJT
Reserved Seat: SALAZAR/KENNETH LEE 5D (b) (6)
Frequent Flyer Number: (b) (6) SALAZAR/KENNETH LEE
DEP-TERMINAL 5

Thursday February 17, 2011



FORT MYERS, FL
HILTON/CONRAD HOTELS HH 1 NAPLES HILTON AND TOWERS
5111 TAMiami TRAIL NORTH
NAPLES FL 34103
Phone Number: 1-239-430-4900
Number of Rooms: 1
Check In: Feb 17, 2011
Check Out: Feb 18, 2011

Thursday February 17, 2011

Other Service
Feb 17, 2011 - Feb 17, 2011
Departure City: FORT MYERS, FL
PLEASE NOTE HOTEL CANCELLATION IS 72HRS PRIOR TO ARRVL

Friday February 18, 2011



American Airlines Flight Number: 231
Class of Service: Coach Class Y
Depart: MIAMI, FL 5:55 Pm February 18, 2011
Arrive: LOS ANGELES, CA 8:45 Pm February 18, 2011
Total Flight Time: 5 Hours 50 Minutes Non-Stop
Equipment: Airbus Industrie 320
Meal Service: None
Status: Confirmed Confirmation Number: HYBFYN
Frequent Flyer Number: (b) (6) SALAZAR/KENNETH LEE

ARR-TERMINAL 4
ONWORLD

Friday February 18, 2011

Other Service
Feb 18, 2011 - Feb 19, 2011
Departure City: LOS ANGELES, CA
PLEASE NOTE HOTEL CANCELLATION IS 24HRS PRIOR TO ARRVL

Saturday February 19, 2011



EL CENTRO, CA
FAIRFIELD INN FAIRFIELD INN N STES MARRIOTT
503E DANENBERG DRIVE
EL CENTRO CA 92243
Phone Number: 760-353-2600
Fax Number: 760-353-2700
Number of Rooms: 1
Rate: 77.00 USD Per Night
Check In: Feb 19, 2011
Check Out: Feb 20, 2011
Confirmation Number: 81269338
Cancellation Policy: Cancel by 6PM
Directions: - DIRECTIONS FROM IMPERIAL COUNTY AIRPORT - HEAD SOUTH ON AIRPORT ROAD TOWARD CA-86 SOUTH/NORTH IMPERIAL AVENUE, TURN RIGHT ONTO CA-86 SOUTH/NORTH IMPERIAL AVENUE AND CONTINUE TO FOLLOW NORTH. MERGE ONTO I-8. TAKE EXIT 116, DOGWOOD ROAD SOUTH 1/2 MILE. TURN LEFT ON DANENBURG DRIVE. TURN RIGHT ON NORTH MALL ENTRANCE. TURN RIGHT ON SALEM WAY. TURN RIGHT IN HOTEL ENTRANCE.

Sunday February 20, 2011



BAKERSFIELD, CA
HILTON GARDENS HILTON GARDEN INN BAKERSFIELD
3625 MARRIOTT DRIVE
BAKERSFIELD CA 93302
Phone Number: 1-661-716-1000
Fax Number: 1-661-716-1050
Number of Rooms: 1
Rate: 77.00 USD Per Night
Check In: Feb 20, 2011
Check Out: Feb 21, 2011
Confirmation Number: 3418993244
Cancellation Policy: Cancel by 4PM
Membership Number: (b) (6)
Directions: - MEADOWS FIELD.....5.0MI / 8.0KM

Monday February 21, 2011



United Airlines
Class of Service: Coach Class Y
Depart: LOS ANGELES, CA
Arrive: WASHINGTON/DULLES
Total Flight Time:
Equipment: Airbus Industrie 320
Meal Service: None
Status: Confirmed
Reserved Seat: SALAZAR/KENNETH LEE 10F
Frequent Flyer Number: (b) (6)
DEP-TERMINAL 7
STAR ALLIANCE

Flight Number: 210
4:45 Pm February 21, 2011
12:30 Am February 22, 2011
4 Hours 45 Minutes Non-Stop
Confirmation Number: WRH784
(b) (6) SALAZAR/KENNETH LEE

<u>Name</u>	<u>Invoice / Ticket / Date</u>	<u>Base</u>	<u>Tax1</u>	<u>Tax2</u>	<u>Tax3</u>	<u>Total</u>
SALAZAR KENNETH LEE	7083/0017952607312/17FEB11	786.04	58.96US	7.40ZP	14.00XT	866.40
					Trip Fee	28.60
SALAZAR KENNETH LEE	7079/0017952607308/17FEB11	786.04	58.96US	7.40ZP	14.00XT	866.40
SALAZAR KENNETH LEE	7069/0017952607299/16FEB11	786.04	58.96US	7.40ZP	14.00XT	866.40
SALAZAR KENNETH LEE	7068/2797952607298/16FEB11	445.58	33.42US	3.70ZP	7.00XT	489.70

(b) (6)

Total Amount: 3,117.40

SATO TRAVEL AFTER HOURS EMERGENCY 866-219-8444
 YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE
 WAITING FOR YOU, INCLUDING MILITARY RATES. VISIT
 WWW.SATOVACATIONS.COM OR CALL TOLL-FREE 877-698-2554

** FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM **
 ** GO TO WWW.TSA.GOV **
 UNUSED PAPER TICKETS MUST BE RETURNED TO CWTSATOTRAVEL
 CONTACT CWTSATOTRAVEL TO REFUND ELECTRONIC TICKETS
 CONTRACT CARRIER CITY PAIR FARES DO NOT REQUIRE
 ADVANCE PURCHASE. ALL OTHER FARES MAY REQUIRE ADVANCE
 PURCHASE AND ARE NOT GUARANTEED UNTIL TICKETED

TO VIEW ITINERARIES ONLINE PLEASE GO TO
*** WWW.VIRTUALLYTHERE.COM ***.....
 ADD YOUR SABRE RESERVATION CODE AND NAME IN
 THE APPROPRIATE BOXES AND ENTER.

SatoTravelSM

February 20, 2011

For: KENNETH LEE SALAZAR GDCIDOOS

To: NGMSDOI

Sales Person: 22
Locator: BOJIMU
Customer Number: (b) (6)

FEES TOTALING 28.50PP CHARGED IN ADDITION TO TKT PRICE
FEE-USD28.50PP-AIR/RAIL/BUS AGENT INITIATED DOMESTIC

Monday February 21, 2011



United Airlines Flight Number: 31
Class of Service: Coach Class Y
Depart: LOS ANGELES, CA 1:27 Pm February 21, 2011
Arrive: WASHINGTON/DULLES 9:08 Pm February 21, 2011
Total Flight Time: 4 Hours 41 Minutes Non-Stop
Equipment: 752
Meal Service: Available For Purchase
Status: Confirmed Confirmation Number: X4NKLK
DBP-TERMINAL 7
STAR ALLIANCE

Name	Invoice / Ticket / Date	Base	Tax1	Tax2	Tax3	Total
SALAZAR KENNETH LEE	3637250167958702755/20FEB1 1	172.09	12.91US	3.70ZP	7.00XT	195.70

(b) (6)

Total Amount: 195.70

** FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM **
** GO TO WWW.TSA.GOV **
UNUSED PAPER TICKETS MUST BE RETURNED TO CWTSATOTRAVEL
CONTACT CWTSATOTRAVEL TO REFUND ELECTRONIC TICKETS
CONTRACT CARRIER CITY PAIR FARES DO NOT REQUIRE
ADVANCE PURCHASE. ALL OTHER FARES MAY REQUIRE ADVANCE
PURCHASE AND ARE NOT GUARANTEED UNTIL TICKETED

TO VIEW ITINERARIES ONLINE PLEASE GO TO
.....*** WWW.VIRTUALLYTHERE.COM ***.....
ADD YOUR SABRE RESERVATION CODE AND NAME IN
THE APPROPRIATE BOXES AND ENTER.



5111 Tamiami Trail North • Naples, FL 34103
 Phone (239) 430-4900 • Fax (239) 430-4901
 Reservations
 www.naples.hilton.com or 1 800 HILTONS

Name & Address

SALAZAR, KENNETH
 1849 C STREET
 WASHINGTON, DC 20240
 US

Room 309/RRRRU1
 Arrival Date 2/17/2011 3:18:00PM
 Departure Date 2/18/2011

Adult/Child 1/0
 Room Rate \$155.00

RATE PLAN C SEE
 HH# (b) (6)
 AL
 BONUS AL CAR

Confirmation: 3421056152

2/18/2011 PAGE 1

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DATE	REFERENCE	DESCRIPTION	AMOUNT
2/17/2011	1485912	GUEST ROOM EXEMPT	\$155.00
		WILL BE SETTLED TO (b) (6)	\$155.00
		EFFECTIVE BALANCE OF	\$0.00
 Hilton Honors® A World of Miles®			
<p><i>Hilton HHonors(R) stays are posted within 72 hours of checkout. To check your earnings for this or any other stay at more than 3,000 Hilton Family hotels worldwide, please visit hilton.com/hhonor.com.</i></p> <p><i>Thank you for choosing Hilton! Book your next stay at hilton.com and take advantage of our internet-only Advance Purchase Rates and limited-time special offers!</i></p>			

Zip-Out Check-Out®

Good Morning ! We hope you enjoyed your stay. With Zip-Out Check-Out® there is no need to stop at the Front Desk to check out.

- Please review this statement. It is a record of your charges as of late last evening.
- For any charges after your account was prepared, you may:
 - + pay at the time of purchase,
 - + charge purchases to your account, then stop by the Front Desk for an updated statement.
 - + or request an updated statement be mailed to you within two business days.

Simply call the Front Desk from your room and tell us when you are ready to depart. Your account will be automatically checked out and you may use this statement as your receipt. Feel free to leave your key(s) in the room.

Please call the Front Desk if you wish to extend your stay or if you have any

DATE OF CHARGE	FOLIO NO./CHECK NO.
	303827 A
AUTHORIZATION	INITIAL
PURCHASES & SERVICES	
TAXES	
TIPS & MISC.	
TOTAL AMOUNT	0.00

the westin pasadena
 191 n los robles ave pasadena, ca 91101-1707
 phone 626.792.2727 fax 626.792.3755
 westin.com/pasadena

guest			travel agent/charge to
Kenneth Salazar	room	1019	1849 C Nw St Rm 6329
Sato Travel/tmc	rate	123.00	
	no. pers.	1	
	folio	627838 EX-A	Washington, DC 202400001
	page	1	
	arrive	18-FEB-11 15:26	
	depart	19-FEB-11 16:00	
	payment	VM	

date	reference	description	debit/credit
18-FEB-11	RT1019	Room Charge 7	123.00
18-FEB-11	RT1019	Occupancy Tax	18.45
18-FEB-11	RT1019	CA Tourism Tax	0.08
19-FEB-11	VM	Visa/MasterCard	141.53-
Balance Due			0.00

318.53

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

EXPENSE REPORT SUMMARY

Date	Room/Tax	Food/Bev	Telephone	Other	Total	Payment
18-FEB-11	141.53	0.00	0.00	0.00	141.53	0.00
Total	141.53	0.00	0.00	0.00	141.53	0.00

Thank you for choosing Starwood Hotels. We look forward to welcoming you back soon!

I agree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part or all of these charges.

signature _____

As a Starwood Preferred Guest, you could have earned 283 Starpoints for this visit. Please provide your member number or enroll today.

