Wed Jan 25, 2017

2:30pm - 3:30pm  Natalie Davis

Video call:
[b] (5), (b) (6)

Calendar: Jerrell Calhoun
Who: Joseph Daniels, Brian Dufresne, Natalie Davis, Jerrell Calhoun, Thorlough Carter, Blande Assa
Going? Yes
Description:
Hi Natalie, TC will be stopping by to assist you in room 6130 to resolve the issue of you not being able to connect to the internet.

Tue Jan 31, 2017

8:30am - 9:30am  Beachhead Team Tuesday Morning Briefing

Video call:
[b] (5), (b) (6)

Where: Room 3400
Going? Yes

Thu Feb 2, 2017

2pm - 2:30pm  Jeff Trandahl with NFWF and Melissa Simpson

Video call:
[b] (5), (b) (6)

Where: Office of the Secretary
Calendar: Melissa Simpson
Who: Caroline Boulton, Nancy Guiden, Natalie Davis

Fri Feb 3, 2017

8:30am - 9:30am  Politics Meeting

Video call:
[b] (5), (b) (6)

Where: Room 3400
Going? Yes
<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>12:30pm - 1pm</td>
<td><strong>MEETING</strong>&lt;br&gt;Video call: &lt;br&gt;(b) (5), (b) (6)</td>
</tr>
<tr>
<td>2pm - 2:30pm</td>
<td><strong>BisonConnect Training</strong>&lt;br&gt;Video call: &lt;br&gt;(b) (5), (b) (6)</td>
</tr>
<tr>
<td></td>
<td><strong>Where:</strong> 6130&lt;br&gt;<strong>Calendar:</strong> Rebecca Wilkerson&lt;br&gt;<strong>Who:</strong>&lt;br&gt;Elena Gonzalez, Rebecca Wilkerson, Lori Mashburn, Lauren Kaminski, Oluwarotimi Abimbola, Edward Keable, Amy Holley, Natalie Davis, Sylvia Burns&lt;br&gt;Going? Yes</td>
</tr>
</tbody>
</table>

**Tue Feb 7, 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:30am - 9:30am</td>
<td><strong>Politicals Meeting</strong>&lt;br&gt;Video call: &lt;br&gt;(b) (5), (b) (6)</td>
</tr>
<tr>
<td></td>
<td><strong>Where:</strong> Room 3400&lt;br&gt;<strong>Who:</strong>&lt;br&gt;James Schindler, Katharine MacGregor, Scott Hommel, Heather Swift, Benjamin Keel, Thomas Dickens, Amanda Kaster, Downey Magallanes, Ricky Puckett, Scott Cameron, Timothy Williams, Daniel Jorjani, Kathleen Benedetto, Virginia Johnson, Christine Bauserman, Caroline Boulton, Casey Hammond, Wadi Yakhour, James Cason, Douglas Domenech, Russell Roddy, Thomas Baptiste, Marshall Critchfield, Melissa Simpson, Nancy Guiden, Lori Mashburn, Natalie Davis, Micah Chambers, Megan Bloomgren&lt;br&gt;Going? Yes</td>
</tr>
</tbody>
</table>

**Thu Feb 9, 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10am - 11am</td>
<td><strong>Ethics Briefing</strong>&lt;br&gt;Video call: &lt;br&gt;(b) (5), (b) (6)</td>
</tr>
<tr>
<td></td>
<td><strong>Where:</strong> South Penthouse - DOI&lt;br&gt;<strong>Who:</strong>&lt;br&gt;James Schindler, Katharine MacGregor, Scott Hommel, Heather Swift, Benjamin Keel, Thomas Dickens, Amanda Kaster, Downey Magallanes, Ricky Puckett, Scott Cameron, Timothy Williams, Daniel Jorjani, Kathleen Benedetto, Virginia Johnson, Ryan Nichols, Christine Bauserman, Caroline Boulton, Casey Hammond, Wadi Yakhour, James Cason, Douglas Domenech, Russell Roddy, Thomas Baptiste, Marshall Critchfield, Melissa Simpson, Nancy Guiden, Lori Mashburn, Natalie Davis, Micah Chambers, Megan Bloomgren&lt;br&gt;Going? Yes</td>
</tr>
</tbody>
</table>

**Fri Feb 10, 2017**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:30am - 11:30am</td>
<td><strong>Weekly Boards/Commissions Meeting</strong>&lt;br&gt;Video call: &lt;br&gt;(b) (5), (b) (6)</td>
</tr>
<tr>
<td></td>
<td><strong>Where:</strong> Room 6128&lt;br&gt;<strong>Who:</strong> Natalie Davis, Lori Mashburn, Margaret Triebsch&lt;br&gt;Going? Yes&lt;br&gt;<strong>Description:</strong> Weekly update with Margaret on boards and commissions.</td>
</tr>
</tbody>
</table>
Mon Feb 13, 2017

All day

#TrainingTuesday - Policy Analysis Seminar: What is Environmental DNA?

Video call:

Tue Feb 14, 2017

8:30am - 9:30am Politicals Meeting - 8:30AM in Rm 6151

Video call:

Where: Room 6151 (Secretary's Conference Room)

Who:


Going? Yes

Description:

We are moving the location of our meeting to room 6151. See you at 8:30am tomorrow.

Wed Feb 15, 2017

9am - 10am Briefing NAWQA Stream Quality Trends Report and Interactive Web Mapper

Video call:

Where: Room 6120 - Dial code: (Leader code: )

Calendar: James Cason

Created by: Catherine Callaway

Who:


Going? Maybe
3pm - 4pm  Office Wildliand Fire Briefing

Video call:

Where: Room 5112
Calendar: Gareth Rees
Created by: Jean Parrish
Who:

Going? Yes

4pm - 5:30pm  Meeting with National Congress of American Indians

Video call:

Where: Room 6120
Calendar: Gareth Rees
Who:
Natalie Davis, Lori Mashburn, Amanda Kaster, Daniel Jorjani, Melissa Simpson, Sarah Walters, Micah Chambers, James Cason, Scott Hommel, Gareth Rees, mike.black@bia.gov, Douglas Domenech, Megan Bloomgren, Nancy Guiden, Eric Shepard, weldon.loudermilk@bia.gov, Gisella Ojeda-dodds, Downey Magallanes

Going? Maybe

Thu Feb 16, 2017

4pm - 5pm  NPS - Federal Register Notices (Historic Places and NAGPRA)

Video call:

Where: Room 5112
Calendar: Gareth Rees
Created by: Jean Parrish
Who:
Alexa Viets, Thomas Dickens, Benjamin Keel, Megan Bloomgren, Scott Hommel, Faith Begay, Gisella Ojeda-dodds, Lori Mashburn, Juliette Lillie, Douglas Domenech, Downey Magallanes, Daniel Jorjani, Gareth Rees, Virginia Johnson, Michael Reynolds, Mark Lawyer, Herbert Frost, Natalie Davis, Micah Chambers, Melissa Simpson, James Cason, Maureen Foster, tasha_robbins@nps.gov

Going? Maybe

Description:
Please Note: The first 1/2 hour discussion will be on Native American Graves Protection and Repatriation Act The second 1/2 hour discussion will be on National Register of Historic Places

Fri Feb 17, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch

Going? Yes

Description: Weekly update with Margaret on boards and commissions.
Natalie Davis

Tue Feb 21, 2017

10am - 11am  Politics Meeting

**Video call:**

**Where:** Room 6151 (Secretary's Conference Room)

**Calendar:** Caroline Boulton

**Who:**


**Going? Yes**

**Description:**

This meeting is moving to 10-11AM on Tuesdays! We will continue to use the Secretary's conference room for now, but eventually it will change to the 5th floor so watch for updates.

3pm - 4pm  Intro to ESA

**Video call:**

**Where:** Conference room 6120

**Calendar:** Gary Frazer

**Created by:** Lois Wellman

**Who:**


Thu Feb 23, 2017

9am - 10am  Meeting on Valuation Rule

**Video call:**

**Where:** Room 6120 - Call-in Participant Code (Leader Code)

**Calendar:** Gareth Rees

**Who:**

Natalie Davis

12:30pm - 1:30pm  Pols Mural Tour
Video call:  
(b) (5), (b) (6)
Where: museum entrance 1st floor by C Street
Calendar: Mariagrazia Caminiti
Who:  
Going? Yes

Fri Feb 24, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting
Video call:  
(b) (5), (b) (6)
Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

1pm - 2pm  
Meeting to discuss the letter from the Northern Arapaho Business Council on 'BIA Violations of the Indian Self Determination and Education Assistance Act'
Video call:  
(b) (5), (b) (6)
Where: Room 6120 - Call-in  
(b) (5)  (Participant Code  
(b) (5)  LeaderCode
(b) (5)
Calendar: Gareth Rees
Who:  
weldon.loudermilk@bia.gov, Scott Hommel, Anna Owens-Brown, Daniel Jorjani, Amanda Kaster, Downey Magallanes, Natalie Davis, John Hay, Gareth Rees, Melissa Simpson, Hankie Ortiz, Micah Chambers, Nancy Guiden, Timothy Williams, Eric Shepard, mike.black@bia.gov, James Cason, Lori Mashburn, Darryl LaCounte, Douglas Domenech, Sarah Walters, Megan Bloomgren
Description:  
discuss the letter from the Northern Arapaho Business Council on 'BIA Violations of the Indian Self Determination and Education Assistance Act'.

Mon Feb 27, 2017

1pm - 2pm  Meeting with API to Energy Issues
Video call:  
(b) (5), (b) (6)
Where: Room 6120
Calendar: Gareth Rees
Who:  
Micah Chambers, Daniel Jorjani, Natalie Davis, Douglas Domenech, Nancy Guiden, Timothy Williams, James Cason, Megan Bloomgren, Amanda Kaster, Downey Magallanes, Scott Hommel, Melissa Simpson, Gareth Rees, Lori Mashburn
Description: Attendees: Holly Hopkins, Erik Milito, Andy Radford, Richard Ranger, Carrie Domnitch
10am - 11am  Politicals Meeting

Video call:  
[b] (5), (b) (6)

Where:  Room 6151 (Secretary's Conference Room)
Calendar:  Caroline Boulton
Going? Yes
Description:  This meeting is moving to 10-11AM on Tuesdays! We will continue to use the Secretary's conference room for now, but eventually it will change to the 5th floor so watch for updates.

2:45pm - 3:45pm  NFWF Meeting

Video call:  
[b] (5), (b) (6)

Where:  Nancy's Office

Thu Mar 2, 2017

8am - 9:30am  Secretary Zinke's Arrival

Video call:  
[b] (5), (b) (6)

Where:  U.S. Department of the Interior Museum, 1849 C St NW, Washington, DC 20240, USA
Going? Yes
Description:  We will meet at the steps on C Street at 7:45am. We will be greeting Secretary Zinke. Please don't be late. Thanks!

Fri Mar 3, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:  
[b] (5), (b) (6)

Where:  Room 6128
Who:  Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description:  Weekly update with Margaret on boards and commissions.
Natalie Davis

11am - 12pm  168th DOI Birthday- Remarks by Secretary

Video call:  
[b) (5), (b) (6)

Where: Bison Bistro Cafeteria

5:30pm - 6pm  Politicals Meeting with Secretary Zinke (5:30pm-6:00pm)

Video call:  
[b) (5), (b) (6)

Where: Room 6151

Who:  

Going? Yes

6pm - 7:30pm  Politicals Reception with Secretary Zinke

Video call:  
[b) (5), (b) (6)

Where: Secretary's Office

Who:  

Going? Yes

Tue Mar 7, 2017

10am - 11am  Politicals Meeting

Video call:  
[b) (5), (b) (6)

Where: Room 6151 (Secretary's Conference Room)

Calendar: Caroline Boulton

Who:  

Going? Yes

Description:  
This meeting is moving to 10-11AM on Tuesdays! We will continue to use the Secretary's conference room for now, but eventually it will change to the 5th floor so watch for updates.
4pm - 5pm
Meeting with Acting Assistant Secretary for Land and Minerals Management and Acting Bureau Directors for BLM, BSEE & OSMRE

Video call:
[b] (5), (b) (6)

Where: Room 6120
Calendar: Gareth Rees
Who: Tracie Lassiter, James Cason, Melissa Simpson, Micah Chambers, Scott Hommel, Fred Cruise, Douglas Domenech, Downey Magallanes, Kristin Bail, Glenda Owens, Michael Barre, Lori Mashburn, Richard Cardinale, Katharine MacGregor, Michael Anderson, Kathleen Benedetto, Daniel Jorjani, Gareth Rees, Margaret Schneider, Amanda Kaster, lthurn@blm.gov, Natalie Davis, Megan Bloomgren, Yolando Mack-Thompson

Wed Mar 8, 2017
2pm - 3pm
Meeting to Discuss Royalty Policy Committee Reestablishment Charter

Video call:
[b] (5), (b) (6)

Where: Room 6120 - Call-in Participant Code (Leader Code [b] (5), (b) (6)
Calendar: Gareth Rees
Who: Timothy Murphy, weldon.loudermilk@bia.gov, Nancy Guiden, mike.black@bia.gov, Juliette Lillie, Richard Cardinale, Michael Nedd, Scott Hommel, Kathleen Benedetto, Karla Cook, Greg Gould, Gareth Rees, Margaret Schneider, Edward McDonnell, Tracie Lassiter, Amy Holley, Margaret Triebusch, Sarah Walters, Katharine MacGregor, Daniel Jorjani, Jennifer Heindl, Gisella Ojeda-dodds, lthurn@blm.gov, Yolando Mack-Thompson, Michael Anderson, Carol Leader, Walter Cruickshank, Lori Mashburn, Natalie Davis, James Cason, Michael Barre, Benjamin Keel

Fri Mar 10, 2017
10:30am - 11:30am Weekly Boards/Commissions Meeting

Video call:
[b] (5), (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebusch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.
Natalie Davis

Tue Mar 14, 2017

10am - 11am  Politicals Meeting

Video call:  
(b) (5), (b) (6)

Where: Room 6151 (Secretary's Conference Room)
Calendar: Caroline Boulton
Who:  
Going? Yes
Description:  
This meeting is moving to 10-11AM on Tuesdays! We will continue to use the Secretary's conference room for now, but eventually it will change to the 5th floor so watch for updates.

Wed Mar 15, 2017

1pm - 1:45pm  Randall Luthi- Interview

Video call:  
(b) (5), (b) (6)

Where: Room 6128

Fri Mar 17, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:  
(b) (5), (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

Tue Mar 21, 2017

10am - 11am  Politicals Meeting

Video call:  
(b) (5), (b) (6)

Where: Room 6151 (Secretary's Conference Room)
Calendar: Caroline Boulton
Who:  
Going? Yes
Description:  
This meeting is moving to 10-11AM on Tuesdays! We will continue to use the Secretary's conference room for now, but eventually it will change to the 5th floor so watch for updates.
### Natalie Davis

**Wed Mar 22, 2017**

<table>
<thead>
<tr>
<th>4pm - 5pm</th>
<th>Melinda Loftlin</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Video call:</strong></td>
<td>(b) (5), (b) (6)</td>
</tr>
<tr>
<td><strong>Where:</strong></td>
<td>5309</td>
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</table>

**Fri Mar 24, 2017**

<table>
<thead>
<tr>
<th>10:30am - 11:30am</th>
<th>Weekly Boards/Commissions Meeting</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Video call:</strong></td>
<td>(b) (5), (b) (6)</td>
</tr>
<tr>
<td><strong>Where:</strong></td>
<td>Room 6128</td>
</tr>
<tr>
<td><strong>Who:</strong></td>
<td>Natalie Davis, Lori Mashburn, Margaret Triebsch</td>
</tr>
<tr>
<td><strong>Going?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>Weekly update with Margaret on boards and commissions.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>4pm - 4:30pm</th>
<th>Meeting with Natalie Davis</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Video call:</strong></td>
<td>(b) (5), (b) (6)</td>
</tr>
<tr>
<td><strong>Where:</strong></td>
<td>Room 6136</td>
</tr>
<tr>
<td><strong>Calendar:</strong></td>
<td>Daniel Jorjani</td>
</tr>
<tr>
<td><strong>Created by:</strong></td>
<td>Gisella Ojeda-dodds</td>
</tr>
<tr>
<td><strong>Who:</strong></td>
<td>Natalie Davis, Daniel Jorjani</td>
</tr>
<tr>
<td><strong>Going?</strong></td>
<td>Yes</td>
</tr>
</tbody>
</table>

**Tue Mar 28, 2017**

<table>
<thead>
<tr>
<th>9:15am - 9:50am</th>
<th>On/Off-Boarding Working Group</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Video call:</strong></td>
<td>(b) (5), (b) (6)</td>
</tr>
<tr>
<td><strong>Where:</strong></td>
<td>Dial-In: OS-OCIO Sweet Gum ConferenceRoom 7115 MIB</td>
</tr>
<tr>
<td><strong>Calendar:</strong></td>
<td>Oluwarotimi Abimbola</td>
</tr>
<tr>
<td><strong>Who:</strong></td>
<td>Grace Cleckley, Julie Spano, Erica Williams, Oluwarotimi Abimbola, Peyton Hardaway, Cynthia Piper, Patricia Houghton, Natalie Davis, Peter Sauve, Rebecca Wilkerson, Bruce Downs, Jonathan Mack, David Lacroix, Alison Stockdale, Rebekah Lamoree, David Alspach, Leslie Harmon, John Kuhn, Joe Nassar, Sylvia Burns, Kelly Willms, Trent Cole, Judith Snoich, OS-OCIO Sweet Gum Conference Room 7115 MIB, Monica Cunningham, Joshua Carpenter, Catherine Book, Martha Eichenbaum, Michelle Oxyer, Steve Hargrave, Karen Matagrano</td>
</tr>
<tr>
<td><strong>Going?</strong></td>
<td>Yes</td>
</tr>
<tr>
<td><strong>Description:</strong></td>
<td>This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.</td>
</tr>
</tbody>
</table>
10am - 11am    Politicalls Meeting

**Video call:**

**Where:** Room 6151 (Secretary's Conference Room)

**Calendar:** Caroline Boulton

**Who:**


**Going?** Yes

**Description:**

This meeting is moving to 10-11AM on Tuesdays! We will continue to use the Secretary's conference room for now, but eventually it will change to the 5th floor so watch for updates.

