

Conversation Contents

Fwd: White Glove Delivery - Shipping/Delivery Details

"Spano, Julie" <julie_spano@ios.doi.gov>

From: "Spano, Julie" <julie_spano@ios.doi.gov>
Sent: Mon Jun 12 2017 06:04:37 GMT-0600 (MDT)
To: Scott Hommel <scott_hommel@ios.doi.gov>
CC: Amy Holley <amy_holley@ios.doi.gov>, "Gonzalez, Elena" <maria_gonzalez@ios.doi.gov>, Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Fwd: White Glove Delivery - Shipping/Delivery Details

Good Morning Everyone,

I am forwarding an email from Shop Factory Direct regarding the delivery parameters for the Secretary's new couch. The purchase included White Glove Service and they will be transporting the couch via delivery truck from California. I will keep you informed as to the anticipated delivery day and time for awareness. We of course will work around the Secretary's schedule to make sure set up is done without any interruptions.

Thank you!

Julie

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

From: Erin Russell <erin@shopfactorydirect.com>
Date: Thu, Jun 8, 2017 at 1:57 PM
Subject: White Glove Delivery - Shipping/Delivery Details
To: julie_spano@ios.doi.gov

Hello Julie.

Your order will take about 1-3 business days to process and prepare for shipping. Once your order ships, we will email your tracking information to the email address provided. This email will include an estimated delivery date and the telephone number for the delivery company. Once your order arrives at the delivery terminal, the shipping company will call you to schedule a delivery appointment. Most deliveries are scheduled during regular business hours (Monday through Friday, excluding holidays). You will be responsible for making yourself available to accept delivery. If you are not able to be home to accept delivery, you will have to make arrangements to have someone (over the age of 18) available to accept delivery on your behalf. Please be advised that once your order is shipped, it cannot be cancelled. We will always do everything we can to get your order delivered to you as quickly as possible, but understand that we have no control over scheduling your delivery and therefore ShopFactoryDirect makes no guarantees as to when your delivery will take place.

Your order will be delivered with white glove delivery service which includes two or more delivery people bringing your merchandise into your home, unpacking and assembling it in the room of your choice. White glove also includes removal of discarded packaging materials if requested. Please keep in mind that White Glove Deliveries may sometimes take a little longer than our standard transit times. Please be sure to measure the area and the doorways to ensure that the furniture will fit before your order ships. ShopFactoryDirect Inc. will not be responsible for products not fitting through doorways, hallways, stairwells or in room of choice. Any Items refused at time of delivery will be subject to the terms and any applicable fees of our return policy.

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If you notice any problems with your delivery, please call us so we can open a claim and work on getting these issues resolved as quickly as possible. Digital photos of damages will also be required for documentation purposes. You can call our toll free number between the hours of 10am to 7pm Eastern Standard Time. If you call outside of our normal business hours, please leave a message and we will call you back as soon as possible.

Thank you.

Sincerely,
Erin Russell
 [\(800\) 269-2216 Ext. 501](tel:(800)269-2216)



ShopFactoryDirect, Inc - 931 S. Semoran Blvd.
Ste. 200 - Winter Park, FL 32792
www.ShopFactoryDirect.com - P: [\(800\)269-2216](tel:(800)269-2216) - F: [\(954\)272-7021](tel:(954)272-7021)



--

Julie L. Spano

Director, Business and Administrative Division
Office of the Assistant Secretary for Policy, Management and Budget
U.S. Department of the Interior
1849 C Street, N.W., Room 5022
Washington, D.C. 20240
work: (202) 208-7624
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"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Mon Jun 12 2017 06:23:49 GMT-0600 (MDT)
Richard Farr <richard_farr@ios.doi.gov>, "Bennett, Gregory"
<gregory_bennett@ios.doi.gov>, "Butler, John" <john_r_butler@ios.doi.gov>, Scotty Fox
<scotty_fox@ios.doi.gov>
Subject: Fwd: White Glove Delivery - Shipping/Delivery Details

I'm assuming they will need our assistance at some point so I'll keep you posted. Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617

Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

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From: **Spano, Julie** <julie_spano@ios.doi.gov>
Date: Mon, Jun 12, 2017 at 8:04 AM
Subject: Fwd: White Glove Delivery - Shipping/Delivery Details
To: Scott Hommel <scott_hommel@ios.doi.gov>
Cc: Amy Holley <amy_holley@ios.doi.gov>, "Gonzalez, Elena" <maria_gonzalez@ios.doi.gov>, Joe Nassar <joseph_w_nassar@ios.doi.gov>

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From: **Erin Russell** <erin@shopfactorydirect.com>
Date: Thu, Jun 8, 2017 at 1:57 PM
Subject: White Glove Delivery - Shipping/Delivery Details
To: julie_spano@ios.doi.gov

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Thank you.

Sincerely,
Erin Russell
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"Farr, Richard" <richard_farr@ios.doi.gov>

From: "Farr, Richard" <richard_farr@ios.doi.gov>
Sent: Mon Jun 12 2017 06:35:54 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
CC: "Bennett, Gregory" <gregory_bennett@ios.doi.gov>, "Butler, John" <john_r_butler@ios.doi.gov>, Scotty Fox <scotty_fox@ios.doi.gov>
Subject: Re: White Glove Delivery - Shipping/Delivery Details

You need to find out what kind of truck so alternate access can be figured out if it's a tractor trailer which is probably is.

Richard Farr
Chief, Facilities Management and Services Division
Department of the Interior
Office: 202-208-3056
Cell: 202-441-9312
Richard_Farr@IOS.DOI.GOV

On Mon, Jun 12, 2017 at 8:23 AM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

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From: **Erin Russell** <erin@shopfactorydirect.com>
Date: Thu, Jun 8, 2017 at 1:57 PM
Subject: White Glove Delivery - Shipping/Delivery Details
To: julie_spano@ios.doi.gov

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"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Mon Jun 12 2017 06:39:37 GMT-0600 (MDT)
To: "Spano, Julie" <julie_spano@ios.doi.gov>
CC: Scott Hommel <scott_hommel@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Gonzalez, Elena" <maria_gonzalez@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>
Subject: Re: White Glove Delivery - Shipping/Delivery Details

Julie: If you could check on the size of the truck, that would be very helpful. If it's a large truck that won't fit down the loading dock ramp, we'll need to

make arrangements with Security so it can be delivered via another entrance. Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

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On Mon, Jun 12, 2017 at 8:04 AM, Spano, Julie <julie_spano@ios.doi.gov> wrote:
Good Morning Everyone,

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Subject: Re: White Glove Delivery - Shipping/Delivery Details

Will do Joe!

On Mon, Jun 12, 2017 at 8:39 AM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

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Secretary's AHU

"Grisham, James" <james_grisham@ios.doi.gov>

From: "Grisham, James" <james_grisham@ios.doi.gov>
Sent: Tue May 02 2017 03:36:30 GMT-0600 (MDT)
To: Nancy Guiden <Nancy_Guiden@ios.doi.gov>
CC: Joe Nassar <joseph_w_nassar@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Secretary's AHU

Good Morning Nancy,

We successfully converted the Secretary's air handler unit this past evening to the new controls. I currently have the room setpoint at 70 degrees and it appears to be holding well.

I have the technicians checking on it in the system throughout the day to ensure it does not under or overcool. Please let me know if you notice any changes so we can make the proper adjustments to get it dialed in.

Regards,

James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Tue May 02 2017 07:42:38 GMT-0600 (MDT)
To: "Grisham, James" <james_grisham@ios.doi.gov>
CC: Joe Nassar <joseph_w_nassar@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Re: Secretary's AHU

James,
Great news. Thank you!

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

On Tue, May 2, 2017 at 5:36 AM, Grisham, James <james_grisham@ios.doi.gov> wrote:

Good Morning Nancy,

We successfully converted the Secretary's air handler unit this past evening to the new controls. I currently have the room setpoint at 70 degrees and it appears to be holding well.

I have the technicians checking on it in the system throughout the day to ensure it does not under or overcool. Please let me know if you notice any changes so we can make the proper adjustments to get it dialed in.

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Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

Conversation Contents

Secretary's AHU

"Grisham, James" <james_grisham@ios.doi.gov>

From: "Grisham, James" <james_grisham@ios.doi.gov>
Sent: Thu Apr 27 2017 09:24:01 GMT-0600 (MDT)
To: Nancy Guiden <Nancy_Guiden@ios.doi.gov>
CC: Joe Nassar <joseph_w_nassar@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Secretary's AHU

Hi Nancy,

I am just looping Joe, Rick and Ken in on the issue I am having with the Secretary's AHU in case additional actions are needed and I am not readily available. I lost communication with the Secretary's AHU as it is on the old system due to be converted to the new system. It is one of the last units due to be converted. I now plan to expedite that work so I can regain control. In the meantime I have manually overridden the cooling valve open and it is blowing 59 degree air into the Secretary's office. Given the temperature outside it should hold the room well and isn't expected to over-cool the area. But if it starts to get cold please don't hesitate to contact me so I can make any manual adjustments. My apologies on the inconvenience.

I will push to get this unit online within the new controls the first of next week, it will take one night (7pm to 5am), and the impact to the Secretary should be minimal. Meaning the unit will have to be turned off from roughly 8pm to 3am and from there it will need to "catch up". I do expect the room temp to be back within acceptable range by 6am though.

Regards,

James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Thu Apr 27 2017 09:35:34 GMT-0600 (MDT)
To: "Grisham, James" <james_grisham@ios.doi.gov>
CC: Joe Nassar <joseph_w_nassar@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Re: Secretary's AHU

James,

Thank you so much. One good thing is that the Secretary is traveling tomorrow. He'll be back in on Monday. But I am certain all will be well and appreciate your expediting the work.

Thank you again!

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

On Thu, Apr 27, 2017 at 11:24 AM, Grisham, James <james_grisham@ios.doi.gov> wrote:

Hi Nancy,

I am just looping Joe, Rick and Ken in on the issue I am having with the Secretary's AHU in case additional actions are needed and I am not readily available. I lost communication with the Secretary's AHU as it is on the old system due to be converted to the new system. It is one of the last units due to be converted. I now plan to expedite that work so I can regain control. In the meantime I have manually overridden the cooling valve open and it is blowing 59 degree air into the Secretary's office. Given the temperature outside it should hold the room well and isn't expected to over-cool the area. But if it starts to get cold please don't hesitate to contact me so I can make any manual adjustments. My apologies on the inconvenience.

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Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

"Grisham, James" <james_grisham@ios.doi.gov>

From: "Grisham, James" <james_grisham@ios.doi.gov>
Sent: Thu Apr 27 2017 12:30:28 GMT-0600 (MDT)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
CC: Joe Nassar <joseph_w_nassar@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Re: Secretary's AHU

I have confirmed we will convert the Secretary's AHU in the overnight hours starting on Monday May 1st. This one is actually a little easier than the corridor AHU's so it should go faster. I have full confidence we will be at temp by 6am on Tuesday but I still plan on coming in early that day just in case.

James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448

Cell: 202-689-4886

On Thu, Apr 27, 2017 at 11:35 AM, Guiden, Nancy <nancy_guiden@ios.doi.gov> wrote:

James,

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Thank you again!

Vr,

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U.S. Department of the Interior
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"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Thu Apr 27 2017 12:32:51 GMT-0600 (MDT)
To: "Grisham, James" <james_grisham@ios.doi.gov>
CC: Joe Nassar <joseph_w_nassar@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Re: Secretary's AHU

Many thanks!

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

On Thu, Apr 27, 2017 at 2:30 PM, Grisham, James <james_grisham@ios.doi.gov> wrote:

I have confirmed we will convert the Secretary's AHU in the overnight hours starting on Monday May 1st. This one is actually a little easier than the corridor AHU's so it should go faster. I have full confidence we will be at temp by 6am on Tuesday but I still plan on coming in early that day just in case.

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Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

Conversation Contents

A request

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Mon Apr 17 2017 11:49:37 GMT-0600 (MDT)
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: A request

Hi Joe,
Hope you had a great holiday.

Would you have someone available this week to come to the Secretary's office to temporarily move the bear so that the museum staff can hang artwork on the wall behind the bear?

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

Joe Nassar <joseph_w_nassar@ios.doi.gov>

From: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Sent: Mon Apr 17 2017 12:35:44 GMT-0600 (MDT)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Subject: Re: A request

I had a great weekend (just too short)...hope you did as well.

No problem on moving Yogi (or whatever his name is)...we'll sync up with the Museum team and you.

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

On Apr 17, 2017, at 1:50 PM, Guiden, Nancy <nancy_guiden@ios.doi.gov> wrote:

Hi Joe,
Hope you had a great holiday.

Would you have someone available this week to come to the Secretary's office to temporarily move the bear so that the museum staff can hang artwork on the wall behind the bear?

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087

nancy_guiden@ios.doi.gov

"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Mon Apr 17 2017 12:58:58 GMT-0600 (MDT)
To: Jason Jurgena <jason_jurgena@ios.doi.gov>
CC: Richard Farr <richard_farr@ios.doi.gov>, Scotty Fox <scotty_fox@ios.doi.gov>, "Baetz, Tracy" <tracy_baetz@ios.doi.gov>
Subject: Fwd: A request

Hey Jason....if you need our help moving the bear's platform, just let us know. Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

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

From: Guiden, Nancy <nancy_guiden@ios.doi.gov>
Date: Mon, Apr 17, 2017 at 1:49 PM
Subject: A request
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>

Hi Joe,
Hope you had a great holiday.

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Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

"Jurgena, Jason" <jason_jurgena@ios.doi.gov>

From: "Jurgena, Jason" <jason_jurgena@ios.doi.gov>
Sent: Mon Apr 17 2017 14:44:04 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
CC: Richard Farr <richard_farr@ios.doi.gov>, Scotty Fox <scotty_fox@ios.doi.gov>, "Baetz, Tracy" <tracy_baetz@ios.doi.gov>
Subject: Re: A request

Thanks, Joe,

I'll let you know. I spoke with someone at Fish and Wildlife and was told the platform is on wheels, which makes sense, so it may not be an issue to move around. I need to move it out of the way for a few minutes to hang a painting behind it. Right now it looks like I will be doing it sometime on Wednesday.

Jason

On Mon, Apr 17, 2017 at 2:58 PM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:
Hey Jason....if you need our help moving the bear's platform, just let us know. Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

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

From: **Guiden, Nancy** <nancy_guiden@ios.doi.gov>
Date: Mon, Apr 17, 2017 at 1:49 PM
Subject: A request
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>

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Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

--
Jason Jurgena

Museum Registrar
Office of the Secretary Art Collection Manager
U.S. Department of the Interior Museum
1849 C Street, NW
MS 1361-MIB
Washington, DC 20240

Telephone: 202-208-7017
Fax: 202-208-1535
E-mail: Jason_Jurgena@ios.doi.gov

"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Mon Apr 17 2017 14:45:47 GMT-0600 (MDT)
To: "Jurgena, Jason" <jason_jurgena@ios.doi.gov>
CC: Richard Farr <richard_farr@ios.doi.gov>, Scotty Fox <scotty_fox@ios.doi.gov>, "Baetz, Tracy" <tracy_baetz@ios.doi.gov>
Subject: Re: A request

Gotcha - thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior

Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

On Mon, Apr 17, 2017 at 4:44 PM, Jurgena, Jason <jason_jurgena@ios.doi.gov> wrote:

Thanks, Joe,

I'll let you know. I spoke with someone at Fish and Wildlife and was told the platform is on wheels, which makes sense, so it may not be an issue to move around. I need to move it out of the way for a few minutes to hang a painting behind it. Right now it looks like I will be doing it sometime on Wednesday.