Kenneth Salazar	ROOM	DEPART	AGENT
FOLIO 627838 18-FEB-11	1019		



Fairfield Inn & Suites by Marriott
El Centro

503 Danenburg Dr
El Centro Ca 92243
760.353.2600



K. Salazar

Room: 226

Room Type: DBDB

Number of Guests: 1

Rate: \$77.00

Clerk:

Date	Description	Charges	Credits
19Feb11	Room Charge	77.00	
19Feb11	Occupancy Sales Tax	7.70	
20Feb11	Master Card (b) (6)		84.70
Amount: 84.70 Auth: 072262 Signature on File			
Balance:		0.00	

As a Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.

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 www.hiltongardeninn.com or 1 877 STAY HGI

Name & Address

SALAZAR, KENNETH LEE
 1849 C STREET
 WASHINGTON, DC 20240
 US

Room 209/K1
 Arrival Date 2/20/2011 9:57:00AM
 Departure Date 2/21/2011

Adult/Child 1/0
 Room Rate \$77.00

DATE PLAN [REDACTED]
 (b) (6)
 BONUS AL CAR

Confirmation: 3418993244

2/21/2011 PAGE 1

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DATE	REFERENCE	DESCRIPTION	AMOUNT
2/20/2011	730844	GUEST ROOM	\$77.00
2/20/2011	730844	OCCUPANCY TAX	\$9.24
WILL BE SETTLED TO (b) (6) EFFECTIVE BALANCE OF			\$86.24
			\$0.00
<p><i>You have earned approximately 885 HHonors points for this stay. To check your earnings for this stay or any other stay at any of more than 3,000 Hilton Family hotels worldwide visit HiltonHHonors.com.</i></p> <p><i>Hilton Garden Inn is opening locations all over the world. Look for us in Canada, Costa Rica, Germany, India, Italy, Mexico, Saudi Arabia, Turkey, United Kingdom and throughout the USA. www.hgi.com</i></p>			

Zip-Out Check-Out®

Good Morning! We hope you enjoyed your stay. With Zip-Out Check-Out® there is no need to stop at the Front Desk to check out.

- Please review this statement. It is a record of your charges as of late last evening.
- For any charges after your account was prepared, you may:
 - + pay at the time of purchase.
 - + charge purchases to your account, then stop by the Front Desk for an updated statement.
 - + or request an updated statement be mailed to you within two business days.

If the statement meets with your approval, simply press the Zip-Out Check-Out button on your guest room telephone. Your account will be automatically checked out and you may use this statement as your receipt. Feel free to leave your key(s) in the room. Please call the Front Desk if you wish to extend your stay or if you have any questions about your account.

DATE OF CHARGE	FOLIO NO./CHECK NO.
	188514 A
AUTHORIZATION	INITIAL
PURCHASES & SERVICES	
TAXES	
TIPS & MISC.	
TOTAL AMOUNT	0.00

**OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM**

Date: February 16, 2011

Nature and Significance of Document: Request for approval of DOI aircraft service for official travel on **February 18, 2011** of the Secretary, one NPS SES official (Dan Kimball, Superintendent, Big Cypress National Preserve) and two non-SES DOI employees (Kendra Barkoff, Staffer; (b) (6), (b) (7)(C), (b) (7)(E) Security) from Panther Wildlife Refuge near Naples, FL to Miami, FL. The purpose of this travel is a tour of the refuges, including an aerial tour of Big Cypress, a briefing regarding issues affecting the refuges, and a meeting with reporters from the Miami Herald.

Background: Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1). Commercial service is not available because the travel includes an aerial tour.

As the attached OAS-110 indicates, the total cost of DOI aircraft service, not including cost of total duty hours away, is \$2,600. Neither charter nor commercial service is available for this flight, which includes an aerial tour. Because use of DOI aircraft is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

Contact and telephone number:
Jennifer Heindl 202-208-7094

Surname

Due Date: ASAP

Tim Murphy *Murphy* 2/16/11

TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	Atlanta-Herald <u>Miami - Naples</u>	Date	2/18/2011	Hours required to be on site	1430	to	1630
Location	<u>Big Cypress Natl</u>	Date		Hours required to be on site		to	
Location	<u>Preserve</u>	Date		Hours required to be on site		to	

Manifest (only persons required to be at TDS):

Name	Hourly Salary
Secretary Ken Salazar, FAS	\$103.67
Dan Kimball, SES	\$89.96
Kendra Barkoff, Staffer, GS-13	\$57.23
LT. (b) (6) (b) (7) (C) (b) (7)(E) Security, GS-13	\$57.23
TOTAL Hours Cost of All Required Travelers	\$ 308.09

Annual Salary + 2087 hours x 1.20 = Hourly Salary Rate

NOTE: 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

(Continue on attached sheet if needed)

B. COST COMPARISON:

1. <u>Commercial Airline Costs to meet the required TDS locations and times.</u> Individual ticket cost x number of required travelers.	\$ <u>0.00</u>
<ul style="list-style-type: none"> • Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule. • Cost of required per diem and ground transportation. 	_____
TOTAL Cost by commercial transportation	\$ <u>0.00</u>
2. <u>Leased, Contract, or Rental Aircraft:</u>	\$ <u>0.00</u>
1. Flight hours x flight hour costs	_____
2. Cost of total duty hours away from office or regular duty station	_____
3. Cost of required per diem and ground transportation	_____
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tiedown fees, overnight parking, extra crew, etc.	_____
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$ <u>0.00</u>
3. <u>DOI-Operated Aircraft</u> - identify specific aircraft: <u>N351FW - AS350</u>	\$ <u>2,600.00</u>
<ul style="list-style-type: none"> • Flight hours required x variable flight hour cost. • Cost of total duty hours away from office or regular duty station. • Cost of required per diem and ground transportation. • Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.) • Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tiedown fees; overnight parking, etc. 	_____ _____ _____ _____ _____ _____ _____ _____
TOTAL COST by DOI Fleet aircraft.	\$ <u>2,600.00</u>

C. MOST COST EFFECTIVE METHOD:

Commercial
 Lease, Contract or Rental - N# _____ Pilot/Crew _____
Purpose _____

DOI FleetN# 351FW Pilot/Crew Glenn Cullingford
Purpose See remarks below

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

Request for approval of DOI Helicopter to transport Secretary of Interior Ken Salazar, PAS; Dan Kimball, NPS Superintendent, SES; and two GS Staff members Kendra Barkhoff, Staffer, GS-13 and LT Mike Downs, Security, GS-13 between Naples, FL and Miami, FL. The helicopter will pick up the team at the Panther Wildlife Refuge and head to Miami FL for a meeting at the Miami Herald. While en route an aerial tour will be given of the Big Cypress National Preserve while a briefing is provided by Mr. Dan Kimball.

Since commercial flights are capable of conducting aerial flights it was not considered in this cost analysis. Additionally, no DOI Chartered aircraft were available, therefore was not considered in this cost analysis.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

Print name of designated approving official Signature Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

Print name of designated approving official Signature Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:
(See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

ARTHUR E. GARY Arthur E. Gary 2/17/11
Print name of designated approving official Signature Date

OFFICE OF THE SOLICITOR
CORRESPONDENCE BACKGROUND FORM

Date: February 16, 2011

Nature and Significance of Document: Request for approval of DOI aircraft service for official travel on **February 19-21, 2011** of the Secretary, and three non-SES DOI employees (Matt Lee-Ashley, Staffer; Kendra Barkoff, Staffer; (b) (6), (b) (7)(C) security) from Long Beach, CA, to Imperial, CA, to Bakersfield CA, returning to Long Beach by way of Delano, CA. The purpose of this travel is attendance at events in Bakersfield, CA, Imperial Sand Dunes, and the 40 Acres Nat'l Historic Monument in Delano, CA.

2/16
add -
leg to Fresno
w/
overflight
of San Joaquin
River
restoration

Background: Advance approval/disapproval by the Solicitor or Deputy Solicitor is required by 41 C.F.R. Parts 301-10 and 301-70, and OMB Circular A-126 for travel on other-than-commercial airlines by officials at SES level and above and for all non-federal individuals who are traveling either for official DOI business or on a "space available" basis. The standards for approving official travel vary according to the category of travel: to meet mission requirements; "required use" travel (extraordinary security, communications, or scheduling needs); or other travel for the conduct of DOI business.

The trip documented on the attached form is ordinary ("other") official travel because it involves transportation that is neither to meet mission requirements nor "required use" travel. As such, the use of DOI or charter aircraft may be authorized only when: 1) no commercial service is reasonably available to meet the scheduling or operational needs of the trip; or 2) the actual cost of charter aircraft is not more than commercial service. Reasonable availability is defined as "able to meet your departure and/or arrival requirements within a 24-hour period, unless you demonstrate that extraordinary circumstances require a shorter period." 41 C.F.R. § 301-10.261(a)(1).

As the attached OAS-110 indicates, the total cost of DOI aircraft service, not including cost of total duty hours away, is \$18,419. Commercial aircraft service cannot meet the scheduling needs of this trip, which includes events in areas not well served by commercial airlines. Because use of DOI aircraft is the only means of meeting the operational and scheduling needs of this trip, this travel may be approved.

Your approval of this travel is requested. The applicable criteria are met for approval of this travel. **PLEASE INDICATE YOUR APPROVAL ON THE ATTACHED OAS-110 FORM.**

Contact and telephone number:
Jennifer Heindl 202-208-7094

Surname

Due Date: ASAP

Tim Murphy Murphy 2/17/11

TRAVEL COST ANALYSIS

Justification for use of a Government aircraft for travel:

A. BASIC DATA:

Dates and time of required time(s) at Temporary Duty Station(s) (TDS):

Location	Date	Hours required to be on site
Imperial Sand Dunes	2/20/2011	0900 to 1300
Bakersfield, CA (TBD)	2/20/2011	1530 to 2200
40 Acres Natl Historic Ldmk	2/21/2011	0900 to 1115

Manifest (only persons required to be at TDS):

Name	Hourly Salary
Secretary Ken Salazar, PAS	\$103.67
Matt Lee-Ashley, GS-15	\$80.65
Kendra Barkoff, Steffer, GS-12	\$49.03
LT (b) (6), (b) (7)(C), (b) (7)(F) Security, GS-13	\$57.23
TOTAL Hours Cost of All Required Travelers	\$ 290.58

Annual Salary ÷ 2087 hours x 1.20 = Hourly Salary Rate

NOTE: 1.20 covers average Fringe Benefits, Retirement, Health & Life Insurance, Medicare, other Fringes. The 1.20 does not include COLA; for Alaska-based employees, add the applicable additional %.