Fri Mar 31, 2017

10:30am - 11:30am    Weekly Boards/Commissions Meeting

**Video call:**

**Where:** Room 6128

**Who:** Natalie Davis, Lori Mashburn, Margaret Triebsch

**Going?** Yes

**Description:** Weekly update with Margaret on boards and commissions.

Mon Apr 3, 2017

9am - 9:50am    On/Off-Boarding Working Group

**Video call:**

**Where:**

Dial-In: [b] (5) ; Code: [b] (5) OS-OCIO Sweet Gum ConferenceRoom 7115 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**

Cynthia Piper, Joe Nassar, Bruce Downs, Peter Sauve, Karen Matragrano, Alison Stockdale, Michelle Oxyer, Rebekah Lamoree, Rebecca Wilkerson, Peyton Hardaway, Kelly Willms, Sylvia Burns, Grace Cleckley, Leslie Harmon, David Lacroix, Joshua Carpenter, John Kuhn, Oluwarotimi Abimbola, David Alspach, Steve Hargrave, Patricia Houghton, OS-OCIO Sweet Gum Conference Room 7115 MIB, Julie Spano, Erica Williams, Monica Cunningham, Martha Eichenbaum, Trent Cole, Catherine Book, Judith Snoich, Natalie Davis, Jonathan Mack

**Going?** Yes

**Description:**

This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

Wed Apr 5, 2017

2:30pm - 3:30pm    Matt Leopold Meeting with Secretary
Thu Apr 6, 2017

3:30pm - 4:30pm California Trip Meeting
Where: Secretary's Conference Room -- MIB 6151
Calendar: Timothy Nigborowicz
Going? No

Fri Apr 7, 2017

10:30am - 11:30am Weekly Boards/Commissions Meeting
Video call: [b] (5), (b) (6)
Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

12:30pm - 1:30pm Deadline for Easter Egg Roll
Video call: [b] (5), (b) (6)

2pm - 3pm FOIA Requests for Records
Video call: [b] (5), (b) (6)
Where: 6120 - Dep Sec Conference Room
Calendar: Robert Howarth
Who: Caroline Boulton, Nicholas Banco, Robert Howarth, Natalie Davis, Gisella Ojeda-dodds, Nancy Guiden, Catherine Gulac, Clarice Julka, Gareth Rees
Going? Yes
Tue Apr 11, 2017

9:30am - 10:20am  On/Off-Boarding Working Group

Video call:  
(b) (5), (b) (6)

Where:  
Dial-In:  (b) (5)  ; Code:  (b) (5)  OS-OCIO Sweet Gum Conference
Room 7115
MIB

Calendar:  Oluwarotimi Abimbola

Who:  
Steve Hargrave, Patricia Houghton, Oluwarotimi Abimbola, Joshua Carpenter, Rebekah Lamoree, Peter Sauve, David Alspach, Michelle Oxyer, Grace Cleckley, Matthew Costello, Kelly Willms, Gayle Kunkel-Shields, Erica Williams, Judith Snoich, Bruce Downs, Jonathan Mack, John Kuhn, Sylvia Burns, Alison Stockdale, Pia Bloom, Monica Cunningham, Peyton Hardaway, Catherine Book, Karen Matragrano, Trent Cole, Julie Spano, OS-OCIO Sweet Gum Conference Room 7115 MIB, Leslie Harmon, David Lacroix, Martha Eichenbaum, Natalie Davis, Joe Nassar, Cynthia Piper, Rebecca Wilkerson

Going? Yes

Description:  
This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

Fri Apr 14, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:  
(b) (5), (b) (6)

Where:  Room 6128

Who:  Natalie Davis, Lori Mashburn, Margaret Triebsch

Going? Yes

Description:  Weekly update with Margaret on boards and commissions.

Mon Apr 17, 2017

4pm - 4:30pm  Meeting with Andrea Travnicek

Where:  1155 F Street, NW; Suite 1200
Calendar:  dbernhardt@bhfs.com
Created by:  Natalie Davis

Who:  Natalie Davis, 'Andrea'

Going? Yes

Description:  STATEMENT OF CONFIDENTIALITY & DISCLAIMER: The information contained in this email message is attorney privileged and confidential, intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copy of this email is strictly prohibited. If you have received this email in error, please notify us immediately by calling (303)-223-1300 and delete the message. Thank you.
Tue Apr 18, 2017

9am - 9:50am  On/Off-Boarding Working Group

**Video call:**
(b) (5), (b) (6)

**Where:**
Dial-In: (b) (5) ; Code: (b) (5)  OS-OCIO Sweet Gum Conference Room 7115 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**
Jonathan Mack, Trent Cole, David Alsipach, Rebecca Wilkerson, John Kuhn, Joshua Carpenter, Patricia Houghton, Steve Hargrave, Judith Snoich, Natalie Davis, Leslie Harmon, Monica Cunningham, Catherine Book, Bruce Downs, Grace Clinekley, Karen Matagrano, Kelly Wills, Erica Williams, David Lacroix, Rebekah Lamoree, Michelle Oxer, Peter Sauve, OS-OCIO Sweet Gum Conference Room 7115 MIB, Julie Spano, Oluwarotimi Abimbola, Cynthia Piper, Martha Eichenbaum, Sylvia Burns, Thomas, Jeffrey, Peyton Hardaway, Joe Nassar, Alison Stockdale

**Going?** Yes

**Description:**
This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

Wed Apr 19, 2017

10am - 11am  Meeting with Laura Rigas and Alex Hinson, Wed, 4/19 @ 10:00am

**Where:** U.S. Department of the Interior, 1849 C St NW, Washington, DC 20240, USA

**Who:** Natalie Davis, Laura Rigas

**Going?** Yes

**Description:** I've confirmed meeting with Alex. All set!

11:30am - 12pm  Board Meeting w/ Margaret

**Calendar:** Lori Mashburn

**Created by:** Natalie Davis

**Who:** Margaret Triebusch, Natalie Davis

Fri Apr 21, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

**Video call:**
(b) (5), (b) (6)

**Where:** Room 6128

**Who:** Natalie Davis, Lori Mashburn, Margaret Triebusch

**Going?** Yes

**Description:** Weekly update with Margaret on boards and commissions.

Mon Apr 24, 2017

1pm - 1:30pm  Dane B.

**Video call:**
(b) (5), (b) (6)

**Where:** Greenberry's Coffee Company, 1805 E St NW, Washington, DC 20006, USA
**Tue Apr 25, 2017**

**9am - 9:50am  On/Off-Boarding Working Group**

**Video call:**

(5), (6)

**Where:**

Dial-In: ; Code: OS-OCIO Sweet Gum Conference Room 7115 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**

Natalie Davis, Erica Williams, Trent Cole, Leslie Harmon, Martha Eichenbaum, John Kuhn, Steve Hargrave, Peter Sauve, Joshua Carpenter, David Alspach, Julie Spano, Monica Cunningham, Bruce Downs, Patricia Houghton, Jonathan Mack, Judith Snoich, Karen Matragrano, Grace Cleckley, Sylvia Burns, OS-OCIO Sweet Gum Conference Room 7115 MIB, Rebekah Lamoree, Thomas, Jeffrey, Rebecca Wilkerson, Cynthia Piper, Kelly Willms, Oluwarotimi Abimbola, Peyton Hardaway, David Lacroix, Michelle Oxyer, Joe Nassar, Catherine Book, Alison Stockdale

**Going? Yes**

**Description:**

This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

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**Wed Apr 26, 2017**

**2pm - 2:30pm  Meeting with Secretary Zinke and Jay Calhoun, Wed, 4/26 @ 2:00 pm**

**Where:** U.S. Department of the Interior, 1849 C St NW, Washington, DC 20240, USA

**Who:** Natalie Davis, - Jay Calhoun

**Going? Yes**

**Description:**

Jay, you will be meeting with the Secretary and our Acting Deputy Secretary, Jim Cason. I will inform them of your flight situation. The airport is 15 min away from the Department of Interior.

---

**2pm - 2:30pm  Personnel Interview: Jay Calhoun**

**Video call:**

(5), (6)

**Calendar:** @ios.doi.gov

**Created by:** Caroline Boulton

**Who:** Lori Mashburn, @ios.doi.gov, Natalie Davis

**Going? Yes**

**Description:** Office of the Special Trustee for American Indians (OST)

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**Fri Apr 28, 2017**

**10:30am - 11:30am  Weekly Boards/Commissions Meeting**

**Video call:**

(5), (6)

**Where:** Room 6128

**Who:** Natalie Davis, Lori Mashburn, Margaret Triebsch

**Going? Yes**

**Description:** Weekly update with Margaret on boards and commissions.
9am - 9:50am  On/Off-Boarding Working Group

**Video call:**
(b) (5), (b) (6)

**Where:**
Dial-In: (b) (5) ; Code: (b) (5) OS-OCIO Sweet Gum ConferenceRoom 7115 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**
Joe Nassar, Erica Williams, Michelle Oxyer, Patricia Houghton, Rebekah Lamoree, Martha Eichenbaum, Bruce Downs, John Kuhn, Trent Cole, Peyton Hardaway, Rebecca Wilkerson, David Lacroix, Jonathan Mack, Kelly Willms, Karen Matragrano, David Alspach, Joshua Carpenter, Judith Snoich, OS-OCIO Sweet Gum Conference Room 7115 MIB, Thomas, Jeffrey, Steve Hargrave, Oluwarotimi Abimbola, Monica Cunningham, Leslie Harmon, Peter Sauve, Catherine Book, Natalie Davis, Cynthia Piper, Grace Cleckley, Julie Spano, Alison Stockdale, Sylvia Burns

**Going?** Yes

**Description:**
This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

11:30am - 12:30pm  Personnel Interview: Frank Banda

**Video call:**
(b) (5), (b) (6)

**Where:** Office of the Secretary

**Calendar:** @ios.doi.gov

**Created by:** Caroline Boulton

**Who:** Natalie Davis, @ios.doi.gov, Lori Mashburn

**Going?** Yes

**Description:** Interviewing for IG

2pm - 3pm  Personnel Interview: Virginia Grebasch

**Video call:**
(b) (5), (b) (6)

**Where:** Office of the Secretary

**Calendar:** @ios.doi.gov

**Created by:** Caroline Boulton

**Who:** @ios.doi.gov, Lori Mashburn, Natalie Davis

**Going?** Yes

**Description:** Interviewing for IG

3:30pm - 4:30pm  Personnel Interview: Douglas Hassebrock

**Video call:**
(b) (5), (b) (6)

**Where:** Office of the Secretary

**Calendar:** @ios.doi.gov

**Created by:** Caroline Boulton

**Who:** @ios.doi.gov, Natalie Davis, Lori Mashburn

**Description:** Interviewing for IG
Natalie Davis

Wed May 3, 2017

11am - 12pm  Personnel Interview: Tim Petty

- Video call:  
  - (b) (5), (b) (6)
- Where: Office of the Secretary
- Calendar: @ios.doi.gov
- Created by: Caroline Boulton
- Who: @ios.doi.gov, Natalie Davis, Lori Mashburn
- Going? Yes
- Description: Interviewing for Assistant Secretary of Water and Science

3:30pm - 4pm  Personnel Interview: Tim Robison

- Video call:  
  - (b) (5), (b) (6)
- Where: Office of the Secretary
- Calendar: @ios.doi.gov
- Created by: Caroline Boulton
- Who: Nancy Guiden, @ios.doi.gov, Scott Hommel, Natalie Davis, Lori Mashburn
- Going? Yes
- Description: Interviewing for OCL

Thu May 4, 2017

12:30pm - 1:30pm  Laptop Virus Scan

- Video call:  
  - (b) (5), (b) (6)
- Calendar: Joseph Daniels
- Who: Jerrell Calhoun, Joseph Daniels, Natalie Davis
- Going? Yes
- Description: Requested scan in INC#2481091

Fri May 5, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

- Video call:  
  - (b) (5), (b) (6)
- Where: Room 6128
- Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
- Going? Yes
- Description: Weekly update with Margaret on boards and commissions.

1:30pm - 3pm  Watch the W.H. Press Conf.

- Video call:  
  - (b) (5), (b) (6)
- Where: Your office or Thomas’
- Calendar: Thomas Baptiste
- Who: Ryan Nichols, Timothy Williams, Thomas Baptiste, Natalie Davis, Wadi Yakhour
- Description: Turn on your television to a major News channel.
9am - 9:50am  On/Off-Boarding Working Group

Video call:  
(b) (5), (b) (6)  

Where:  
Dial-In:  (b) (5)  ; Code:  (b) (5)  OS-OCIO Flowering Dogwood7155, OS-OCIO  
Sweet Gum Conference Room 7115 MIB  

Calendar:  Oluwarotimi Abimbola  
Who:  
Joshua Carpenter, Erica Williams, Leslie Harmon, Peter Sauve, Oluwarotimi Abimbola, OS-OCIO, Sweet Gum Conference Room 7115 MIB, Monica Cunningham, Michelle Oxyer, David Lacroix, Catherine Book, Karen Matragrano, David Alspach, Trent Cole, Rebekah Lamoree, John Kuhn, Peyton Hardaway, Bruce Downs, Natalie Davis, Sylvia Burns, Grace Cleckley, Thomas, Jeffrey, Joe Nassar, Steve Hargrave, Julie Spano, Judith Snoich, Jacqueline Worrell, Patricia Houghton, Jonathan Mack, Martha Eichenbaum, Cynthia Piper, Rebecca Wilkerson, Kelly Willms, Alison Stockdale  
Going? Yes  
Description:  
This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

Thu May 11, 2017

12:30pm - 1pm  
Call-In: Terry Maple and Ron Forman, Thurs, 5/11 @ 12:30 p.m. EST  

Calendar: Lori Mashburn  
Created by: Natalie Davis  
Who: (b) (6), Ron Forman, Natalie Davis, (b) (6), Terry Maple, Lori Mashburn  
Description:  
Call-In Number:  (b) (5)  Access Code:  (b) (5)  Meeting with Terry Maple, Ron Forman, Lori Mashburn (White House Liaison), and Natalie Davis.  

1pm - 2pm  July 4 Overview/Discussion  

Video call:  
(b) (5), (b) (6)  

Where:  
1500 east corridor  

Calendar: Mariane Gately  
Who: Mariane Gately, Natalie Davis  
Going? Yes  

Fri May 12, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting  

Video call:  
(b) (5), (b) (6)  

Where:  
Room 6128  
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch  
Going? Yes  
Description:  
Weekly update with Margaret on boards and commissions.
Natalie Davis

1pm - 5pm  Personnel Planning

Video call:
(b) (5), (b) (6)

Where: South Penthouse
Calendar: Gareth Rees

Going? Yes

Tue May 16, 2017

9am - 9:50am  On/Off-Boarding Working Group

Video call:
(b) (5), (b) (6)

Where: Dial-In: (b) (5) ; Code: (b) (5) OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who: Jonathan Mack, OS-OCIO Sweet Gum Conference Room 7115 MIB, Rebecca Wilkerson, David Lacroix, Judith Snoich, Michelle Oxyer, Rebekah Lamoree, Monica Cunningham, David Alspach, Trent Cole, Alison Stockdale, Leslie Harmon, Joshua Carpenter, Peyton Hardaway, Catherine Book, Thomas, Jeffrey, Peter Sauve, Oluwarotimi Abimbola, Steve Hargrave, Grace Cleckley, Bruce Downs, Sylvia Burns, John Kuhn, Cynthia Piper, Joe Nassar, Natalie Davis, Erica Williams, Martha Eichenbaum, Patricia Houghton, Kelly Willms, Karen Matragrano, Julie Spano

Going? Yes

Description:
This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

1pm - 1:30pm  4th of July Party- with Gareth

Video call:
(b) (5), (b) (6)

2pm - 3pm  Cindy Sweeney

Video call:
(b) (5), (b) (6)
Natalie Davis

Wed May 17, 2017

2pm - 3pm  Hold: Ethics Briefing for New Political Appointees

Video call:          (b) (5), (b) (6)

Where: OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who: Oluwarotimi Abimbola, Brian Pavlik, Aaron Thiele, Jason Funes, Lori Mashburn, Natalie Davis, Edward McDonnell, Joshua Campbell, OS-OCIO Sweet Gum Conference Room 7115 MIB, Steven Smith, David Lacroix, Peyton Hardaway, Erica Williams
Going? Yes
Description: Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.