Jason

On Mon, Apr 17, 2017 at 2:58 PM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

Hey Jason....if you need our help moving the bear's platform, just let us know. Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

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From: **Guiden, Nancy** <nancy_guiden@ios.doi.gov>
Date: Mon, Apr 17, 2017 at 1:49 PM
Subject: A request
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>

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Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

--

Jason Jurgena

Museum Registrar
Office of the Secretary Art Collection Manager
U.S. Department of the Interior Museum
1849 C Street, NW
MS 1361-MIB
Washington, DC 20240

Telephone: 202-208-7017
Fax: 202-208-1535
E-mail: Jason_Jurgena@ios.doi.gov

Conversation Contents

Secretary's Commission

"Gately, Mariane" <mariane_m_gately@ios.doi.gov>

From: "Gately, Mariane" <mariane_m_gately@ios.doi.gov>
Sent: Thu Apr 13 2017 13:00:55 GMT-0600 (MDT)
To: Megan Bloomgren <megan_bloomgren@ios.doi.gov>, Lori Mashburn <lori_mashburn@ios.doi.gov>
CC: Jonathan Mack <jonathan_mack@ios.doi.gov>, Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Secretary's Commission

I asked the vendor (Allen Picture Frame) to courier samples of moldings and mats to me on Tuesday. Do you want me to bring them to either of you when they arrive? If so, what is your office #? thanks

--
Mariane Gately
Chief, Branch of Conference and Special Events
Office of Facilities and Administrative Services
U.S. Department of the Interior
Desk: (202) 208-7204
Moblie: (202) 437-8477
<http://www.doi.gov/ofas>

"Mashburn, Lori" <lori_mashburn@ios.doi.gov>

From: "Mashburn, Lori" <lori_mashburn@ios.doi.gov>
Sent: Thu Apr 13 2017 14:19:42 GMT-0600 (MDT)
To: "Gately, Mariane" <mariane_m_gately@ios.doi.gov>
CC: Megan Bloomgren <megan_bloomgren@ios.doi.gov>, Jonathan Mack <jonathan_mack@ios.doi.gov>, Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Re: Secretary's Commission

Meg should probably look at them. She is currently sitting in the Communications (6200) hallway. Not sure what her office number is, but her name is on the outside of the door.

Lori K. Mashburn
White House Liaison
Department of the Interior
202.208.1694

On Thu, Apr 13, 2017 at 3:00 PM, Gately, Mariane <mariane_m_gately@ios.doi.gov> wrote:

I asked the vendor (Allen Picture Frame) to courier samples of moldings and mats to me on Tuesday. Do you want me to bring them to either of you when they arrive? If so, what is your office #? thanks

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Mariane Gately
Chief, Branch of Conference and Special Events
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U.S. Department of the Interior
Desk: (202) 208-7204
Moblie: (202) 437-8477
<http://www.doi.gov/ofas>

"Bloomgren, Megan" <megan_bloomgren@ios.doi.gov>

From: "Bloomgren, Megan" <megan_bloomgren@ios.doi.gov>
Sent: Thu Apr 13 2017 14:27:22 GMT-0600 (MDT)
To: "Mashburn, Lori" <lori_mashburn@ios.doi.gov>

CC: "Gately, Mariane" <mariane_m_gately@ios.doi.gov>, Jonathan Mack <jonathan_mack@ios.doi.gov>, Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Re: Secretary's Commission

Thanks Lori - Mariane, I'm here in 6220 and happy to discuss today or tomorrow.
Megan
202-997-0753

On Thu, Apr 13, 2017 at 4:19 PM, Mashburn, Lori <lori_mashburn@ios.doi.gov> wrote:

Meg should probably look at them. She is currently sitting in the Communications (6200) hallway. Not sure what her office number is, but her name is on the outside of the door.

Lori K. Mashburn
White House Liaison
Department of the Interior
202.208.1694

On Thu, Apr 13, 2017 at 3:00 PM, Gately, Mariane <mariane_m_gately@ios.doi.gov> wrote:

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Mariane Gately
Chief, Branch of Conference and Special Events
Office of Facilities and Administrative Services
U.S. Department of the Interior
Desk: (202) 208-7204
Mobile: (202) 437-8477
<http://www.doi.gov/ofas>

"Gately, Mariane" <mariane_m_gately@ios.doi.gov>

From: "Gately, Mariane" <mariane_m_gately@ios.doi.gov>
Sent: Thu Apr 13 2017 14:30:00 GMT-0600 (MDT)
To: "Bloomgren, Megan" <megan_bloomgren@ios.doi.gov>
CC: "Mashburn, Lori" <lori_mashburn@ios.doi.gov>, Jonathan Mack <jonathan_mack@ios.doi.gov>, Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Re: Secretary's Commission

When the samples arrive on Tuesday, I'll touch base w/you and stop up and see you.

On Thu, Apr 13, 2017 at 4:27 PM, Bloomgren, Megan <megan_bloomgren@ios.doi.gov> wrote:

Thanks Lori - Mariane, I'm here in 6220 and happy to discuss today or tomorrow.
Megan
202-997-0753

On Thu, Apr 13, 2017 at 4:19 PM, Mashburn, Lori <lori_mashburn@ios.doi.gov> wrote:

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Conversation Contents

Fwd: FYI - Zinke Appointed 3/1/17

Attachments:

/7. Fwd: FYI - Zinke Appointed 3/1/17/1.1 ACS Mat & Frame sample_Good for Pres. Commissions.pdf
/7. Fwd: FYI - Zinke Appointed 3/1/17/1.2 Gold wood frame sample.pdf
/7. Fwd: FYI - Zinke Appointed 3/1/17/1.3 PastedGraphic-1.pdf

"Mack, Jonathan" <jonathan_mack@ios.doi.gov>

From: "Mack, Jonathan" <jonathan_mack@ios.doi.gov>
Sent: Mon Apr 10 2017 14:01:59 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>, "Gately, Mariane" <mariane_m_gately@ios.doi.gov>, Michelle Oxyer <michelle_oxyer@ios.doi.gov>
Subject: Fwd: FYI - Zinke Appointed 3/1/17
Attachments: ACS Mat & Frame sample_Good for Pres. Commissions.pdf Gold wood frame sample.pdf PastedGraphic-1.pdf

Joe, thanks for your quick response. Below is a message from an outside vendor with their pricing, framing options and delivery times. We spoke with Lori Mashburn and she directed us to Megan Bloomgren but before we asked her I wanted to give her the outside and internal options.

Thanks!

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

From: **Mack, Jonathan** <jonathan_mack@ios.doi.gov>
Date: Mon, Apr 10, 2017 at 1:41 PM
Subject: Fwd: FYI - Zinke Appointed 3/1/17
To: Michelle Oxyer <michelle_oxyer@ios.doi.gov>

Hi,

Per our conversation, the cost to mat and frame the presidential commission would be \$137.75 and the current turnaround time is 3 to 4 weeks.

I've attached a couple of good framing options here for you.

Thank you,

Mim Wheeler
Sweet Ink, LLC
5 Eighth St., S.E.
Washington, D.C. 20003
PH# (202) 544-6862
FAX# (202) 544-6864
sweetink@verizon.net
www.sweetinkcalligraphy.com
Office Hrs. 9:00a.m. - 5:00p.m. M-F

"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Mon Apr 10 2017 14:04:25 GMT-0600 (MDT)
To: "Mack, Jonathan" <jonathan_mack@ios.doi.gov>
CC: "Gately, Mariane" <mariane_m_gately@ios.doi.gov>, Michelle Oxyer <michelle_oxyer@ios.doi.gov>
Subject: Re: FYI - Zinke Appointed 3/1/17

Ok Mariane - time for you to weigh-in so I don't give inaccurate info. Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

On Mon, Apr 10, 2017 at 4:01 PM, Mack, Jonathan <jonathan_mack@ios.doi.gov> wrote:

Joe, thanks for your quick response. Below is a message from an outside vendor with their pricing, framing options and delivery times. We spoke with Lori Mashburn and she directed us to Megan Bloomgren but before we asked her I wanted to give her the outside and internal options.

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www.sweetinkcalligraphy.com
Office Hrs. 9:00a.m. - 5:00p.m. M-F

"Gately, Mariane" <mariane_m_gately@ios.doi.gov>

From: "Gately, Mariane" <mariane_m_gately@ios.doi.gov>
Sent: Tue Apr 11 2017 12:27:46 GMT-0600 (MDT)
To: Jonathan Mack <jonathan_mack@ios.doi.gov>
CC: Michelle Oxyer <michelle_oxyer@ios.doi.gov>, Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Re: FYI - Zinke Appointed 3/1/17

Jonathan-

Please let me know if I can assist in anyway.

On Mon, Apr 10, 2017 at 4:04 PM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

Ok Mariane - time for you to weigh-in so I don't give inaccurate info. Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

On Mon, Apr 10, 2017 at 4:01 PM, Mack, Jonathan <jonathan_mack@ios.doi.gov> wrote:

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From: Mack, Jonathan <jonathan_mack@ios.doi.gov>
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Subject: Fwd: FYI - Zinke Appointed 3/1/17
To: Michelle Oxyer <michelle_oxyer@ios.doi.gov>

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--

Mariane Gately
Chief, Branch of Conference and Special Events
Office of Facilities and Administrative Services
U.S. Department of the Interior
Desk: (202) 208-7204
Mobile: (202) 437-8477
<http://www.doi.gov/ofas>

Conversation Contents

Secretary's Presidential Commission

"Mack, Jonathan" <jonathan_mack@ios.doi.gov>

From: "Mack, Jonathan" <jonathan_mack@ios.doi.gov>
Sent: Mon Apr 10 2017 13:25:25 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
CC: Michelle Oxyer <michelle_oxyer@ios.doi.gov>
Subject: Secretary's Presidential Commission

Hi Joe,

We have the Secretary's Presidential Commission that needs framing. Is this something your office can do? We have an outside contractor that is offering to do it but we wanted to make sure that its not something that could be done in house first. Please let us know if this is an option?

Thanks!

Jonathan Mack
Director, Executive Resources Division
Office of Human Resources
Department of the Interior
Phone: 202-208-5590
Fax: 202-208-5285

"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Mon Apr 10 2017 13:51:13 GMT-0600 (MDT)
To: "Mack, Jonathan" <jonathan_mack@ios.doi.gov>, "Gately, Mariane M." <Mariane_M_Gately@ios.doi.gov>
CC: Michelle Oxyer <michelle_oxyer@ios.doi.gov>
Subject: Re: Secretary's Presidential Commission

I have cc'd Mariane. Her area has done this previously. She is going to have a bunch of questions but let me start with this: Since he is rather decisive, do you know if we have a specific style or type of frame? Is that something Nancy Guiden might know? If you or Nancy prefer we not serve as the "middle-man", Mariane could give you the contact info for a local company she has used in the past. Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

On Mon, Apr 10, 2017 at 3:25 PM, Mack, Jonathan <jonathan_mack@ios.doi.gov> wrote:

Hi Joe,

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Jonathan Mack
Director, Executive Resources Division
Office of Human Resources
Department of the Interior
Phone: 202-208-5590

Fax: 202-208-5285

Conversation Contents

Balcony Doors in Secretary's Office

"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Wed Mar 29 2017 08:16:20 GMT-0600 (MDT)
To: Richard Farr <richard_farr@ios.doi.gov>, James C Grisham <james_grisham@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Balcony Doors in Secretary's Office

Two things:

- 1) We need to come up with a permanent solution for the doors since they are still allowing in rain. It happened this week.
- 2) We need to change the locks on the doors to the balcony so he doesn't need a key from the inside and he doesn't get locked out when he goes outside.

Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

"Grisham, James" <james_grisham@ios.doi.gov>

From: "Grisham, James" <james_grisham@ios.doi.gov>
Sent: Wed Mar 29 2017 08:46:45 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
CC: Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Re: Balcony Doors in Secretary's Office

Rick gave me a heads up on this. We need to replace the doors, I'll look at options and get back to you

James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

On Wed, Mar 29, 2017 at 10:16 AM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

Two things:

- 1) We need to come up with a permanent solution for the doors since they are still allowing in rain. It happened this week.
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Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

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Joe Nassar <joseph_w_nassar@ios.doi.gov>

From: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Sent: Wed Mar 29 2017 08:50:48 GMT-0600 (MDT)
To: "Grisham, James" <james_grisham@ios.doi.gov>
CC: Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Re: Balcony Doors in Secretary's Office

Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

On Mar 29, 2017, at 10:47 AM, Grisham, James <james_grisham@ios.doi.gov> wrote:

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James Grisham
Assistant Building Manager
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For more information, visit our website at: <http://www.doi.gov/ofas>

"Grisham, James" <james_grisham@ios.doi.gov>

From: "Grisham, James" <james_grisham@ios.doi.gov>
Sent: Fri Mar 31 2017 13:58:02 GMT-0600 (MDT)
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
CC: Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Re: Balcony Doors in Secretary's Office

FYI - I spoke to Nancy on this today to give her a heads up. Ran my plan by Sarah Davis as I plan to use Ian who is an 8a to replace these doors. He has experience with historical features at the AoC so this won't be a surprise. Going to take him up there next week to discuss options. I am hoping I can find a metal replacement door that is paneled like the existing wood door then we can get the same company that did the faux work for Grunley to do the metal doors. It's a work in progress now.

Until then, I am going to order some water absorbing socks that we can place at the bottom of the door when needed

James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

On Wed, Mar 29, 2017 at 10:50 AM, Joe Nassar <joseph_w_nassar@ios.doi.gov> wrote:

Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
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"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Fri Mar 31 2017 14:14:40 GMT-0600 (MDT)
To: "Grisham, James" <james_grisham@ios.doi.gov>
CC: Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Re: Balcony Doors in Secretary's Office

Sounds good - thanks

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On Fri, Mar 31, 2017 at 3:58 PM, Grisham, James <james_grisham@ios.doi.gov> wrote:

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On Wed, Mar 29, 2017 at 10:50 AM, Joe Nassar <joseph_w_nassar@ios.doi.gov> wrote:

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Conversation Contents

Need your approval...

Attachments:

/10. Need your approval.../7.1 image.png
/10. Need your approval.../7.2 image.png
/10. Need your approval.../8.1 image.png
/10. Need your approval.../8.2 image.png

"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Fri Mar 31 2017 06:38:17 GMT-0600 (MDT)
To: Caroline Boulton <caroline_boulton@ios.doi.gov>, "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
CC: James C Grisham <james_grisham@ios.doi.gov>
Subject: Need your approval...

James would like to come up there today for a few things:

- 1) Remove the "animal head" crates from 6132 and store them in another area
- 2) Hang the mirror in the Secretary's bathroom
- 3) Place towels near the Secretary's balcony doors to prevent water from coming in

Is it ok for James to come up this morning and get this done? Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
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Office: 202-208-5617
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joseph_w_nassar@ios.doi.gov

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"Boulton, Caroline" <caroline_boulton@ios.doi.gov>

From: "Boulton, Caroline" <caroline_boulton@ios.doi.gov>
Sent: Fri Mar 31 2017 07:31:31 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
CC: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>, James C Grisham <james_grisham@ios.doi.gov>
Subject: Re: Need your approval...

Sounds good!

On Fri, Mar 31, 2017 at 8:38 AM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

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Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

--

Caroline Boulton
Department of the Interior
Scheduling & Advance
Caroline_Boulton@ios.doi.gov | Scheduling@ios.doi.gov

"Grisham, James" <james_grisham@ios.doi.gov>

From: "Grisham, James" <james_grisham@ios.doi.gov>
Sent: Fri Mar 31 2017 07:33:47 GMT-0600 (MDT)
To: "Boulton, Caroline" <caroline_boulton@ios.doi.gov>
CC: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>, "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Subject: Re: Need your approval...

Thanks Caroline! I was hesitant to just show up. We are attaching the bracket to the mirror on the M floor now and should be up in the next half hour

James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

On Fri, Mar 31, 2017 at 9:31 AM, Boulton, Caroline <caroline_boulton@ios.doi.gov> wrote:
Sounds good!

On Fri, Mar 31, 2017 at 8:38 AM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:
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Caroline Boulton
Department of the Interior
Scheduling & Advance
Caroline_Boulton@ios.doi.gov | Scheduling@ios.doi.gov

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Fri Mar 31 2017 09:41:11 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
CC: Caroline Boulton <caroline_boulton@ios.doi.gov>, James C Grisham <james_grisham@ios.doi.gov>
Subject: Re: Need your approval...

I arrived a little late this morning. Yes to everything if they haven't already done it.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

On Fri, Mar 31, 2017 at 8:38 AM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

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Joe Nassar
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Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Fri Mar 31 2017 10:02:14 GMT-0600 (MDT)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
CC: Caroline Boulton <caroline_boulton@ios.doi.gov>, James C Grisham <james_grisham@ios.doi.gov>
Subject: Re: Need your approval...

Thanks. I think we're good on the crates and the towels for the doors. Not sure if James has finished with the mirror.

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

On Fri, Mar 31, 2017 at 11:41 AM, Guiden, Nancy <nancy_guiden@ios.doi.gov> wrote:

I arrived a little late this morning. Yes to everything if they haven't already done it.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

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joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Fri Mar 31 2017 10:07:35 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Subject: Re: Need your approval...