(Continue on attached sheet if needed)

B. COST COMPARISON:

1. <u>Commercial Airline Costs to meet the required TDS locations and times. Individual ticket cost x number of required travelers.</u>	\$ <u>N/A</u>
• Cost of total duty hours away from office or regular duty station to meet the commercial airline schedule.	_____
• Cost of required per diem and ground transportation.	_____
TOTAL Cost by commercial transportation	\$ <u>0.00</u>
2. <u>Leased, Contract, or Rental Aircraft.</u>	\$ <u>0.00</u>
1. Flight hours x flight hour costs	_____
2. Cost of total duty hours away from office or regular duty station	_____
3. Cost of required per diem and ground transportation	_____
4. Any additional aircraft or crew costs not included in above hourly rate, i.e., standby charges, tie-down fees, overnight parking, extra crew, etc.	_____
TOTAL Cost by Lease, Contract, or Rental aircraft.	\$ <u>0.00</u>
3. <u>DOI-Operated Aircraft -- identify specific aircraft: N618 - King Air 200</u>	\$ <u>7,564.00</u>
• Flight hours required x variable flight hour cost.	_____
• Cost of total duty hours away from office or regular duty station.	_____
• Cost of required per diem and ground transportation.	_____
• Any additional costs to be incurred that are not included in the above flight hour rate. Variable cost of crew, as defined on page 1 of OMB Circular A-126, Attachment B, if not included in the flight hour rate. (Do not include pilot costs here if the pilot is one of the Government officials required to meet or perform duties at the TDY location.)	_____
• Fuel costs, if not included in above flight hour rate. Any additional aircraft costs not in the above flight hour rate, i.e., tie-down fees, overnight parking, etc.	_____
TOTAL COST by DOI Fleet aircraft.	\$ <u>18,419.15</u>

C. MOST COST EFFECTIVE METHOD:

Commercial
 Lease, Contract or Rental - N# _____ Pilot/Crew _____

Purpose _____

DOI Fleet -----N# 618 Pilot/Crew Randy Phelps

See remarks below

Purpose _____

REMARKS: (Must be completed if other than most-cost-effective method is chosen.)

Request for approval of DOI Fleet aircraft to transport Secretary of Interior Ken Salazar, PAS; Matt Lee Ashley, Congressional Staffer, GS-15; Tami Heilmann, Staffer, GS-12 and LT Mike Downs, Security, GS-13 between various sites in California. See attached agenda for purpose of each site visit.

Due to the flight times of commercial airlines inability to meet set times established within the agenda, request approval to utilize DOI Fleet Aircraft.

Additionally, no DOI Chartered aircraft were available, therefore was not considered in this cost analysis.

D. GENERAL APPROVAL REQUIREMENTS FOR TRAVEL ON GOVERNMENT AIRCRAFT:

Print name of designated approving official Signature Date

E. SPECIAL APPROVAL REQUIREMENTS FOR REQUIRED USE TRAVEL: (See paragraph 11.b. page 6 of OMB Circular A-126)

Print name of designated approving official Signature Date

F. SPECIAL APPROVAL REQUIREMENTS FOR USE OF GOVERNMENT AIRCRAFT FOR TRAVEL BY THE FOLLOWING CATEGORIES OF PEOPLE:
(See paragraph 11.c. page 7 of OMB Circular A-126 and paragraph a., page 3-1 of OMB Bulletin No. 93-11)

- 1) Senior Executive Branch Officials
- 2) Senior Federal Officials
- 3) Members of Families of Senior Executive Branch and Senior Federal Officials
- 4) Non-Federal travelers

ARTHUR E. GARY
Print name of designated approving official

Arthur E. Gary
Signature

2/17/11
Date

**OPTION 1:
BREAKDOWN OF HOURS AWAY FROM OFFICE
Commercial Airlines / Driving**

Saturday, February 19, 2011

Arrive in Los Angeles, CA (LAX)		
RON		8.00 hrs
		<u>8.00 hrs</u>

Sunday, February 20, 2011

Flight from LAX to San Diego, CA (SAN) + Checkin, Wait time, Etc.		3.25 hrs	
Drive from SAN to Site Visit		2.00 hrs	*
Time at Site (0900-1300) hrs - Imperial Sand Dunes)		3.30 hrs	
Travel from site to Bakersfield, CA		5.25 hrs	*
Time at Site (1530-2100) hrs - Bakersfield, CA		5.30 hrs	
RON in Bakersfield, CA		8.00 hrs	
		<u>27.10 hrs</u>	

Monday, February 21, 2011

Drive from Bakersfield, CA Hotel to Site Visit (Delano, CA)		0.30 hrs
Time at Site (0900-1115) hrs - 40 Acres Nat'l Historic Landmark		2.15 hrs
Drive from Delano, CA to Bakersfield, CA Airport		0.30 hrs
Flight from BFL to LAX + Checkin, Wait time, Etc.		3.00 hrs
		<u>5.75 hrs</u>

GRAND TOTAL HOURS		40.85
Hourly Salary for All	\$	<u>290.58</u>
TOTAL COSTS	\$	11,870.19

* Driving would not meet the time constraints of meeting schedule

**OPTION 2:
 BREAKDOWN OF HOURS AWAY FROM OFFICE
 DOI Fleet Aircraft - N618 King Air 200**

Saturday, February 19, 2011

Arrive in Los Angeles, CA	
Drive from LAX airport to LGB airport to catch charter aircraft	0.25 hrs
Flight time from LGB to Imperial, CA + load time	1.25 hrs
RON Imperial, CA	8.00 hrs
	<u>9.50 hrs</u>

Sunday, February 20, 2011

Drive from Hotel to site visit	0.25 hrs
Time at Site (0900-1300) hrs - Imperial Sand Dunes)	3.30 hrs
Flight time from Imperial, CA to Bakersfield, CA + load time	1.25 hrs
Time at Site (1530-2100) hrs - Bakersfield, CA	5.30 hrs
RON in Bakersfield, CA	8.00 hrs
	<u>18.10 hrs</u>

Monday, February 21, 2011

Drive from Bakersfield, CA Hotel to Site Visit (Delano, CA)	0.30 hrs
Time at Site (0900-1115) hrs - 40 Acres Nat'l Historic Landmark	2.15 hrs
Flight time from Delano, CA to LGB Airport + load time	1.00 hrs
Drive time from LGB Airport to LAX Airport	0.25 hrs
	<u>3.70 hrs</u>

GRAND TOTAL HOURS	31.30
Hourly Salary for All	\$ 290.58
TOTAL COSTS	\$ 9,095.15

Other Information Included in Analysis:

Per Diem Rate for Los Angeles, CA per person 123/71	\$	194.00
Per Diem Rate for Imperial, CA per person 77/46	\$	123.00
Per Diem Rate for Bakersfield, CA per person 77/46	\$	123.00

Logged in user: SHARIL MOULTRIE - Traveler: SHARIL MOULTRIE

Authorization: SMFRESHOCA102210_A01 - TA Numbers: OR3-LA

Screen ID: 1070.3

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Search Criteria

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Choose Flights

Available Flights on 02/20/11 from LAX to SAN

\$77.70 - GSA City Pair w/ Capacity Limits \$100.70 - GSA City Pair

[Fare Rules](#) [Show Details](#)



Depart
LAX 0900
Sun 20 Feb 11

Arrive
SAN 0950
Sun 20 Feb 11

Flight Length: 0h 50min

If travel agent assistance is required, select "Request Assistance in Booking Flight". NOTE: Additional travel agent handling fees may apply.

[Request Assistance in Booking Flight](#)

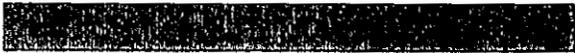
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Logged In user: SHARIL MOULTRIE - Traveler: SHARIL MOULTRIE

Authorization: SVFRESHUCA102210_A01 - TA Number: DR34LA

Screen ID: 1070.3

[Return](#)



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Search Criteria

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[Show Tr](#)

Select Flights to be Saved

Choose Flights

Available Flights on 02/21/11 from BFL to LAX

\$468.70 - GSA City Pair
[Fare Rules](#) [Show Details](#)



Depart
BFL 1657
Mon 21 Feb 11

Arrive
LAX 1943
Mon 21 Feb 11

Flight Length: 0h 46min

If travel agent assistance is required, select "Request Assistance in Booking Flight". NOTE: Additional travel agent handling fees may apply.

[Request Assistance In Booking Flight](#)

[Return To Available Flights](#)



THE TRIP OF THE SECRETARY

TO

NEW YORK CITY

FEBRUARY 17th, 2011

**TRIP SUMMARY
THE TRIP OF THE SECRETARY
TO
NEW YORK CITY
FEBRUARY 17th, 2011**

Weather:

Washington D.C.
New York, NY

Sunny; High 51 // Low 43
Cloudy; High 54 // Low 42

Time Zone:

New York, NY

Eastern Time Zone

Advance:

Advance Director
Ride-Along
Security
Security
Photographer

Tim Hartz
Lt. (b) (6), (b) (7)(C), (b) (7)(E)
Sgt (b) (6), (b) (7)(C), (b) (7)(E)
Tami Heilemann

Cell Phone:

(b) (6), (b) (7)(C),
(b) (7)(E)

Traveling Staff:

Director, NPS
Dep. Chief of Staff
Press Secretary

Jon Jarvis
Matt Lee-Ashley
Kendra Barkoff

(b) (6)

Washington Staff:

Secretary's Scheduler
Ethics

Joan Padilla
Melinda Loftin

Office Phone

(202) 208-5820
(703) 862-5552

Attire:

Business

THURSDAY, FEBRUARY 17th 2011**7:30 – 7:45am: DEPART RESIDENCE EN ROUTE TO UNION STATION**

(b) (6), (b) (7)(C), (b) (7)(E)

All other traveling staff will meet you at Union Station

7:45am: ARRIVE UNION STATION

Location: 50 Massachusetts Ave NE
 Washington, DC
 Phone: (202) 906-3104

8:00 – 10:45am: DEPART UNION STATION FOR NEW YORK, NY

Train: Amtrak Acela Express #2104
 Travel Time: 2hr 45min

10:45am: ARRIVE NEW YORK PENN STATION

Location: 393 7th Ave
 New York, NY, 10001
 Phone: (212) 630-6401

10:45 – 11:00am: DEPART PENN STATION FOR NYT BUILDING

(b) (6), (b) (7)(C), (b) (7)(E)

11:00am: ARRIVE NEW YORK TIMES BUILDING

Location: 620 Eighth Avenue
 New York, NY 10018
 Phone: (212) 556-1876

11:00 – 12:00pm: NEW YORK TIMES ED BOARD INTERVIEW

Room: 13E - 138
 Participants: NYT Ed Board Staff,
 Staff: Kendra Barkoff, Matt Lee-Ashley
 Set-up: Sit-down meeting with members of NYT Editorial Board
 Format: Q&A from Ed Board

12:00 – 12:20pm: DEPART NYT FOR THE ARSENAL

(b) (6), (b) (7)(C), (b) (7)(E)

12:00 – 12:20pm: PHONE CALL WITH CEO

Dial-In#: (b) (5)
 Passcode: [REDACTED]

Kendra Barkoff will dial-in for YOU

12:20pm: ARRIVE THE ARSENAL

Location: 830 5th Ave (@64th St)
New York, NY 10065
Phone: (212) 360-1351

*NYC Parks Deputy Commissioner Liam Kavanagh will greet **YOU** on arrival*

12:30 – 2:00pm: NEW YORK HARBOR MEETING

Room: 3rd Floor Conference Room

Participants: **Jon Jarvis**
David Luchsinger
Shirley McKinney
Tara Morrison
Patti Reilly
Linda Canzanelli
Dennis Reidenbach
Michael Creasey
Maria Burks

Staff: Tim Hartz

Press: Closed

Set-up: Conference Room Seating

Lunch will be provided at this meeting

2:00 - 2:05pm: GREET MAYOR BLOOMBERG

Location: 4th Floor Conference Room

2:05 – 2:30pm: PRESS CONFERENCE

Location: Arsenal Roof

Participants: **Mayor Michael Bloomberg** – Mayor, New York City

Staff: Kendra Barkoff

Set-up: Podium w/mic

Format:

*Mayor Bloomberg gives remarks and introduces **YOU**

***YOU** give remarks and introduce Jon Jarvis

*Jon Jarvis gives remarks

*Q&A with media

2:35 – 3:45pm: DEPART THE ARSENAL FOR JFK AIRPORT

(b) (6), (b) (7)(C), (b) (7)(E)

*Jon Jarvis & Matt Lee-Ashley will take a cab to Penn Station

3:45pm: ARRIVE JFK INTERNATIONAL AIRPORT**4:30 – 7:50pm: WHEELS-UP JFK FOR FT. MYERS, FL**

Airline: JetBlue #139

Flight Time: 3hr 20min

7:50pm: WHEELS-DOWN FT. MYERS

8:10 – 9:00pm: DEPART AIRPORT EN ROUTE TO RON

(b) (6), (b) (7)(C), (b) (7)(E)

A large black rectangular redaction box covers the text in this block.