Fri May 19, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:          (b) (5), (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

3:30pm - 4pm  Meeting with Ryan Nelson

Who: Natalie Davis, Micah Chambers
Going? Yes

4:30pm - 5pm  Personnel Interview: Ryan Nelson

Video call:          (b) (5), (b) (6)

Where: Office of the Secretary
Calendar: @ios.doi.gov
Created by: Caroline Boulton
Who: Lori Mashburn, Natalie Davis, @ios.doi.gov
Going? Yes
Natalie Davis

5pm - 9pm  Interior Staff Social

**Video call:**
(b) (5), (b) (6)

**Where:** sph
**Calendar:** South Penthouse
**Created by:** Mariane Gately
**Who:**
Casey Hammond, Katharine MacGregor, Christine Bauserman, Scott Cameron, Thomas Baptiste, Downey Magallanes, Marshall Critchfield, Steven Smith, Vincent Devito, Heather Swift, Ryan Nichols, Aaron Thiele, Laura Rigas, Daniel Jorjani, Brian Pavlik, Caroline Boulton, Lori Mashburn, Timothy Williams, Russell Roddy, Scott Hommel, James Schindler, Landon Davis, David Mihalic, Megan Bloomgren, Nancy Guiden, Alan Mikkelsen, Brendan Quinn, Amanda Kaster, Kathleen Benedetto, Aurelia Skipwith, Micah Chambers, Virginia Johnson, Jason Funes, James Cason, Douglas Domenech, Natalie Davis, Joshua Campbell, Wadi Yakhour

**Going? Yes**
**Description:**
Marshall Critchfield (FWS), x5996

Tue May 23, 2017

9am - 9:50am  On/Off-Boarding Working Group

**Video call:**
(b) (5), (b) (6)

**Where:**
Dial-In: b (5) ; Code: b (5) OS-OCIO Sweet Gum Conference Room 7115 MIB
**Calendar:** Oluwarotimi Abimbola
**Who:**
Rebekah Lamoree, Cynthia Piper, Trent Cole, Thomas, Jeffrey, Karen Matagrano, Martha Eichenbaum, Monica Cunningham, John Kuhn, Sylvia Burns, Joe Nassar, Joshua Carpenter, Grace Cleckley, Peter Sauve, OS-OCIO Sweet Gum Conference Room 7115 MIB, Alison Stockdale, Peyton Hardaway, Bruce Downs, Judith Snoich, David Lacroix, Kelly Willms, Julie Spano, Tomas Tarr, David Alspach, Catherine Book, Erica Williams, Oluwarotimi Abimbola, Patricia Houghton, Michelle Oxyer, Jonathan Mack, Rebecca Wilkerson, Leslie Harmon, Steve Hargrave, Natalie Davis

**Going? Yes**
**Description:**
This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

Wed May 24, 2017

11:30am - 12pm  Personnel Interview: Karen Budd-Falen

**Video call:**
(b) (5), (b) (6)

**Where:** Office of the Secretary
**Calendar:** @ios.doi.gov
**Created by:** Caroline Boulton
**Who:** Katharine MacGregor, @ios.doi.gov, Natalie Davis
**Going? Yes**
**Description:**
Interviewing for: BLM
Natalie Davis

1pm - 2pm    Hold: IT Briefing for New Political Appointees

**Video call:**
(b) (5), (b) (6)

**Where:**
OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**
Martha Eichenbaum, Natalie Davis, Karen Matragrano, David Alspach, Stephen Wackowski, Oluwarotimi Abimbola, Aurelia Skipwith, Peyton Hardaway, Scott Angelle, Thomas Lillie, OS-OCIO Sweet Gum Conference Room 7115 MIB, Cynthia Piper, Lori Mashburn, Tameka Lewis-Robinson, Steven Hunt

**Going? Yes**

**Description:**
Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

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1pm - 2pm    Hold: IT Briefing for New Political Appointees

**Video call:**
(b) (5), (b) (6)

**Where:** OS-OCIO Sweet Gum Conference Room 7115 MIB

**Calendar:** scott.angelle@bsee.gov

**Created by:** Thomas Lillie

**Who:**
Peyton Hardaway, Scott Angelle, Stephen Wackowski, OS-OCIO Sweet Gum Conference Room 7115 MIB, Steven Hunt, Karen Matragrano, Cynthia Piper, Lori Mashburn, Martha Eichenbaum, Tameka Lewis-Robinson, Natalie Davis, Thomas Lillie, David Alspach, Aurelia Skipwith, Oluwarotimi Abimbola

**Going? Yes**

**Description:**
Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

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1pm - 2pm    Hold: IT Briefing for New Political Appointees

**Video call:**
(b) (5), (b) (6)

**Where:** OS-OCIO Sweet Gum Conference Room 7115 MIB

**Calendar:** scott.angelle@bsee.gov

**Created by:** Thomas Lillie

**Who:**
Peyton Hardaway, Oluwarotimi Abimbola, Aurelia Skipwith, Stephen Wackowski, Cynthia Piper, Steven Hunt, Martha Eichenbaum, Karen Matragrano, OS-OCIO Sweet Gum Conference Room 7115 MIB, Thomas Lillie, Tameka Lewis-Robinson, Scott Angelle, David Alspach, Lori Mashburn, Natalie Davis

**Going? Yes**

**Description:**
Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.
2pm - 3pm    Hold: Ethics Briefing for New Political Appointees

**Video call:**

| (b) (5), (b) (6) |

**Where:** OS-OCIO Sweet Gum Conference Room 7115 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**
Scott Angelle, Lori Mashburn, Patricia Zemple, Thomas Lillie, Natalie Davis, Edward McDonnell, David Lacroix, Oluwarotimi Abimbola, OS-OCIO Sweet Gum Conference Room 7115 MIB, Cynthia Piper, Stephen Wackowski

**Going? Yes**

**Description:**
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.
Updated: 5:15 PM: Surprise Farewell Party for Megan Bloomgren and Nancy Guiden

Where: Secretary's Office

Going? Yes

Description: Sadly, this is Megan and Nancy's last week. Please join us tomorrow at 5:15 p.m. *** for a surprise farewell party in the Secretary's Office. Feel free to bring food/drinks, but it's not mandatory. We hope you can make it!

Fri May 26, 2017

10:30am - 11:30am Weekly Boards/Commissions Meeting

Video call:
[b] (5), [b] (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes

Description: Weekly update with Margaret on boards and commissions.

Tue May 30, 2017

9am - 9:50am On/Off-Boarding Working Group

Video call:
[b] (5), [b] (6)

Where: Dial-In: [b] (5) ; Code: [b] (5) OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who: Rebekah Lamoree, Grace Cleckley, David Alspach, Natalie Davis, Martha Eichenbaum, John Kuhn, Steve Hargrave, Monica Cunningham, Trent Cole, Karen Matragrano, Michelle Oxyer, Peter Sauve, Peyton Hardaway, Cynthia Piper, David Lacroix, Oluwarotimi Abimbola, Alison Stockdale, Joe Nassar, Julie Spano, Kelly Willms, Joshua Carpenter, Leslie Harmon, Catherine Book, OS-OCIO Sweet Gum Conference Room 7115 MIB, Patricia Houghton, Sylvia Burns, Bruce Downs, Judith Snoich, Erica Williams, Jonathan Mack, Thomas, Jeffrey, Rebecca Wilkerson

Going? Yes

Description: This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.
9:30am - 12:30pm    Boards Review

Where: Rm 7325
Calendar: Conf Rm Calendar
Created by: Arnetrice Knight
Who: Margaret Triebsch, Natalie Davis, Lori Mashburn
Going? Yes

2pm - 3pm    Hold: Ethics Briefing for New Political Appointees

Video call:
[b] (5), (6)

Where: OS-OCIO Magnolia Conference Room 7013 MIB
Calendar: Oluwarotimi Abimbola
Who: Scott Angelle, OS-OCIO Magnolia Conference Room 7013 MIB, David Lacroix, Peyton Hardaway, Thomas Lillie, Erica Williams, Edward McDonnell, Natalie Davis, Lori Mashburn, Oluwarotimi Abimbola
Description:
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.

2:30pm - 3:30pm    July Fourth Meeting

Video call:
[b] (5), (6)

Where: 1548
Calendar: Mariane Gately
Going? Yes
Description: Overview of Event

3pm - 4pm    Hold: IT Briefing for New Political Appointees

Video call:
[b] (5), (6)

Where: OS-OCIO Magnolia Conference Room 7013 MIB
Calendar: Oluwarotimi Abimbola
Who: Thomas Lillie, David Alspach, Karen Matragrano, Scott Angelle, Natalie Davis, Martha Eichenbaum, OS-OCIO Magnolia Conference Room 7013 MIB, Peyton Hardaway, Oluwarotimi Abimbola, Lori Mashburn
Description:
Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

5:30pm - 6:30pm    Ice Cream at South Penthouse

Video call:
[b] (5), (6)

Where: South Penthouse
Who: Natalie Davis, Lori Mashburn
Going? Yes
Fri Jun 2, 2017

**10:30am - 11:30am**  Weekly Boards/Commissions Meeting

**Video call:** (b) (5), (b) (6)

**Where:** Room 6128
**Who:** Natalie Davis, Lori Mashburn, Margaret Triebsch
**Going? Yes**
**Description:** Weekly update with Margaret on boards and commissions.

**1pm - 2pm**  Executive Resource Board Meeting

**Video call:** (b) (5), (b) (6)

**Where:** Room 6120
**Calendar:** Gareth Rees
**Who:** Scott Cameron, Gisella Ojeda-dodds, Natalie Davis, Lori Mashburn, Daniel Jorjani, James Cason, Mary Pletcher, Michelle Brown, Nancy Guiden, Scott Hommel, Gareth Rees, Mariagrazia Caminiti, Douglas Domenech
**Going? Yes**
**Description:** Attendees: Jim Cason Scott Hommel Dan Jorjani Scott Cameron Doug Domenech
Lori Mashburn

Mon Jun 5, 2017

**8:30am - 9am**  Preston Beard First Day

**Who:** Natalie Davis, Lori Mashburn
**Going? Yes**

Wed Jun 7, 2017

**8:30am - 9:30am**  Personnel Interview: Jim Reilly

**Video call:** (b) (5), (b) (6)

**Where:** Office of the Secretary
**Calendar:** @ios.doi.gov
**Created by:** Caroline Boulton
**Who:** @ios.doi.gov, James Cason, Natalie Davis, Gareth Rees
**Going? Yes**
**Description:** Interviewing for: USGS Director

**11am - 11:30am**  Meeting with Scott and Lori

**Where:** Scott's Office
**Who:** Natalie Davis, Lori Mashburn, Scott Hommel
**Going? Yes**
**Description:** Scott, Lori would like to go over some personnel matters. She will come to your office. Thanks!
Natalie Davis

1pm - 2pm  Meeting with Todd Wynn and Scott Hommel

Where: U.S. Department of the Interior, 1849 C St NW, Washington, DC 20240, USA
Who: Natalie Davis, Scott Hommel, Todd Wynn
Going? Yes
Description:
Meeting with Todd Wynn and Scott Hommel, Chief of Staff. Todd, when you arrive
Natalie will come down and bring you up to meet Scott. Just let the guards know that she is the
POC for your meeting. Thanks!

3pm - 4pm  4th of July planning

Video call:
[ renewables ]

Where: Scott’s Office
Calendar: Scott Hommel
Created by: Jean Parrish
Who: Douglas Domenech, Micah Chambers, Scott Hommel, Natalie Davis, Timothy Williams
Going? Yes
Description: Scott wants to go over the logistics and scrub invitee list

Fri Jun 9, 2017

9am - 9:50am  On/Off-Boarding Working Group

Video call:
[ renewables ]

Where: Dial-In:  ; Code:  OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who: Cynthia Piper, Bruce Downs, David Alspach, Peter Sauve, Peyton Hardaway, Martha
Eichenbaum, Karen Matragrano, Monica Cunningham, Trent Cole, OS-OCIO Sweet Gum
Conference Room 7115 MIB, Grace Cleckley, Steven Hunt, Joe Nassar, David Lacroix, Michelle
Oxyer, Alison Stockdale, Sylvia Burns, Patricia Houghton, Jonathan Mack, Kelly Willms, Rebecca
Wilkerson, John Kuhn, Natalie Davis, Joshua Carpenter, Oluwarotimi Abimbola, Rebekah
Lamoree, Thomas, Jeffrey, Steve Hargrave, Erica Williams, Julie Spano, Catherine Book, Judith
Snoich, Leslie Harmon
Going? Yes
Description: This is a weekly meeting of the Department’s On-boarding and Off-boarding
working group. The team focuses on monitoring and managing actions and the overall processes
for the political appointees. The team is collectively developing a standard enterprise-wide
process for on/off-boarding.

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:
[ renewables ]

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.
Natalie Davis

4pm - 4:30pm  Check-in Meeting with Jim and Lori
   Video call:
   (b) (5), (b) (6)
   Where: Room 6120
   Calendar: Gareth Rees
   Who: Lori Mashburn, Gareth Rees, Natalie Davis

8pm - 9pm  Wolf Trap- Wilco
   Video call:
   (b) (5), (b) (6)

Mon Jun 12, 2017
   All day  blocked off
   Mon Jun 12, 2017 - Tue Jun 13, 2017
   Video call:
   (b) (5), (b) (6)

8:30am - 9:30am  Intern- Anthony Starts
   Video call:
   (b) (5), (b) (6)

8:30am - 8:45am  Lacey Smether's First Day
   Video call:
   (b) (5), (b) (6)
   Who: Natalie Davis, Lori Mashburn
   Going? Yes

Tue Jun 13, 2017
   All day  blocked off until 3
   Tue Jun 13, 2017 - Wed Jun 14, 2017
   Video call:
   (b) (5), (b) (6)
Natalie Davis

**9am - 9:50am  On/Off-Boarding Working Group**

**Video call:**
(b) (5), (b) (6)

**Where:**
Dial-In: (b) (5) ; Code: (b) (5) OS-OCIO Sweet Gum ConferenceRoom 7115 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**
John Kuhn, Rebecca Wilkerson, Jonathan Mack, Cynthia Piper, Peter Sauve, Joshua Carpenter, Rebekah Lamoree, Kelly Willms, OS-OCIO Sweet Gum Conference Room 7115 MIB, Monica Cunningham, Erica Williams, Karen Matragrano, Trent Cole, Martha Eichenbaum, Julie Spano, Peyton Hardaway, Oluwarotimi Abimbola, Steve Hargrave, Thomas, Jeffrey, Patricia Houghton, Joe Nassar, Catherine Book, David Alspach, Judith Snoich, Alison Stockdale, Sylvia Burns, Leslie Harmon, David Lacroix, Bruce Downs, Michelle Oxyer, Natalie Davis, Grace Cleckley

**Going? Yes**

**Description:**
This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

**Wed Jun 14, 2017**

**10:30am - 11:30am  July 4 Meeting**

**Video call:**
(b) (5), (b) (6)

**Where:** 1548

**Calendar:** Mariane Gately

**Who:**

**Going? Yes**

**2pm - 3pm  Hold: Ethics Briefing for New Political Appointees**

**Video call:**
(b) (5), (b) (6)

**Where:**
OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**
Edward McDonnell, Lacey Smethers, Alex Hinson, Lori Mashburn, OS-OCIO Sweet Gum Conference Room 7115 MIB, Preston Beard, David Lacroix, Natalie Davis, Peyton Hardaway, Gavin Clarkson, Oluwarotimi Abimbola, Anthony Leonardi, Erica Williams

**Description:**
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.
Natalie Davis

3pm - 4pm  Hold: IT Briefing for New Political Appointees

Video call:
(b) (5), (b) (6)

Where:
OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference
Room 7115 MIB

Calendar: Oluwarotimi Abimbola

Who:
Anthony Leonardi, Lacey Smethers, Natalie Davis, Martha Eichenbaum, Karen Matragrano,
David Alspach, Alex Hinson, Gavin Clarkson, Steven Hunt, Oluwarotimi Abimbola, Peyton
Hardaway, Lori Mashburn, OS-OCIO Sweet Gum Conference Room 7115 MIB

Description:
Please hold for your initial on-boarding briefing. These recurring briefings occur on
the first Wednesday of each pay period. Please reach out to Rotimi Abimbola
(rotimi_abimbola@ios.doi.gov) with any questions.

Fri Jun 16, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:
(b) (5), (b) (6)

Where: Room 6128

Who: Natalie Davis, Lori Mashburn, Margaret Triebsch

Going? Yes

Description: Weekly update with Margaret on boards and commissions.

Sat Jun 17, 2017

6pm - 7pm  Wolf Trap- Slightly Stoopid

Video call:
(b) (5), (b) (6)

Mon Jun 19, 2017

8:30am - 9am  Greg Sheehan First Day

Who: Natalie Davis, Lori Mashburn

Going? Yes
Natalie Davis

Tue Jun 20, 2017

9am - 9:50am  On/Off-Boarding Working Group

Video call:
(b) (5), (b) (6)

Where:
Dial-In: (b) (5)  ; Code: (b) (5)  OS-OCIO Sweet Gum Conference
Room 7115 MIB

Calendar: Oluwarotimi Abimbola

Who:
Michelle Oxyer, Kelly Willms, Steve Hargrave, David Alspach, Grace Cleckley, Julie Spano, Thomas, Jeffrey, Cynthia Piper, David Lacroix, Judith Snoich, Erica Williams, Natalie Davis, Trent Cole, Jonathan Mack, John Kuhn, Oluwarotimi Abimbola, Alison Stockdale, Peter Sauve, Joshua Carpenter, Sylvia Burns, Patricia Houghton, Bruce Downs, OS-OCIO Sweet Gum Conference Room 7115 MIB, Karen Matragrano, Monica Cunningham, Leslie Harmon, Joe Nassar, Rebekah Lamoree, Peyton Hardaway, Rebecca Wilkerson, Catherine Book, Martha Eichenbaum

Going? Yes

Description:
This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

11am - 12pm  On-Boarding Meeting w/ Rotimi

Who: Oluwarotimi Abimbola, Natalie Davis, Lori Mashburn

Going? Yes

Description: Meet in room 6128.

Thu Jun 22, 2017

2:30pm - 3:30pm  July 4 Workers Meeting

Video call:
(b) (5), (b) (6)

Where: 1548

Calendar: Mariane Gately

Who:

Going? Yes

Fri Jun 23, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:
(b) (5), (b) (6)

Where: Room 6128

Who: Natalie Davis, Lori Mashburn, Margaret Triebsch

Going? Yes

Description: Weekly update with Margaret on boards and commissions.
Mon Jun 26, 2017

All day  Heather Hall Start Date
Mon Jun 26, 2017 - Tue Jun 27, 2017
Video call:
(b) (5), (b) (6)

All day  Leila Getto's Start Date
Mon Jun 26, 2017 - Tue Jun 27, 2017
Video call:
(b) (5), (b) (6)

Tue Jun 27, 2017

9am - 9:50am  On/Off-Boarding Working Group
Video call:
(b) (5), (b) (6)

Where:
Dial-In: (b) (5) ; Code: (b) (5)  OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:
Oluwarotimi Abimbola, Rebecca Wilkerson, Thomas, Jeffrey, Bryan Castelow, Catherine Book, Steve Hargrave, Patricia Houghton, Judith Snoich, David Alspach, Michelle Oxyer, Joe Nassar, Bruce Downs, Peyton Hardaway, Rebekah Lamoree, Monica Cunningham, Julie Spano, OS-OCIO Sweet Gum Conference Room 7115 MIB, Peter Sauve, Trent Cole, Natalie Davis, Martha Eichenbaum, Cynthia Piper, Kelly Willms, David Lacroix, John Kuhn, Bryan Castelow, Erica Williams, Alison Stockdale, Grace Cleckley, Sylvia Burns, Karen Matragrano, Leslie Harmon, Jonathan Mack, Joshua Carpenter
Going? Yes
Description:
This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

Wed Jun 28, 2017

2pm - 3pm  Hold: Ethics Briefing for New Political Appointees
Video call:
(b) (5), (b) (6)

Where: OS-OCIO Magnolia Conference Room 7013 MIB
Calendar: Oluwarotimi Abimbola
Who:
Peyton Hardaway, Lori Mashburn, Oluwarotimi Abimbola, Thomas Irwin, Natalie Davis, Erica Williams, Edward McDonnell, Leila Getto, Roslyn Sellers, David Lacroix, OS-OCIO Magnolia Conference Room 7013 MIB, gregory_sheehan@fws.gov
Description:
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.
3pm - 4pm  Hold: IT Briefing for New Political Appointees

Video call: (b) (5), (b) (6)

Where: OS-OCIO Magnolia Conference Room 7013 MIB
Calendar: Oluwarotimi Abimbola
Who: Natalie Davis, Steven Hunt, OS-OCIO Magnolia Conference Room 7013 MIB, Peyton Hardaway, Leila Getto, Karen Matragrano, Thomas Irwin, Martha Eichenbaum, David Alspach, gregory_sheehan@fws.gov, Lori Mashburn, Roslyn Sellars, Oluwarotimi Abimbola
Description: Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

7pm - 9pm  Girl Time

Video call: (b) (5), (b) (6)

Where: Cantina Marina, 600 Water St SW, Washington, DC 20024, USA
Calendar: Heather Swift
Who: Caroline Boulton, Natalie Davis, Heather Swift, Downey Magallanes, Lori Mashburn

Thu Jun 29, 2017

1:30pm - 2:30pm  4th of July Meeting with Volunteers

Where: U.S. Department of the Interior, 1849 C St NW, Washington, DC 20240, USA
Who: valerie.oppenheim@thfintern.org, paul.sung@thfintern.org, mark.feld@thfintern.org, gabriel.bisson@thfintern.org, davis.4677@osu.edu, christine.roe@thfintern.org, maiya.clark@thfintern.org, Natalie Davis, Drew Davidson, Anthony Leonardi, elinor.werner@heritage.org, charles.busch@thfintern.org, Mariane Gately, Steve Hargrave, Gareth Rees
Going? Yes
Description: Hi Everyone, Please arrive at 1:00 in the C Street Lobby. You will have to check in with the guards. I will meet you at 1:00 and help get y’all checked in. The meeting will be held in room 2529. Thank you for volunteering your time to help us out at the Interior! We greatly appreciate it! If you know of anyone else that would like to help out for the 4th of July, please let me know. If you have any questions, call me at 202-208-4928 or (b) (5) REMEMBER TO BRING YOUR ID’s!!!!