He has. It looks fantastic.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

On Fri, Mar 31, 2017 at 12:02 PM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:
Thanks. I think we're good on the crates and the towels for the doors. Not sure if James has finished with the mirror.

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

On Fri, Mar 31, 2017 at 11:41 AM, Guiden, Nancy <nancy_guiden@ios.doi.gov> wrote:
I arrived a little late this morning. Yes to everything if they haven't already done it.

Vr,

Nancy Guiden
U.S. Department of the Interior

Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

On Fri, Mar 31, 2017 at 8:38 AM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

James would like to come up there today for a few things:

- 1) Remove the "animal head" crates from 6132 and store them in another area
- 2) Hang the mirror in the Secretary's bathroom
- 3) Place towels near the Secretary's balcony doors to prevent water from coming in

Is it ok for James to come up this morning and get this done? Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov


For more information, visit our website at: <http://www.doi.gov/ofas>

"Grisham, James" <james_grisham@ios.doi.gov>

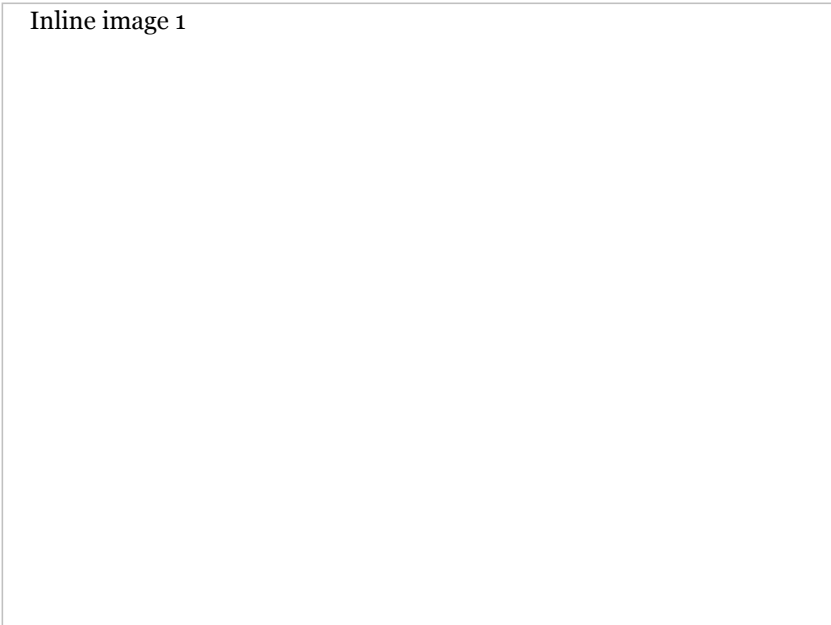
From: "Grisham, James" <james_grisham@ios.doi.gov>
Sent: Fri Mar 31 2017 10:14:41 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
CC: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>, Caroline Boulton <caroline_boulton@ios.doi.gov>
Subject: Re: Need your approval...
Attachments: image.png image.png

Mirror is complete. Only remaining thing to do is pull the towels/rags I placed at the bottom of both doors leading to the balcony. I plan on having Glenn Crews do it first thing Monday morning when he performs the cleaning inspection. Please let me know if it should be sooner.

Inline image 1



Inline image 1



James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

On Fri, Mar 31, 2017 at 12:02 PM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

Thanks. I think we're good on the crates and the towels for the doors. Not sure if James has finished with the mirror.

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
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"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Fri Mar 31 2017 10:56:21 GMT-0600 (MDT)
To: "Grisham, James" <james_grisham@ios.doi.gov>
CC: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>, Caroline Boulton <caroline_boulton@ios.doi.gov>
Subject: Re: Need your approval...
Attachments: image.png image.png

Looks great - thanks

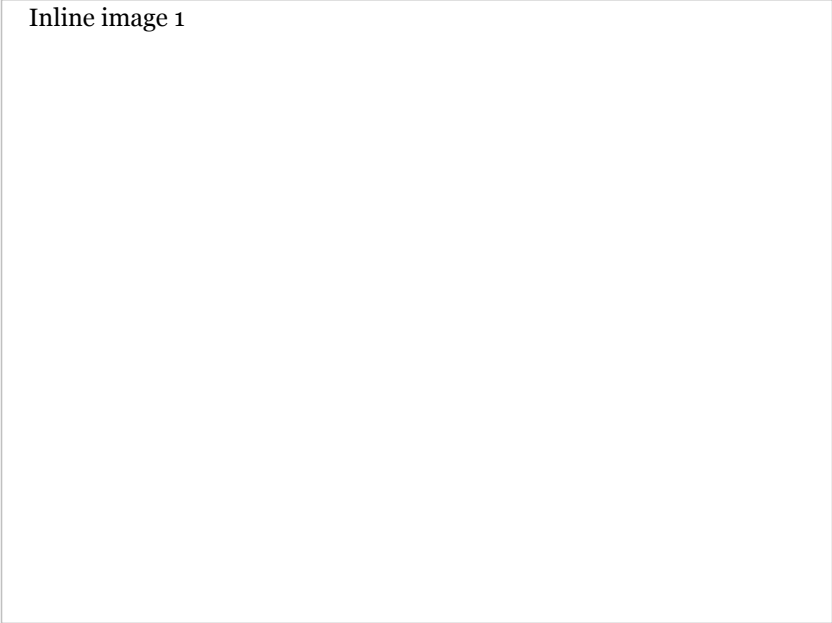
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Conversation Contents

move request

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Wed Mar 29 2017 10:32:27 GMT-0600 (MDT)
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: move request

Hi Joe,
Thanks again for all your assistance this morning.

One more request. Would you ask your guys if they could come up to 6123 (?) the room where the Secretary's crates etc. are? I would like to have the two couches moved to storage, the two crates moved to your storage, and the boxes taken to the trash.

I am told a new staff person is going to move in there either Friday or Monday and I have to clear out the room. Many thanks again!

Vr,

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Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

Joe Nassar <joseph_w_nassar@ios.doi.gov>

From: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Sent: Wed Mar 29 2017 10:41:32 GMT-0600 (MDT)
To: Fox Scotty <scotty_fox@ios.doi.gov>, Farr Richard <richard_farr@ios.doi.gov>, moving_services@ios.doi.gov, Grisham James C <james_grisham@ios.doi.gov>
CC: nancy_guiden@ios.doi.gov
Subject: Fwd: move request

James / Rick: we need to get the wooden crates out of there today or tomorrow.

Scotty: please get the couches moved out as well as the empty boxes. Before going up, please get with Nancy so she can meet us in there to make sure we get everything.

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Joe Nassar
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Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

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From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Date: March 29, 2017 at 12:32:27 PM EDT
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
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202-208-6087
nancy_guiden@ios.doi.gov

"Grisham, James" <james_grisham@ios.doi.gov>

From: "Grisham, James" <james_grisham@ios.doi.gov>
Sent: Wed Mar 29 2017 12:21:46 GMT-0600 (MDT)
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
CC: Farr Richard <richard_farr@ios.doi.gov>
Subject: Re: move request

I called Nancy on this. I'll get the crates tomorrow and call her before I head up

James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
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joseph_w_nassar@ios.doi.gov

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nancy_guiden@ios.doi.gov

Joe Nassar <joseph_w_nassar@ios.doi.gov>

From: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Sent: Wed Mar 29 2017 12:45:23 GMT-0600 (MDT)
To: "Grisham, James" <james_grisham@ios.doi.gov>
CC: Farr Richard <richard_farr@ios.doi.gov>
Subject: Re: move request

Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

On Mar 29, 2017, at 2:22 PM, Grisham, James <james_grisham@ios.doi.gov> wrote:

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James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services
U.S. Department of the Interior
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nancy_guiden@ios.doi.gov

Conversation Contents

URGENT - Secretarial Orders on Wednesday Morning

"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Tue Mar 28 2017 14:25:40 GMT-0600 (MDT)
To: Amy Mitchell <amy_mitchell@ios.doi.gov>
Subject: URGENT - Secretarial Orders on Wednesday Morning

Hi Amy,

Nancy said help was needed tomorrow morning moving furniture out of the Secretary's office for the signings at 10am. I have some questions:

- 1) What time would you like furniture removed and do you know which pieces should be moved?
- 2) What time can we move them back into his office?
- 3) Is any other assistance needed aside from moving furniture?

Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
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Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

"Mitchell, Amy" <amy_mitchell@ios.doi.gov>

From: "Mitchell, Amy" <amy_mitchell@ios.doi.gov>
Sent: Tue Mar 28 2017 14:28:09 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Subject: Re: URGENT - Secretarial Orders on Wednesday Morning

Hi Joe,

Can we meet in the front office in 20 minutes to go over everything?

Thank you,

Amy.

On Tue, Mar 28, 2017 at 4:25 PM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

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joseph_w_nassar@ios.doi.gov

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"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Tue Mar 28 2017 14:31:04 GMT-0600 (MDT)
To: "Mitchell, Amy" <amy_mitchell@ios.doi.gov>
Subject: Re: URGENT - Secretarial Orders on Wednesday Morning

Sure...in Nancy's area or the conference room?

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

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From: "Mitchell, Amy" <amy_mitchell@ios.doi.gov>
Sent: Tue Mar 28 2017 14:34:00 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Subject: Re: URGENT - Secretarial Orders on Wednesday Morning

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"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Tue Mar 28 2017 14:35:17 GMT-0600 (MDT)
To: "Mitchell, Amy" <amy_mitchell@ios.doi.gov>
Subject: Re: URGENT - Secretarial Orders on Wednesday Morning

Ok - thanks

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From: "Mitchell, Amy" <amy_mitchell@ios.doi.gov>
Sent: Tue Mar 28 2017 15:00:55 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Subject: Re: URGENT - Secretarial Orders on Wednesday Morning

Thanks Joe. Let me know if anything else comes up this evening.

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Amy Mitchell <amy_mitchell@ios.doi.gov>

From: Amy Mitchell <amy_mitchell@ios.doi.gov>
Sent: Wed Mar 29 2017 06:21:23 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Subject: Re: URGENT - Secretarial Orders on Wednesday Morning

Joe,

We're up here - eta on the table? Also, let's remove the chairs around the conference table.

Thanks,

Amy.

On Mar 28, 2017, at 5:00 PM, Mitchell, Amy <amy_mitchell@ios.doi.gov> wrote:

Thanks Joe. Let me know if anything else comes up this evening.

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Conversation Contents

Mirror for the Secretary's bathroom

"Spano, Julie" <julie_spano@ios.doi.gov>

From: "Spano, Julie" <julie_spano@ios.doi.gov>
Sent: Thu Mar 23 2017 06:36:03 GMT-0600 (MDT)
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
CC: Amy Holley <amy_holley@ios.doi.gov>
Subject: Mirror for the Secretary's bathroom

Good Morning,

I've purchased the mirror for the Secretary's bathroom and it should arrive on Tuesday March 28th. I wanted to give you advanced notice, so you could make the arrangements for the hanging of the mirror.

Thanks, Julie

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Julie L. Spano

Director, Business and Administrative Division
Office of the Assistant Secretary for Policy, Management and Budget
U.S. Department of the Interior
1849 C Street, N.W., Room 5022
Washington, D.C. 20240
work: (202) 208-7624
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cell: (202) 568-9364

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"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Thu Mar 23 2017 06:37:48 GMT-0600 (MDT)
To: "Spano, Julie" <julie_spano@ios.doi.gov>
CC: Amy Holley <amy_holley@ios.doi.gov>
Subject: Re: Mirror for the Secretary's bathroom

Do you know the exact dimensions (width / height)?

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

On Thu, Mar 23, 2017 at 8:36 AM, Spano, Julie <julie_spano@ios.doi.gov> wrote:

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"Spano, Julie" <julie_spano@ios.doi.gov>

From: "Spano, Julie" <julie_spano@ios.doi.gov>
Sent: Thu Mar 23 2017 06:46:51 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
CC: Amy Holley <amy_holley@ios.doi.gov>
Subject: Re: Mirror for the Secretary's bathroom

27x72x2

That should cover the holes that will be left when the towel rack is removed.

On Thu, Mar 23, 2017 at 8:37 AM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

Do you know the exact dimensions (width / height)?

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

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"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Thu Mar 23 2017 06:49:29 GMT-0600 (MDT)
To: "Spano, Julie" <julie_spano@ios.doi.gov>
CC: Amy Holley <amy_holley@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>, James C Grisham <james_grisham@ios.doi.gov>
Subject: Re: Mirror for the Secretary's bathroom

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joseph_w_nassar@ios.doi.gov

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"Spano, Julie" <julie_spano@ios.doi.gov>

From: "Spano, Julie" <julie_spano@ios.doi.gov>
Sent: Thu Mar 23 2017 06:55:31 GMT-0600 (MDT)

To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
CC: Amy Holley <amy_holley@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>, James C Grisham <james_grisham@ios.doi.gov>
Subject: Re: Mirror for the Secretary's bathroom

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"Grisham, James" <james_grisham@ios.doi.gov>

From: "Grisham, James" <james_grisham@ios.doi.gov>
Sent: Thu Mar 23 2017 09:15:49 GMT-0600 (MDT)
To: "Spano, Julie" <julie_spano@ios.doi.gov>
CC: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Re: Mirror for the Secretary's bathroom

Hi Julie,

Can you send me the product data or a cut sheet on what you ordered? I want to make sure we have what we need to install the mirror when it arrives.

Thanks

James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services

U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

On Thu, Mar 23, 2017 at 8:55 AM, Spano, Julie <julie_spano@ios.doi.gov> wrote:
Absolutely! I'll let both of you know when it arrives!

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"Spano, Julie" <julie_spano@ios.doi.gov>

From: "Spano, Julie" <julie_spano@ios.doi.gov>
Sent: Thu Mar 23 2017 11:17:43 GMT-0600 (MDT)
To: "Grisham, James" <james_grisham@ios.doi.gov>
CC: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Re: Mirror for the Secretary's bathroom

Flutia Full Length Wall-Mounted Mirror Item # HN-ENLB1602

Dimensions & Specifications

Brand	Furniture of America
Dimensions	27W x 1D x 72H in.
Feature	Full Length
Hanging Choice	Wall-Mounted
Height (in.)	72

On Thu, Mar 23, 2017 at 11:15 AM, Grisham, James <james_grisham@ios.doi.gov> wrote:
Hi Julie,

Can you send me the product data or a cut sheet on what you ordered? I want to make sure we have what we need to install the mirror when it

Material	Wood, Glass	arrives.
Shape	Rectangle	Thanks
Style	Transitional	
Weight	61 lbs.	
Width (in.)	27	

James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

On Thu, Mar 23, 2017 at 8:55 AM, Spano, Julie <julie_spano@ios.doi.gov> wrote:
Absolutely! I'll let both of you know when it arrives!

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On Thu, Mar 23, 2017 at 8:46 AM, Spano, Julie <julie_spano@ios.doi.gov> wrote:
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"Spano, Julie" <julie_spano@ios.doi.gov>

From: "Spano, Julie" <julie_spano@ios.doi.gov>
Sent: Mon Mar 27 2017 09:16:33 GMT-0600 (MDT)
To: "Grisham, James" <james_grisham@ios.doi.gov>
CC: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Re: Mirror for the Secretary's bathroom

All;

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Flutia Full Length Wall-Mounted Mirror Item # HN-ENLB1602

Dimensions & Specifications

Brand	Furniture of America
Dimensions	27W x 1D x 72H in.
Feature	Full Length
Hanging Choice	Wall-Mounted
Height (in.)	72
Material	Wood, Glass
Shape	Rectangle
Style	Transitional
Weight	61 lbs.
Width (in.)	27

On Thu, Mar 23, 2017 at 11:15 AM, Grisham, James <james_grisham@ios.doi.gov> wrote:
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Sent: Mon Mar 27 2017 10:34:47 GMT-0600 (MDT)
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CC: "Grisham, James" <james_grisham@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
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Dimensions & Specifications

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CC: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>, "Cunningham, Monica" <monica_cunningham@ios.doi.gov>
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Hi Julie,

Can you send me the product data or
a cut sheet on what you ordered? I
want to make sure we have what we
need to install the mirror when it
arrives.