9:00pm: ARRIVE HILTON HOTEL

Location: 5111 Tamiami Trail North
Naples, FL 34103
Phone: (239) 430-4900
Fax: (239) 430-4901

9:15pm: RON



THE TRIP OF THE SECRETARY

TO

FLORIDA

FEBRUARY 17th-18th, 2011

**TRIP SUMMARY
THE TRIP OF THE SECRETARY
NAPLES, FL
FEBRUARY 17th -18th, 2011**

Weather:
Naples, FL

Mostly Sunny; High 78 // Low 57

Time Zone:
Florida

Eastern Time Zone

Naples Advance:
Advance
Security
Ride-Along

Lindsay Dubin
(b) (6), (b) (7)(C), (b) (7)(E)

Cell Phone:
(b) (6), (b) (7)(C), (b) (7)(E)

Miami Advance:
Security
Ride-Along

(b) (6), (b) (7)(C), (b) (7)(E)

Cell Phone:
(b) (6), (b) (7)(C), (b) (7)(E)

Traveling Staff:
Deput Director F&W
Press Secretary
Photographer

Dan Ashe
Kendra Barkoff
Tami Heilemann

(b) (6)

Washington Staff:
Secretary's Scheduler
Ethics

Joan Padilla
Melinda Loftin

Office Phone
(202) 208-5820
(703) 862-5552

Attire:
Business Casual; a hat, sunglasses and sunscreen are also recommended.

THURSDAY, FEBRUARY 17th, 2011

2:30pm: DEPART BATTERY PARK EN ROUTE JFK INTERNATIONAL

(b) (6), (b) (7)(C), (b) (7)(E)

3:30pm: ARRIVE JFK INTERNATIONAL AIRPORT

4:30pm-7:53pm: WHEELS-UP NEW YORK, NY EN ROUTE FORT MYERS, FL

JetBlue Flight #139

Flight Time: 3hrs 23mins

Ride-along: Lt. (b) (6), (b) (7)(C), (b) (7)(E)

**Kendra Barkoff and Tami Heilemann will be on this flight*

7:53pm: ARRIVE SOUTHWEST FLORIDA INTERNATIONAL AIRPORT

8:00pm: DEPART AIRPORT EN ROUTE RON

(b) (6), (b) (7)(C), (b) (7)(E)

8:50pm: ARRIVE RON

Hilton Hotel

Location: 5111 Tamiami Trail North

Naples, FL 34103

Phone: (239) 430-4900

Fax: (239) 430-4901

**Dan Ashe and Lindsay Dubin will stay at this hotel and brief you upon your arrival*

**20 DOI leaders from the region will be having a late dinner in the hotel restaurant and have invited you to drop by*

Staff Hotel

Doubletree Hotel

Location: 12200 Tamiami Trail North

Naples, Florida 34110

Phone: (239) 593-8733

Fax: (239) 593-8734

** Tami Heilemann and Kendra Barkoff will stay at this hotel*

9:30pm: RON

FRIDAY, FEBRUARY 18, 2011

9:15am-10:00am: DEPART RON EN ROUTE FAKA UNION CANAL PUMP STATION

(b) (6), (b) (7)(C), (b) (7)(E)

10:00am: ARRIVE FAKA UNION CANAL PUMP STATION
Location: Everglades Blvd. S & 52nd Ave. SE
Naples, FL 34117

10:00am – 11:30am: FAKA UNION CANAL PUMP STATION GROUNDBREAKING
Location: Faka Union Canal
Participants: **Colonel Alfred A. Pantano Jr.**, US Army Corps of Engineers
Jacklyn Raulerson, Miss Florida 2010
Terrance "Rock" Salt, Principle Deputy Assistant Secretary, Army for Civil Works
Eric Buermann, Chairman, Board of Directors, South Florida Water Management District
Staff: Kendra Barkoff, Lindsay Dubin
Press: Open
Set-up: Tent, Podium w/mic, **YOU** will be seated with the other speakers behind the Podium, in the 2nd chair from the left, facing the audience. There will be 150 attendees who will be seated facing **YOU**.
Format:
***10:00am**-Presentation of colors. Miss Florida 2010, Jacklyn Raulerson sings National Anthem
***10:07am**-Colonel Alfred Pantano Jr. delivers opening remarks and introduces **YOU**
***10:15am**-**YOU** deliver remarks
***10:25am**-Terrance "Rock" Salt delivers remarks
***10:30am**-Eric Buermann delivers remarks
***10:35am**-Colonel Pantano presents awards
***10:45am**-Colonel Pantano delivers closing remarks
***11:00am**-**YOU** join speakers, Dan Ashe, and 5 others and take **YOUR** place for the groundbreaking
***11:10am**-**YOU** participate in informal media gaggle
***11:30am**-**YOU** depart

11:30am – 12:00pm: DEPART FAKA UNION CANAL STATION EN ROUTE PANTHER NWR

(b) (6), (b) (7)(C), (b) (7)(E)

**Boxed lunches will be provided for the car ride to the refuge*

12:00pm: ARRIVE PANTHER NATIONAL WILDLIFE REFUGE
Location: 3860 Tollgate Boulevard
Naples, FL
Phone: (239) 353-8442
Fax: (239) 353-8640

12:05pm – 12:35pm: SWAMP BUGGY SITE VISIT OF PANTHER NWR
Location: Panther National Wildlife Refuge
Participants: **Kevin Godsea**, Panther Refuge Manager

Dan Ashe, Acting Director, F&W
Shannon Estenoz, Director, Everglades Restoration Initiatives, DOI
Don Jodrey, Senior Attorney/Advisor to the FWP Assistant Secretary
Pedro Ramos, Park Manager, Big Cypress National Preserve
Patrick Leonard, Ecological Service, FWS
Paul Souza, South Florida Ecological Services Office, FWS

Staff: Tami Heilemann, Kendra Barkoff, Lindsay Dubin

Press: Closed

Format:

***12:15pm**-Participants will be divided into 2 buggies. **YOU** will tour the Panther NWR by buggy. Kevin Godsea will lead the tour

*Binoculars, and bug spray will be provided during the site visit

12:35pm – 12:45pm: PHOTO WITH PANTHER NWR STAFF

Location: Panther National Wildlife Refuge

Participants: 30 regional FWS and NPS staff

Staff: Dan Ashe, Tami Heilemann, Kendra Barkoff, Lindsay Dubin

Press: Closed

Format: **YOU** will take a photo with assembled staff

12:50pm-1:00pm: DEPART PHOTO OP FOR HELI-PAD

(b) (6), (b) (7)(C), (b) (7)(E)
[Redacted]

1:00pm: LOAD HELICOPTER

1:05pm-1:55pm: WHEELS-UP PANTHER, NWR EN ROUTE MIAMI, FL

Aircraft: FWS AS-350

Tail #: N351FW

Pilots: Glenn Cullingford (321) 431-9352

Flight Time: 50mins

Manifest(5): KLS, Lt (b) (6), (b) (7)(C), (b) (7)(E) Kendra Barkoff, Dan Kimble

**Dan Kimble, Superintendent of Everglades NP will lead overflight tour*

***YOU** will fly over Big Cypress National Preserve, the Florida National Scenic Trail, Raccoon Point, Miccosukee Indian Reservation, and two Water Conservation Areas managed by the state

DAS 110

1:55pm: WHEELS-DOWN MIAMI, FL

2:10pm: DEPART SIGNATURE AVIATION EN ROUTE UNIVISION

(b) (6), (b) (7)(C), (b) (7)(E)
[Redacted]

2:20pm: ARRIVE UNIVISION

Location: 9405 NW 41st ST

Doral, Florida 33132

Phone: (305) 471-4234

2:30pm – 2:50pm: UNIVISION INTERVIEW

Staff: Kendra Barkoff

Press: Open

2:50pm – 3:05pm: DEPART UNIVISION EN ROUTE MIAMI INTERNATIONAL AIRPORT

(b) (6), (b) (7)(C), (b) (7)(E)

3:05pm: ARRIVE MIAMI INTERNATIONAL AIRPORT

3:40pm-6:30pm (PST): WHEELS-UP MIAMI, FL EN ROUTE LOS ANGELES, CA

American Airlines Flight #203

Flight Time: 5hrs 50mins

KLS Seat: 23E

Ride-along: Lt

(b) (6), (b) (7)(C), (b)

(7)(E)

6:30pm: ARRIVE LOS ANGELES INTERNATIONAL AIRPORT

6:45pm: DEPART AIRPORT EN ROUTE RON

(b) (7)(C), (b) (6), (b) (7)(E)

7:15pm: ARRIVE RON

The Westin Pasadena

Location: 191 North Los Robles Avenue

Pasadena, CA 91101

Phone: (626) 792-2727

Fax: (626) 792-3755

7:15pm: RON

FINAL



THE TRIP OF THE SECRETARY

TO

CALIFORNIA

FEBRUARY 18th -21st, 2011

**TRIP SUMMARY
THE TRIP OF THE SECRETARY
CALIFORNIA
FEBRUARY 18th-21st, 2011**

Weather:

Los Angeles, CA
San Diego, CA
El Centro, CA
Delano, CA

Showers; High 57 // Low 39
Rain; High 61 // Low 49
Partly Cloudy; High 70 // Low 39
Partly Cloudy; High 58 // Low 38

Time Zone:

California

Pacific Time Zone (3hrs behind DC)

Advance:

Advance (El Centro)
Advance (Delano)
Security (Los Angeles)
Security (Los Angeles)
Security (El Centro)
Security (Delano)
Security (Ride-Along)

Jordan Montoya
Carly Montoya



Cell Phone:



Traveling Staff:

Director, NPS
Deputy COS
Associate Dir. Cultural Resources
Director, BLM
Photographer

Jon Jarvis
Matt Lee-Ashley
Stephanie Toothman
Bob Abbey
Tami Heilemann



Washington Staff:

Secretary's Scheduler
Ethics

Joan Padilla
Melinda Loftin

Office Phone

(202) 208-5820
(703) 862-5552

Attire:

Los Angeles/San Diego-Casual, rain jacket
Imperial Valley/El Centro-Casual, jeans, boots or tennis shoes
Delano-Business Casual