2:30pm - 3:30pm  July 4 Meeting

Video call: (b) (5), (b) (6)

Where: 1548
Calendar: Mariane Gately
Going? Yes
Fri Jun 30, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:
[b] (5), [b] (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

Mon Jul 3, 2017

10am - 11am  Weekly Politicals Meeting

Where: Secretary's Conference Room- 5160

Description: Weekly politicals meetings- room 5160.

Tue Jul 4, 2017

2pm - 3pm  Come into DOI

Video call:
[b] (5), [b] (6)

2:30pm - 9:30pm  4th of July at DOI

Where: U.S. Department of the Interior, 1849 C St NW, Washington, DC 20240, USA
Who: valerie.oppenheim@thfintern.org, paul.sung@thfintern.org, davis.4677@osu.edu,
christine.roe@thfintern.org, maiya.clark@thfintern.org, mark.feld@thfintern.org, Natalie Davis,
Drew Davidson, gabriel.bisson@thfintern.org, charles.busch@thfintern.org, kathleen.
reynolds@thfintern.org, elinor.werner@heritage.org, mimi.teixeira@thfintern.org, Andrew
Nagode
Going? Yes
Description: As I mentioned in the earlier email, we will actually need you to come in at 2:30 pm. Let me know if there are any issues! Thanks! Natalie

Wed Jul 5, 2017

All day  Blocked Off

Video call:
[b] (5), [b] (6)
Fri Jul 7, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

**Video call:**

**Where:** Room 6128  
**Who:** Natalie Davis, Lori Mashburn, Margaret Triebsch  
**Going?** Yes  
**Description:** Weekly update with Margaret on boards and commissions.

1:15pm - 2pm  Scherer Interview w/WH Liaison's ofc

**Video call:**

**Calendar:** Mariagrazia Caminiti  
**Who:** Mariagrazia Caminiti, Lori Mashburn, scherer@post.harvard.edu, Natalie Davis

Mon Jul 10, 2017

All day  Andrea, Gary and Eli, Heather, Elinor Start Date

**Video call:**

**Who:** Natalie Davis, Lori Mashburn  
**Going?** Yes

10am - 11am  Weekly Politicals Meeting

**Where:** Secretary's Conference Room- 5160  
**Description:** Weekly politicals meetings- room 5160.

1pm - 6pm  Board Review

**Who:** Natalie Davis, Lori Mashburn  
**Going?** Yes
Tue Jul 11, 2017

9am - 9:50am  On/Off-Boarding Working Group

Video call:
(b) (5), (b) (6)

Where:
Dial-In: [b] (5) ; Code: [b] (5) OS-OCIO Sweet Gum ConferenceRoom 7115 MIB

Calendar: Oluwarotimi Abimbola

Who:
Oluwarotimi Abimbola, Thomas, Jeffrey, Leslie Harmon, Julie Spano, Trent Cole, Karen Matragrano, OS-OCIO Sweet Gum Conference Room 7115MIB, Grace Cleckley, Monica Cunningham, Bruce Downs, Joshua Carpenter, David Alspach, Judith Snoich, Kelly Willms, Patricia Houghton, Steve Hargrave, Cynthia Piper, Michelle Oxyer, Joe Nassar, Alison Stockdale, Rebecca Wilkerson, Catherine Book, Sylvia Burns, Martha Eichenbaum, Peyton Hardaway, Natalie Davis, Peter Sauve, David Lacroix, Rebekah Lamoree, Jonathan Mack, Erica Williams, John Kuhn

Going? Yes

Description:
This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

Wed Jul 12, 2017

All day  Luke Bullock Start Date

Wed Jul 12, 2017 - Thu Jul 13, 2017

Video call:
(b) (5), (b) (6)

1:30pm - 2pm  Leigh Thompson w/DHJ

Video call:
(b) (5), (b) (6)

Where: 6357

Calendar: Mariagrazia Caminiti

Who: Mariagrazia Caminiti, Daniel Jorjani, Natalie Davis

2pm - 3pm  Hold: Ethics Briefing for New Political Appointees

Video call:
(b) (5), (b) (6)

Where: OS-OCIO Magnolia Conference Room 7013 MIB

Calendar: Oluwarotimi Abimbola

Who:
Heather Hall, Erica Williams, Andrea Travnicek, Natalie Davis, OS-OCIO Magnolia Conference Room 7013 MIB, Lori Mashburn, Peyton Hardaway, Eli Nachmany, Todd Willens, Elinor Werner, Oluwarotimi Abimbola, David Lacroix, Gary Lawkowski, Wesley Bullock, Edward McDonnell

Description:
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.
3pm - 4pm  Hold: IT Briefing for New Political Appointees

Video call:

Where: OS-OCIO Magnolia Conference Room 7013 MIB
Calendar: Oluwarotimi Abimbola
Who: Todd Willens, Lori Mashburn, Oluwarotimi Abimbola, Elinor Werner, Gary Lawkowski, David Alsipach, Heather Hall, OS-OCIO Magnolia Conference Room 7013 MIB, Natalie Davis, Andrea Travnicke, Eli Nachmany, Wesley Bullock, Karen Matragrano, Peyton Hardaway, Martha Eichenbaum
Description: Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

Thu Jul 13, 2017

10:30am - 11am  Weekly Meeting with Lori

Video call:

Calendar: @ios.doi.gov
Created by: Caroline Boulton
Who: Elinor Werner, Lori Mashburn, Natalie Davis, @ios.doi.gov, Scott Hommel
Going? Yes

2pm - 3pm  Meeting with Sec. Zinke and Steve Gardner

Where: U.S. Department of the Interior, 1849 C St NW, Washington, DC 20240, USA
Who: Natalie Davis, jsgardner@engrservices.com, Lori Mashburn
Going? Yes
Description: When you arrive at the Department of the Interior, the guards will have you check in- your name will be on a list. Meeting will be held in room 6151

Fri Jul 14, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Calendar: @ios.doi.gov
Created by: Caroline Boulton
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

1:30pm - 7:30pm  Board Review

Who: Natalie Davis, Lori Mashburn
Going? Yes
Natalie Davis

8:30pm - 9:30pm  Wolf Trap- Puccini

Video call:
(b) (5), (b) (6)

Mon Jul 17, 2017

10am - 11am  Weekly Politicals Meeting

Where: Secretary's Conference Room- 5160
Who:
Description: Weekly politicals meetings- room 5160.

4pm - 4:15pm  Cason

Video call:
(b) (5), (b) (6)

Tue Jul 18, 2017

9am - 9:50am  On/Off-Boarding Working Group

Video call:
(b) (5), (b) (6)

Where:
Dial-In: (b) (5) ; Code: (b) (5)  OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:
Bruce Downs, Sylvia Burns, OS-OCIO Sweet Gum Conference Room 7115 MIB, David Lacroix, Michelle Oxyer, Monica Cunningham, Erica Williams, John Kuhn, Steve Hargrave, Joe Nassar, Martha Eichenbaum, Trent Cole, David Alspach, Rebekah Lamoree, Julie Spano, Jonathan Mack, Natalie Davis, Karen Matragrano, Judith Snoich, Catherine Book, Kelly Wilms, Oluwarotimi Abimbola, Joshua Carpenter, Patricia Houghton, Leslie Harmon, Peter Sauve, Thomas, Jeffrey, Rebecca Wilkerson, Peyton Hardaway, Grace Cleckley, Alison Stockdale, Cynthia Piper
Going? Yes
Description:
This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

12:30pm - 1:30pm  Tour with Students

Video call:
(b) (5), (b) (6)
Thu Jul 20, 2017

10am - 10:30am  Weekly Meeting with Lori

Video call:  [b] (5), [b] (6)

Calendar: @ios.doi.gov
Created by: Caroline Boulton
Who: Lori Mashburn, Elinor Werner, Scott Hommel, Natalie Davis, @ios.doi.gov
Going? Yes

Fri Jul 21, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:  [b] (5), [b] (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes

Mon Jul 24, 2017

9am - 9:50am  On/Off-Boarding Working Group

Video call:  [b] (5), [b] (6)

Where: Dial-In: [b] (5), Code: [b] (5) OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who: Catherine Book, Peyton Hardaway, Bruce Downs, Michelle Oxyer, Karen Matragrano, Jonathan Mack, David Alspach, Rebecca Wilkerson, Alison Stockdale, Martha Eichenbaum, OS-OCIO Sweet Gum Conference Room 7115MIB, Grace Cleckley, Rebekah Lamoree, Cynthia Piper, David Lacroix, Natalie Davis, Joe Nassar, Oluwarotimi Abimbola, Thomas, Jeffrey, Kelly Willms, Joshua Carpenter, Patricia Houghton, Monica Cunningham, Peter Sauve, Trent Cole, Sylvia Burns, John Kuhn, Julie Spano, Steve Hargrave, Judith Snoich, Erica Williams, Leslie Harmon
Description: This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

10am - 11am  Weekly Politicals Meeting

Where: Secretary's Conference Room- 5160
Description: Weekly politicals meetings- room 5160.
Tue Jul 25, 2017

12:30pm - 1pm  Mtg: Deputy Sec. Swearing-In

Video call:

Where: IOS Rm. 6128
Calendar: Wesley Bullock
Who: Lori Mashburn, Wesley Bullock, Natalie Davis
Going? Yes

Wed Jul 26, 2017

2pm - 3pm  Hold: IT Briefing for New Political Appointees

Video call:

Where: Main Interior Building - Room 4314
Calendar: Oluwarotimi Abimbola
Who: Natalie Davis, Richard Goeken, Blake Deeley, Russell Newell, Steven Hunt, Oluwarotimi Abimbola, Heather Hall, Peyton Hardaway, Karen Matragrano, Martha Eichenbaum, David Alspach, Lori Mashburn
Description:
Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

3pm - 4pm  Hold: Ethics Briefing for New Political Appointees

Video call:

Where: Main Interior Building - Room 4313
Calendar: Oluwarotimi Abimbola
Who: Blake Deeley, Oluwarotimi Abimbola, Edward McDonnell, Natalie Davis, David Lacroix, Lori Mashburn, Peyton Hardaway, Erica Williams, Heather Hall, Richard Goeken, Russell Newell
Description:
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.

Thu Jul 27, 2017

10am - 2pm  Bernhardt HR/Onboarding Meetings

Video call:

Where: Room 5149
Calendar: Bernhardt
Created by: Gareth Rees
Who: Natalie Davis, Erica Williams, Peyton Hardaway, Cynthia Piper, Lori Mashburn, Grace Cleckley, Allison Barros, Anna Rando
Description:
HR Briefing- 10:00 to 11-30 Drug Testing - 11:30 to 11:45 FingerPrints- 11:45 to 12:00 IT Briefing- 12:00 to 1:00
2pm - 3pm  Meeting with Bernhardt and Communications

Video call:

Where: Room 5149
Calendar: Bernhardt
Created by: Gareth Rees
Who: Gareth Rees, Lori Mashburn, Heather Swift, Natalie Davis, Russell Newell

Fri Jul 28, 2017

All day  Nat's Game

Fri Jul 28, 2017 - Sat Jul 29, 2017
Video call:

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

Mon Jul 31, 2017

10am - 11am  Weekly Policals Meeting

Where: Secretary's Conference Room- 5160
Description: Weekly policals meetings- room 5160.
9am - 9:50am  On/Off-Boarding Working Group

**Video call:**

(b) (5), (b) (6)

**Where:**

Dial-In: (b) (5) ; Code: (b) (5) OS-OCIO Sweet Gum Conference Room 7115 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**

Catherine Book, Oluwarotimi Abimbola, Kelly Willms, Judith Snoich, Patricia Houghton, Michelle Oxyer, Jonathan Mack, John Kuhn, Peter Sauve, Martha Eichenbaum, Cynthia Piper, Erica Williams, Joshua Carpenter, Grace Cleckley, Trent Cole, Joe Nassar, Natalie Davis, Karen Matragrano, Leslie Harmon, Peyton Hardaway, David Alspach, Monica Cunningham, David Lacroix, Julie Spano, Thomas, Jeffrey, Alison Stockdale, Rebekah Lamoree, OS-OCIO Sweet Gum Conference Room 7115 MIB, Rebecca Wilkerson, Sylvia Burns, Steve Hargrave, Bruce Downs

**Description:**

This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

11am - 12pm  Meeting with David Bernhardt and Cabinet Affairs

**Where:** U.S. Department of the Interior

**Who:**

Natalie Davis, Gareth Rees, Lori Mashburn, (b) (6) - Matthew Flynn, (b) (6) - John Mashburn, David Bernhardt

**Going?** Yes

**Description:**

Meeting with David Bernhardt, John Mashburn, and Matt Flynn. You can arrive at the E or C Street entrances of DOI. Once you arrive, please let the guards know that you have a meeting with the Deputy Secretary. You will receive unfettered access and be able to head up to the Deputy Secretary's office- Room 6114. You can call Natalie if you have any questions: 202-208-4928

4pm - 5pm  Check-in with Lori Mashburn

**Video call:**

(b) (5), (b) (6)

**Where:** Room 6114

**Calendar:** David Bernhardt

**Created by:** Gareth Rees

**Who:** David Bernhardt, Lori Mashburn, Natalie Davis

**Going?** Yes

Fri Aug 4, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

**Video call:**

(b) (5), (b) (6)

**Where:** Room 6128

**Who:** Natalie Davis, Lori Mashburn, Margaret Triebisch

**Going?** Yes

**Description:** Weekly update with Margaret on boards and commissions.
Natalie Davis

3pm - 3:15pm  Intern Farewell (additional interns)
Calendar: @ios.doi.gov
Created by: Elinor Werner
Who: Natalie Davis, @ios.doi.gov, Tami Heilemann
Going? Yes
Description: DOI Staff: Natalie Davis

3pm - 3:15pm  Intern Farewell with Secretary Zinke
Where: Secretary Zinke's Office
Who: Anthony Leonardi, Natalie Davis, Heather Hall
Going? Yes
Description: Anthony/Heather: Since next Friday will be Anthony's last day interning here this summer, we're going to go ahead and have both of you guys meet with the Secretary and for a few minutes.

Mon Aug 7, 2017

10am - 11 am  Weekly Politicals Meeting
Where: Secretary's Conference Room- 5160
Description: Weekly politicals meetings- room 5160.

Tue Aug 8, 2017

9am - 9:50am  On/Off-Boarding Working Group
Video call:
[b] (5), [b] (6)
Where:
Dial-In: [b] (5) ; Code: [b] (5) OS-OCIO Sweet Gum ConferenceRoom 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:
Peter Sauve, Patricia Houghton, Sylvia Burns, Rebecca Wilkerson, Judith Snoich, Catherine Book, Monica Cunningham, OS-OCIO Sweet Gum ConferenceRoom 7115 MIB, Leslie Harmon, Erica Williams, Alison Stockdale, Martha Eichenbaum, Natalie Davis, Peyton Hardaway, Joshua Carpenter, Grace Cleckley, Julie Spano, Steve Hargrave, Joe Nassar, Oluwarotimi Abimbola, Trent Cole, Cynthia Piper, Michelle Oxyer, David Alspach, Jonathan Mack, Thomas, Jeffrey, David Lacroix, Karen Matragrano, Kelly Willms, John Kuhn, Rebekah Lamoree, Bruce Downs
Going? Yes
Description: This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.
Natalie Davis

Wed Aug 9, 2017

2pm - 3pm  Hold: Ethics Briefing for New Political Appointees

Video call:  

[b] (5), [b] (6)

Where: OS-OCIO Magnolia Conference Room 7013 MIB  
Calendar: Oluwarotimi Abimbola  
Who:  
David Lacroix, Lori Mashburn, Edward McDonnell, Erica Williams, Peyton Hardaway, Oluwarotimi Abimbola, Natalie Davis, OS-OCIO Magnolia Conference Room 7013 MIB  
Description:  
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.

3pm - 4pm  Hold: IT Briefing for New Political Appointees

Video call:  

[b] (5), [b] (6)

Where: OS-OCIO Magnolia Conference Room 7013 MIB  
Calendar: Oluwarotimi Abimbola  
Who:  
Natalie Davis, Lori Mashburn, Martha Eichenbaum, OS-OCIO Magnolia Conference Room 7013 MIB, Peyton Hardaway, Oluwarotimi Abimbola, Karen Matragrano, David Alspach  
Description:  
Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

Thu Aug 10, 2017

6pm - 7pm  Softball

Video call:  

[b] (5), [b] (6)

Fri Aug 11, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:  

[b] (5), [b] (6)

Where: Room 6128  
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch  
Going? Yes  
Description: Weekly update with Margaret on boards and commissions.
Mon Aug 14, 2017

10am - 11am  Weekly Politicals Meeting
| Where: | Secretary's Conference Room- 5160 |

Description: Weekly politicals meetings- room 5160.