Thanks

James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

On Thu, Mar 23, 2017 at 8:55 AM, Spano, Julie <julie_spano@ios.doi.gov> wrote:
Absolutely! I'll let both of you know when it arrives!

On Thu, Mar 23, 2017 at 8:49 AM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:
Ok thanks. I'll assume you or Nancy will contact me when it gets here and then we'll coordinate getting it hung through Nancy.

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041

joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

On Thu, Mar 23, 2017 at 8:46 AM, Spano, Julie <julie_spano@ios.doi.gov> wrote:
27x72x2

That should cover the holes that will be left when the towel rack is removed.

On Thu, Mar 23, 2017 at 8:37 AM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:
Do you know the exact dimensions (width / height)?

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

On Thu, Mar 23, 2017 at 8:36 AM, Spano, Julie <julie_spano@ios.doi.gov> wrote:
Good Morning,

I've purchased the mirror for the Secretary's bathroom and it should arrive on Tuesday March 28th. I wanted to give you advanced notice, so you could make the arrangements for the hanging of the mirror.

Thanks, Julie

--

Julie L. Spano

Director, Business and Administrative Division
Office of the Assistant Secretary for Policy, Management and Budget
U.S. Department of the Interior
1849 C Street, N.W., Room 5022
Washington, D.C. 20240
work: (202) 208-7624
fax: (202) 219-0241
cell: (202) 568-9364

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Julie L. Spano

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Julie L. Spano

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Conversation Contents

Battery Powered Clock install

Attachments:

/14. Battery Powered Clock install/1.1 image.png
/14. Battery Powered Clock install/2.1 image.png
/14. Battery Powered Clock install/3.1 image.png
/14. Battery Powered Clock install/4.1 image.png

"Grisham, James" <james_grisham@ios.doi.gov>

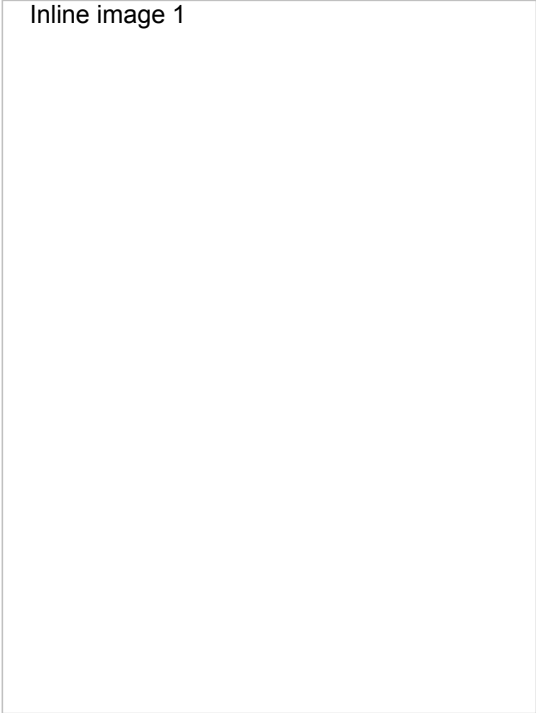
From: "Grisham, James" <james_grisham@ios.doi.gov>
Sent: Thu Mar 23 2017 07:51:39 GMT-0600 (MDT)
To: Nancy Guiden <Nancy_Guiden@ios.doi.gov>
CC: Joe Nassar <joseph_w_nassar@ios.doi.gov>, "Jurgena, Jason" <jason_jurgena@ios.doi.gov>
Subject: Battery Powered Clock install
Attachments: image.png

Good Morning Nancy,

Hope all is well. Joe Nassar has tasked me with installing a battery powered clock (see picture below) in the Secretary's office. I would need to bring 1 person from our O&M staff along with an 8' ladder and some misc hand tools. We would also need to move any furniture out of the way and replace when complete. I spoke to Jason Jurgena (cc'd) who informed me that the artwork is currently down that was covering the hole where the system clock was. Is there a preferred time I can get in the office to install the clock? With everything I know I am estimating worst case scenario is one hour (max) to get this done.

Regards,

Inline image 1



James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services
U.S. Department of the Interior

1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Thu Mar 23 2017 07:56:35 GMT-0600 (MDT)
To: "Grisham, James" <james_grisham@ios.doi.gov>
CC: Joe Nassar <joseph_w_nassar@ios.doi.gov>, "Jurgena, Jason" <jason_jurgena@ios.doi.gov>
Subject: Re: Battery Powered Clock install
Attachments: image.png

James,
The Secretary is leaving the office about 10:10 and returning around 11:15 AM. Is it convenient to come then?

If not, the other time today would be 3:30 PM. Let me know which works for you. Thank you!

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

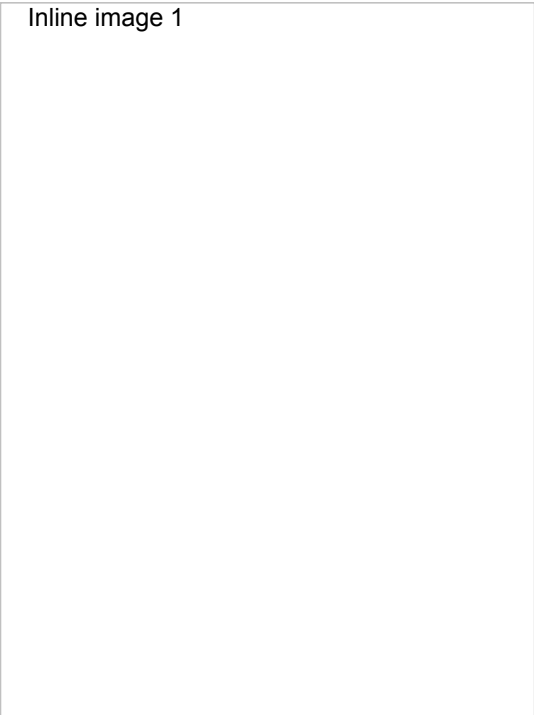
On Thu, Mar 23, 2017 at 9:51 AM, Grisham, James <james_grisham@ios.doi.gov> wrote:

Good Morning Nancy,

Hope all is well. Joe Nassar has tasked me with installing a battery powered clock (see picture below) in the Secretary's office. I would need to bring 1 person from our O&M staff along with an 8' ladder and some misc hand tools. We would also need to move any furniture out of the way and replace when complete. I spoke to Jason Jurgena (cc'd) who informed me that the artwork is currently down that was covering the hole where the system clock was. Is there a preferred time I can get in the office to install the clock? With everything I know I am estimating worst case scenario is one hour (max) to get this done.

Regards,

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Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

"Grisham, James" <james_grisham@ios.doi.gov>

From: "Grisham, James" <james_grisham@ios.doi.gov>
Sent: Thu Mar 23 2017 08:01:44 GMT-0600 (MDT)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
CC: Joe Nassar <joseph_w_nassar@ios.doi.gov>, "Jurgena, Jason" <jason_jurgena@ios.doi.gov>
Subject: Re: Battery Powered Clock install
Attachments: image.png

I have the clock, just need to gather the person and the ladder. I'll plan on being there at 10:15 and will stop at the front desk to confirm it is good to go back.

Thanks!

James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

On Thu, Mar 23, 2017 at 9:56 AM, Guiden, Nancy <nancy_guiden@ios.doi.gov> wrote:

James,

The Secretary is leaving the office about 10:10 and returning around 11:15 AM. Is it convenient to come then?

If not, the other time today would be 3:30 PM. Let me know which works for you. Thank you!

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov


On Thu, Mar 23, 2017 at 9:51 AM, Grisham, James <james_grisham@ios.doi.gov> wrote:

Good Morning Nancy,

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Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Thu Mar 23 2017 08:06:20 GMT-0600 (MDT)
To: "Grisham, James" <james_grisham@ios.doi.gov>
CC: Joe Nassar <joseph_w_nassar@ios.doi.gov>, "Jurgena, Jason" <jason_jurgena@ios.doi.gov>
Subject: Re: Battery Powered Clock install
Attachments: image.png

Sounds great.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

On Thu, Mar 23, 2017 at 10:01 AM, Grisham, James <james_grisham@ios.doi.gov> wrote:

I have the clock, just need to gather the person and the ladder. I'll plan on being there at 10:15 and will stop at the front desk to confirm it is good to go back.

Thanks!

James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services
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On Thu, Mar 23, 2017 at 9:56 AM, Guiden, Nancy <nancy_guiden@ios.doi.gov> wrote:

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Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
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202-208-6087
nancy_guiden@ios.doi.gov

On Thu, Mar 23, 2017 at 9:51 AM, Grisham, James <james_grisham@ios.doi.gov> wrote:

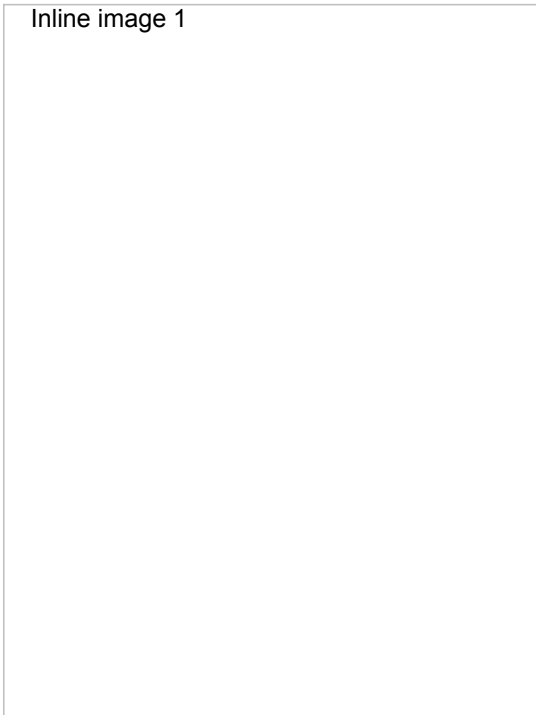
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Regards,

Inline image 1



James Grisham
Assistant Building Manager
Office of Facilities and Administrative Services
U.S. Department of the Interior
1849 C St. NW, MS 1323
Washington, D.C. 20240
Office: 202-208-5448
Cell: 202-689-4886

Conversation Contents

Fwd: Grizzly Status?

"Jorjani, Daniel" <daniel_jorjani@ios.doi.gov>

From: "Jorjani, Daniel" <daniel_jorjani@ios.doi.gov>
Sent: Tue Mar 21 2017 08:42:14 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>, Steve Hargrave <steve_t_hargrave@ios.doi.gov>
CC: Roslyn Sellars <Roslyn_Sellars@fws.gov>, Nancy Guiden <nancy_guiden@ios.doi.gov>, Caroline Boulton <caroline_boulton@ios.doi.gov>, Scott Hommel <scott_hommel@ios.doi.gov>, Jim Kurth <jim_kurth@fws.gov>
Subject: Fwd: Grizzly Status?

Joe and Steve - A large stuffed grizzly will arrive at MIB today at approximately noon. If possible, please make sure it clears security and is taken to the Secretary's office. He would like it placed in the the corner where his collection of Navy SEAL knives are currently located. He would like that table moved to the other side of the room, next to where the doors lead out of his office into the main corridor.

Nancy and Caroline - The bear should arrive between 12pm and 1pm.

Roslyn - Thank you for coordinating.

All - Please call or email me if you have any questions.

Best wishes,

Dan

On Tue, Mar 21, 2017 at 9:25 AM, Jim Kurth <jim_kurth@fws.gov> wrote:

The bear should be picked up by 10am this morning, it should be at MIB a couple of hours after it is picked up.

Sent from my iPhone

On Mar 21, 2017, at 9:03 AM, Daniel Jorjani <daniel_jorjani@ios.doi.gov> wrote:

Sent from my iPhone

Steve Hargrave <steve_t_hargrave@ios.doi.gov>

From: Steve Hargrave <steve_t_hargrave@ios.doi.gov>
Sent: Tue Mar 21 2017 08:47:53 GMT-0600 (MDT)
To: Daniel Jorjani <daniel_jorjani@ios.doi.gov>, Joe Nassar <joseph_w_nassar@ios.doi.gov>, Roslyn Sellars <roslyn_sellars@fws.gov>, Nancy Guiden <nancy_guiden@ios.doi.gov>, Caroline Boulton <caroline_boulton@ios.doi.gov>, Scott Hommel <scott_hommel@ios.doi.gov>, Jim Kurth <jim_kurth@fws.gov>, Kevin Fyock <kevin_d_fyock@ios.doi.gov>
CC:
Subject: RE: Grizzly Status?

Good morning Mr. Jorjani,

Hope all is well.

I will work with Mr. Nassar to ensure access for the delivery firm is unimpeded and the "Grizzly" is placed in the location described in your email.

Thanks sir

V/r,

Good morning Kevin,

Please meet with me regarding Mr. Jorjani's email.

Thanks sir

Steve T. Hargrave

Assistant Director, Internal Security Branch
Office of Law Enforcement and Security
Department of the Interior
(202) 208-6642 **main**
(202) 208-7610 **fax**

From: Jorjani, Daniel [mailto:daniel_jorjani@ios.doi.gov]
Sent: Tuesday, March 21, 2017 10:42 AM
To: Nassar, Joe; Steve Hargrave
Cc: Roslyn Sellars; Nancy Guiden; Caroline Boulton; Scott Hommel; Jim Kurth
Subject: Fwd: Grizzly Status?

Joe and Steve - A large stuffed grizzly will arrive at MIB today at approximately noon. If possible, please make sure it clears security and is taken to the Secretary's office. He would like it placed in the the corner where his collection of Navy SEAL knives are currently located. He would like that table moved to the other side of the room, next to where the doors lead out of his office into the main corridor.

Nancy and Caroline - The bear should arrive between 12pm and 1pm.

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The bear should be picked up by 10am this morning, it should be at MIB a couple of hours after it is picked up.

Sent from my iPhone

On Mar 21, 2017, at 9:03 AM, Daniel Jorjani <daniel_jorjani@ios.doi.gov> wrote:

Sent from my iPhone

"Jorjani, Daniel" <daniel_jorjani@ios.doi.gov>

From: "Jorjani, Daniel" <daniel_jorjani@ios.doi.gov>
Sent: Tue Mar 21 2017 08:48:44 GMT-0600 (MDT)
To: Steve Hargrave <steve_t_hargrave@ios.doi.gov>
Joe Nassar <joseph_w_nassar@ios.doi.gov>, Roslyn Sellars <roslyn_sellars@fws.gov>, Nancy Guiden <nancy_guiden@ios.doi.gov>, Caroline Boulton <caroline_boulton@ios.doi.gov>, Scott Hommel <scott_hommel@ios.doi.gov>, Jim Kurth <jim_kurth@fws.gov>, Kevin Fyock <kevin_d_fyock@ios.doi.gov>
CC:
Subject: Re: Grizzly Status?

Much appreciated.

On Tue, Mar 21, 2017 at 10:47 AM, Steve Hargrave <steve_t_hargrave@ios.doi.gov> wrote:

Good morning Mr. Jorjani,

Hope all is well.

I will work with Mr. Nassar to ensure access for the delivery firm is unimpeded and the "Grizzly" is placed in the location described in your email.

Thanks sir

V/r,

Good morning Kevin,

Please meet with me regarding Mr. Jorjani's email.

Thanks sir

Steve T. Hargrave

Assistant Director, Internal Security Branch
Office of Law Enforcement and Security
Department of the Interior
(202) 208-6642 **main**
(202) 208-7610 **fax**

From: Jorjani, Daniel [mailto:daniel_jorjani@ios.doi.gov]

Sent: Tuesday, March 21, 2017 10:42 AM

To: Nassar, Joe; Steve Hargrave

Cc: Roslyn Sellars; Nancy Guiden; Caroline Boulton; Scott Hommel; Jim Kurth

Subject: Fwd: Grizzly Status?

Joe and Steve - A large stuffed grizzly will arrive at MIB today at approximately noon. If possible, please make sure it clears security and is taken to the Secretary's office. He would like it placed in the the corner where his collection of Navy SEAL knives are currently located. He would like that table moved to the other side of the room, next to where the doors lead out of his office into the main corridor.

Nancy and Caroline - The bear should arrive between 12pm and 1pm.

Roslyn - Thank you for coordinating.

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Dan

On Tue, Mar 21, 2017 at 9:25 AM, Jim Kurth <jim_kurth@fws.gov> wrote:

The bear should be picked up by 10am this morning, it should be at MIB a couple of hours after it is picked up.