FRIDAY, FEBRUARY 18th, 2011

8:09pm-10:36pm (PST): WHEELS-UP MIAMI, FL EN ROUTE LOS ANGELES, CA

American Airlines #231
Flight Time: 5hrs 50mins
KLS Seat:
Ride-along: Lt. (b) (6), (b) (7)(C)
(b) (7)(E)

10:36pm: ARRIVE LOS ANGELES INTERNATIONAL AIRPORT

11:00pm: DEPART AIRPORT EN ROUTE RON

(b) (6), (b) (7)(C), (b) (7)(E)

11:30pm: ARRIVE RON

The Westin Pasadena
Location: 191 North Los Robles Avenue
Pasadena, CA 91101
Phone: (626) 792-2727
Fax: (626) 792-3755
**Matt Lee-Ashley will be staying at this hotel.*

12:00am: RON

SATURDAY, FEBRUARY 19th, 2011

10:30am: TBD – DEPART RON EN ROUTE TO LOS ANGELES COUNTY MUSEUM OF ART

(b) (6), (b) (7)(C), (b) (7)(E)

11:05am: TBD – ARRIVE LOS ANGELES COUNTY MUSEUM OF ART

Location: 5905 Wilshire Blvd
Los Angeles, CA 90036
Phone: (323) 857-6000

1:00pm: TBD – DEPART LOS ANGELES COUNTY MUSEUM OF ART EN ROUTE TO LUNCH

(b) (6), (b) (7)(C), (b) (7)(E)

1:30pm: TBD - LUNCH (each paid for own lunch)

2:30pm: TBD - ARRIVE RON
The Westin Pasadena
Location: 191 North Los Robles Avenue
Pasadena, CA 91101
Phone: (626) 792-2727
Fax: (626) 792-3755

4:00pm: CHECK-OUT RON

5:30pm: DEPART RON EN ROUTE TO ARROYO CHOPHOUSE
(b) (6), (b) (7)(C), (b) (7)(E)

6:00pm: ARRIVE ARROYO CHOPHOUSE
Location: 536 S Arroyo Pkwy
Pasadena, CA 91105-2520
Phone: (626) 577-7463
POC: Luis Guerrero
office: 213-542-4432
cell: 323-354-9342

(each paid for own dinner)

7:30pm: DEPART ARROYO CHOPHOUSE EN ROUTE LONG BEACH AIRPORT
(b) (6), (b) (7)(C), (b) (7)(E)

8:10pm: ARRIVE LONG BEACH SIGNATURE FLIGHT SUPPORT
Location: 3333 East Spring Street, Suite 205
Long Beach, California 90806
Phone: (562) 997-0700

OAS 110

8:20pm - 9:10pm: WHEELS-UP LONG BEACH, CA EN ROUTE EL CENTRO, CA
Aircraft: King Air 200
Tail #: N618
Pilots: Capt. Randy Phelps (702) 755-2113
Flight Time: 50mins
Manifest(5): KLS, Lt. (b) (6), (b) (7)(C), (b) (7)(E) Matt Lee-Ashley, Tami Heilemann

9:10pm: ARRIVE IMPERIAL COUNTY AIRPORT

Location: 1095 Airport Road
Imperial, CA 92251
Phone: (760) 353-1375

9:20pm: DEPART AIRPORT EN ROUTE RON

(b) (6), (b) (7)(C), (b) (7)(E)

9:35pm: ARRIVE RON

Fairfield Inn & Suites
Location: 503 E. Danenberg Drive
El Centro, California 92243
Phone: (760) 353-2600
Fax: (760) 353-2700
**Bob Abbey will stay at this hotel*

10:00pm: RON

SUNDAY, FEBRUARY 20th, 2011

7:15-7:45am: COFFEE WITH LA TIMES

Location: Starbucks Coffee
Participants: -Secretary Salazar
-Bob Abbey
-Matt Lee-Ashley
-Julie Cart, LA Times

(each paid for own)

8:00am: DEPART RON EN ROUTE IMPERIAL SAND DUNES

(b) (6), (b) (7)(C), (b) (7)(E)

8:50am: ARRIVE CAHUILLA RANGER STATION, IMPERIAL SAND DUNES

Greeter: Neil Hamada, BLM Imperial Sand Dunes Manager
Location: Intersection of Gecko Road and Highway 78
Phone: (760) 344-3919

8:50am-9:00am: SAFETY BRIEFING// LOAD SAND RAILS

(b) (6), (b) (7)(C), (b) (7)(E)

(b) (5), (b) (7)(C), (b) (7)(E)



9:00am-10:00am: SAND RAIL RIDE IN THE DUNES

**Brief Stop at Osborn Overlook*

10:00am: RETURN TO CAHUILLA RANGER STATION

10:00am-10:30am: INTER-AGENCY INCIDENT COMMAND BRIEFING

Location: Cahuilla Ranger Station

Room: Briefing Bay

Participants: 30-60 BLM, NPS, USFS, and Imperial County staff

Program: -Welcome/Overview by El Centro Field Manager Margaret Goodro

-Updates by Incident Team members

-Comments by YOU and Bob Abbey

Set-up: table with seating for staff

10:30am-10:35am: LOAD VEHICLES 4WD SUVs Only // TRAVEL TO VENDOR ROW

(b) (5), (b) (7)(C), (b) (7)(E)



Press to follow in own vehicles

**view North Algodones Wilderness Area while en route and discuss management of high intensity OHV use adjacent to wilderness*

10:35am-11:00am: PARTICIPATE IN YOUTH OHV SAFETY TRAINING

Location: Youth Training Area behind Glamis Store in Glamis Flats

Participants: About 10 youth, training organized by American Desert Foundation's (ADF) Bill Jones

Program: YOU will visit with young people and discuss importance of safety measur

Set-up: Outside setting

11:00am-11:45am: MEETING TO DISCUSS IMPORTANCE OF DUNES (commercial, economic, recreation)

Location: ISDRA Vendor Row, Outside Location

Participants: Desert Advisory Council Members (DAC)

- Meg Grossglass

- Dick Holladay

American Sand Association (ASA)

- Rusty Massey

- Bob Mason

- Jerry Siever
- United Desert Gateway (UDG)
- Kathy Kennerson (pres.)
- Charla Teeters
- Nicole Moore

Imperial County

- Supervisor Ray Castillo
- Chairman Jack Terrazas
- Bob Ham

Program: Discussion on recreation, equipment, economic benefits, and commercial importance of Dunes to surrounding communities with some of highest unemployment in the nation
 -American Sand Association will provide overview and introduce partners
 -Partners will be prepared to speak for 5 minutes each

Set-up: outdoors with table

11:45am-12:00pm: LOAD VEHICLES 4WD SUVs Only // TRAVEL TO WASH 7

(b) (6), (b) (7)(C), (b) (7)(E)



12:00pm-12:35pm: VISIT WITH GENERATIONS OF CAMPERS/"DUNERS" AND LUNCH WITH FAMILIES AND VISITORS

(provided lunch / BHM under \$12.00 newspaper work)

Location: Wash 7

Participants: Visitors at Bill Jones' (of American Desert Foundation) campground

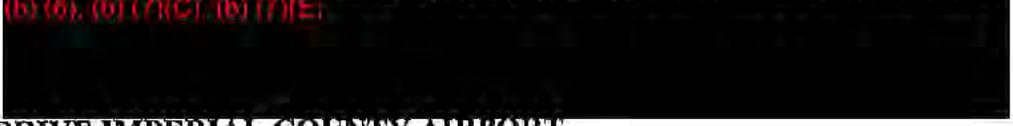
Program: Visit with Jones family and other families near the camp

Media departs before lunch portion

Response

12:35pm: DEPART SAND DUNES EN ROUTE IMPERIAL COUNTY AIRPORT

(b) (6), (b) (7)(C), (b) (7)(E)



1:20pm: ARRIVE IMPERIAL COUNTY AIRPORT

Location: 1095 Airport Road
 Imperial, CA 92251

Phone: (760) 353-1375

1:25pm: LOAD CHARTER

1:30 pm - 3:30pm: WHEELS-UP EL CENTRO, CA EN ROUTE FRESNO, CA FLY OVER OF SAN JOAQUIN RIVER

Aircraft: King Air 200

Tail #: N618

Pilots: Capt. Randy Phelps (702) 755-2113

Flight Time: 45 minutes

Manifest(5): KLS, Lt. (b) (6), (b) (7)(C), (b) (7)(E) Matt Lee-Ashley, Tami Heilermann
 Don Glaser, Regional Director, BOR

**Don Glaser will meet you at the airport; his cell 303-363-8473*

DAS/110

3:30 pm: WHEELS-DOWN FRESNO, CA

Location: 5175 E Clinton Way
Fresno, CA 93727
Phone: (559) 621-8000

3:40pm: DEPART FRESNO AIRPORT EN ROUTE TO SAN JOAQUIN RIVER PARKWAY AND CONSERVATION TRUST

(b) (5), (b) (7)(C), (b) (7)(E)
[Redacted]

4:00pm: ARRIVE SAN JOAQUIN RIVER PARKWAY AND CONSERVATION TRUST

Location: 11605 Old Friant Road
Fresno, CA 93730
Phone: (559) 248-8480

4:00pm – 5:00pm: SITE VISIT OF SAN JOAQUIN RIVER PARKWAY AND CONSERVATION TRUST

Participants: Don Glaser, Regional Director, BOR
Peter Lucero, Public Affairs Officer, BOR
Dave Koehler (*kay-ler*), Executive Director, San Joaquin River Parkway and Conservation Trust

Contact: Pete Lucero - 707-363-4243 cell

Press: Open

Format:

4:00pm – YOU arrive; Dave Koehler (*kay-ler*), Executive Director, San Joaquin River Parkway & Conservation Trust, welcomes YOU

4:10pm - YOU and Mr. Koehler will walk along the San Joaquin River from the parking location to the event location – about 300-400 yards

4:25pm - YOU walk along to the San Joaquin River and interact and address the participants about America's Great Outdoors. Photo opportunity and short media opportunity

5:00pm – YOU depart

5:00pm: DEPART SAN JOAQUIN RIVER PARKWAY EN ROUTE TO FRESNO AIRPORT

(b) (5), (b) (7)(C), (b) (7)(E)
[Redacted]

5:20pm: ARRIVE FRESNO AIRPORT

5:25pm: BOARD CHARTER

5:30pm – 6:15pm: DEPART FRESNO AIRPORT EN ROUTE BAKERSFIELD, CA
Aircraft: King Air 200
Tail #: N618
Pilots: Capt. Randy Phelps (702) 755-2113
Flight Time: 45 minutes
Manifest(5): KLS, Lt. (b) (6), (b) (7)(C), (b) (7)(E), Matt Lee-Ashley, Tami Heilemann

6:15pm: WHEELS-DOWN BAKERSFIELD, CA
Location: 1550 Skyway Dr
Bakersfield, CA 93308
Phone: (661) 391-4900

6:30pm: DEPART MERCURY AIR CENTER EN ROUTE RON
(b) (6), (b) (7)(C), (b) (7)(E)

6:45pm: ARRIVE RON
Hilton Garden Inn
Location: 3625 Marriott Drive
Bakersfield, California 93308
Phone: 661-716-1000
Fax: 661-716-1050
**Jon Jarvis and Stephanie Toothman will stay at this hotel*

MONDAY, FEBRUARY 21st, 2011

8:20am: DEPART RON EN ROUTE DELANO, CA
(b) (6), (b) (7)(C), (b) (7)(E)