1:40pm - 1:55pm  Cabinet Affairs Call
| Description: | DIN: (202) 395-6392 / PC: 132 4250 |

Tue Aug 15, 2017

9:15am - 9:45am  On/Off-Boarding Working Group
| Video call: | (b) (5), (b) (6) |
| Where: | Dial-In: (b) (5) ; Code: (b) (5) OS-OCIO Sweet Gum Conference Room 7115 MIB |
| Calendar: | Oluwarotimi Abimbola |
| Who: | David Lacroix, David Alspach, Natalie Davis, Sylvia Burns, Judith Snoich, Martha Eichenbaum, Oluwarotimi Abimbola, Grace Cleckley, Cynthia Piper, Steven Hunt, Julie Spano, Leslie Harmon, Catherine Book, Thomas Jeffrey, Rebekah Lamoree, Erica Williams, OS-OCIO Sweet Gum Conference Room 7115 MIB, John Kuhn, Michelle Oxyer, Patricia Houghton, Trent Cole, Joshua Carpenter, Steve Hargrave, Monica Cunningham, Rebecca Wilkerson, Alison Stockdale, Bruce Downs, Joe Nassar, Peyton Hardaway, Peter Sauve, Karen Matragrano, Jonathan Mack, Kelly Willims |

Description: This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.
9am - 10:30am
Bi-Weekly Meeting with Assistant Secretaries, Directors, & Advisors
Video call:
(b) (5), (b) (6)

Where: 5160 Conference Room
Calendar: scott.angelle@bsee.gov
Created by: Thomas Lillie
Who:
Scott Angelle, Scott Cameron, David Mihalic, Gareth Rees, Vincent Devito, David Bernhardt, Micah Chambers, Russell Roddy, Laura Rigas, gregory_sheehan@fws.gov, Todd Willens, Lori Mashburn, Alan Mikkelsen, Daniel Jorjani, Scott Hommel, Elinor Werner, Timothy Williams, Aaron Thiele, Katharine MacGregor, Douglas Domenech, Downey Magallanes, Natalie Davis, James Cason, Caroline Boulton, Greg Sheehan, Gavin Clarkson, Andrea Travnicek

9am - 10:30am
Bi-Weekly Meeting with Assistant Secretaries, Directors, & Advisors
Video call:
[b) (5), (b) (6)

Where: 5160 Conference Room
Calendar: Caroline Boulton
Who:
David Bernhardt, Downey Magallanes, Todd Willens, Gavin Clarkson, Scott Hommel, Caroline Boulton, Katharine MacGregor, Elinor Werner, Lori Mashburn, David Mihalic, Natalie Davis, Andrea Travnicek, Daniel Jorjani, James Cason, Scott Angelle, Russell Roddy, gregory_sheehan@fws.gov, Micah Chambers, Timothy Williams, Greg Sheehan, Aaron Thiele, Laura Rigas, Scott Cameron, Vincent Devito, Douglas Domenech, Gareth Rees, Alan Mikkelsen
Going? Yes

9am - 10:30am
Bi-Weekly Meeting with Assistant Secretaries, Directors, & Advisors
Video call:
[b) (5), (b) (6)

Where: 5160 Conference Room
Calendar: scott.angelle@bsee.gov
Created by: Thomas Lillie
Who:
Douglas Domenech, Katharine MacGregor, gregory_sheehan@fws.gov, Daniel Jorjani, Vincent Devito, Gavin Clarkson, Lori Mashburn, Aaron Thiele, Greg Sheehan, Andrea Travnicek, Alan Mikkelsen, Elinor Werner, James Cason, Todd Willens, Gareth Rees, Downey Magallanes, David Mihalic, Scott Angelle, Laura Rigas, Caroline Boulton, Timothy Williams, Scott Hommel, Natalie Davis, Russell Roddy, Micah Chambers, Scott Cameron, David Bernhardt

11am - 12pm Water\n
Video call:
[b) (5), (b) (6)
1pm - 2:30pm  BSEE/BOEM Exit Clearance Presentation

Video call:

Where: MIB Rm 5056
Calendar: /MIB Conf Rm 5056
Created by: Arecia Whitfield
Who:
David Lacroix, Alison Stockdale, Kelly Willms, Baron Grover, Patricia Zemple, Jonathan Mack, Michelle Oxyer, Peyton Hardaway, Martha Eichenbaum, Patricia Houghton, Erica Williams, Cynthia Piper, Karen Matragrano, Stephen Shaffer, Robert Garcia, Grace Cleckley, Rachael Crespo, Rebecca Wilkerson, Steve Hargrave, Bruce Downs, Steven Hunt, Judith Snoich, Monica Cunningham, David Alspach, Oluwarotimi Abimbola, Natalie Davis, Sylvia Burns, Peter Sauve, Julie Spano

Going? Yes

Thu Aug 17, 2017

3:30pm - 4:30pm  Politico Pro Training

Video call:

Where: Secretary's Conference Room - 5160
Calendar: Elinor Werner
Who:
Lori Mashburn, Todd Willens, Elinor Werner, Scott Hommel, Vincent Devito, Natalie Davis, Douglas Domenech, Leila Getto, Downey Magallanes, Caroline Boulton, Russell Roddy, Wesley Bullock, James Cason

Going? No

Fri Aug 18, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

12pm - 1pm  Water
**Natalie Davis**

**Mon Aug 21, 2017**

**10am - 11am  Weekly Politicals Meeting**

**Where:** Secretary's Conference Room- 5160  
**Description:** Weekly politicals meetings- room 5160.

**Tue Aug 22, 2017**

**9am - 9:50am  Breakfast Celebration! On/Off-Boarding Working Group**

**Video call:**  
(b) (5), (b) (6)  
**Where:** Dial-In: [b] (5) ; Code: [b] (5) OS-OCIO Magnolia Conference Room 7013 MIB  
**Calendar:** Oluwarotimi Abimbola  
**Who:** Patricia Houghton, Grace Cleckley, Bruce Downs, Cynthia Piper, Thomas, Jeffrey, Amy Holley, Steve Hargrave, Rebecca Wilkerson, Mary Pletcher, Rebekah Lamoree, Leslie Harmon, John Kuhn, Martha Eichenbaum, Oluwarotimi Abimbola, Alvin Foster, OS-OCIO Magnolia Conference Room 7013 MIB, Sylvia Burns, David Alsphach, Karen Matragrano, Peyton Hardaway, David Lacroix, Olivia Ferriter, Caroline Romano, Alison Stockdale, Lawrence Ruffin, Joe Nassar, Natalie Davis, Elena Gonzalez, Harry Humbert, Steven Hunt, Edward Keable, Thomas Dabolt, Julie Spano, Michele Singer, Catherine Book, Judith Snoich, Jonathan Mack, Erica Williams, Joshua Carpenter, Monica Cunningham, Trent Cole, Michelle Oxyer, Peter Sauve, Mark Davis, Kelly Willms  
**Going? No**  
**Description:** You've each played an important role in the ongoing on/off-boarding efforts. Let's celebrate the hard work and success. The sign-up sheet is linked below. You are welcome to chip in as you would like.

**Wed Aug 23, 2017**

**2pm - 3pm  Hold: Ethics Briefing for New Political Appointees**

**Video call:**  
(b) (5), (b) (6)  
**Where:** OS-OCIO Magnolia Conference Room 7013 MIB  
**Calendar:** Oluwarotimi Abimbola  
**Who:** OS-OCIO Magnolia Conference Room 7013 MIB, Edward McDonnell, William Dove, Peyton Hardaway, Erica Williams, David Lacroix, Natalie Davis, Oluwarotimi Abimbola, Cally Younger, Lori Mashburn  
**Description:** Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.
3pm - 4pm  Hold: IT Briefing for New Political Appointees

**Video call:**

**Where:** OS-OCIO Magnolia Conference Room 7013 MIB  
**Calendar:** Oluwarotimi Abimbola  
**Who:** David Alspach, Cally Younger, Peyton Hardaway, OS-OCIO Magnolia Conference Room 7013 MIB, William Dove, Oluwarotimi Abimbola, Martha Eichenbaum, Lori Mashburn, Natalie Davis, Karen Matragrano  
**Description:** Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.do.gov) with any questions.

Thu Aug 24, 2017

5pm - 6pm  Executive Resource Board Meeting

**Video call:**

**Where:** Room 6120  
**Calendar:** David Bernhardt  
**Created by:** Gareth Rees  
**Who:** Todd Willens, Andrea Travnicek, Catherine Callaway, James Cason, Elinor Werner, Daniel Jorjani, Scott Cameron, David Bernhardt, Mariagrazia Caminiti, Michelle Brown, Catherine Gulac, Mary Pletcher, Lori Mashburn, Jean Parrish, Katharine MacGregor, Natalie Davis, Tracie Lassiter, Scott Hommel  
**Description:** Participants: Deputy Secretary, Chairperson (David Bernhardt) Chief of Staff, Member (Scott Hommel) Associate Deputy Secretary, Member (James Cason) Assistant Deputy Secretary, Member (Todd Willens) White House Liaison, Member (Lori Mashburn) Acting Solicitor, Member (Daniel Jorjani) Principal Deputy Assistant Secretary - Policy, Management and Budget, Member (Scott Cameron) Acting Assistant Secretary for Land and Minerals Management, Member (Katherine MacGregor) Acting Assistant Secretary for Water and Science, Member (Andrea Travnicek) Deputy Assistant Secretary for Human Capital, Advisor (Mary Pletcher)

Fri Aug 25, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

**Video call:**

**Where:** Room 6128  
**Who:** Natalie Davis, Lori Mashburn, Margaret Triebisch  
**Going? Yes**  
**Description:** Weekly update with Margaret on boards and commissions.
**Natalie Davis**

**Mon Aug 28, 2017**

**10am - 11am  Weekly Politicals Meeting**

**Where:** Secretary's Conference Room- 5160  
**Who:**  
Jason Funes, Katharine MacGregor, Scott Hommel, Heather Swift, Preston Beard, Amanda  
Kaster, Downey Magallanes, Scott Cameron, Vincent Devito, Timothy Williams, Scott Angelle,  
Aaron Thiele, Daniel Jorjani, Aurelia Skipwith, David Mihalic, Kathleen Benedetto, Virginia  
Johnson, Brian Pavlik, Ryan Nichols, Christine Bauserman, Alan Mikkelson, Caroline Boulton,  
Gavin Clarkson, Joshua Campbell, Casey Hammond, Brendan Quinn, James Cason, Douglas  
Domenech, Russell Roddy, Alex Hinson, Stephen Wackowski, Marshall Critchfield, Leila Getto,  
Laura Rigas, Lori Mashburn, Lacey Smethers, Steven Smith, Micah Chambers, James Schindler,  
Todd Willens, gregory_sheehan@fws.gov, Elinor Werner, Gary Lawkowski, Eli Nachmany, Andrea  
Goeken, David Bernhardt, Cally Younger, Christopher Stolte, Thomas Baptiste, lDavis@osmre.  
gov, John Tahsuda, William Dove, Benjamin Cassidy, Jason Larrabee, Brian Steed  
**Description:** Weekly politicals meetings- room 5160.

**Tue Aug 29, 2017**

**9am - 9:50am  On/Off-Boarding Working Group**

**Video call:**  
[b] (5), (b) (6)  
**Where:**  
Dial-In: [b] (5) ; Code: [b] (5) OS-OCIO Sweet Gum Conference Room 7115 MIB  
**Calendar:** Oluwarotimi Abimbola  
**Who:**  
David Lacroix, Julie Spano, Margaret Bradley, Natalie Davis, Monica Cunningham, Alison  
Stockdale, Karen Matragrano, Kelly Willims, Michelle Oxyer, Erica Williams, Jonathan Mack, John  
Kuhn, Grace Cleckley, Steve Hargrave, Trent Cole, Rebecca Wilkerson, Cynthia Piper, Patricia  
Houghton, Martha Eichenbaum, Judith Snoich, OS-OCIO Sweet Gum Conference Room 7115 MIB,  
Joe Nassar, Joshua Carpenter, Oluwarotimi Abimbola, Thomas, Jeffrey, Rebekah Lamoree, Peyton  
Hardaway, David Alspach, Peter Sauve, Leslie Harmon, Catherine Book  
**Description:** This is a weekly meeting of the Department's On-boarding and Off-boarding  
working group. The team focuses on monitoring and managing actions and the overall processes  
for the political appointees. The team is collectively developing a standard enterprise-wide  
process for on/off-boarding.

**Wed Aug 30, 2017**

**1:30pm - 2pm  Politico Training**

**Where:** U.S. Department of the Interior, 1849 C St NW, Washington, DC 20240, USA  
**Who:** Natalie Davis, dgelsomino@politico.com  
**Going?** Yes  
**Description:** When you arrive at the C street entrance, the guards will call up and I will come  
down to get you. Thanks! My number is 202-208-4928 if you run into any issues.

**Thu Aug 31, 2017**

**9am - 9:30am  Park Rangers Appreciation Coffee**

**Where:** Secretary's Office  
**Calendar:** @ios.doi.gov  
**Created by:** Leila Getto  
**Who:** @ios.doi.gov, Natalie Davis, Tami Heilemann, G Hackett, Downey Magallanes  
**Going?** Yes  
**Description:** Briefing Memo and Certificates - Natalie Davis Photographer (Tami) requested.
9am - 9:30am  UPDATED - Park Ranger Appreciation Coffee

Video call:
(b) (5), (b) (6)

Where: Secretary's Immediate Office
Calendar: G Hackett
Who: Natalie Davis, Edward Fleming, Carlos De La Torre, Richard Ayad, Ryan Nessle, Dennis Hubscher, Eric Martin, John Donoghue, G Hackett, Bob Vogel, David Rappel, Kellen Allen, Gay Vietzke, Steven Hazelton, S Pominville, Catherine Cilfone, Janice DeSordi, Janet Buerger, Lauren Devore, Mark Morse, Christopher Dewell, Brad Berger, Manuel Gentile, Jerold Hawn, Mike Rose, Michael Reynolds, Kristel Nelson
Going? Yes
Description: PLEASE NOTE UPDATED TIME: I HOPE YOU CAN MAKE IT! Appreciation coffee for Rangers who have done the Secretary's VIP tours.

Fri Sep 1, 2017

9:30am - 10am  Meeting with Rotimi

Calendar: Lori Mashburn
Created by: Natalie Davis
Who: Oluwarotimi Abimbola, Lori Mashburn, Natalie Davis
Description: Rotimi would like to discuss training updates and also the request to develop a custom database.

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:
(b) (5), (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

11:15am - 12:15pm  Convocation Meeting with SIO Representative

Video call:
(b) (5), (b) (6)

Where: Room 4319-MIB
Calendar: Joy Buhler
Who: Raymond Limon, Natalie Davis, Joy Buhler
Going? Yes

3pm - 3:30pm  Weekly Meeting with Lori

Video call:
(b) (5), (b) (6)

Calendar: @ios.doi.gov
Created by: Caroline Boulton
Who: Elinor Werner, Natalie Davis, Lori Mashburn, @ios.doi.gov, Scott Hommel
Going? Yes

4pm - 4:10pm  Call Alisa

Video call:
(b) (5), (b) (6)
Mon Sep 4, 2017

All day  Labor Day
Mon Sep 4, 2017 - Tue Sep 5, 2017

Video call:
(b) (5), (b) (6)

Tue Sep 5, 2017

10am - 11am  Weekly Politicals Meeting

Where: Secretary's Conference Room- 5160
Who:
Description: Weekly politicals meetings- room 5160.

Wed Sep 6, 2017

2pm - 3pm  Hold: Ethics Briefing for New Political Appointees

Video call:
(b) (5), (b) (6)

Where:
OS-OCIO Sweet Gum Conference Room Room 7115 MIB, OS-OCIO Sweet GumConference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:
Erica Williams, Christopher Stolte, Edward McDonnell, Peyton Hardaway, OS-OCIO Sweet Gum Conference Room 7115 MIB, John Tahsuda, David Lacroix, Oluwarotimi Abimbola, Lori Mashburn, Natalie Davis
Description:
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.
Natalie Davis

3pm - 4pm    Hold: IT Briefing for New Political Appointees

Video call:

Where:
OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:
John Tahsuda, Peyton Hardaway, Christopher Stolte, Natalie Davis, Oluwarotimi Abimbola, Martha Eichenbaum, OS-OCIO Sweet Gum Conference Room 7115 MIB, Lori Mashburn, David Alspach, Karen Matragrano
Description:
Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

Fri Sep 8, 2017

10:30am - 11:15am    Meeting with John Tanner

Video call:

Calendar: Scott Hommel
Created by: Elinor Werner
Who: Natalie Davis, Scott Hommel
Going? Yes

10:30am - 11:30am    Weekly Boards/Commissions Meeting

Video call:

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebisch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

Mon Sep 11, 2017

10am - 11am    Weekly Politicals Meeting

Where: Secretary's Conference Room- 5160
Who:
Description: Weekly politicals meetings- room 5160.
Tue Sep 12, 2017

9am - 9:50am  On/Off-Boarding Working Group

Video call:
[b] (5), (b) (6)

Where:
Dial-In: [b] (5) ; Code: [b] (5)  OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:
Erica Williams, Leslie Harmon, Cynthia Piper, Patricia Houghton, Peyton Hardaway, Kelly Willms, Michelle Oxyer, Oluwarotimi Abimbola, Joshua Carpenter, Thomas, Jeffrey, OS-OCIO
Sweet Gum Conference Room 7115 MIB, Judith Snoich, Grace Cleckley, David Alspach, Joe Nassar, Monica Cunningham, Catherine Book, Jonathan Mack, Karen Matragrano, Natalie Davis, Rebecca Wilkerson, John Kuhn, Margaret Bradley, Peter Sauve, Rebekah Lamoree, Martha Eichenbaum, Alison Stockdale, Julie Spano, Trent Cole, David Lacroix, Steve Hargrave

Description:
This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

Thu Sep 14, 2017

3:30pm - 4pm  Meeting with Scott Hommel

Video call:
[b] (5), (b) (6)

Where: U.S. Department of the Interior, 1849 C St NW, Washington, DC 20240, USA
Calendar: Elinor Werner
Who: Natalie Davis, Elinor Werner, Michael Argo
Going? Yes

Fri Sep 15, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:
[b] (5), (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

12:30pm - 1:45pm  Weekly Boards and Commissions Meeting

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes

2pm - 3pm  HOLD - SIO

Video call:
[b] (5), (b) (6)

Where: 5160
Calendar: Room 5160
Created by: Mariane Gately
Who: Natalie Davis
Going? Yes
Description: Natalie Davis, x4928
2pm - 2:30pm  Mandatory Travel and Charge Card Training