Sent from my iPhone

On Mar 21, 2017, at 9:03 AM, Daniel Jorjani <daniel_jorjani@ios.doi.gov> wrote:

Sent from my iPhone

Conversation Contents

Today's Grizzly Bear Delivery for Secretary Zinke

"Sellars, Roslyn" <roslyn_sellars@fws.gov>

From: "Sellars, Roslyn" <roslyn_sellars@fws.gov>
Sent: Tue Mar 21 2017 08:44:39 GMT-0600 (MDT)
To: "Jorjani, Daniel" <daniel_jorjani@ios.doi.gov>
CC: Thomas Irwin <thomas_irwin@fws.gov>, "Morris, Charisa" <Charisa_Morris@fws.gov>, Jim Kurth <jim_kurth@fws.gov>, Stephen Guertin <Stephen_Guertin@fws.gov>, "Madison, Mark" <Mark_Madison@fws.gov>, Jay Slack <jay_slack@fws.gov>, Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Today's Grizzly Bear Delivery for Secretary Zinke

Mr. Jorjani

Security (Jeffrey Thomas) has been notified that the grizzly bear will be delivered this afternoon between 12p - 1p, via D-Ramp by Georgetown Movers.

Roslyn Sellars
Executive Assistant| Office of the Director | U.S. Fish and Wildlife Service
1849 C Street NW | Room 3356 | Washington, DC| (202) 208-4545|roslyn_sellars@fws.gov

On Tue, Mar 21, 2017 at 10:31 AM, Jorjani, Daniel <daniel_jorjani@ios.doi.gov> wrote:

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

"Jorjani, Daniel" <daniel_jorjani@ios.doi.gov>

From: "Jorjani, Daniel" <daniel_jorjani@ios.doi.gov>
Sent: Tue Mar 21 2017 08:47:51 GMT-0600 (MDT)
To: "Sellars, Roslyn" <roslyn_sellars@fws.gov>
CC: Thomas Irwin <thomas_irwin@fws.gov>, "Morris, Charisa" <Charisa_Morris@fws.gov>, Jim Kurth <jim_kurth@fws.gov>, Stephen Guertin <Stephen_Guertin@fws.gov>, "Madison, Mark" <Mark_Madison@fws.gov>, Jay Slack <jay_slack@fws.gov>, Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Re: Today's Grizzly Bear Delivery for Secretary Zinke

Appreciated.

On Tue, Mar 21, 2017 at 10:44 AM, Sellars, Roslyn <roslyn_sellars@fws.gov> wrote:

Mr. Jorjani

Security (Jeffrey Thomas) has been notified that the grizzly bear will be delivered this afternoon between 12p - 1p, via D-Ramp by Georgetown Movers.

Roslyn Sellars
Executive Assistant| Office of the Director | U.S. Fish and Wildlife Service
1849 C Street NW | Room 3356 | Washington, DC| (202) 208-4545|roslyn_sellars@fws.gov

On Tue, Mar 21, 2017 at 10:31 AM, Jorjani, Daniel <daniel_jorjani@ios.doi.gov> wrote:

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

Conversation Contents

Hanging Animal Heads

"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Mon Mar 20 2017 13:42:30 GMT-0600 (MDT)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
CC: Richard Farr <richard_farr@ios.doi.gov>, James Delp <james_delp@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Hanging Animal Heads

Hi Nancy,

Someone from my team will escort our contractor to your area tomorrow at 11. As we discussed earlier, he'll take a look at it, do some measurements, probably drill an initial hole and then he'll come back later in the afternoon to begin the actual hanging (unless something is discovered in the morning that prevents us from doing it).

Could you confirm the afternoon time -- is the preference 3:30 or does 2:30 look like a possibility?

Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Mon Mar 20 2017 13:51:47 GMT-0600 (MDT)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
CC: Richard Farr <richard_farr@ios.doi.gov>, James Delp <james_delp@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Re: Hanging Animal Heads

Hi Joe,

We can move the Secretary's 3:30 meeting to his conference room. So you can have your folks come by then. Many thanks.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

On Mon, Mar 20, 2017 at 3:42 PM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

Hi Nancy,

Someone from my team will escort our contractor to your area tomorrow at 11. As we discussed earlier, he'll take a look at it, do some measurements, probably drill an initial hole and then he'll come back later in the afternoon to begin the actual hanging (unless something is discovered in the morning that prevents us from doing it).

Could you confirm the afternoon time -- is the preference 3:30 or does 2:30 look like a possibility?

Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Mon Mar 20 2017 13:53:08 GMT-0600 (MDT)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
CC: Richard Farr <richard_farr@ios.doi.gov>, James Delp <james_delp@ios.doi.gov>, Kenneth Tunney <kenneth_tunney@ios.doi.gov>
Subject: Re: Hanging Animal Heads

Ok thanks. We'll confirm after we do the initial work at 11am.

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

On Mon, Mar 20, 2017 at 3:51 PM, Guiden, Nancy <nancy_guiden@ios.doi.gov> wrote:

Hi Joe,
We can move the Secretary's 3:30 meeting to his conference room. So you can have your folks come by then. Many thanks.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

On Mon, Mar 20, 2017 at 3:42 PM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

Hi Nancy,

Someone from my team will escort our contractor to your area tomorrow at 11. As we discussed earlier, he'll take a look at it, do some measurements, probably drill an initial hole and then he'll come back later in the afternoon to begin the actual hanging (unless something is discovered in the morning that prevents us from doing it).

Could you confirm the afternoon time -- is the preference 3:30 or does 2:30 look like a possibility?

Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

Conversation Contents

Bison and Elk

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Thu Mar 16 2017 12:47:05 GMT-0600 (MDT)
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Bison and Elk

Joe,
I am told that both the Bison and the Elk are loaned by personal friends of the Secretary from Montana. I am trying to locate the names and contact information for them both.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

Joe Nassar <joseph_w_nassar@ios.doi.gov>

From: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Sent: Thu Mar 16 2017 12:48:22 GMT-0600 (MDT)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Subject: Re: Bison and Elk

Ok - thanks for your help.

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

On Mar 16, 2017, at 2:47 PM, Guiden, Nancy <nancy_guiden@ios.doi.gov> wrote:

Joe,
I am told that both the Bison and the Elk are loaned by personal friends of the Secretary from Montana. I am trying to locate the names and contact information for them both.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

Joe Nassar <joseph_w_nassar@ios.doi.gov>

From: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Sent: Thu Mar 16 2017 16:15:43 GMT-0600 (MDT)
To: diana_ziegler@ios.doi.gov, jason_jurgena@ios.doi.gov, Tunney Kenneth <kenneth_tunney@ios.doi.gov>, Farr Richard <richard_farr@ios.doi.gov>
Subject: Fwd: Bison and Elk

FYI...

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

Begin forwarded message:

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Date: March 16, 2017 at 2:47:05 PM EDT
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Bison and Elk

Joe,
I am told that both the Bison and the Elk are loaned by personal friends of the Secretary from Montana. I am trying to locate the names and contact information for them both.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Fri Mar 17 2017 12:29:19 GMT-0600 (MDT)
To: "Ziegler, Diana" <diana_ziegler@ios.doi.gov>, Jason Jurgena <jason_jurgena@ios.doi.gov>, Tunney Kenneth <kenneth_tunney@ios.doi.gov>, Farr Richard <richard_farr@ios.doi.gov>
Subject: Re: Bison and Elk

No surprises but Nancy brought up the possibility with the Secretary of using some sort of cabinet or display unit and he is not keen on that idea -- he wants them mounted on the wall.

Diana: Could you check with your contractor to see when they can come in and look at the heads and wall and provide us with options (e.g., direct mount to wall, some hanging system)? Nancy said this is so important to the Secretary that he will work around the schedule next week for them to get access to his office.

Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

On Thu, Mar 16, 2017 at 6:15 PM, Joe Nassar <joseph_w_nassar@ios.doi.gov> wrote:
FYI...

Joe Nassar

Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

Begin forwarded message:

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Date: March 16, 2017 at 2:47:05 PM EDT
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Bison and Elk

Joe,
I am told that both the Bison and the Elk are loaned by personal friends of the Secretary from Montana. I am trying to locate the names and contact information for them both.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

"Ziegler, Diana" <diana_ziegler@ios.doi.gov>

From: "Ziegler, Diana" <diana_ziegler@ios.doi.gov>
Sent: Mon Mar 20 2017 11:21:43 GMT-0600 (MDT)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
CC: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Re: Bison and Elk

Thanks for the update. Glad to know we can proceed! Is the conference room across from your office available? If it works for you, we can start the work in there and get the heads prepped for installation.

Best,

Diana

On Mon, Mar 20, 2017 at 1:18 PM, Guiden, Nancy <nancy_guiden@ios.doi.gov> wrote:

Diana,
Secretary Zinke, through me, authorizes you or your representatives to mount both the Bison and Elk heads in his immediate office. Should that require attaching rings to the heads, you are authorized to do that also. However, the Secretary's preference is to mount them directly to the wall.

Please let me know if you have any questions or need further clarification. Thank you.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

--

Diana Ziegler

Director
U.S. Department of the Interior Museum
1849 C Street, NW, Room 1362
Washington, DC 20240
202-208-1169 Fax 202-208-1535
www.doi.gov/interiormuseum
Follow us on Facebook:
<http://www.facebook.com/InteriorMuseum>

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Mon Mar 20 2017 11:22:33 GMT-0600 (MDT)
To: "Ziegler, Diana" <diana_ziegler@ios.doi.gov>
CC: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Re: Bison and Elk

Yes. Perfect.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

On Mon, Mar 20, 2017 at 1:21 PM, Ziegler, Diana <diana_ziegler@ios.doi.gov> wrote:

Thanks for the update. Glad to know we can proceed! Is the conference room across from your office available? If it works for you, we can start the work in there and get the heads prepped for installation.

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Diana

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Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

--

Diana Ziegler

Director
U.S. Department of the Interior Museum
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Washington, DC 20240
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www.doi.gov/interiormuseum
Follow us on Facebook:
<http://www.facebook.com/InteriorMuseum>

"Ziegler, Diana" <diana_ziegler@ios.doi.gov>

From: "Ziegler, Diana" <diana_ziegler@ios.doi.gov>
Sent: Mon Mar 20 2017 13:04:17 GMT-0600 (MDT)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
CC: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Re: Bison and Elk

Hi Nancy:

Thank you for facilitating the Museum's access to the heads this afternoon. We removed the two heads from their custom crates and installed D-rings on the bison to see if the gallery hanging system could accommodate it. Unfortunately, the bison was too top heavy. Jason and I met with Joe Nassar and his team will move forward with installation directly into the walls. Thank you for your patience as we took these extra steps in an attempt to preserve the historic woodwork. Joe will continue to coordinate with you to finish this project up.

Best,

Diana

On Mon, Mar 20, 2017 at 1:22 PM, Guiden, Nancy <nancy_guiden@ios.doi.gov> wrote:

Yes. Perfect.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

On Mon, Mar 20, 2017 at 1:21 PM, Ziegler, Diana <diana_ziegler@ios.doi.gov> wrote:

Thanks for the update. Glad to know we can proceed! Is the conference room across from your office available? If it works for you, we can start the work in there and get the heads prepped for installation.

Best,

Diana

On Mon, Mar 20, 2017 at 1:18 PM, Guiden, Nancy <nancy_guiden@ios.doi.gov> wrote:

Diana,
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Please let me know if you have any questions or need further clarification. Thank you.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

--

Diana Ziegler

Director
U.S. Department of the Interior Museum
1849 C Street, NW, Room 1362
Washington, DC 20240

202-208-1169 Fax 202-208-1535
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--

Diana Ziegler

Director
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Follow us on Facebook:
<http://www.facebook.com/InteriorMuseum>

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Mon Mar 20 2017 13:05:15 GMT-0600 (MDT)
To: "Ziegler, Diana" <diana_ziegler@ios.doi.gov>
CC: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Re: Bison and Elk

Thank you both so very much.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

On Mon, Mar 20, 2017 at 3:04 PM, Ziegler, Diana <diana_ziegler@ios.doi.gov> wrote:

Hi Nancy:

Thank you for facilitating the Museum's access to the heads this afternoon. We removed the two heads from their custom crates and installed D-rings on the bison to see if the gallery hanging system could accommodate it. Unfortunately, the bison was too top heavy. Jason and I met with Joe Nassar and his team will move forward with installation directly into the walls. Thank you for your patience as we took these extra steps in an attempt to preserve the historic woodwork. Joe will continue to coordinate with you to finish this project up.

Best,

Diana

On Mon, Mar 20, 2017 at 1:22 PM, Guiden, Nancy <nancy_guiden@ios.doi.gov> wrote:

Yes. Perfect.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

On Mon, Mar 20, 2017 at 1:21 PM, Ziegler, Diana <diana_ziegler@ios.doi.gov> wrote:

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Please let me know if you have any questions or need further clarification. Thank you.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

--

Diana Ziegler

Director
U.S. Department of the Interior Museum
1849 C Street, NW, Room 1362
Washington, DC 20240
202-208-1169 Fax 202-208-1535
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Diana Ziegler

Director
U.S. Department of the Interior Museum
1849 C Street, NW, Room 1362
Washington, DC 20240
202-208-1169 Fax 202-208-1535
www.doi.gov/interiormuseum
Follow us on Facebook:
<http://www.facebook.com/InteriorMuseum>

Conversation Contents

Fwd: Items for the Secretary

"Farr, Richard" <richard_farr@ios.doi.gov>

From: "Farr, Richard" <richard_farr@ios.doi.gov>
Sent: Tue Mar 14 2017 07:02:15 GMT-0600 (MDT)
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Fwd: Items for the Secretary

FYI

Richard Farr
Chief, Facilities Management and Services Division
Department of the Interior
Office: 202-208-3056
Cell: 202-441-9312
Richard_Farr@IOS.DOI.GOV

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

From: **Jurgena, Jason** <jason_jurgena@ios.doi.gov>
Date: Tue, Mar 14, 2017 at 8:46 AM
Subject: Re: Items for the Secretary
To: "Farr, Richard" <richard_farr@ios.doi.gov>
Cc: "Ziegler, Diana" <Diana_Ziegler@ios.doi.gov>, "Baetz, Tracy" <tracy_baetz@ios.doi.gov>

I will check with Diana and will also send an email and find out.

When will the heads be in the building if they aren't already? They would probably need to look at them first if they are able to do it.

On Tue, Mar 14, 2017 at 8:24 AM, Farr, Richard <richard_farr@ios.doi.gov> wrote:

I am interested in discussing how to install the buffalo and elk head in the Secretary's office.

Does your contractor have experience with anything like this?

Richard Farr
Chief, Facilities Management and Services Division
Department of the Interior
Office: 202-208-3056
Cell: 202-441-9312
Richard_Farr@IOS.DOI.GOV

--
Jason Jurgena

Museum Registrar and Office of the Secretary Art Collection Manager
U.S. Department of the Interior Museum
1849 C Street, NW
MS 1361-MIB
Washington, DC 20240

Telephone: 202-208-7017
Fax: 202-208-1535
E-mail: Jason_Jurgena@ios.doi.gov

"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Tue Mar 14 2017 07:49:21 GMT-0600 (MDT)
To: "Farr, Richard" <richard_farr@ios.doi.gov>
Subject: Re: Items for the Secretary

They are in room 6132 so let me know when you all want to go up there.

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

On Tue, Mar 14, 2017 at 9:02 AM, Farr, Richard <richard_farr@ios.doi.gov> wrote:
FYI

Richard Farr
Chief, Facilities Management and Services Division
Department of the Interior
Office: 202-208-3056
Cell: 202-441-9312
Richard_Farr@IOS.DOI.GOV

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

From: **Jurgena, Jason** <jason_jurgena@ios.doi.gov>
Date: Tue, Mar 14, 2017 at 8:46 AM
Subject: Re: Items for the Secretary
To: "Farr, Richard" <richard_farr@ios.doi.gov>
Cc: "Ziegler, Diana" <Diana_Ziegler@ios.doi.gov>, "Baetz, Tracy" <tracy_baetz@ios.doi.gov>

I will check with Diana and will also send an email and find out.

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I am interested in discussing how to install the buffalo and elk head in the Secretary's office.