8:50am: ARRIVE 40 ACRES NATIONAL HISTORIC LANDMARK
Paulo Agbayani Village
Location: 1314 Garces Highway West and Mettler Road
Delano, CA 93215
Phone: (661) 725-9730

9:00am – 9:45am: 40 ACRES NATIONAL HISTORIC LANDMARK SITE VISIT

Location: Paulo Agbayani Village, Gas Station, Rodrigo Terronez Memorial Clinic

Participants: **Arturo Rodriguez**, President, United Farm Workers
Paul F. Chavez, President, Cesar E. Chavez Foundation
Jon Jarvis, Director, National Park Service
Paul Park, General Counsel, Chavez Foundation
Richard Chavez, Chavez Brother
Jim Costa, Congressman, CA 20th Congressional District
Milford Wayne Donaldson, CA State Director of Historic Preservation
Giev Kashkooli, UFW Vice President
Marc Grossman, UFW Communications Director
Maria Machuca, UFW Press Secretary
Michael Nowakowski, Radio Campesina Director, Vice Mayor of Phoenix
Dolores Velasco, UFW Veteran, Wife of Former UFW Secretary,
Treasurer Pete Velasco
Antonia Gonzalez, Agbayani Property Manager
Mark Pulido, UCLA Filipino Youth Conference Tour Leader
Rick Ray Perez, Filmmaker of “Cesar’s Last Fast”
Roberto Bustos, Original UFW Member
Armando Elenes, UFW Vice President, San Joaquin Valley Director
Esther Uranday, Original UFW Member
Jannette Mosqueda, UFW, 40 Acres Office

Staff: Julie Rodriguez, Carly Montoya

Press: Open. 4 cameras; 4 print/photo; 4 radio

Set-up: Tour with members of the Chavez family and members of the media

Format:

***9:00am-YOU** tour the Agbayani Village. **YOU** will view a video by Rick Ray Perez titled “Cesar’s Last Fast.”

***9:30am-YOU** tour the Gas Station

***9:40am-YOU** tour the Terronez Clinic

9:50am – 10:00am: MEDIA GAGGLE

Location: 40 Acre Entrance in front of plaque, near Gas Station

Participants: **Arturo Rodriguez**, President, United Farm Workers
Paul F. Chavez, President, Cesar E. Chavez Foundation
Jon Jarvis, Director, National Park Service
Milford Wayne Donaldson, CA State Director of Historic Preservation

Staff: Matt Lee-Ashley, Carly Montoya

Press: Open. 4 cameras; 4 print/photo; 4 radio

Set-up: Informal media gaggle

Format:

***9:50am**-Paul F. Chavez discusses importance of plaque

***9:52am-YOU**, Paul F. Chavez, Arturo Rodriguez, Milford Donaldson, and Jon Jarvis unveil plaque

***9:55am-YOU** take questions from the media. Photos

***10:00am-YOU** depart to clutch with Chavez family

10:00am – 10:15am: CLUTCH WITH CESAR CHAVEZ FAMILY

Location: Rodrigo Terronez Memorial Clinic

Participants: **Arturo Rodriguez**, President, United Farm Workers
Paul F. Chavez, President, Cesar E. Chavez Foundation
Jon Jarvis, Director, National Park Service
Stephanie Toothman, Associate Dir. Cultural Resources, NPS
Helen Chavez, Chavez spouse
Richard Chavez, Chavez Brother
Dolores Huerta, Co-Founder of UFW
Sylvia Delgado, Chavez daughter
Eloise Carrillo, Chavez daughter
Jim Costa, Congressman, CA 20th Congressional District
Eva Longoria, Actress
Ed Begley Jr., Actor
Tom Saenz, MALDEF President
David Damian Figueroa, Development Director, MALDEF
Milford Wayne Donaldson, California State Director of Historic Preservation
Ed Kashian, President of Lance-Kashian and Co.
Sal Gonzalez, Farm Worker Family and Senior Advisor to Ed Kashian
Rick Perez, Film Maker
Giev Kashkooli, UFW VP
Esther Uranday, Original UFW member
Armando Elenes, UFW Vice President, San Joaquin Valley Director

Staff: Julie Rodriguez, Carly Montoya

Press: Closed

Set-up: Photo line

Format:

***10:00am-YOU** meet with members of the Chavez family and take photos in photo line

***10:15am-YOU** depart for ceremony

10:15am – 11:15am: 40 ACRES DEDICATION CEREMONY

Location: Outside in between Rodrigo Terronez Memorial Clinic and Union Hall

Participants: **Arturo Rodriguez**, President, United Farm Workers
Paul F. Chavez, President, Cesar E. Chavez Foundation
Jon Jarvis, Director, National Park Service
Richard Chavez, Chavez Brother
Jim Costa, Congressman, CA 20th Congressional District
Dolores Huerta, Co-Founder, UFW
Maria Barrquin, Radio Campesina
Maria Castro, RFK High School Student
Balentine Lugo, RFK High School Student
Viney (vee-en-a) Torres-Farmworker

Staff: Julie Rodriguez, Carly Montoya

Press: Open

Set-up: Stage, podium, mic. **YOU** will sit on stage with:

Arturo Rodriguez, Paul F. Chavez, Richard Chavez, Dolores Huerta, Congressman

Jim Costa, Vieney Torres and Jon Jarvis

Format:

- *10:15am-Maria Barrquin welcomes everyone and introduces Marmuriel Powao
- *10:16am-Marmuriel Powao performs Star Spangled Banner
- *10:18am-Maria Barrquin introduces Maria Castro and Balentine Lugo
- *10:19am-Maria Castro and Balentine Lugo lead Farm Worker Prayer
- *10:20am-Maria Barrquin introduces Paul F. Chavez
- *10:21am-Paul F. Chavez delivers remarks
- *10:23am-Maria Barrquin introduces Arturo Rodriguez
- *10:24am-Arturo Rodriguez delivers remarks and introduces YOU
- *10:29am-YOU deliver remarks
- *10:39am-Maria Barrquin introduces Richard Chavez
- *10:41am-Richard Chavez delivers remarks
- *10:44am-Maria Barrquin introduces Dolores Huerta
- *10:45am-Dolores Huerta delivers remarks
- *10:49am-Maria Barrquin introduces Farm Worker
- *10:50am-Vieney Torres delivers remarks
- *10:53am-Maria Barrquin introduces Congressman Jim Costa
- *10:54am-Congressman Jim Costa delivers Congressional Record Statement
- *10:57am-Maria Barrquin introduces Jon Jarvis
- *10:58am-Jon Jarvis delivers remarks
- *11:00am-Maria Barrquin closes program and students sing De Colores

10:50am: DEPART DELANO, CA EN ROUTE DELANO MUNICIPAL AIRPORT

(b) (6), (b) (7)(C), (b) (7)(E)

11:00am: ARRIVE DELANO MUNICIPAL AIRPORT

Location: 1212 Airport Drive
Delano, CA 93215
Phone: (661) 721-2284

11:05am: LOAD CHARTER

11:15am – 12:05pm: WHEELS-UP DELANO, CA EN ROUTE LOS ANGELES, CA

Aircraft: King Air 200
Tail #: N618
Pilots: Capt. Randy Phelps (702) 755-2113
Flight Time: 50mins (b) (6), (b) (7)(C)
Manifest(5): KLS, Lt (b) (7)(E), Matt Lee-Ashley, Tami Heilemann
*Eat lunch en route

12:05pm: ARRIVE LOS ANGELES INTERNATIONAL AIRPORT

1:27pm-9:08pm (EST): WHEELS-UP LOS ANGELES, CA EN ROUTE WASHINGTON, DC

United Airlines Flight #31

KLS Seat:

Flight time: 4hrs 41mins

9:08pm: ARRIVE DULLES INTERNATIONAL AIRPORT

9:30pm: DEPART AIRPORT EN ROUTE RESIDENCE

(b) (7)(C), (b) (6), (b) (7)(E)

10:00pm: ARRIVE RESIDENCE

SECRETARIAL TRAVEL ROUTING SLIP

TRIP LOCATION: NY/FL/CA

DATES: 2/17-21/11

OFFICIAL: XXXX POLITICAL _____ PERSONAL _____

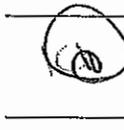
FOLDER CONTAINS:

2-OAS 110 FORMS

VIEWED BY/ DATE:

 3/3/11 IRIS STRAITT

 1-03-08-11 ED KEABLE

 19 Nov 2011 MELINDA LOFTIN

 1-3/9/11 DONNA DEEN

100

TRAVEL VOUCHER <small>(Read Privacy Act Statement below)</small>	1. DEPARTMENT OR ESTABLISHMENT BUREAU DIVISION OR OFFICE	2. TYPE OF TRAVEL <input checked="" type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION	3. VOUCHER NO. KSHOUSTONFORT022411_V01
	5. a. NAME (Last, first, middle initial) SALAZAR, KENNETH L.	b. SOCIAL SECURITY NO. *** (b) (6)	4. SCHEDULE NO.
c. MAILING ADDRESS (Include ZIP Code) DOI, OS SECRETARY 1849 C STREET NW WASHINGTON, DC 20240	d. OFFICE TELEPHONE NO. 202-273-3423	7. TRAVEL AUTHORIZATION a. NUMBER(S) ORBLDQ b. DATE(S) 02/25/11	
e. PRESENT DUTY STATION	I. RESIDENCE (City and State) Washington, DC		

8. TRAVEL ADVANCE		9. CASH PAYMENT RECEIPT	
a. Outstanding	0.00	a. DATE RECEIVED	b. AMOUNT RECEIVED \$
b. Amount to be applied	0.00	c. PAYEE'S SIGNATURE	
c. Amount due Government (Attached <input type="checkbox"/> Check <input type="checkbox"/> Cash)			
D. Balance outstanding			

11. PAID BY
10. CHECK NO.

12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH <small>(List by number below and attach passenger coupon; if cash is used show claim on reverse side)</small>	I hereby assign the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7)				Traveler's Initials	
	AGENT'S VALUATION OF TICKET (a)	ISSUING CARRIER (Initials) (b)	MODE CLASS OF SERVICE AND ACCOMMODATIONS (c)	DATE ISSUED (d)	POINTS OF TRAVEL	
				FROM (e)	TO (f)	
9999999999	1,301.90		02/23/11			
ACCOUNTING CLASSIFICATION: 11 1000.DDD01 2.93	.68	2011	DM^1000	DDD01^68	106.50	NR- 1,47
COMMENTS: SPEECH/PRESENTATION.						

13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher.

TRAVELER SIGN HERE **Ken Salazar** DATE **MAR 11 2011** AMOUNT CLAIMED **106.50**

NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).

14. This voucher is approved. Long distance phone calls, if any, are certified as necessary in the interest of the Government. (NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)

APPROVING OFFICIAL SIGN HERE **Mad Pe** DATE **3/9/11**

15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION			17. FOR FINANCE OFFICE USE ONLY COMPUTATION	
a. VOUCHER NO.	b. D.O. SYMBOL	c. MONTH & YEAR	a. DIFFERENCES, IF ANY (Explain and show amount)	\$
16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT			b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION	\$
AUTHORIZED CERTIFYING OFFICIAL SIGN HERE			c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol):	\$ 0.00
DATE			d. NET TO TRAVELER	\$ 106.50

18. ACCOUNTING CLASSIFICATION
SEE BLOCK 12 ABOVE

SCHEDULE OF EXPENSES AND AMOUNTS CLAIMED

INSTRUCTIONS TO TRAVELER (Unlisted items are self explanatory)

Col. (c) If the voucher includes per diem allowances for members of employee's immediate family, show members' names, ages, and relationships to employee and marital status of children (unless information is shown on the travel authorization.)