**Where:** Secretary's Conference Room (5160)

**Who:**
Edward Keable, Cally Younger, Preston Beard, Russell Roddy, Timothy Murphy, Leila Getto, Amanda Kaster, Laura Rigas, Vincent Devito, Timothy Williams, Scott Angelle, Douglas Domenech, Lori Mashburn, Wesley Bullock, Christopher Stolte, Brian Pavlik, Ryan Nichols, Natalie Davis, Alan Mikkelsen, Caroline Boulton, Casey Hammond, ldavis@osmre.gov, John Tahsuda, Aurelia Skipwith, Stephen Wackowski, Christine Bauserman

**Going?** Yes

**Description:**
Mandatory Travel and Charge Card Training. Hi All! A couple weeks ago, we held a mandatory Travel and Charge Training at a politcals meeting. We are holding another training on Friday, 9/15, from 2:00-2:30 p.m. for you to make it up or if you had not started at DOI yet. Please let me know if you have any questions. Thanks! Natalie

3pm - 4pm  Board Review with Lori

**Video call:**
(b) (5), (b) (6)

**Where:** 6144

**Calendar:** Scott Hommel

**Created by:** Elinor Werner

**Who:** Lori Mashburn, Natalie Davis, Scott Hommel

**Going?** Yes

Mon Sep 18, 2017

10am - 11am  Weekly Politicalls Meeting

**Where:** Secretary's Conference Room - 5160

**Who:**
Joshua Campbell, Kathleen Benedetto, Stephen Wackowski, gregory_sheehan@fws.gov, Thomas Baptiste, Timothy Williams, danieljorjani, ldavis@osmre.gov, Gary Lawkowski, Vincent Devito, William Dove, Brendan Quinn, Eli Nachmany, Downey Magallanes, Marshall Critchfield, Amanda Kaster, Lori Mashburn, Richard Goeken, Scott Angelle, Cally Younger, Russell Roddy, James Schindler, Blake Deely, David Bernhardt, Aaron Thiele, Andrea Travnichek, Alex Hinson, Brian Pavlik, Steven Smith, Greg Sheehan, Preston Beard, Christine Bauserman, Gavin Clarkson, Casey Hammond, Alan Mikkelsen, Katharine MacGregor, Lacey Smethers, David Mihalic, Leila Getto, Scott Hommel, Virginia Johnson, Scott Cameron, Luke Bullock, Ryan Nichols, Heather Swift, Jason Larrabee, Micah Chambers, Elinor Werner, Russell Newell, Laura Rigas, Doughas Domenech, Aurelia Skipwith, Brian Steed, Caroline Boulton, Christopher Stolte, Jason Funes, John Tahsuda, Todd Willens, James Cason, Wesley Bullock, Benjamin Cassidy

**Description:** Weekly politicals meetings - room 5160.

2:30pm - 3:30pm  Casey

**Video call:**
(b) (5), (b) (6)
9am - 9:50am  On/Off-Boarding Working Group - As Needed

Video call:  
[b] (5), (b) (6)

Where:  
Dial-In: [b] (5)  ; Code: [b] (5)  OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB

Calendar: Oluwarotimi Abimbola

Who:  
Judith Snoich, Julie Spano, Cynthia Piper, Martha Eichenbaum, Monica Cunningham, Steve Hargrave, Karen Matragrano, Caroline (Carrie) Soave, Trent Cole, Kelly Willms, Bruce Downs, Patricia Houghton, Sylvia Burns, David Alspach, Joe Nassar, Oluwarotimi Abimbola, Rebekah Lamoree, Erica Williams, Jonathan Mack, Grace Cleckley, Thomas, Jeffrey, David Lacroix, Catherine Book, OS-OCIO Sweet Gum Conference Room 7115 MIB, John Kuhn, Peter Sauve, Rebecca Wilkerson, Joshua Carpenter, Michelle Oxyer, Natalie Davis, Alison Stockdale, Leslie Harmon, Peyton Hardaway

Going? Yes

Description:  
This is a optional hold for the meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees.

10:30am - 11am  Exit Discussion

Video call:  
[b] (5), (b) (6)

Where: Lori's Office

Calendar: Andrew Goodrich

Who: Natalie Davis, Lori Mashburn, Andrew Goodrich

Going? Yes

Description: Meeting to discuss final information on programs and introductions.

1pm - 1:30pm  Lori Mashburn WH liason

Where: room 4159

Calendar: John Tahsuda

Created by: Carol LeaderCharge

Who: John Tahsuda, Natalie Davis, Lori Mashburn

Going? Yes

Wed Sep 20, 2017

1:30pm - 2pm  Hold: Executive Secretariat Briefing for New Political Appointees

Video call:  
[b] (5), (b) (6)

Where:  
OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB

Calendar: Oluwarotimi Abimbola

Who:  
Oluwarotimi Abimbola, Austin Ewell, Juliette Lillie, Robert Howarth, Lori Mashburn, Natalie Davis, Peyton Hardaway, OS-OCIO Sweet Gum Conference Room 7115 MIB, Christopher Stolte

Going? Yes

Description: Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to Julie Lillie (juliette_lillie@ios.doi.gov) with questions.
2pm - 3pm  Hold: Ethics Briefing for New Political Appointees

Video call:
(b) (5), (b) (6)

Where:
OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:
Peyton Hardaway, Oluwarotimi Abimbola, OS-OCIO Sweet Gum Conference Room 7115 MIB, Edward McDonnell, Natalie Davis, Erica Williams, Lori Mashburn, David Lacroix, Austin Ewell
Description:
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.

3pm - 4pm  Hold: IT Briefing for New Political Appointees

Video call:
(b) (5), (b) (6)

Where:
OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:
Karen Matragrano, Oluwarotimi Abimbola, OS-OCIO Sweet Gum Conference Room 7115 MIB, Peyton Hardaway, Natalie Davis, Martha Eichenbaum, David Alspach, Wesley Bullock, Cally Younger, Austin Ewell, Lori Mashburn
Description:
Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

Fri Sep 22, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:
(b) (5), (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.
Mon Sep 25, 2017

**10am - 11am  Weekly Politicals Meeting**

*Where:* Secretary's Conference Room- 5160  

*Description:* Weekly politicals meetings- room 5160.

Tue Sep 26, 2017

**9am - 10am  On/Off-Boarding Working Group Mtg & IBC Discussion**

*Video call:* [b] (5), [b] (6)  
*Where:* Dial-In: [b] (5) ; Code: [b] (5) OS-OCIO Sweet Gum Conference Room 7115 MIB  
*Calendar:* Oluwarotimi Abimbola  
*Who:* Steve Hargrave, Oluwarotimi Abimbola, Judith Snoich, David Lacroix, Joe Nassar, Jody Elkins, Monica Cunningham, Cynthia Piper, Alison Stockdale, Martha Eichenbaum, Julie Spano, Grace Cleckley, Kelly Willms, Trent Cole, Margaret Bradley, Leslie Harmon, Catherine Book, Joshua Carpenter, Thomas, Jeffrey, Julie Bednar, Jonathan Mack, Erica Williams, OS-OCIO Sweet Gum Conference Room 7115 MIB, John Kuhn, Ellen Bliss, LC Williams, Patricia Houghton, Peter Sauve, Rebekah Lamoree, Rebecca Wilkerson, Michelle Oxyer, Ellen Galarowicz, Natalie Davis, Karen Matragrano, Leisa Schievelbein, Peyton Hardaway, David Alspach

*Description:* This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

Thu Sep 28, 2017

**2:30pm - 3:30pm  Convocation Meeting**

*Video call:* [b] (5), [b] (6)  
*Where:* Room 4319  
*Calendar:* Joy Buhler  
*Who:* Joy Buhler, Raymond Limon, Natalie Davis

*Going? Yes*
**Executive Resource Board Meeting**

10am - 11am  
Video call:  
Where: Room 6120  
Calendar: David Bernhardt  
Created by: Gareth Rees  
Who: Natalie Davis, Mary Pletcher, Scott Cameron, Elinor Werner, Lori Mashburn, David Bernhardt, Scott Hommel, James Cason, Catherine Callaway, Todd Willens, Mariagrazia Caminiti, Douglas Domenech, Jean Parrish, Catherine Gulac, Michelle Brown, John Tahsuda, Daniel Jorjani, Andrea Travnicke, Katharine MacGregor, Tracie Lassiter  
Going? Yes  
Description: Participants: Deputy Secretary, Chairperson (David Bernhardt) Chief of Staff, Member (Scott Hommel) Associate Deputy Secretary, Member (James Cason) Assistant Deputy Secretary, Member (Todd Willens) White House Liaison, Member (Lori Mashburn) Acting Solicitor, Member (Daniel Jorjani) Principal Deputy Assistant Secretary – Policy, Management and Budget, Member (Scott Cameron) Acting Assistant Secretary for Land and Minerals Management, Member (Katherine MacGregor) Acting Assistant Secretary for Water and Science, Member (Andrea Travnicke) Deputy Assistant Secretary for Human Capital, Advisor (Mary Pletcher)

10:30am - 11:30am  
Weekly Boards/Commissions Meeting  
Video call:  
Where: Room 6128  
Who: Margaret Triebsch, Natalie Davis, Lori Mashburn  
Description: Weekly update with Margaret on boards and commissions.

**Weekly Politicals Meeting**

10am - 11am  
Where: Secretary's Conference Room- 5160  
Description: Weekly politicals meetings- room 5160.

2pm - 3pm  
ETHICS BRIEFING- TODAY  
Who: Brian Steed, Natalie Davis, Maureen Foster, Benjamin Cassidy, Jason Larrabee, Peter Mali  
Going? Yes  
Description: Ethics briefing has been moved up to 2:00 p.m. in room 5442. Ben and Jason will have their HR briefing before the ethics briefing at 1:00 p.m. in the same room. Brian, BLM will hold their own HR briefing—you do not need to attend the 1:00 pm. This briefing is mandatory. Mr. Bernhardt wanted this to be moved up today instead of Wednesday. Please make necessary arrangements to be in attendance. Thanks!
2:30pm - 3pm   Hold: Executive Secretariat Briefing for New Political Appointees

Video call:  
(b) (5), (b) (6)

Where:  
OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:  
David Alspach, Brian Steed, John Tahsuda, Natalie Davis, Robert Howarth, OS-OCIO Sweet Gum Conference Room 7115 MIB, Juliette Lillie, Lori Mashburn, Benjamin Cassidy, Christopher Stolte, Oluwarotimi Abimbola, Peyton Hardaway, Jason Larrabee
Going? Yes
Description:  
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to Julie Lillie (juliette_lillie@ios.doi.gov) with questions.

3pm - 4pm   Hold: IT Briefing for New Political Appointees

Video call:  
(b) (5), (b) (6)

Where:  
OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:  
Jason Larrabee, Peyton Hardaway, Natalie Davis, Brian Steed, Benjamin Cassidy, Wesley Bullock, Oluwarotimi Abimbola, Lori Mashburn, Martha Eichenbaum, OS-OCIO Sweet Gum Conference Room 7115 MIB, David Alspach, Karen Matragrano
Description:  
Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

4pm - 4:30pm   Emergency Onboarding Meeting w/ Amy Holley

Video call:  
(b) (5), (b) (6)

Where:  
(b) (5), PC (b) (5), LC (b) (5)  OS-OCIO Magnolia Conference Room 7013 MIB
Calendar: Sylvia Burns
Who:  
Judith Snoich, Erica Williams, Oluwarotimi Abimbola, OS-OCIO Magnolia Conference Room 7013 MIB, Peyton Hardaway, Elena Gonzalez, Monica Cunningham, David Lacroix, David Alspach, Joe Nassar, Thomas Jeffrey, Alison Stockdale, Karen Matragrano, Rebecca Wilkerson, Michelle Oxyer, Leslie Harmon, Rebekah Lamoree, Steve Hargrave, Trent Cole, Catherine Book, Patricia Houghton, Joshua Carpenter, Sylvia Burns, Peter Sauve, Julie Spano, Martha Eichenbaum, Jonathan Mack, Cynthia Piper, Kelly Willms, Grace Cleckley, Natalie Davis, John Kuhn, Bruce Downs, Amy Holley
Going? Yes
Description:  
To discuss on-boarding Susan Combs - nominee for AS-PMB.
Thu Oct 5, 2017

4:30pm - 5:30pm  Board Meeting

Video call:
(b) (5), (b) (6)

Calendar: Scott Hommel
Created by: Elinor Werner
Who: Lori Mashburn, Scott Hommel, Natalie Davis

Fri Oct 6, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:
(b) (5), (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

3pm - 3:30pm  Check-in with Lori Mashburn

Video call:
(b) (5), (b) (6)

Where: Room 6114
Calendar: David Bernhardt
Created by: Gareth Rees
Who: Lori Mashburn, Natalie Davis, David Bernhardt
Natalie Davis

Tue Oct 10, 2017

10am - 11am  Weekly Politicals Meeting

Video call:  

Where:  Secretary's Conference Room- 5160  

Calendar:  Alan Mikkelsen  

Who:  

Description:  
When:  Tue, Oct 10, 2017, 10:00 AM  
Where:  Secretary's Conference Room- 5160  

This event has been changed. more details » Weekly Politicals Meeting Weekly politicals meetings- room 5160. When Changed:  Tue Oct 10, 2017 10am – 11am Eastern Time  
Where Secretary’s Conference Room-5160 (map) Calendar amikkelsen@usbr.gov Who • natalie_davis@ios.doi.gov - organizer • blake_deeley@ios.doi.gov • marshall_critchfield@ios.doi.gov • casey_hammond@ios.doi.gov • LukeBulloch • greg_j_sheehan@fws.gov • preston.beard@bsee.gov • timothy_williams@ios.doi.gov • gavin.clarkson@bia.gov • cyounger@blm.gov • russell_roddy@ios.doi.gov • lori_mashburn@ios.doi.gov • aaron_thiele@ios.doi.gov • brendan_quinn@ios.doi.gov • richard.goeken@sol.doi.gov • scott_hommel@ios.doi.gov • downey_magallanes@ios.doi.gov • john.tahsuda@bia.gov • katharine_macgregor@ios.doi.gov • wesley_bullock@ios.doi.gov • amikkelsen@usbr.gov • alex_hinson@ios.doi.gov • leila_getto@ios.doi.gov • james.schindler@boem.gov • scott_angelle@bsee.gov • aurelia_skipwith@ios.doi.gov • james_cason@ios.doi.gov • david_mihalic@ios.doi.gov • daniel.jorjani@sol.doi.gov • heather_swift@ios.doi.gov • andrea_travnicek@ios.doi.gov • brian_pavlik@nps.gov • micah_chambers@ios.doi.gov • christine_bauserman@ios.doi.gov • ryan_nichols@ios.doi.gov • virginia_johnson@ios.doi.gov • scott_cameron@ios.doi.gov • russell_newell@ios.doi.gov • laura_rigas@ios.doi.gov • stephen_wackowski@ios.doi.gov • jason_funes@ios.doi.gov • caroline_boulton@ios.doi.gov • joshua.campbell@sol.doi.gov • amanda_kaster@ios.doi.gov • gregory_sheehan@fws.gov • douglas_domenech@ios.doi.gov • vincent_devito@ios.doi.gov • todd_willens@ios.doi.gov • gary.lawkowski@sol.doi.gov • eli_nachmany@ios.doi.gov • ldavis@osmre.gov • steven_m_smith@ios.doi.gov • elinarrenner@ios.doi.gov • t_baptiste@blm.gov • kathleen_benedetto@ios.doi.gov • christopher_stolte@ios.doi.gov Going? Yes - Maybe - No more options »  

Invitation from Google Calendar You are receiving this email at the account amikkelsen@usbr.gov because you are subscribed for updated invitations on calendar amikkelsen@usbr.gov. To stop receiving these emails, please log in to https://www.google.com/calendar/ and change your notification settings for this calendar. Forwarding this invitation could allow any recipient to modify your RSVP response. Learn More.
**Natalie Davis**

**10am - 11am  Weekly Politicals Meeting**

**Where:** Secretary's Conference Room- 5160  
**Description:** Weekly politicals meetings- room 5160.

**Wed Oct 11, 2017**

**2:30pm - 5:30pm  CONFIRMED: White House Grounds Tour (3-5)**

**Where:** John Stanwich will pickup up at C Street @ 2:45  
**Calendar:** Bob Vogel  
**Created by:** Janice DeSordi  
**Who:** Todd Willens, Bob Vogel, Lori Mashburn, John Stanwich, Tasha Robbins, Elinor Werner, Scott Hommel, Jason Larrabee, Natalie Davis  
**Going?** Yes  
**Description:** I am firming up a 2-hour tour of the White House grounds but wanted to BLOCK this slot on your calendar asap. Invitees: Scott Hommel Todd Willens Jason Larrabee Bob Vogel  
John Stanwich Natalie Davis Tour requested with Marcia Kelly The best time that works for all invitees from 3:00-5:00. Adding in 30 mins on each end to allow for travel/security. Thank you

**Thu Oct 12, 2017**

**10:30am - 11:20am  On/Off-Boarding Working Group**

**Video call:** (b) (5), (b) (6)  
**Where:** Dial-In: (b) (5) ; Code: (b) (5) OS-OCIO Sweet Gum Conference Room 7115 MIB  
**Calendar:** Oluwarotimi Abimbola  
**Who:** Rebekah Lamoree, Martha Eichenbaum, David Lacroix, Judith Snoich, Monica Cunningham, Grace Cleckley, OS-OCIO Sweet Gum Conference Room 7115 MIB, Leslie Harmon, Trent Cole, Alison Stockdale, Kelly Willms, Thomas, Jeffrey, Natalie Davis, Margaret Bradley, Rebecca Wilkerson, Michelle Oxyer, Jonathan Mack, Erica Williams, Steve Hargrave, Julie Spano, Oluwarotimi Abimbola, Peyton Hardaway, John Kuhn, Karen Matragrano, Catherine Book, Cynthia Piper, David Alsipach, Peter Sauve, Joe Nassar, Joshua Carpenter, Patricia Houghton  
**Description:** This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.
Fri Oct 13, 2017

**10:30am - 11:30am  Weekly Boards/Commissions Meeting**

*Video call:*

| (b) (5), (b) (6) |

**Where:** Room 6128  
**Who:** Lori Mashburn, Natalie Davis, Margaret Triebsch  
**Going? Yes**  
**Description:** Weekly update with Margaret on boards and commissions.