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Richard Farr
Chief, Facilities Management and Services Division
Department of the Interior
Office: 202-208-3056
Cell: 202-441-9312
Richard_Farr@IOS.DOI.GOV

--
Jason Jurgena

Museum Registrar and Office of the Secretary Art Collection Manager
U.S. Department of the Interior Museum

1849 C Street, NW
MS 1361-MIB
Washington, DC 20240

Telephone: 202-208-7017
Fax: 202-208-1535
E-mail: Jason_Jurgena@ios.doi.gov

"Farr, Richard" <richard_farr@ios.doi.gov>

From: "Farr, Richard" <richard_farr@ios.doi.gov>
Sent: Tue Mar 14 2017 07:59:57 GMT-0600 (MDT)
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Fwd: Items for the Secretary

FYI

Richard Farr
Chief, Facilities Management and Services Division
Department of the Interior
Office: 202-208-3056
Cell: 202-441-9312
Richard_Farr@IOS.DOI.GOV

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

From: **Ziegler, Diana** <diana_ziegler@ios.doi.gov>
Date: Tue, Mar 14, 2017 at 9:16 AM
Subject: Re: Items for the Secretary
To: "Farr, Richard" <richard_farr@ios.doi.gov>
Cc: "Jurgena, Jason" <jason_jurgena@ios.doi.gov>, "Baetz, Tracy" <tracy_baetz@ios.doi.gov>

Hi Rick and everyone:

Yes, we'll want to take a look at what hardware is currently on the heads and probably just go with the existing method. Where are the heads currently being stored? Has the Secretary identified an area where he would like them displayed? We should be back in the office tomorrow (weather pending). Can we check it out then?

Thanks,

Diana

On Tue, Mar 14, 2017 at 9:01 AM, Farr, Richard <richard_farr@ios.doi.gov> wrote:
They are here.

Richard Farr
Chief, Facilities Management and Services Division
Department of the Interior
Office: 202-208-3056
Cell: 202-441-9312
Richard_Farr@IOS.DOI.GOV

On Tue, Mar 14, 2017 at 8:46 AM, Jurgena, Jason <jason_jurgena@ios.doi.gov> wrote:
I will check with Diana and will also send an email and find out.

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On Tue, Mar 14, 2017 at 8:24 AM, Farr, Richard <richard_farr@ios.doi.gov> wrote:
I am interested in discussing how to install the buffalo and elk head in the Secretary's office.

Does your contractor have experience with anything like this?

Richard Farr
Chief, Facilities Management and Services Division
Department of the Interior
Office: 202-208-3056
Cell: 202-441-9312
Richard_Farr@IOS.DOI.GOV

--
Jason Jurgena

Museum Registrar and Office of the Secretary Art Collection Manager
U.S. Department of the Interior Museum
1849 C Street, NW
MS 1361-MIB
Washington, DC 20240

Telephone: 202-208-7017
Fax: 202-208-1535
E-mail: Jason_Jurgena@ios.doi.gov

--
Diana Ziegler

Director
U.S. Department of the Interior Museum
1849 C Street, NW, Room 1362
Washington, DC 20240
202-208-1169 Fax 202-208-1535
www.doi.gov/interiormuseum
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Conversation Contents

Fwd: Delivery/Pick-Up Protocol (House Office Buildings)

Attachments:

/20. Fwd: Delivery/Pick-Up Protocol (House Office Buildings)/1.1 US Capitol Police_OSDC (HOB).pdf
/20. Fwd: Delivery/Pick-Up Protocol (House Office Buildings)/1.2 USCP_Del. Ave. SW (Secondary Screening).pdf
/20. Fwd: Delivery/Pick-Up Protocol (House Office Buildings)/2.1 US Capitol Police_OSDC (HOB).pdf
/20. Fwd: Delivery/Pick-Up Protocol (House Office Buildings)/2.2 USCP_Del. Ave. SW (Secondary Screening).pdf

"Fox, Scotty" <scotty_fox@ios.doi.gov>

From: "Fox, Scotty" <scotty_fox@ios.doi.gov>
Sent: Thu Mar 09 2017 09:41:00 GMT-0700 (MST)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
CC: "Butler, John" <john_r_butler@ios.doi.gov>, Gregory Bennett <gregory_bennett@ios.doi.gov>
Subject: Fwd: Delivery/Pick-Up Protocol (House Office Buildings)
Attachments: US Capitol Police_OSDC (HOB).pdf USCP_Del. Ave. SW (Secondary Screening).pdf

Gentlemen,

Monty and Albert will send their information to Lacey. The pick up is schedule for Friday March 10, 2017 between 11:00 am and 1:00 pm.

Respectfully,

Scotty Fox

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

From: **Smethers, Lacey** <Lacey.Smethers@mail.house.gov>
Date: Thu, Mar 9, 2017 at 10:14 AM
Subject: Delivery/Pick-Up Protocol (House Office Buildings)
To: "moving_services@ios.doi.gov" <moving_services@ios.doi.gov>

Hi Scotty and Kenny,

The bison and elk heads still have not been taken down. However, I need some information from you to submit to the Sergeant at Arms to get approval for you to arrive tomorrow to get Secretary Zinke's things. I will be compiling the list of items to be moved today, but I need the following information highlighted in red. Thank you!

Vendor Information: (Driver/Personnel/Vehicle Information)

- 1. Vendor Name***
- 2. Driver name (please include: Social Security #, DOB)***
- 3. Names of Personnel in the vehicle assisting with the delivery or pick-up, if any (please include: Social Security #, DOB)***
- 4. Make, model, tag info (alphanumeric/state)***

Lacey Smethers

Staff Assistant
Montana House Congressional Office
1419 Longworth HOB | 202-225-3211 |

--

Scotty L.Fox Jr
Supervisory Property Management Specialist
US Department of the Interior
Office of Facilities and Administrative Service
1849 C Street N.W. Room 1746
Washington, DC 20240
Office (202) 208-1377
Cell (202) 345-8983
scotty_fox@ios.doi.gov

Please visit the OFAS Website: <http://www.doi.gov/ofas>

"Fox, Scotty" <scotty_fox@ios.doi.gov>

From: "Fox, Scotty" <scotty_fox@ios.doi.gov>
Sent: Thu Mar 09 2017 11:32:17 GMT-0700 (MST)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Subject: Fwd: Delivery/Pick-Up Protocol (House Office Buildings)
Attachments: US Capitol Police_OSDC (HOB).pdf USCP_Del. Ave. SW (Secondary Screening).pdf

FYI

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

From: **Smethers, Lacey** <Lacey.Smethers@mail.house.gov>
Date: Thu, Mar 9, 2017 at 1:18 PM
Subject: RE: Delivery/Pick-Up Protocol (House Office Buildings)
To: "OFAS, Moving Services" <moving_services@ios.doi.gov>

STEP BY STEP PROTOCOL FOR DELIVERIES & PICK-UPS
UPDATED HOURS OF OPERATION

STEP 1. USCP - Off-Site Screening Facility; Hours of Operation 4:30 AM to 7:30 PM (last vehicle screened at 7:00 PM)

- See attached Pdf Document "US Capitol Police OSDC (HOB)"
- Located at 4700 Shepherd Parkway, SW, Washington, DC 20032

At the conclusion of the screening and without detour and stoppage in travel the vehicles will enter the Capitol Grounds at Delaware Avenue, SW.

STEP 2. Delaware Avenue; Hours of Operation 5:00 AM to 9:00 PM

- See attached Pdf Map "USCP_Del. Ave. SW (Secondary Screening)"
- located behind the Rayburn House Office Building (South Side)
- can be accessed by Washington Avenue and/or D St., SW

STEP 3. Loading Docks: Longworth or Rayburn (located on C St., SW): Hours of Operation 5:00 AM to 9:00 PM

From Delaware Avenue the vehicle will unload at its respective loading dock, which corresponds to the building where the event is taking place, events that take place in the Cannon Building will unload in the Longworth HOB, because the Cannon HOB itself does not provide a loading dock for commercial use.

The loading docks are able accommodate vans to box trucks up to 24', accommodations can be made for vehicles larger than this by contacting the Superintendent of the House Office Buildings (AOC) (202-225-4141).

A vehicle(s) can remain the loading dock for time required to unload or reload the materials and equipment. A vehicle cannot park in the loading dock(s).

3a. Loading Dock: Ford HOB (Annex II): Hours of Operation 5:00 AM to 9:00 PM

Deliveries/Pick-Ups for the Ford HOB; should report to the barricade at 2nd and VA Ave., SW after Delaware Avenue and they will be directed to the Ford HOB – Loading Dock

From: monty_burkhalter@ios.doi.gov [mailto:monty_burkhalter@ios.doi.gov] **On Behalf Of** OFAS, Moving Services
Sent: Thursday, March 09, 2017 12:56 PM
To: Smethers, Lacey
Subject: Re: Delivery/Pick-Up Protocol (House Office Buildings)

Is there a time frame we need to be there?

Monty

On Thu, Mar 9, 2017 at 12:52 PM, Smethers, Lacey <Lacey.Smethers@mail.house.gov> wrote:
Here is a list of what will be needing picked up tomorrow. If you need any other information, please let me know.

List of items being removed from 1419 Longworth:
8 "Bankers Boxes"
6 medium-height boxes containing framed pictures
4 sealed medium square boxes containing books and photos
1 large bubble-wrapped picture
1 large red and black duffel bag
1 mounted Bison head
1 mounted Elk head
1 bulletin board

Lacey Smethers

Staff Assistant
Montana House Congressional Office
1419 Longworth HOB | 202-225-3211 |

From: monty_burkhalter@ios.doi.gov [mailto:monty_burkhalter@ios.doi.gov] **On Behalf Of** OFAS, Moving Services
Sent: Thursday, March 09, 2017 12:20 PM
To: Smethers, Lacey; Scotty Fox
Subject: Re: Delivery/Pick-Up Protocol (House Office Buildings)

Lacey,

Below is the information you requested:

US Dept of Interior

Driver will be : Monty Burkhalter

(b) (6)

Assistant Driver: Albert Taylor

(b) (6)

We will be driving a Government Straight Truck, info below:

Govt Tag: G71 0484S
2016 White F-650 Straight Truck with Lift Gate

If you need anymore information, please do not hesitate to ask or call, I can be reached at:

202-208-3737

Monty

On Thu, Mar 9, 2017 at 10:14 AM, Smethers, Lacey <Lacey.Smethers@mail.house.gov> wrote:

Hi Scotty and Kenny,

The bison and elk heads still have not been taken down. However, I need some information from you to submit to the Sergeant at Arms to get approval for you to arrive tomorrow to get Secretary Zinke's things. I will be compiling the list of items to be moved today, but I need the following information highlighted in red. Thank you!

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- 2. Driver name (please include: Social Security #, DOB)***
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- 4. Make, model, tag info (alphanumeric/state)***

Lacey Smethers

Staff Assistant
Montana House Congressional Office
1419 Longworth HOB | 202-225-3211 |

--

Scotty L. Fox Jr
Supervisory Property Management Specialist
US Department of the Interior
Office of Facilities and Administrative Service
1849 C Street N.W. Room 1746
Washington, DC 20240
Office (202) 208-1377
Cell (202) 345-8983
scotty_fox@ios.doi.gov

Please visit the OFAS Website: <http://www.doi.gov/ofas>

"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Thu Mar 09 2017 11:52:50 GMT-0700 (MST)
To: "Fox, Scotty" <scotty_fox@ios.doi.gov>
Subject: Re: Delivery/Pick-Up Protocol (House Office Buildings)

I told Nancy Guiden your team would bring this stuff to her office when they get back. Thanks for taking care of this.

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

On Thu, Mar 9, 2017 at 1:32 PM, Fox, Scotty <scotty_fox@ios.doi.gov> wrote:

FYI

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

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To: "OFAS, Moving Services" <moving_services@ios.doi.gov>

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Sent: Thursday, March 09, 2017 12:56 PM

To: Smethers, Lacey

Subject: Re: Delivery/Pick-Up Protocol (House Office Buildings)

Is there a time frame we need to be there?

Monty

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- 1 bulletin board

Lacey Smethers

Staff Assistant
Montana House Congressional Office
1419 Longworth HOB | 202-225-3211 |

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Lacey Smethers

Staff Assistant
Montana House Congressional Office
1419 Longworth HOB | 202-225-3211 |

--

Scotty L.Fox Jr
Supervisory Property Management Specialist
US Department of the Interior
Office of Facilities and Administrative Service
1849 C Street N.W. Room 1746
Washington, DC 20240
Office (202) 208-1377
Cell (202) 345-8983
scotty_fox@ios.doi.gov

Please visit the OFAS Website: <http://www.doi.gov/ofas>

"Fox, Scotty" <scotty_fox@ios.doi.gov>

From: "Fox, Scotty" <scotty_fox@ios.doi.gov>
Sent: Fri Mar 10 2017 11:48:36 GMT-0700 (MST)
To: "Smethers, Lacey" <Lacey.Smethers@mail.house.gov>
CC: "OFAS, Moving Services" <moving_services@ios.doi.gov>, "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>, Nancy Guiden <nancy_guiden@ios.doi.gov>
Subject: Re: Delivery/Pick-Up Protocol (House Office Buildings)

Lacey,

Please give a window of time between 10:00 am and 1:00 pm on Monday March 13,2017 to pick up the elk and bison head.

On Fri, Mar 10, 2017 at 1:31 PM, Smethers, Lacey <Lacey.Smethers@mail.house.gov> wrote:

The crates containing the elk and bison head are in our office. What time Monday would work best for you to come pick them up?

From: monty_burkhalter@ios.doi.gov [mailto:monty_burkhalter@ios.doi.gov] **On Behalf Of** OFAS, Moving Services
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Lacey Smethers

Staff Assistant
Montana House Congressional Office
1419 Longworth HOB | 202-225-3211 |

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Lacey Smethers

Staff Assistant
Montana House Congressional Office
1419 Longworth HOB | 202-225-3211 |

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Scotty L.Fox Jr
Supervisory Property Management Specialist
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1849 C Street N.W. Room 1746
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Office (202) 208-1377
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scotty_fox@ios.doi.gov

Please visit the OFAS Website: <http://www.doi.gov/ofas>

"OFAS, Moving Services" <moving_services@ios.doi.gov>

From: "OFAS, Moving Services" <moving_services@ios.doi.gov>
Sent: Mon Mar 13 2017 10:36:36 GMT-0600 (MDT)
To: "Fox, Scotty" <scotty_fox@ios.doi.gov>, Monty Burkhalter <monty_burkhalter@ios.doi.gov>, Albert Taylor <albert_taylor@ios.doi.gov>
CC: "Smethers, Lacey" <Lacey.Smethers@mail.house.gov>, "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>, Nancy Guiden <nancy_guiden@ios.doi.gov>
Subject: Re: Delivery/Pick-Up Protocol (House Office Buildings)

Lacey,

All is well, the heads made it back safe and are upstairs.. Thank you for all the assistance on your end, it made the move so much easier.

Monty

On Fri, Mar 10, 2017 at 1:48 PM, Fox, Scotty <scotty_fox@ios.doi.gov> wrote:

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scotty_fox@ios.doi.gov

Please visit the OFAS Website: <http://www.doi.gov/ofas>

Conversation Contents

The Secretary's Belongings

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Tue Mar 07 2017 07:36:52 GMT-0700 (MST)
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: The Secretary's Belongings

Hi Joe,
The Secretary's former office is 1419 Longworth House Office Building. Either Trip or Lacey will be there to assist. The Independence Avenue entrance is the best one. 202-225-3211 is the office phone number. Let me know if there is anything else you need. Thank you.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087

Joe Nassar <joseph_w_nassar@ios.doi.gov>

From: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Sent: Tue Mar 07 2017 07:54:39 GMT-0700 (MST)
To: Bennett Gregory <gregory_bennett@ios.doi.gov>, Butler John <john_r_butler@ios.doi.gov>, Fox Scotty <scotty_fox@ios.doi.gov>
Subject: Fwd: The Secretary's Belongings

Can you call this number and get specifics? Let me know what you hear including time we can go to pick the stuff up.
Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

Begin forwarded message:

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Date: March 7, 2017 at 9:36:52 AM EST
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: The Secretary's Belongings

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The Secretary's former office is 1419 Longworth House Office Building. Either Trip or Lacey will be there to assist. The Independence Avenue entrance is the best one. 202-225-3211 is the office phone number. Let me know if there is anything else you need. Thank you.