Complete only for actual expense travel

- Col. (d) Show amount incurred for each meal, including tax and tips, and daily total meal cost.
- (h) Show expenses, such as: laundry, cleaning and pressing of clothes, tips to bellboys, porters, etc. (other than for meals). Complete for per diem and actual expense travel.
- (i) Show total subsistence expense incurred for actual expense travel.
- (m) Show per diem amount, limited to maximum rate, or travel on actual expense, show the lesser of the amount from col. (i) or maximum rate.
- (n) Show expenses, such as: taxi/limousine fares, air fare (if purchased with cash), local or long distance telephone calls for Government business, car rental, relocation other than subsistence, etc.

Complete this information if this is a continuation sheet. **PAGE 2** OF **1** PAGES

TRAVEL AUTHORIZATION NO.

ORELDQ

TRAVELER'S LAST NAME

SALAZAR

DATE	TIME (Hour and am/pm)	DESCRIPTION (Departure/arrival city, per diem computation, or other explanation of expenses)	ITEMIZED SUBSISTENCE EXPENSES							MILEAGE RATE: 0.000 NO. OF MILES	AMOUNT CLAIMED		
			MEALS				MISCELLANEOUS SUBSISTENCE	LODGING	TOTAL SUBSISTENCE EXPENSE		MILEAGE	SUBSISTENCE	OTHER
			BREAKFAST	LUNCH	DINNER	TOTAL							
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
02/24		D-:DUTYSTATION											
02/24		CP - Airfare (Non Reimbur											
02/24		A-:HOUSTON (FORT B				53.25		109.00	53.25			53.25	
02/24		Lodging Tax											
02/24		TMC Fee											
02/25		D-:HOUSTON (FORT B											
02/25		A:RES: Washington,											
02/25		Subsistence				53.25			53.25			53.25	
02/25		TAV Fee -I											
										SUBTOTALS	01.00	1061.50	0.00
										TOTALS	0.00	1061.50	0.00

If additional space is required, continue on another 1012-A BACK, leaving the front blank.

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chap. 57 as implemented by the Federal Travel Regulations (FPMR 101.7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or relocation expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local or foreign agencies, when relevant to civil,

requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number; disclosure is MANDATORY on vouchers claiming travel and/or relocation allowance expense reimbursement which is, or may be, taxable income. Disclosure of you SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Enter grand total of columns (l), (m) and (n), below and in item 13 on the front of this form.

TOTAL AMOUNT CLAIMED 106.50

ACCOUNTING CLASS CODE	TRIP 1
COM. CARR.-I-211C	1,301.90
LODGING-211D	127.53
M&IE-211D	106.50
TAV EXP -I-211B	15.00
TMC FEE -I-211B	28.50
11 1000.DDD01. .6	0.00
	0.00
	1,579.43

2011^^DM^1000^^DDD01^^68^

SPLIT PAY DISBURSEMENTS:

TOTAL EXPENSES -----	1,579.43
NON-REIMBURSABLE EXPENSES -----	1,472.93
	=====
TOTAL AMOUNT CLAIMED -----	106.50
PREV PAYMENTS --	0.00
GOV'T ADVANCE OUTSTANDING --	0.00
GOV'T ADVANCE APPLIED -----	0.00

	0.00
	=====
NET TO TRAVELER (GOVT) -----	106.50
GOV'T CHARGE CARD EXPENSES -	0.00
GOV'T CHARGE CARD ATM ADV --	0.00
ADD'L GOV'T CHARGE CARD PYMT	0.00
	=====
TOTAL GOV'T CHARGE CARD AMT	0.00
PAY TO GOV'T CHARGE CARD-----	0.00
PAY TO TRAVELER -----	106.50

MB

TRAVEL AUTHORIZATION

1. No. SALAZARTA2011
2. 9-14-2010
(DATE)

3. OS
(BUREAU OR OFFICE)

4. NAME Kenneth Lee Salazar 5. OFFICIAL STATION Washington, DC

6. TITLE SECY of DOI 7. ACCOUNTING OFFICE Washington, DC

You are authorized to travel as indicated below and to incur necessary expenses in accordance with applicable laws and regulations.

PLACES OF TRAVEL

8. FROM: Washington, DC

9. TO: Such places in the contiguous US, AK, HI, PR, and US Territories as may be necessary and return.
Accomplish DOI programs and missions. Official Business.

10. PURPOSE AND REMARKS:

Official business as may be required.

I certify that the travel herein was reviewed and determined to essential for accomplishment of DOI programs and missions. Payment from non-federal sources for travel-related expenses is authorized under 31 U.S.C. 1353, provided that prior to acceptance, the conditions for each case comply with 41 CFR 304-1 and Part 374 DM 5, and are fully documented and approved via form DI-2000.

Speaker/ Presenter at Conferences, Summits, etc.

11. PER DIEM ALLOWANCE:

Actual Lodging and per diem NTE 300% as authorized in accordance with the Federal Travel Regulations as issued by GSA and published in the Federal Travel Register.

**** Subject to availability of funds. ****

12. PERIOD OF TRAVEL: Beginning on or about 10-01-2010 Ending on or about 09-30-2011

MODE OF TRAVEL

13. Common carrier
 14. Extra fare
 15. Government-owned conveyance
 16. Privately owned at a mileage rate of cents, subject to:
- (a) Administratively determined to be the advantage of the Government
 - (b) A showing of advantage to the Government
 - (c) Not to exceed cost by common carrier, including consideration of Per Diem allowance

MISCELLANEOUS

17. Transportation immediate family
 18. Other (specify)
Excess baggage, taxi fares, telephone calls, rental cars/fuel, conference rooms, POV, public transportation, tolls, newspapers, faxes, pc usage, misc. supplies, registration fees/ ATM fees, in accordance w/FPMP 101-7, et, seq.
19. Shipment household goods and personal effects

ESTIMATED COST

20. Transportation _____ \$
 21. Per Diem _____
 22. Other _____
 23. TOTAL _____ \$

24. CHARGED TO:
2011-1000-DDD01-68

25. _____
(FISCAL OFFICER'S SIGNATURE)

26. Ken Salazar
(REQUESTER'S SIGNATURE)

27. Kenneth Salazar, SECY of DOI
(TITLE)

28. Renee Stone
(AUTHORIZING OFFICER'S SIGNATURE)

29. Renee Stone, Depy. Chief of Staff
(TITLE)

MEMORANDUM

To: Signing official

From: Iris Straitt
Scheduling Office

Date: 3/03/11

Subject: Secretary Ken Salazar- Houston, TX
- 2/24-25/11

Secretary Ken Salazar traveled on 2/24/11 to Houston, TX to participate in the USGS Employees Meeting, BOEMRE Containment Meeting, and remained over night. Secretary Ken Salazar on 2/25/11 participated in the Helix Energy Solutions Group Meeting, tour the Worldwide Oilfield Machine Facility, participate in the Marine Well Containment Company Meeting, and returned to Washington, DC on 2/25/11.

The Secretary's trip included official business: I have included the following documents of the Secretary's travel: (1) the Secretary's travel voucher for the trip and (2) the final itinerary for the trip.

The Secretary's travel on this trip did not incur costs that were, unnecessary or unjustified in the performance of official business.

Attachment

SatoTravel^{OF}

February 22, 2011

For: KENNETH LEE SALAZAR GDOIDOOS

To: NGMSDOI

Sales Person: LD
Locator: KKYUXJ
Customer Number: (b) (6)

Thursday February 24, 2011



Continental Airlines Flight Number: 259
Class of Service: Coach Class Y
Depart: WASHINGTON/NATL,DC 12:20 Pm February 24, 2011
Arrive: HOUSTON/INTERCONT, TX 2:45 Pm February 24, 2011
Total Flight Time: 3 Hours 25 Minutes Non-Stop
Equipment: Boeing 737-800
Meal Service: Available For Purchase
Status: Confirmed Confirmation Number: ALMYR5
Reserved Seat: SALAZAR/KENNETH LEE 10F
Frequent Flyer Number: (b) (6) SALAZAR/KENNETH LEE
DEP-TERMINAL B ARR-TERMINAL C

Friday February 25, 2011



Continental Airlines Flight Number: 158
Class of Service: Coach Class Y
Depart: HOUSTON/INTERCONT, TX 2:40 Pm February 25, 2011
Arrive: WASHINGTON/NATL,DC 6:35 Pm February 25, 2011
Total Flight Time: 2 Hours 55 Minutes Non-Stop
Equipment: 73G
Meal Service: Available For Purchase
Status: Confirmed Confirmation Number: ALMYR5
Reserved Seat: SALAZAR/KENNETH LEE 14F
Frequent Flyer Number: (b) (6) SALAZAR/KENNETH LEE
DEP-TERMINAL C ARR-TERMINAL B

Name	Invoice / Ticket / Date	Base	Tax1	Tax2	Tax3	Total
		1192.56USD	89.44US	7.40ZP	12.50XT	1,301.90

(b) (6)

Total Amount: 1,301.90

SATO TRAVEL AFTER HOURS EMERGENCY 866-219-8444
YOU DESERVE A VACATION AND WE HAVE THE PERFECT ONE
WAITING FOR YOU, INCLUDING MILITARY RATES. VISIT
WWW.SATOVACATIONS.COM OR CALL TOLL-FREE 877-698-2554

** FOR INFORMATION ON THE TSA SECURE FLIGHT PROGRAM **

** GO TO WWW.TSA.GOV **

UNUSED PAPER TICKETS MUST BE RETURNED TO CWTSATOTRAVEL
CONTACT CWTSATOTRAVEL TO REFUND ELECTRONIC TICKETS
CONTRACT CARRIER CITY PAIR FARES DO NOT REQUIRE
ADVANCE PURCHASE. ALL OTHER FARES MAY REQUIRE ADVANCE
PURCHASE AND ARE NOT GUARANTEED UNTIL TICKETED

TO VIEW ITINERARIES ONLINE PLEASE GO TO

.....*** WWW.VIRTUALLYTHERE.COM ***.....

ADD YOUR SABRE RESERVATION CODE AND NAME IN
THE APPROPRIATE BOXES AND ENTER.

SHERATON HOUSTON WEST HOTEL
 11191 Clay Rd
 Houston, TX 77041

t- 281 501 4200
 f- 281 501 4205



Sheraton

GUEST / CLIENT

TRAVEL AGENT / CHARGE TO

Kenneth Salazar
 Sato Travel/tmc

ROOM 302
 RATE 109.00
 # PERS. 1
 FOLIO 82495 EX-A
 PAGE 1
 ARRIVE 24-FEB-11 17:09
 DEPART 25-FEB-11
 PAYMENT MC

Cw Government Travel Inc
 1849 C Nw St Rm 6329
 Washington, DC 202400001

DATE	REFERENCE	DESCRIPTION	CHARGES / CREDITS
24-FEB-11	RT302	Room Charge	109.00
24-FEB-11	RT302	County Tax	4.36
24-FEB-11	RT302	City/Local Tax	7.63
24-FEB-11	RT302	Occupancy/Tourism	6.54
25-FEB-11	MC	MasterCard/Euro	127.53-
		Balance Due	0.00

18.5

For your convenience, we have prepared this zero-balance folio indicating a \$0 balance on your account. Please be advised that any charges not reflected on this folio will be charged to the credit card on file with the hotel. While this folio reflects a \$0 balance, your credit card may not be charged until after your departure. You are ultimately responsible for paying all of your folio charges in full.