Mon Oct 16, 2017

**10am - 11am  Weekly Politicals Meeting**

**Where:** Secretary's Conference Room- 5160  
**Who:**  
**Description:** Weekly politicals meetings- room 5160.

**2pm - 3pm  Hold: Ethics Briefing for New Political Appointees**

*Video call:*

| (b) (5), (b) (6) |

**Where:** Main Interior Building - Room # 5452, OS-OCIO Magnolia Conference Room 7013 MIB  
**Calendar:** Oluwarotimi Abimbola  
**Who:** zach_gambill@fws.gov, OS-OCIO Magnolia Conference Room 7013 MIB, ToddWynn, David Lacroix, Natalie Davis, Edward McDonnell, Erica Williams, Lori Mashburn, Peyton Hardaway, Oluwarotimi Abimbola  
**Description:** Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.
**Natalie Davis**

**Tue Oct 17, 2017**

**9am - 9:30am**  
**On/Off-Boarding Working Group - As Needed**  
**Video call:**  
(b) (5), (b) (6)  
**Where:**  
Dial-In: [b] (5); Code: [b] (5)  
OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB  
**Calendar:** Oluwarotimi Abimbola  
**Who:**  
Peyton Hardaway, Oluwarotimi Abimbola, Alison Stockdale, Michelle Oxyer, Erica Williams, Cynthia Piper, Karen Matragrano, Rebecca Wilkerson, Judith Snoich, David Lacroix, Grace Cleckley, Steve Hargrave, Joseph Austin, Bruce Downs, Rebekah Lamoree, Joe Nassar, Joshua Carpenter, Natalie Davis, OS-OCIO Sweet Gum Conference Room 7115 MIB, Julie Spano, Trent Cole, Leslie Harmon, Thomas, Jeffrey, Patricia Houghton, Peter Sauve, Sylvia Burns, Caroline (Carrie) Soave, Jonathan Mack, Martha Eichenbaum, John Kuhn, Kelly Willms, Catherine Book, Monica Cunningham, David Alspach  
**Going? Yes**  
**Description:**  
This is an optional hold for the meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees.

**11am - 11:45am**  
**Meeting with Comms and WHL**  
**Calendar:** Lori Mashburn  
**Created by:** Natalie Davis  
**Who:** Lori Mashburn, Russell Newell, Natalie Davis  
**Description:** To go over roll out plans. Meeting in Lori's office.

**Wed Oct 18, 2017**

**1:30pm - 2pm**  
**Hold: Executive Secretariat Briefing for New Political Appointees**  
**Video call:**  
(b) (5), (b) (6)  
**Where:**  
OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB  
**Calendar:** Oluwarotimi Abimbola  
**Who:**  
OS-OCIO Sweet Gum Conference Room 7115 MIB, Robert Howarth, Peyton Hardaway, Todd Wynn, Natalie Davis, Juliette Lillie, Zachariah Gambill, Oluwarotimi Abimbola, Lori Mashburn  
**Going? Yes**  
**Description:** Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to Julie Lillie (juliette_lillie@ios.doi.gov) with questions.
Natalie Davis

2pm - 3pm  Hold: IT Briefing for New Political Appointees

Video call:

Calendar: Oluwarotimi Abimbola
Who: Oluwarotimi Abimbola, Todd Wynn, Lori Mashburn, OS-OCIO Magnolia Conference Room 7013 MIB, Natalie Davis, Karen Matragrano, David Alspach, Martha Eichenbaum, Zachariah Gambill, Peyton Hardaway
Description: Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

3pm - 3:45pm  Board Meeting- Update

Calendar: Lori Mashburn
Created by: Natalie Davis
Who: Todd Wynn, Natalie Davis, Benjamin Cassidy
Description: Meeting in Lori’s office.

Fri Oct 20, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

Tue Oct 24, 2017

9am - 9:50am  On/Off-Boarding Working Group

Video call:

Where: Dial-In: OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who: Michelle Oxyer, Trent Cole, Catherine Book, Natalie Davis, Julie Spano, Steve Hargrave, David Alspach, Joe Nassar, Joshua Carpenter, Alison Stockdale, Karen Matragrano, Peter Sauve, Grace Cleckley, John Kuhn, Patricia Houghton, Oluwarotimi Abimbola, Kelly Willms, Margaret Bradley, Jonathan Mack, Monica Cunningham, Thomas, Jeffrey, Martha Eichenbaum, Peyton Hardaway, Erica Williams, OS-OCIO Sweet Gum Conference Room 7115 MIB, Judith Snoich, Cynthia Piper, Rebecca Wilkerson, Leslie Harmon, Rebekah Lamoree, David Lacroix
Description: This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.
**Natalie Davis**

1pm - 2pm  **Weekly Politicals Meeting**

**Where:** Secretary's Conference Room - 5160

**Who:**
Ryan Nichols, Matthew Dermody, John Bockmier, David Mihalic, Shirley Lewis, Jason Larrabee, Christopher Stolte, David Bernhardt, Andrea Travnicek, Lacey Smothers, Aaron Thiele, ldavis@osmre.gov, Alex Hinson, Todd Willens, Richard Goeken, Timothy Petty, John Tanner, Caroline Boulton, William Dove, Kyle Scherer, Blake Deelye, Charles Laudner, Brandon Middleton, Kyle Scherer, Joshua Campbell, Cally Younger, Michael Argo, Todd Wynn, Katie Mills, Gavin Clarkson, Russell Newell, Scott Cameron, Steven Smith, Elinor Werner, Wesley Bullock, Leila Getto, Alan Mikkelsen, Brenda Burman, James Cason, Laura Rigas, Douglas Domenech, Lori Mashburn, Jason Funes, zach_gambill@fws.gov, Marshall Critchfield, Rick May, James Schindler, Gary Lawkowski, Paul (Dan) Smith, Cally Younger, Aurelia Skipwith, Joseph Balash, Katharine MacGregor, Daniel Jorjani, Vincent Devito, Casey Hammond, Heather Swift, Micah Chambers, Scott Angelle, Christine Bauserman, Timothy Williams, Scott Hommel, Eli Nachmany, James Voyles, Russell Roddy, Stephen Wackowski, Benjamin Cassidy, Kathleen Benedetto, Preston Beard, Greg Sheehan, Brian Steed, Susan Combs, Brian Pavlik, Steven Howke, Amanda Kaster, Austin Ewell, gregory_sheehan@fws.gov, Thomas Baptiste, Brendan Quinn, Gary Lawkowski, John Tahsuda, Virginia Johnson, Downey Magallanes

**Description:** Weekly politicals meetings - room 5160.

6pm - 6:30pm  **Check-in with Lori Mashburn**

**Video call:**
(b) (5), (b) (6)

**Where:** Room 6114

**Calendar:** David Bernhardt

**Created by:** Gareth Rees

**Who:** Natalie Davis, David Bernhardt, Lori Mashburn

**Wed Oct 25, 2017**

10:30am - 11:30am  **Greenberrys**

**Video call:**
(b) (5), (b) (6)

2pm - 2:30pm  **Weekly Meeting with Lori**

**Where:** Secretary's Office

**Calendar:** @ios.doi.gov

**Created by:** Caroline Boulton

**Who:** Elinor Werner, Scott Hommel, Lori Mashburn, Natalie Davis

**Going? Yes**

**Thu Oct 26, 2017**

2pm - 3pm  **Travel Meeting**

**Where:** Secretary's Conference Room - 6151

**Calendar:** Downey Magallanes

**Created by:** Timothy Nigborowicz

**Who:**
Edward Keable, Juliette Lillie, Downey Magallanes, Scott Cameron, Douglas Glenn, Amy Holley, Lori Mashburn, Natalie Davis, Richard Myers, Mariagrazia Caminiti, Daniel Jorjani

**Description:**
Attendees: Downey Magallanes Ed Keable Rich Myers Dan Jorjani (optional) Lori Mashburn Natalie Davis (optional)
10:30am - 11:30am  Weekly Boards/Commissions Meeting

**Video call:**

**(b) (5), (b) (6)**

**Where:** Room 6128  
**Who:** Natalie Davis, Lori Mashburn, Margaret Triebsch  
**Going? Yes**  
**Description:** Weekly update with Margaret on boards and commissions.

3:45pm - 4pm  Lori Mashburn

**Video call:**

**(b) (5), (b) (6)**

**Where:** 6113  
**Calendar:** Catherine Gulac  
**Who:** James Cason, Natalie Davis, Catherine Gulac, Lori Mashburn  
**Going? Yes**

4:30pm - 5pm  Lori Mashburn

**Video call:**

**(b) (5), (b) (6)**

**Where:** 6116  
**Calendar:** Catherine Gulac  
**Who:** Natalie Davis, Catherine Gulac, Todd Willens, Lori Mashburn  
**Going? Yes**

Mon Oct 30, 2017

2pm - 3pm  Hold: Ethics Briefing for New Political Appointees

**Video call:**

**(b) (5), (b) (6)**

**Where:** Main Interior Building - Room # 5452, OS-OCIO Magnolia Conference Room 7013 MIB  
**Calendar:** Oluwarotimi Abimbola  
**Who:** Edward McDonnell, Natalie Davis, Lori Mashburn, OS-OCIO Magnolia Conference Room 7013 MIB, Oluwarotimi Abimbola, David Lacroix, Peyton Hardaway, Erica Williams  
**Description:** Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.
Tue Oct 31, 2017

1pm - 2pm  Weekly Politicals Meeting

Where: Secretary's Conference Room- 5160
Who: Steven Howke, Stephen Wackowski, Gary Lawkowski, Amanda Kaster, Preston Beard, Scott Hommel, Leila Getto, Cally Younger, Lacey Smethers, Rick May, Wesley Bullock, Richard Goeken, Brenda Burman, David Mihalic, Elinor Werner, Brendan Quinn, Kyle Scherer, ldavis@osmre.gov, Lori Mashburn, Steven Smith, Laura Rigas, Kathleen Benedetto, James Cason, Scott Angelle, John Tanner, Brian Steed, Katie Mills, Susan Combs, William Dove, Ryan Nichols, Shirley Lewis, Jason Funes, Timothy Petty, Russell Newell, Marshall Critchfield, James Voyles, Aurelia Skipwith, Downey Magallanes, Brian Pavlik, Paul (Dan) Smith, Micah Chambers, Greg Sheehan, Vincent Devito, Michael Argo, Todd Wynn, Gary Lawkowski, Christine Bauserman, Matthew Dermody, John Bockmier, Benjamin Cassidy, Kyle Scherer, gregory_sheehan@fws.gov, Todd Willens, Alan Mikkelsen, David Bernhardt, Scott Cameron, Caroline Boulton, Brandon Middleton, Christopher Stolte, Timothy Williams, Joseph Balash, Virginia Johnson, John Tahnuda, Thomas Baptiste, Austin Ewell, Alex Hinson, Charles Laudner, Joshua Campbell, Eli Nachmany, Douglas Domenech, Aaron Thiele, Russell Roddy, zach_gambill@fws.gov, Heather Swift, Katharine MacGregor, Blake Deelely, Daniel Jorjani, Andrea Travnicek, Gavin Clarkson, Cally Younger, Jason Larrabee, Casey Hammond, James Schindler
Description: Weekly politicals meetings- room 5160.

Wed Nov 1, 2017

11am - 12pm  DOI Christmas Party Planning Meeting

Where: Bison Bistro
Who: Natalie Davis, Elinor Werner, Caroline Boulton, dave.gagner@nfwf.org, Mariane Gately, Benjamin Cassidy
Going? Yes
Description: On Wednesday, Nov 1st, we will all meet in the Bison Bistro to begin planning for the DOI Christmas Party. Dave: When you arrive, you can have the guards call me and I will come meet you. (202) 208-4928

2pm - 2:30pm  Hold: Executive Secretariat Briefing for New Political Appointees

Video call:
(b) (5), (b) (6)

Where: OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who: OS-OCIO Sweet Gum Conference Room 7115 MIB, Juliette Lillie, Natalie Davis, Lori Mashburn, Peyton Hardaway, Robert Howarth, Oluwarotimi Abimbola, Rick May
Description: Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to Julie Lillie (juliette_lillie@ios.doi.gov) with questions.
2:30pm - 3:30pm  Hold: IT Briefing for New Political Appointees

Video call:
(b) (5), (b) (6)

Where:
OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB

Calendar: Oluwarotimi Abimbola

Who:
Oluwarotimi Abimbola, David Alspach, Peyton Hardaway, Karen Matragrano, Natalie Davis, Lori Mashburn, Rick May, Martha Eichenbaum, Brian Dufresne, OS-OCIO Sweet Gum Conference Room 7115 MIB

Description:
Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

Fri Nov 3, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:
(b) (5), (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes

Description: Weekly update with Margaret on boards and commissions.

Mon Nov 6, 2017

1pm - 2pm  HR Training

Where: Room 5442
Who: Natalie Davis, Michael Argo
Going? Yes

Description: HR Briefing

1:30pm - 2pm  Cabinet Affairs Call

Video call:
(b) (5), (b) (6)

2pm - 3pm  Ethics Training

Video call:
(b) (5), (b) (6)

Calendar: OS-OCIO Magnolia Conference Room 7013 MIB
Created by: Oluwarotimi Abimbola
Who: David Lacroix, Natalie Davis, Michael Argo

2pm - 3pm  Ethics Training

Video call:
(b) (5), (b) (6)

Where: Magnolia Conference Room (7013)
Calendar: David Lacroix
Who: Natalie Davis, David Lacroix, Michael Argo

Description: Initial Ethics Training for Political Appointees
**Natalie Davis**

**Tue Nov 7, 2017**

**All day  Call Cousin- Birthday**

Tue Nov 7, 2017 - Wed Nov 8, 2017

**Video call:**

(b) (5), (b) (6)

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**9am - 9:50am  On/Off-Boarding Working Group**

**Video call:**

(b) (5), (b) (6)

**Where:**

Dial-In: (b) (5)  ; Code: (b) (5)  OS-OCIO Sweet Gum Conference Room 7115 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**

David Lacroix, Judith Snoich, Jonathan Mack, Grace Cleckley, Rebecca Wilkerson, Bryan Castelow, Joshua Carpenter, Trent Cole, Michelle Oxyer, Patricia Houghton, David Alspach, John Kuhn, Karen Matragrano, Bryan Castelow, Julie Spano, Martha Eichenbaum, Erica Williams, Alison Stockdale, Thomas Jeffrey, OS-OCIO Sweet Gum Conference Room 7115 MIB, Monica Cunningham, Steve Hargrave, Catherine Book, Siddhartha Sharma, Peyton Hardaway, Oluwarotimi Abimbola, Joe Nassar, Leslie Harmon, Rebekah Lamoree, Kelly Willms, Natalie Davis, Cynthia Piper, Margaret Bradley, Peter Sauve

**Description:**

This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

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**1pm - 2pm  Weekly Politicals Meeting**

**Where:** UPDATED: Auditorium @ C Street Lobby

**Who:**

Brian Steed, Rick May, Heather Swift, Katie Mills, Susan Combs, Timothy Petty, Brandon Middleton, Laura Rigas, Cally Younger, Micah Chambers, Thomas Baptiste, Gary Lawkowski, Alan Mikkelson, ldavis@osmre.gov, Steven Howke, Brenda Burman, Kyle Scherer, Eli Nachmany, Christine Bauserman, Austin Ewell, David Mihalic, Aurelia Skipwith, Katherine MacGregor, Alex Hinson, Lori Mashburn, Kyle Scherer, Joseph Balash, Scott Angelle, Aaron Thiele, Downey Magallanes, Todd Willens, Matthew Dermody, Vincent Devito, Joshua Campbell, Andrea Travnicek, James Cason, Ryan Nichols, zach_gambill@fws.gov, Gavin Clarkson, Brendan Quinn, gregory_sheehan@fws.gov, Benjamin Cassidy, Virginia Johnson, Scott Cameron, Christopher Stolte, Michael Argo, Paul (Dan) Smith, Gary Lawkowski, David Bernhardt, John Bockmier, Casey Hammond, Todd Wynn, James Schindler, Russell Roddy, Wesley Bullock, Elinor Werner, Timothy Williams, James Voyles, Jason Funes, Blake Deeley, Greg Sheehan, Daniel Jorjani, Jason Larrabee, Brian Pavlik, Cally Younger, Russell Newell, Amanda Kaster, Richard Goeken, Charles Laudner, William Dove, Douglas Domenech, John Tahsuda, John Tanner, Stephen Wackowski, Preston Beard, Steven Smith, Marshall Critchfield, Leila Getto, Scott Hommel, Caroline Boulton, Lacey Smethers, Shirley Lewis, Kathleen Benedetto

**Description:** Weekly politicals meetings. UPDATED LOCATION: Auditorium @ C Street Lobby.

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**2pm - 3pm  Ethics Training**

**Video call:**

(b) (5), (b) (6)

**Where:** Magnolia Conference Room (7013)

**Calendar:** David Lacroix

**Who:** Steven Howke, David Lacroix, Natalie Davis, Michael Argo

**Description:** Initial Ethics Training for Political Appointees
Natalie Davis

2pm - 3pm  Ethics Training

Video call:
(b) (5), (b) (6)

Calendar: OS-OCIO Magnolia Conference Room 7013 MIB
Created by: Oluwarotimi Abimbola
Who: Natalie Davis, David Lacroix

Wed Nov 8, 2017

2:30pm - 3:30pm  Board Review- Todd, Lori, & Natalie

Where: Room 6128
Calendar: Lori Mashburn
Created by: Natalie Davis
Who: Lori Mashburn, Todd Willens, Natalie Davis
Description: Meeting with Todd, Lori and Natalie to go over Boards.
5:30pm - 8:30pm  
One-year anniversary of Trump Election Night

Where: The Exchange 1719 G Street NW (across 17th Street from EEOB)

Calendar: [b](6) - Bradley Rateike
Created by: Natalie Davis

Who:

Thu Nov 9, 2017

9:45am - 10am  Weekly Meeting with Lori

Calendar:  @ios.doi.gov
Created by:  Caroline Boulton
Who:  Lori Mashburn, Natalie Davis, @ios.doi.gov, Elinor Werner, Scott Hommel
Going?  Yes

Fri Nov 10, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:  [b] (5), [b] (6)

Where:  Room 6128
Who:  Natalie Davis, Lori Mashburn, Margaret Triebsch
Going?  Yes
Description:  Weekly update with Margaret on boards and commissions.

Mon Nov 13, 2017

2pm - 3pm  Hold: Ethics Briefing for New Political Appointees

Video call:  [b] (5), [b] (6)

Where:  OS-OCIO Magnolia Conference Room 7013 MIB
Calendar:  Oluwarotimi Abimbola
Who:  Erica Williams, John Bockmier, David Lacroix, Edward McDonnell, OS-OCIO Magnolia Conference Room 7013 MIB, Peyton Hardaway, Oluwarotimi Abimbola, Natalie Davis, Lori Mashburn
Description:  Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.