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Nancy Guiden
U.S. Department of the Interior

Immediate Office of the Secretary
Washington, DC 20240
202-208-6087

Joe Nassar <joseph_w_nassar@ios.doi.gov>

From: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Sent: Tue Mar 07 2017 08:13:28 GMT-0700 (MST)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Subject: Re: The Secretary's Belongings

Got it...I'll shoot you an update on when we plan to go so you know when to expect the animal heads to show up. Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

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Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Tue Mar 07 2017 08:15:00 GMT-0700 (MST)
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Re: The Secretary's Belongings

LoL Thanks!

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087

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Washington, DC 20240
202-208-6087

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Wed Mar 08 2017 06:18:12 GMT-0700 (MST)
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Re: The Secretary's Belongings

Hi Joe,
No dangerous chemicals used on the animal heads.

Vr,

Nancy Guiden
U.S. Department of the Interior
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Washington, DC 20240
202-208-6087
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U.S. Department of the Interior
Immediate Office of the Secretary

Washington, DC 20240
202-208-6087

"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Wed Mar 08 2017 09:45:48 GMT-0700 (MST)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Subject: Re: The Secretary's Belongings

We check with Lacey again this morning and the heads are still up on the wall....she will let us know when they are ready for pick-up. Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

On Wed, Mar 8, 2017 at 8:18 AM, Guiden, Nancy <nancy_guiden@ios.doi.gov> wrote:

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No dangerous chemicals used on the animal heads.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
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Immediate Office of the Secretary
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202-208-6087

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

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To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Subject: Re: The Secretary's Belongings

Thanks Joe. Apologies for all the trouble.

Vr,

Nancy Guiden
U.S. Department of the Interior
Immediate Office of the Secretary
Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

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Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

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Immediate Office of the Secretary
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202-208-6087

"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Wed Mar 08 2017 09:49:31 GMT-0700 (MST)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Subject: Re: The Secretary's Belongings

No need to apologize...just wish we could have gotten it here sooner for the Secretary.

Joe Nassar
Director, Office of Facilities and Administrative Services
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Office: 202-208-5617
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"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Thu Mar 09 2017 11:48:00 GMT-0700 (MST)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Subject: Re: The Secretary's Belongings

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202-208-6087

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Thu Mar 09 2017 11:50:24 GMT-0700 (MST)
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Subject: Re: The Secretary's Belongings

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Washington, DC 20240
202-208-6087
nancy_guiden@ios.doi.gov

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"Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

From: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Sent: Thu Mar 09 2017 11:51:45 GMT-0700 (MST)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Subject: Re: The Secretary's Belongings

Ok - no problem.

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

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U.S. Department of the Interior
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202-208-6087

Conversation Contents

Pick-up on Capitol Hill

"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Mon Mar 06 2017 15:25:43 GMT-0700 (MST)
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Pick-up on Capitol Hill

Hi Joe,
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Joe Nassar <joseph_w_nassar@ios.doi.gov>

From: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Sent: Mon Mar 06 2017 15:36:30 GMT-0700 (MST)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Subject: Re: Pick-up on Capitol Hill

If you can get me the contact information for the person in his old office, should be no problem getting it on Tuesday. Just need to get specifics from that person like the address, good time to get the 2 animal heads, size/weight, method for removing them, etc.

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"Guiden, Nancy" <nancy_guiden@ios.doi.gov>

From: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>
Sent: Mon Mar 06 2017 15:45:26 GMT-0700 (MST)
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Subject: Re: Pick-up on Capitol Hill

May I get this to you first thing in the morning? The old office doesn't answer. I'm sure they have gone home.

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From: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Sent: Mon Mar 06 2017 15:47:40 GMT-0700 (MST)
To: "Guiden, Nancy" <nancy_guiden@ios.doi.gov>

Subject: Re: Pick-up on Capitol Hill

Sure...that's fine. Thanks

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Joe Nassar <joseph_w_nassar@ios.doi.gov>

From: Joe Nassar <joseph_w_nassar@ios.doi.gov>
Sent: Mon Mar 06 2017 15:50:29 GMT-0700 (MST)
To: Bennett Gregory <gregory_bennett@ios.doi.gov>, Butler John <john_r_butler@ios.doi.gov>, Fox Scotty <scotty_fox@ios.doi.gov>

Subject: Fwd: Pick-up on Capitol Hill

Looks like we need to make a run on Tuesday. I'll get you more information in the morning as soon as I hear from Nancy.
Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
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Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

Begin forwarded message:

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Gonzalez, Elena <maria_gonzalez@ios.doi.gov>

Fwd: Fw: Dinner Event at the Department of Interior

3 messages

Nassar, Joe <joseph_w_nassar@ios.doi.gov>
 To: Elena Gonzalez <Elena_Gonzalez@ios.doi.gov>
 Cc: "Gately, Mariane M." <Mariane_M_Gately@ios.doi.gov>

Tue, Mar 7, 2017 at 1:16 PM

Elena,

Mariane received this request from the Secretary's office (Rusty). I'm bringing it to your attention because it implies we need to begin setup of the South Penthouse around noon on Monday, April 3 and it most likely will not be ready for usage on Tuesday, April 4 until around 10:00 a.m. Thought you might want to run it by Jim so he's aware.

Thanks

Joe Nassar
 Director, Office of Facilities and Administrative Services
 Department of the Interior
 Office: 202-208-5617
 Cell: 202-436-2041
 joseph_w_nassar@ios.doi.gov

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----- Forwarded message -----
 From: **Gately, Mariane** <mariane_m_gately@ios.doi.gov>
 Date: Tue, Mar 7, 2017 at 11:21 AM
 Subject: Fwd: Fw: Dinner Event at the Department of Interior
 To: Joe Nassar <joseph_w_nassar@ios.doi.gov>

Per our conversation...

----- Forwarded message -----
 From: Roddy, Russell <russell_rodny@ios.doi.gov>
 Date: Thu, Mar 2, 2017 at 10:13 PM
 Subject: Fwd: Fw: Dinner Event at the Department of Interior
 To: Mariane Gately <mariane_m_gately@ios.doi.gov>, (b)(6) Helen Mobley

Hey, Helen...please meet Mariane who will be your contact to discuss the DOI event possibility. Please give Mariane a call at 202-208-7204. Mariane and her staff have been great!

Rusty

----- Forwarded Message -----
 From: Helen Mobley Sauvage (b) (6)
 To: Russell Roddy (b) (6)
 Cc: Helen Mobley Sauvage <hsauvage@cpb.org>
 Sent: Tuesday, February 28, 2017 10:43 AM
 Subject: Dinner Event at the Department of Interior

Rusty,
 As we discussed, the Corporation for Public Broadcasting (CPB) Board would like to host dinner on Monday, April 3, 2017 for approximately 50 guests. We are flexible with the start time for the event and would also ask that the Secretary or his designee deliver welcome remarks to

the Board.

The CPB Board of directors comprises nine members, all appointed by the President and confirmed by the U.S. Senate. Our board members are looking forward to the opportunity to visit the Museum.

For more information about CPB and our Board of Directors, click here:
<http://www.cpb.org/aboutcpb/leadership/board>

Many thanks!
Helen

--

Mariane Gately
Chief, Branch of Conference and Special Events
Office of Facilities and Administrative Services
U.S. Department of the Interior
Desk: (202) 208-7204
Mobile: (202) 437-8477
<http://www.doi.gov/ofas>

Gonzalez, Elena <maria_gonzalez@ios.doi.gov>
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

Tue, Mar 7, 2017 at 1:23 PM

Ok.I will let him know, but suspect he does already. Thanks Joe.

Elena Gonzalez
U.S. Department of the Interior
Deputy Assistant Secretary for Technology, Information and Business Services
1849 C St NW Room 5124
Washington, DC 20240
(o) 202-208-7966

[Quoted text hidden]

Nassar, Joe <joseph_w_nassar@ios.doi.gov>
To: "Gonzalez, Elena" <maria_gonzalez@ios.doi.gov>

Tue, Mar 7, 2017 at 2:15 PM

Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

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Gonzalez, Elena <maria_gonzalez@ios.doi.gov>

South Penthouse

3 messages

Nassar, Joe <joseph_w_nassar@ios.doi.gov>
To: Elena Gonzalez <Elena_Gonzalez@ios.doi.gov>

Tue, Mar 7, 2017 at 4:47 PM

Would you please check with Jim to see if we can use the South PH on Friday, March 17 beginning at 3:00 p.m.? We had a mix-up and forgot about a retirement party request for Mike Berrigan in SOL. The room would be reset and ready first thing that Monday morning.

Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

Gonzalez, Elena <maria_gonzalez@ios.doi.gov>
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

Tue, Mar 7, 2017 at 4:57 PM

ok. Do you have the animal heads yet?

Elena Gonzalez
U.S. Department of the Interior
Deputy Assistant Secretary for Technology, Information and Business Services
1849 C St NW Room 5124
Washington, DC 20240
(o) 202-208-7966

[Quoted text hidden]

Nassar, Joe <joseph_w_nassar@ios.doi.gov>
To: "Gonzalez, Elena" <maria_gonzalez@ios.doi.gov>

Tue, Mar 7, 2017 at 5:00 PM

Nope...been going back and forth with Nancy because his "old" office told us this afternoon the heads were still on the wall and they hadn't heard from their facilities group when they would be taken down and packed up for us to get. Might be tomorrow....might be Friday...might be next week. They will call us as soon as their group gives them a date. Nancy and the Secretary were under the impression the heads were ready for us to pick up so they are not extremely happy.

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

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Gonzalez, Elena <maria_gonzalez@ios.doi.gov>

Flags

8 messages

Gonzalez, Elena <maria_gonzalez@ios.doi.gov> Wed, Mar 8, 2017 at 5:38 PM
To: "Domenech, Douglas" <douglas_domenech@ios.doi.gov>
Cc: Amy Holley <Amy_Holley@ios.doi.gov>, "Nassar, Joseph" <joseph_w_nassar@ios.doi.gov>

Hi Doug. Good news on the flags. We have a Departmental Manual chapter on Flags under the purview of the Office of Facilities and Administrative Services. Let me know if you want a copy.

1. The Secretary and the Deputy Secretary do have their own flags. Those flags are in their respective offices now.

The Secretary's flag is brand new and is only found in his office at this time.

We can order an outdoor version of his flag to be flown with the American flag and the Department of the Interior flag when he is here.

I am told that all we need to do is get another rope so we can fly three flags on the flag poles. I suggest checking with his detail about that as well. We are not sure when it may have been done in the past.

2. The Department of the Interior flag is not in the Secretary's office, which is probably why there may be confusion about different appearance of flags. We can put one in his office if he wants one.

3. We think the Interior flags can be any size so long as they are not larger than the American flag. Joe is checking on the size of the Interior flags that currently fly at each entrance along with the American flag to check on the question of relative proportion. I am told we can order larger flags.

I am not sure whether the Secretary can re-design either his flag or the Interior flag. Happy to find out if you need that information as well.

Please let me know what additional information you need or other questions we can answer.
Hope this is helpful. Copying Joe in case I got anything wrong.
Elena

Elena Gonzalez
U.S. Department of the Interior
Deputy Assistant Secretary for Technology, Information and Business Services
1849 C St NW Room 5124
Washington, DC 20240
(o) 202-208-7966

Domenech, Douglas <douglas_domenech@ios.doi.gov> Wed, Mar 8, 2017 at 5:59 PM
To: "Gonzalez, Elena" <maria_gonzalez@ios.doi.gov>
Cc: Amy Holley <Amy_Holley@ios.doi.gov>, "Nassar, Joseph" <joseph_w_nassar@ios.doi.gov>

Great. Yes get me the DM chapter. Yes find out if he can change the DOI flag and how.

Doug Domenech
Senior Advisor
US Department of the Interior

[Quoted text hidden]

Gonzalez, Elena <maria_gonzalez@ios.doi.gov>
To: "Domenech, Douglas" <douglas_domenech@ios.doi.gov>
Cc: Amy Holley <Amy_Holley@ios.doi.gov>, "Nassar, Joseph" <joseph_w_nassar@ios.doi.gov>

Wed, Mar 8, 2017 at 6:09 PM

Will do. Here is the DM chapter. I will ask Joe to get me the final version of this chapter tomorrow.

Elena

Elena Gonzalez
U.S. Department of the Interior
Deputy Assistant Secretary for Technology, Information and Business Services
1849 C St NW Room 5124
Washington, DC 20240
(o) 202-208-7966

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 **Flagsandseals9-25-12-2.pdf**
29K

Nassar, Joe <joseph_w_nassar@ios.doi.gov>
To: "Gonzalez, Elena" <maria_gonzalez@ios.doi.gov>
Cc: "Domenech, Douglas" <douglas_domenech@ios.doi.gov>, Amy Holley <Amy_Holley@ios.doi.gov>

Thu, Mar 9, 2017 at 2:16 PM

Stating the obvious: the flags on roof are different sizes. US flag is 5' x 9'6" and the DOI flag is 4'6" x 5'9". I have asked my team to order new DOI flags at the same size as the US flag. We're waiting to hear back from the company on timeframe and cost.

I checked with several folks and no one recalls any Secretary (at least from the 1980's until now) having the Secretarial flag flown from the roof. I have also asked my team to check on getting "outside" Secretarial flags that we could fly. Waiting on the company to tell us what they need because I'm guessing we may need to start from scratch as far as a template and so on.

Personal opinion is we would only fly 2 flags at any given time from the poles but it is permissible to fly 3. Someone will need to make that call because if there is a desire to fly the US, DOI and Secretarial at the same time, we would need to order new ropes for the poles.

The version of the DM chapter sent by Elena is the current version. The only thing that's been changed in the past 10 years (to anyone's knowledge) is the office name change from NBC to OFAS.

One additional tidbit: Each Assistant Secretary also has their own flag (same as the Deputy Secretary except the fringe is blue).

More to come as we get info from our vendor. Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

[Quoted text hidden]

Gonzalez, Elena <maria_gonzalez@ios.doi.gov>
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Cc: "Domenech, Douglas" <douglas_domenech@ios.doi.gov>, Amy Holley <Amy_Holley@ios.doi.gov>

Thu, Mar 9, 2017 at 2:55 PM

Thanks Joe. I appreciate the confirmation that the DM chapter is the correct one. I think ordering any new flags is premature. I have a bit more leg work to finish up for Doug, and he will let us know what we need to do if anything.
Elena

Elena Gonzalez
U.S. Department of the Interior
Deputy Assistant Secretary for Technology, Information and Business Services
1849 C St NW Room 5124
Washington, DC 20240
(o) 202-208-7966

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Joe Nassar <joseph_w_nassar@ios.doi.gov> Thu, Mar 9, 2017 at 2:59 PM
To: "Gonzalez, Elena" <maria_gonzalez@ios.doi.gov>
Cc: "Domenech, Douglas" <douglas_domenech@ios.doi.gov>, Amy Holley <Amy_Holley@ios.doi.gov>

Ok that's fine. I'll check with you before anything is ordered. Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

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Gonzalez, Elena <maria_gonzalez@ios.doi.gov> Thu, Mar 9, 2017 at 3:14 PM
To: Joe Nassar <joseph_w_nassar@ios.doi.gov>

I will let you know what is needed when they tell me. This is not a situation where we have been asked to do anything other than provide information. I have not yet provided the full information requested. Waiting on GSA.

Elena Gonzalez
U.S. Department of the Interior
Deputy Assistant Secretary for Technology, Information and Business Services
1849 C St NW Room 5124
Washington, DC 20240
(o) 202-208-7966

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Gonzalez, Elena <maria_gonzalez@ios.doi.gov> Thu, Mar 9, 2017 at 6:39 PM
To: "Domenech, Douglas" <douglas_domenech@ios.doi.gov>, Amy Holley <Amy_Holley@ios.doi.gov>

This last answer about re-designing the DOI or Secretary's flag is taking a bit longer to answer. GSA is looking into for us. Apparently not a common question. I will get back to you as fast as possible.
Elena

Elena Gonzalez
U.S. Department of the Interior
Deputy Assistant Secretary for Technology, Information and Business Services
1849 C St NW Room 5124
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(o) 202-208-7966

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Gonzalez, Elena <maria_gonzalez@ios.doi.gov>

Animal Heads

2 messages

Nassar, Joe <joseph_w_nassar@ios.doi.gov>
To: Elena Gonzalez <Elena_Gonzalez@ios.doi.gov>

Mon, Mar 20, 2017 at 5:09 PM

Diana and I met with Nancy today to go over options for hanging the bison and elk heads. If we used the art hanging system to stop from drilling holes in the wall, we would need to create a bump-out piece of wood to make it flush on the wall and to do that could take anywhere from a couple weeks to a couple months (can explain that in more detail during our meeting tomorrow morning). Nancy said the Secretary wants it done now so we're going down the path tomorrow of having our contractor mount it directly to the wall. We'll do some measurements and drill initial holes in the morning while the Secretary is not in and come back later in the afternoon to finish it.

Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

Elena Gonzalez <maria_gonzalez@ios.doi.gov>
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Cc: Elena Gonzalez <Elena_Gonzalez@ios.doi.gov>

Mon, Mar 20, 2017 at 6:26 PM

Thanks

Sent from my iPad
[Quoted text hidden]



Gonzalez, Elena <maria_gonzalez@ios.doi.gov>

Fwd: Bobcat

3 messages

Nassar, Joe <joseph_w_nassar@ios.doi.gov> Wed, Mar 22, 2017 at 11:48 AM
 To: Elena Gonzalez <Elena_Gonzalez@ios.doi.gov>, Amy Holley <Amy_Holley@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>, Brian Scott <brian_scott@ios.doi.gov>, James Delp <james_delp@ios.doi.gov>, Scotty Fox <scotty_fox@ios.doi.gov>, "Bennett, Gregory" <gregory_bennett@ios.doi.gov>

How many times do I need to say this....you can't make this stuff up.

Scotty: Not sure how this is being delivered (loading dock or small enough to fit in a car) but wanted you to know just in case.

Joe Nassar
 Director, Office of Facilities and Administrative Services
 Department of the Interior
 Office: 202-208-5617
 Cell: 202-436-2041
 joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

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

From: **Jorjani, Daniel** <daniel_jorjani@ios.doi.gov>
 Date: Wed, Mar 22, 2017 at 11:43 AM
 Subject: Fwd: Bobcat
 To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
 Cc: Caroline Boulton <caroline_boulton@ios.doi.gov>, Steve Hargrave <steve_t_hargrave@ios.doi.gov>

Mr. Nassar - FYI on Friday's bobcat delivery. Dan

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

From: **Jorjani, Daniel** <daniel_jorjani@ios.doi.gov>
 Date: Wed, Mar 22, 2017 at 11:42 AM
 Subject: Re: Bobcat
 To: "Boulton, Caroline" <caroline_boulton@ios.doi.gov>
 Cc: Nancy Guiden <nancy_guiden@ios.doi.gov>, Heather Swift <heather_swift@ios.doi.gov>, Megan Bloomgren <megan_bloomgren@ios.doi.gov>

Think so. It is small enough to fit almost anywhere.

On Wed, Mar 22, 2017 at 11:34 AM, Boulton, Caroline <caroline_boulton@ios.doi.gov> wrote:

This is the one that just goes in the corner, right?

On Wed, Mar 22, 2017 at 11:31 AM, Jorjani, Daniel <daniel_jorjani@ios.doi.gov> wrote:

Bobcat will be delivered to Secretary's office Friday at approximately 10:30am

--

Caroline Boulton
 Department of the Interior
 Scheduling & Advance
 Caroline_Boulton@ios.doi.gov | Scheduling@ios.doi.gov

Gonzalez, Elena <maria_gonzalez@ios.doi.gov>
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

Wed, Mar 22, 2017 at 11:50 AM

Thanks.

Elena Gonzalez
U.S. Department of the Interior
Deputy Assistant Secretary for Technology, Information and Business Services
1849 C St NW Room 5124
Washington, DC 20240
(o) 202-208-7966

[Quoted text hidden]

Fox, Scotty <scotty_fox@ios.doi.gov>
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Cc: Elena Gonzalez <Elena_Gonzalez@ios.doi.gov>, Amy Holley <Amy_Holley@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>, Brian Scott <brian_scott@ios.doi.gov>, James Delp <james_delp@ios.doi.gov>, "Bennett, Gregory" <gregory_bennett@ios.doi.gov>

Wed, Mar 22, 2017 at 11:53 AM

Joe,

Thanks for the heads up.

Scotty Fox

On Wed, Mar 22, 2017 at 11:48 AM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

[Quoted text hidden]

--

Scotty L.Fox Jr
Supervisory Property Management Specialist
US Department of the Interior
Office of Facilities and Administrative Service
1849 C Street N.W. Room 1746
Washington, DC 20240
Office (202) 208-1377
Cell (202) 345-8983
scotty_fox@ios.doi.gov

Please visit the OFAS Website: <http://www.doi.gov/ofas>



Gonzalez, Elena <maria_gonzalez@ios.doi.gov>

Answer re Monday visit is yes and you and Steve should coordinate with Scott Hummel on the usual prep work

3 messages

Gonzalez, Elena <maria_gonzalez@ios.doi.gov>
To: "Nassar, Joseph" <joseph_w_nassar@ios.doi.gov>
Cc: Amy Holley <Amy_Holley@ios.doi.gov>

Wed, Mar 22, 2017 at 2:43 PM

Think this visit will also require changes to Sect's office. I can tell you what I learned if you swing by.

Elena Gonzalez

U.S. Department of the Interior

Deputy Assistant Secretary for Technology, Information and Business Services

1849 C St NW Room 5124

Washington, DC 20240

(o) 202-208-7966

Nassar, Joe <joseph_w_nassar@ios.doi.gov>
To: "Gonzalez, Elena" <maria_gonzalez@ios.doi.gov>
Cc: Amy Holley <Amy_Holley@ios.doi.gov>

Wed, Mar 22, 2017 at 4:57 PM

We met with Scott. The event is not confirmed yet. I asked Scott if he could check with WH Advance so if it is on the schedule, we can start all required planning ASAP. When Scott gets back with me, I'll provide another update. He was thinking it could be Monday afternoon but also said it could be Tuesday or Wednesday.

Joe Nassar

Director, Office of Facilities and Administrative Services

Department of the Interior

Office: 202-208-5617

Cell: 202-436-2041

joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

[Quoted text hidden]

Gonzalez, Elena <maria_gonzalez@ios.doi.gov>
To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>
Cc: Amy Holley <Amy_Holley@ios.doi.gov>, Harry Humbert <harry_humbert@ios.doi.gov>

Wed, Mar 22, 2017 at 5:19 PM

Sounds good. + Harry

Elena Gonzalez

U.S. Department of the Interior

Deputy Assistant Secretary for Technology, Information and Business Services

1849 C St NW Room 5124

Washington, DC 20240

(o) 202-208-7966

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Gonzalez, Elena <maria_gonzalez@ios.doi.gov>

[Update] Space coordination meeting

5 messages

maria_gonzalez@ios.doi.gov <maria_gonzalez@ios.doi.gov>

Fri, Mar 24, 2017 at 10:57 AM

Reply-To: maria_gonzalez@ios.doi.gov

To: olivia_ferriter@ios.doi.gov, maria_gonzalez@ios.doi.gov, debra_sonderman@ios.doi.gov, joseph_w_nassar@ios.doi.gov, denise_flanagan@ios.doi.gov, amy_holley@ios.doi.gov

Unless there is a pressing issue we need to coordinate on today, I think we can skip this meeting for this week. We are already spending a lot of time working on facilities issues for Jim Cason and the Secretary as everyone knows, as well as outstanding museum modernization issues with GSA including a new request for more museum space. Joe/OFAS is taking the lead on the museum memo and coordinating with Debra and Diana. We are on track for NPS move and with all MIB and SIB issues I believe. I am doing options papers on SIB and MIB-BLM lease for Jim and coordinating with Amy, Olivia/Debra, Joe. Is there any other big issue we should discuss today? I have one question for POB re passback implications, if any, with SIB options, but Olivia and Amy can talk to Denise about that offline. Let me know if I am missing anything. Thanks.

Space coordination meeting

Proposing this for a new biweekly sync up time. Will change if needed. Thanks.

When Fri Mar 24, 2017 2:30pm – 3:30pm Eastern Time

Where 5121 (map)

Video call (b) (5), (b) (6)

Who

- maria_gonzalez@ios.doi.gov - organizer
- Olivia Ferriter
- Denise Flanagan
- Joe Nassar
- Amy Holley
- Debra Sonderman

Nassar, Joe <joseph_w_nassar@ios.doi.gov>

Fri, Mar 24, 2017 at 11:22 AM

To: "Gonzalez, Elena" <maria_gonzalez@ios.doi.gov>

Cc: "Ferriter, Olivia" <olivia_ferriter@ios.doi.gov>, Debra Sonderman <debra_sonderman@ios.doi.gov>, Denise Flanagan <denise_flanagan@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>

Fine with me. To end the week on a somewhat light note, the "bobcat has landed". Luckily, the Secretary decided to not hang it on a wall and he said the taxidermy journey is done. Then as I was leaving, I was told a puma may be showing up so maybe the journey is only over for this week.

Joe Nassar
 Director, Office of Facilities and Administrative Services
 Department of the Interior
 Office: 202-208-5617
 Cell: 202-436-2041
 joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

[Quoted text hidden]

Ferriter, Olivia <olivia_ferriter@ios.doi.gov>

Fri, Mar 24, 2017 at 11:26 AM

To: Elena Gonzalez <maria_gonzalez@ios.doi.gov>

Cc: "Sonderman, Debra" <debra_sonderman@ios.doi.gov>, Joe Nassar <joseph_w_nassar@ios.doi.gov>, Denise Flanagan <denise_flanagan@ios.doi.gov>, "Holley, Amy" <amy_holley@ios.doi.gov>

thanks! We are tied up on budget.

Olivia Barton Ferriter

Deputy Assistant Secretary - Budget, Finance, Performance and Acquisition

U.S. Department of the Interior

1849 C St. NW MS 7228, Washington, DC 20240

Desk: 202-208-4881 Cell: 202-251-4139 FAX: 202-208-1067

Olivia_Ferriter@ios.doi.gov

On Fri, Mar 24, 2017 at 10:57 AM, <maria_gonzalez@ios.doi.gov> wrote:

[Quoted text hidden]

Gonzalez, Elena <maria_gonzalez@ios.doi.gov>

Fri, Mar 24, 2017 at 1:23 PM

To: "Ferriter, Olivia" <olivia_ferriter@ios.doi.gov>

Good. Thanks.

Elena Gonzalez

U.S. Department of the Interior

Deputy Assistant Secretary for Technology, Information and Business Services

1849 C St NW Room 5124

Washington, DC 20240

(o) 202-208-7966

[Quoted text hidden]

Gonzalez, Elena <maria_gonzalez@ios.doi.gov>

Fri, Mar 24, 2017 at 1:24 PM

To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

Cc: Amy Holley <Amy_Holley@ios.doi.gov>

Wow!

Elena Gonzalez

U.S. Department of the Interior

Deputy Assistant Secretary for Technology, Information and Business Services

1849 C St NW Room 5124

Washington, DC 20240

(o) 202-208-7966

[Quoted text hidden]



Gonzalez, Elena <maria_gonzalez@ios.doi.gov>

Fwd: White Glove Delivery - Shipping/Delivery Details

3 messages

Spano, Julie <julie_spano@ios.doi.gov>

Mon, Jun 12, 2017 at 8:04 AM

To: Scott Hommel <scott_hommel@ios.doi.gov>

Cc: Amy Holley <amy_holley@ios.doi.gov>, "Gonzalez, Elena" <maria_gonzalez@ios.doi.gov>, Joe Nassar <joseph_w_nassar@ios.doi.gov>

Good Morning Everyone,

I am forwarding an email from Shop Factory Direct regarding the delivery parameters for the Secretary's new couch. The purchase included White Glove Service and they will be transporting the couch via delivery truck from California. I will keep you informed as to the anticipated delivery day and time for awareness. We of course will work around the Secretary's schedule to make sure set up is done without any interruptions.

Thank you!

Julie

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

From: **Erin Russell** <erin@shopfactorydirect.com>

Date: Thu, Jun 8, 2017 at 1:57 PM

Subject: White Glove Delivery - Shipping/Delivery Details

To: julie_spano@ios.doi.gov

Hello Julie.

Your order will take about 1-3 business days to process and prepare for shipping. Once your order ships, we will email your tracking information to the email address provided. This email will include an estimated delivery date and the telephone number for the delivery company. Once your order arrives at the delivery terminal, the shipping company will call you to schedule a delivery appointment. Most deliveries are scheduled during regular business hours (Monday through Friday, excluding holidays). You will be responsible for making yourself available to accept delivery. If you are not able to be home to accept delivery, you will have to make arrangements to have someone (over the age of 18) available to accept delivery on your behalf. Please be advised that once your order is shipped, it cannot be cancelled. We will always do everything we can to get your order delivered to you as quickly as possible, but understand that we have no control over scheduling your delivery and therefore ShopFactoryDirect makes no guarantees as to when your delivery will take place.

Your order will be delivered with white glove delivery service which includes two or more delivery people bringing your merchandise into your home, unpacking and assembling it in the room of your choice. White glove also includes removal of discarded packaging materials if requested. Please keep in mind that White Glove Deliveries may sometimes take a little longer than our standard transit times. Please be sure to measure the area and the doorways to ensure that the furniture will fit before your order ships. ShopFactoryDirect Inc. will not be responsible for products not fitting through doorways, hallways, stairwells or in room of choice. Any Items refused at time of delivery will be subject to the terms and any applicable fees of our return policy.

Although only a very small percentage of our shipments arrive with complications, it is important to make sure that the merchandise you receive has not been damaged in transit.

When your shipment arrives, it is your responsibility to **THOROUGHLY INSPECT ALL ITEMS BEFORE** signing the delivery receipt. First, Be sure to count the number of pieces and verify that all of your items were delivered. If any pieces are missing, be sure to note it on the delivery receipt. Next you will need to inspect each piece for any signs of mishandling.

If you notice damage to any items, you must write, "DAMAGED" on the delivery receipt along with a brief description of what is wrong with each piece. This is necessary for us to file a damage claim with the delivery company. For minor damage, we will ship replacement parts or contract a furniture restoration professional to restore your item to first quality condition. Please refuse only items that are severely damaged and write on the delivery receipt how many boxes were

refused for damage. It is important that you DO NOT refuse delivery of any undamaged items. Any items refused that are not damaged will be subject to re-delivery fees or to the terms and conditions of our return policy.

You will be responsible for filing a claim with the carrier for any damage that is not noted on the delivery receipt, so I cannot stress enough how important it is that you thoroughly inspect your order before signing any documentation.

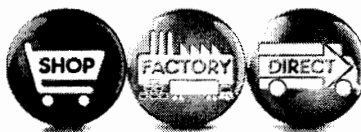
If you notice any problems with your delivery, please call us so we can open a claim and work on getting these issues resolved as quickly as possible. Digital photos of damages will also be required for documentation purposes. You can call our toll free number between the hours of 10am to 7pm Eastern Standard Time. If you call outside of our normal business hours, please leave a message and we will call you back as soon as possible.

Thank you.

Sincerely,

Erin Russell

(800) 269-2216 Ext. 501



ShopFactoryDirect, Inc - 931 S. Semoran Blvd.

Ste. 200 - Winter Park, FL 32792

www.ShopFactoryDirect.com - P: (800)269-2216 - F: (954)272-7021



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Julie L. Spano

Director, Business and Administrative Division
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Nassar, Joe <joseph_w_nassar@ios.doi.gov>

Mon, Jun 12, 2017 at 8:39 AM

To: "Spano, Julie" <julie_spano@ios.doi.gov>

Cc: Scott Hommel <scott_hommel@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Gonzalez, Elena" <maria_gonzalez@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>

Julie: If you could check on the size of the truck, that would be very helpful. If it's a large truck that won't fit down the loading dock ramp, we'll need to make arrangements with Security so it can be delivered via another entrance. Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

[Quoted text hidden]

Spano, Julie <julie_spano@ios.doi.gov>

Mon, Jun 12, 2017 at 9:41 AM

To: "Nassar, Joe" <joseph_w_nassar@ios.doi.gov>

Cc: Scott Hommel <scott_hommel@ios.doi.gov>, Amy Holley <amy_holley@ios.doi.gov>, "Gonzalez, Elena" <maria_gonzalez@ios.doi.gov>, Richard Farr <richard_farr@ios.doi.gov>

Will do Joe!

[Quoted text hidden]