EXPENSE REPORT SUMMARY

Date	Room & Tax	Food & Bev	Telecom	Other	Total	Payment
24-FEB-11	127.53	0.00	0.00	0.00	127.53	0.00
Total	127.53	0.00	0.00	0.00	127.53	0.00

Thank you for choosing Starwood Hotels. We look forward to welcoming you back soon!

** continued on the next page **

SIGNATURE I agree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part or all of these charges.

Kenneth Salazar
 FOLIO 82495 24-FEB-11

SHERATON HOUSTON WEST HOTEL
11191 Clay Rd
Houston, TX 77041

t- 281 501 4200
f- 281 501 4205



Sheraton

GUEST / CLIENT

Kenneth Salazar
Sato Travel/tmc

ROOM 302
RATE 109.00
PERS. 1
FOLIO 82495 EX-A
PAGE 2
ARRIVE 24-FEB-11 17:09
DEPART 25-FEB-11
PAYMENT MC

TRAVEL AGENT / CHARGE TO

Cw Government Travel Inc
1849 C Nw St Rm 6329
Washington, DC 202400001

DATE	REFERENCE	DESCRIPTION	CHARGES / CREDITS
------	-----------	-------------	-------------------

Turn your stays into getaways: Starwood Preferred Guest members earn Starpoints for their stays that can be used to transform travel and entertainment dreams into reality; from free nights and free flights without blackout dates to merchandise to Once-in-a-lifetime experiences. If you are not already a member, join at the front desk or at www.SPG.com

SIGNATURE I agree to remain personally liable for the payment of this account if the corporation or other third party billed fails to pay part or all of these charges.

As a Starwood Preferred Guest, you could have earned 218 Starpoints for this visit. Please provide your member number or enroll today.

Kenneth Salazar
FOLIO 82495 24-FEB-11



THE TRIP OF THE SECRETARY

TO

HOUSTON

FEBRUARY 24th - 25th, 2011

**TRIP SUMMARY
THE TRIP OF THE SECRETARY
TO
HOUSTON
FEBRUARY 24th - 25th, 2011**

Weather:

Washington D.C.
Houston, TX

Rain; High 51// Low 45
Partly Cloudy; High 76// Low 53

Time Zone:

Washington, DC
Houston, TX

Eastern Time Zone
Central Time Zone

Advance:

Advance
Ride-Along
Security

Tim Hartz
Sgt. (b) (6), (b) (7)(C), (b) (7)(E)
Sgt. (E)

Cell Phone:

(b) (6), (b) (7)(C), (b) (7)(E)

Traveling Staff:

Deputy Secretary
BOEMRE, Director
Guest
Press Secretary

David Hayes
Michael Bromwich
Tom Hunter
Kendra Barkoff

(b) (6)

Washington Staff:

Secretary's Scheduler
Ethics

Joan Padilla
Melinda Loftin

Office Phone

(202) 208-5820
(703) 862-5552

Attire:

Business

THURSDAY, FEBRUARY 24th

11:30 – 11:45am: DEPART DOLEN ROUTE TO NATIONAL AIRPORT

(b) (6), (b) (7)(C), (b) (7)(E)

11:45am: ARRIVE REAGAN NATIONAL AIRPORT

12:20 – 2:45pm: WHEELS-UP DCA FOR HOUSTON, TX

(CT)

Airline: Continental #259

Flight Time: 3hr 25min

Ride-along: (b) (6), (b) (7)(C), (b) (7)(E)

2:45pm: WHEELS-DOWN HOUSTON INTERCONTINENTAL AIRPORT

(CT)

3:00 – 3:30pm: DEPART AIRPORT FOR USGS OFFICE

(b) (6), (b) (7)(C), (b) (7)(E)

3:30pm: ARRIVE USGS OFFICE

Location: 19241 David Memorial Dr # 180

Shenandoah, TX 77385

Phone: (936) 271-5300

*YOU will be greeted by Mike Turco - Chief of the USGS Texas Water Science Center

3:30 – 4:00pm: EMPLOYEE MEETING

Room: Big Conference Room

Participants: David Hayes

Michael Bromwich

Staff: Tim Hartz

Press: Closed

Setup: Podium with theater style seating

Format:

*Mike Turco will introduce YOU

*YOU will give remarks and take Q&A from employees

4:00 – 5:30pm: BOEMRE CONTAINMENT MEETING

Room: Small Conference Room

Participants: Lars Herbst – Gulf of Mexico Regional Director, BOEMRE

Bryan Domangue – Houma District Manager, BOEMRE

Lance Labiche – Staff Petroleum Engineer, BOEMRE

Staff: Tim Hartz

Press: Closed

Setup: Conference room seating

5:30 – 6:00pm: DEPART USCS OFFICE FOR RON
(b) (6), (b) (7)(C), (b) (7)(E)



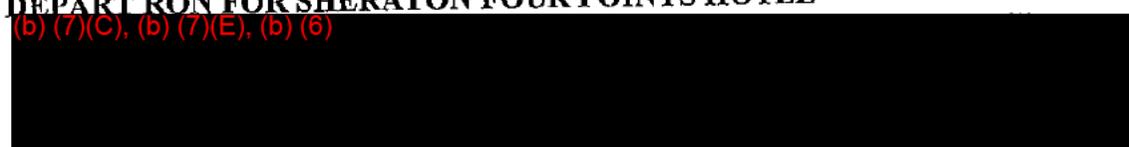
6:00pm: ARRIVE SHERATON HOUSTON WEST

Location: 11191 Clay Rd
Houston, TX 77041
Phone: (281) 501-4200
Fax: (281) 501-4205

6:15pm: RON

FRIDAY, FEBRUARY 25th

7:45 – 8:00am: DEPART RON FOR SHERATON FOUR POINTS HOTEL
(b) (7)(C), (b) (7)(E), (b) (6)



8:00am: ARRIVE SHERATON FOUR POINTS HOTEL

Location: 2828 Southwest Freeway
Houston, TX 77098
Phone: (281) 942-2111

8:00 – 9:00am: HELIX ENERGY SOLUTIONS GROUP MEETING

Room: Plantation Room
Participants: **Owen Kratz** – CEO Helix ESG
Majid Al-Sharif – Head of Engineering Helix ESG
Kurt Hurzeler – Commercial Manager, Helix Well Ops U.S.
Cameron Wallace – Dir. of Marketing and Investor Relations Helix ESG
John Weust – Head of Steering Committee HWCG (Marathon Oil Co)
John Porretto – External Communications Specialist Marathon
David McBride – Vice President EHS Anadarko E&P
Tim Sargent – Engineering Manager Deep Water Noble Energy Inc.
Frank Paskewich – Executive Director, Clean Gulf Associates
Press: Closed
Setup: Conference room seating
Format:

*Helix representatives will give YOU a presentation on the capping stack

9:00 – 9:15am: DEPART SHERATON FOR WORLDWIDE OILFIELD MACHINE



9:15am: ARRIVE WORLDWIDE OILFIELD MACHINE

Location: 5800 Cunningham Road
Houston, TX 77041
Phone: (281) 618-0571

9:15 - 10:15am: HELIX ENERGY SOLUTIONS GROUP SITE TOUR

Participants: **Owen Kratz** – CEO Helix ESG
Majid Al-Sharif – Head of Engineering Helix ESG
Kurt Hurzeler – Commercial Manager, Helix Well Ops U.S.
Cameron Wallace – Dir. of Marketing and Investor Relations Helix ESG
John Weust – Head of Steering Committee HWCG (Marathon Oil Co)
John Porretto – External Communications Specialist Marathon
David McBride – Vice President EHS Anadarko E&G
Tim Sargent – Engineering Manager Deep Water Noble Energy Inc.
Frank Paskewich – Executive Director, Clean Gulf Associates

Press: Closed
Setup: Walking tour of the facility

Format:

*Helix representatives will give **YOU** a tour of the capping stack

10:15 – 10:45am: DEPART WORLDWIDE OILFIELD MACHINE FOR TRENDSETTER ENGINEERING

(b) (6), (b) (7)(C), (b) (7)(E)

10:45am: ARRIVE TRENDSETTER ENGINEERING

Location: 10430 Rodgers Road
Houston, TX 77070
Phone: (281) 654-7581

10:45 - 1:15pm: MARINE WELL CONTAINMENT COMPANY MEETING

Room: Conference Room
Participants: **Marty Massey** – CEO, MWCC
Dan Smallwood – COO, MWCC
Astley Blair – CFO, MWCC
Carmine Dulisse - Health Safety & Environment Manager, MWCC
James Dupree - Senior Vice President for Offshore Operations, BP
Warner Williams – Vice President of North America Exploration, Chevron
Charlie Williams - Chief Scientist Well Engineering, Shell

Press: Closed
Setup: Conference room seating

Format:

*MWCC representatives will give **YOU** a presentation on the capping stack

***YOU** will take a tour of the capping stack

1:15 – 1:45pm: **DEPART TRENDSETTER ENGINEERING FOR AIRPORT**

(b) (6), (b) (7)(C), (b) (7)(E)

1:30pm: **ARRIVE HOUSTON INTERCONTINENTAL AIRPORT**

1:45 – 2:00pm: **PRESS AVAIL**

Room: Terminal E
 Participants: **Michael Bromwich**
Dr. Tom Hunter
 Press: Open
 Setup: Podium w/mic
 Format:

- *YOU will give remarks and introduce Michael Bromwich
- *Michael Bromwich will give remarks and introduce Tom Hunter
- *Tom Hunter gives remarks
- *Q&A with media

2:40 – 6:35pm: **WHEELS-UP HOUSTON FOR WASHINGTON D.C.**

(ET)

Airline: Continental #158
 Flight Time: 2hr 55min
 KLS Seat: 14F
 Ride-along: Sgt. (b) (6), (b) (7)(C), (b) (7)(E)

6:35pm: **WHEELS-DOWN NATIONAL AIRPORT**

(ET)

6:45 – 7:00pm: **DEPART DCA FOR RESIDENCE**

(b) (6), (b) (7)(C), (b) (7)(E)

7:00pm: **ARRIVE RESIDENCE/RON**

** *BACKUP FLIGHT OPTION:*

Depart Houston (IAH) **6:59 pm**
 Arrive Washington (DCA) **10:54 pm**

Fri 25-Feb
 Duration: 2hr 55mn



UNITED 3923
 Nonstop flight

SECRETARIAL TRAVEL ROUTING SLIP

TRIP LOCATION: HOUSTON, TX

DATES: 2/24-25/11

OFFICIAL: XXXX POLITICAL _____ PERSONAL _____

FOLDER CONTAINS:

VIEWED BY/ DATE:

IS 3/2/11 IRIS STRAITT
EK 03-04-11 ED KEABLE
ML 19 Mar 2011 MELINDA LOFTIN
DD 3/9/11 DONNA DEEN