Tue Nov 14, 2017

9am - 9:50am  On/Off-Boarding Working Group - As Needed

Video call:  [b] (5), [b] (6)

Where:  Dial-In:  [b] (5), [b] (6); Code:  [b] (5); OS-OCIO Sweet Gum Conference Room 7115 MIB
Who:  Caroline (Carrie) Soave, Peyton Hardaway, Patricia Houghton, Joe Nassar, Monica Cunningham, Jonathan Mack, Martha Eichenbaum, Thomas Jeffrey, David Alspach, Judith Snoich Peter Sauve, John Kuhn, Leslie Harmon, Sylvia Burns, Erica Williams, Bruce Downs, OS-OCIO Sweet Gum Conference Room 7115 MIB, Julie Spano, Alison Stockdale, Kelly Willms, Trent Cole, Catherine Book, Rebecca Wilkerson, Steve Hargrave, Grace Cleckley, Rebekah Lamoree, Natalie Davis, David Lacroix, Oluwarotimi Abimbola, Cynthia Piper, Karen Matragrano, Michelle Oxier, Joshua Carpenter
Going?  Yes
Description:  This is a optional hold for the meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees.
Natalie Davis

1pm - 2pm  Weekly Politicals Meeting
Where: Secretary's Conference Room- 5160
Who: Gary Lawkowski, Lori Mashburn, Greg Sheehan, James Voyles, Timothy Williams, John Tanner, Wesley Bullock, Scott Hommel, gregory_sheehan@fws.gov, Benjamin Cassidy, Elinor Werner, Cally Younger, Douglas Domenech, Brendan Quinn, Katie Mills, Brandon Middleton, Aaron Thiele, Russell Roddy, Susan Combs, Timothy Petty, Micah Chambers, Brenda Burman, Caroline Boulton, Leila Getto, Ryan Nichols, Rick May, zach_gambill@fws.gov, Brian Steed, Austin Ewell, Joshua Campbell, Virginia Johnson, Kathleen Benedetto, Steven Smith, Charles Laudner, Stephen Wackowski, Matthew Dermody, Christopher Stolte, Laura Rigas, Amanda Kaster, Scott Angelle, James Cason, Aurelia Skipwith, John Tahnuda, Lacey Smethers, Eli Nachmany, Gavin Clarkson, Jason Funes, Jason Larrabee, Steven Howke, Alex Hinson, Vincent Devito, Todd Willens, Cally Younger, Richard Goeken, David Mihalic, Blake Deeley, Kyle Scherer, Thomas Baptiste, Andrea Travnicky, Heather Swift, David Bernhardt, Joseph Balash, Todd Wynn, Russell Newell, Katharine MacGregor, Casey Hammond, Downey Magallanes, Gary Lawkowski, William Dove, Alan Mikkelsen, ldavis@osmre.gov, Kyle Scherer, Daniel Jorjani, Shirley Lewis, Scott Cameron, Paul (Dan) Smith, Marshall Crutchfield, Brian Pavlik, Michael Argo, Preston Beard, James Schindler, John Bockmier, Christine Bauserman
Description: Weekly politicals meetings- room 5160.

2pm - 3pm  Political Training
Video call:
[b] (5), (b) (6)
Where: MIB Sweet Gum Conf Room (Room 7115)
Calendar: David Lacroix
Who: David Lacroix, Natalie Davis, John Tanner
Going? Yes
Description: Initial Ethics Training

Wed Nov 15, 2017

2pm - 2:30pm  Hold: Executive Secretariat Briefing for New Political Appointees
Video call:
[b] (5), (b) (6)
Where: OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who: Natalie Davis, Oluwarotimi Abimbola, Robert Howarth, Michael Argo, John Bockmier, Juliette Lillie, Peyton Hardaway, John Tanner, OS-OCIO SweetGum Conference Room 7115 MIB, Lori Mashburn, Steven Howke
Description: Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to Julie Lillie (juliette_lillie@ios.doi.gov) with questions.
Natalie Davis

2:30pm - 3:30pm  Hold: IT Briefing for New Political Appointees

Video call:
(b) (5), (b) (6)

Where: OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who: Steven Howke, Lori Mashburn, Oluwarotimi Abimbola, OS-OCIO Sweet Gum Conference Room 7115 MIB, John Bockmier, Karen Matragrano, Peyton Hardaway, Martha Eichenbaum, David Alspach, Natalie Davis, John Tanner, Michael Argo, Wesley Bullock
Description: Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

Fri Nov 17, 2017

9am - 10am  Meeting with Ben

Video call:
(b) (5), (b) (6)

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:
(b) (5), (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

11:30am - 11:45am  Lori Mashburn

Video call:
(b) (5), (b) (6)

Where: 6116
Calendar: Catherine Gulac
Who: Todd Willens, Catherine Gulac, Lori Mashburn, Natalie Davis

Sat Nov 18, 2017

All day  Shooting

Sat Nov 18, 2017 - Sun Nov 19, 2017

Video call:
(b) (5), (b) (6)
9am - 9:40am  On/Off-Boarding Working Group Check-In

Video call:
[b] (5), [b] (b) (6)

Where:
Dial-In: [b] (5) ; Code: [b] (5) OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:
Cynthia Piper, Martha Eichenbaum, Margaret Bradley, OS-OCIO Sweet Gum Conference Room 7115 MIB, Pia Bloom, Ian Herron, Grace Cleckley, PeytonHardaway, Allison Beard, Rebekah Lamoree, Lauren Kaminski, Thomas, Jeffrey, Natalie Davis, Sharon Benitez, Karen Matragrano, MichelleOxyer, Laurie Gillespie, Steve Hargrave, Peter Sauve, Alison Stockdale, Judith Snoich, Catherine Book, Caroline (Carrie) Soave, MonicaCunningham, John Kuhn, David Alspach, Siddhartha Sharma, RebeccaWilkerson, Kelly Willms, Leslie Harmon, Alisa Rawlins, Trent Cole, Julie Spano, Erica Williams, David Lacroix, Gayle Kunkel-Shields, Patricia Casey, Kevin Fossett, Patricia Houghton, Jonathan Mack, Oluwarotimi Abimbola, Joe Nassar, Joshua Carpenter

Description:
This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

1pm - 2pm  Weekly Politicals Meeting

Where: Secretary's Conference Room- 5160
Who:
Lacey Smethers, Brian Pavlik, Daniel Jorjani, Timothy Petty, David Mihalic, Preston Beard, James Schindler, Katie Mills, Ryan Nichols, Paul (Dan) Smith, Thomas Baptiste, Steven Smith, Kyle Scherer, AureliaSkipwith, Kyle Scherer, Leila Getto, gregory_sheehan@fws.gov, Christopher Stolte, Wesley Bullock, Caroline Boulton, Michael Argo, Steven Howke, Lori Mashburn, Amanda Kaster, James Cason, BrandonMiddleton, Todd Wynn, John Bockmier, Vincent Devito, Susan Combs, zach_gambill@fws.gov, Christine Bauserman, Charles Laudner, Gavin Clarkson, Scott Cameron, Scott Hommel, Brenda Burman, Benjamin Cassidy, Downey Magallanes, Alan Mikkelsen, Brian Steed, Casey Hammond, Russell Roddy, John Tanner, Virginia Johnson, Micah Chambers, Richard Goeken, Austin Ewell, William Dove, Brendan Quinn, Heather Swift, Eli Nachmany, Andrea Travnicek, John Tahsuda, Jason Funes, Gary Lawkowski, Stephen Wackowski, Joshua Campbell, James Voyles, Elinor Werner, Jason Larrabee, Alex Hinson, Kathleen Benedetto, Douglas Domenecch, Timothy Williams, Russell Newell, Cally Younger, Greg Sheehan, Matthew Dermody, Laura Rigas, Rick May, Joseph Balash, Cally Younger, Shirley Lewis, Marshall Critchfield, Scott Angelle, Aaron Thiele, Todd Willens, Blake Deeley, Gary Lawkowski, David Bernhardt, ldavis@osmre.gov, Katharine MacGregor

Description: Weekly politicals meetings- room 5160.

4pm - 5pm  Hair

Wed Nov 22, 2017

2:30pm - 3pm  Meeting with Mary Josie Blanchard and Lori Mashburn

Video call:
[b] (5), [b] (b) (6)

Where: Room 6114
Calendar: David Bernhardt
Created by: Gareth Rees
Who: Mary Josie Blanchard, David Bernhardt, Lori Mashburn, Natalie Davis
Natalie Davis

Mon Nov 27, 2017

2pm - 3pm  Hold: Ethics Briefing for New Political Appointees

**Video call:**

(b) (5), (b) (6)

**Where:** OS-OCIO Sugar Maple Conference Room 7127 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**

Oluwarotimi Abimbola, Lori Mashburn, David Lacroix, OS-OCIO Sugar Maple Conference Room 7127 MIB, Edward McDonnell, Erica Williams, Natalie Davis, Brandon Middleton, Peyton Hardaway

**Description:**

Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.

2pm - 3pm  Louisiana Meeting

**Video call:**

(b) (5), (b) (6)

**Where:** 6151

**Calendar:** 6151

**Created by:** Elinor Werner

**Who:**

Laura Rigas, John Tanner, Alex Hinson, Leila Getto, Natalie Davis, Caroline Boulton, Micah Chambers, Todd Wynn, Russell Roddy, Benjamin Cassidy

**Going? Yes**

Tue Nov 28, 2017

9am - 10am  On/Off-Boarding Overview

**Video call:**

(b) (5), (b) (6)

**Where:** Dial-In; Code: (b) (5) MIB Director's Conference Room 5056

**Calendar:** Oluwarotimi Abimbola

**Who:**


**Going? Yes**

**Description:**

The Department's On-boarding and Off-boarding working group will meet with our colleagues across all bureaus in the IT, HR, and Personnel Security communities to walk through the process used for on-boarding/off-boarding new appointees, B2B transfers for both appointees and senior officials, and details for senior officials. We hope this will encourage communication and collaboration in all directions as we strive to improve our processes.
1:30pm - 2pm  Board Meeting

**Video call:**

(b) (5), (b) (6)

**Where:** 6144

**Calendar:** Scott Hommel

**Created by:** Elinor Werner

**Who:** Lori Mashburn, Natalie Davis, Scott Hommel, Todd Wynn, Benjamin Cassidy

**Going? Yes**

### Wed Nov 29, 2017

2pm - 2:30pm  Hold: Executive Secretariat Briefing for New Political Appointees

**Video call:**

(b) (5), (b) (6)

**Where:**

OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**

OS-OCIO Sweet Gum Conference Room 7115 MIB, Brandon Middleton, Peyton Hardaway, Natalie Davis, Juliette Lillie, Wesley Bullock, Robert Howarth, Lori Mashburn, Oluwarotimi Abimbola

**Description:**

Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to Julie Lillie (juliette_lillie@ios.doi.gov) with questions.
Natalie Davis

2:30pm - 3:30pm  Hold: IT Briefing for New Political Appointees

   Video call:

(b) (5), (b) (6)

Where: OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:
Peyton Hardaway, Lori Mashburn, Karen Matragrano, Oluwarotimi Abimbola, OS-OCIO Sweet Gum Conference Room 7115 MIB, Brandon Middleton, Martha Eichenbaum, Wesley Bullock, David Alspach, Natalie Davis
Description:
Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

Thu Nov 30, 2017

8:45am - 9:30am  Progress Check

   Video call:

(b) (5), (b) (6)

Where: 6120
Calendar: Catherine Gulac
Who:
Natalie Davis, Karen Matragrano, Sylvia Burns, Catherine Gulac, Todd Willens, Kevin Fossett, Oluwarotimi Abimbola, Casey Stemler
Description:
Hi Casey, I have an overview of the options drafted that OCIO leadership wanted to review before we shared it with you. The short answer is that a combo of Google Sites and Google Drive will get you the basic functionality you need and uses tools that are included in our email system. A more robust solution that does everything you need could be developed using other modern technology that would require an additional budget to implement. I will have OCIO's final recommendation early next week for you. Neither solution will take long to implement.


10:30am - 11am  Weekly Meeting with Lori

   Calendar: @ios.doi.gov
Created by: Caroline Boulton
Who: @ios.doi.gov, Elinor Werner, Natalie Davis, Lori Mashburn, Scott Hommel
Going? Yes
Description: John Tanner will participate in the meeting on 11/30 only

Mon Dec 4, 2017

5pm - 5:30pm  Check in- Boards

   Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Benjamin Cassidy
Going? Yes
Description: Check in on boards- Ben’s request.
9am - 9:50am  On/Off-Boarding Working Group

**Video call:**

(b) (5), (b) (6)

**Where:**

Dial-In: (b) (5); Code: (b) (5) OS-OCIO Sweet Gum Conference Room 7115 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**

Kelly Willms, Steve Hargrave, Monica Cunningham, Margaret Bradley, Leslie Harmon,
Rebecca Wilkerson, Martha Eichenbaum, John Kuhn, Peter Sauve, Jonathan Mack, Erica Williams,
OS-OCIO Sweet Gum Conference Room 7115 MIB, Rebekah Lamoree, Trent Cole, Oluwarotimi Abimbola,
Karen Matragrano, Michelle Oxyer, Alison Stockdale, Cynthia Piper, Patricia Houghton,
David Lacroix, David Alsipach, Natalie Davis, Joe Nassar, Joshua Carpenter, Thomas, Jeffrey,
Grace Cleckley, Judith Snoich, Catherine Book, Julie Spano, Peyton Hardaway

**Description:**

This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

1pm - 2pm  Weekly Politicals Meeting

**Where:** Secretary's Conference Room- 5160

**Who:**

Brenda Burman, John Tanner, Russell Newell, Lacey Smethers, Greg Sheehan, Gavin Clarkson, Casey Hammond, Gary Lawkowski, Aaron Thiele, Kyle Scherer, John Tahsuda, Christine Bauserman, Downey Magallanes, William Dove, Joshua Campbell, Caroline Boulton, James Voyles, Aurelia Skipwith, Todd Wynn, Scott Angelle, Jason Funes, Lori Mashburn, Douglas Domenech, Steven Smith, Thomas Baptiste, Cally Younger, Brandon Middleton, Joseph Balash, Daniel Jorjani, Brian Steed, Kathleen Benedetto, Katie Mills, Gary Lawkowski, Alex Hinson, Amanda Kaster, Vincent Devito, Heath Swift, ldavis@osmre.gov, Wesley Bullock, Shirley Lewis, David Bernhardt, Eli Nachmany, David Mihalic, Jason Larrabee, Michael Argo, Austin Ewell, James Schindler, Scott Cameron, Marshall Critchfield, John Bockmier, Stephen Wackowski, Blake Deeley, Micah Chambers, Alan Mikkelsen, Todd Willens, Christopher Stolte, Richard Goeken, Rya Nichols, gregory_sheehan@fws.gov, Brian Pavlik, Timothy Williams, Brendan Quinn, Charles Laudner, Rick May, Andrea Travnicek, Paul (Dan) Smith, Cally Younger, zach_gambill@fws.gov, Susan Combs, Timothy Petty, Matthew Dermody, Benjamin Cassidy, Russell Roddy, Laura Rigas, Katherine MacGregor, Steven Howke, Kyle Scherer, James Cason, Preston Beard, Virginia Johnson, Scott Hommel, Leila Getto, Elinor Werner

**Description:** Weekly politicals meetings- room 5160.

1:45pm - 1:55pm  Louisiana trip download

**Where:** Downey's office

**Calendar:**

(b) (6)

**Created by:** Natalie Davis

**Who:**

John Tanner, Leila Getto, Downey Magallanes, Caroline Boulton, Wesley Bullock, Katharine MacGregor, Michael Argo, Natalie Davis
Fri Dec 8, 2017

10:30am - 11:30am    Weekly Boards/Commissions Meeting

Video call: 

(b) (5), (b) (6)

Where: Room 6128  
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch  
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

Mon Dec 11, 2017

2pm - 3pm    Hold: Ethics Briefing for New Political Appointees

Video call: 

(b) (5), (b) (6)

Where: OS-OCIO Magnolia Conference Room 7013 MIB  
Calendar: Oluwarotimi Abimbola
Who: Edward McDonnell, OS-OCIO Magnolia Conference Room 7013 MIB, Oluwarotimi Abimbola, Natalie Davis, David Lacroix, Kyle Scherer, Erica Williams, Peyton Hardaway, Lori Mashburn
Going? Yes
Description: Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.

Tue Dec 12, 2017

1pm - 2pm    Weekly Politicals Meeting

Where: Secretary's Conference Room- 5160
Description: Weekly politicals meetings- room 5160.
<table>
<thead>
<tr>
<th>Time</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:30pm - 3pm</td>
<td><strong>OCIO MIB Holiday Party</strong>&lt;br&gt;Video call: [b] (5), [b] (6)&lt;br&gt;Where: MIB Magnolia Conference Room (7013)&lt;br&gt;Calendar: OCIO Announcements&lt;br&gt;Created by: Rebecca Wilkerson&lt;br&gt;Who: Natalie Davis&lt;br&gt;Going? Yes&lt;br&gt;Description: Please join the OCIO for food, drinks, games, and holiday cheer! For more information, see our Holiday Flyer.</td>
</tr>
<tr>
<td>2pm - 2:30pm</td>
<td><strong>Hold: Executive Secretariat Briefing for New Political Appointees</strong>&lt;br&gt;Video call: [b] (5), [b] (6)&lt;br&gt;Where: OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB&lt;br&gt;Calendar: Oluwarotimi Abimbola&lt;br&gt;Who: Natalie Davis, Juliette Lillie, Robert Howarth, Lori Mashburn, Peyton Hardaway, OS-OCIO Sweet Gum Conference Room 7115 MIB, Oluwarotimi Abimbola, Kyle Scherer&lt;br&gt;Description: Please hold for your initial on-boarding briefing. These are recurring briefings that occur on the first Wednesday of each pay period. Please reach out to Julie Lillie (<a href="mailto:juliette_lillie@ios.doi.gov">juliette_lillie@ios.doi.gov</a>) with questions.</td>
</tr>
<tr>
<td>2:30pm - 3:30pm</td>
<td><strong>Hold: IT Briefing for New Political Appointees</strong>&lt;br&gt;Video call: [b] (5), [b] (6)&lt;br&gt;Where: OS-OCIO Magnolia Conference Room 7013 MIB&lt;br&gt;Calendar: Oluwarotimi Abimbola&lt;br&gt;Who: Kyle Scherer, Karen Matragrano, Oluwarotimi Abimbola, OS-OCIO Magnolia Conference Room 7013 MIB, Lori Mashburn, David Alspach, Natalie Davis, Peyton Hardaway, Martha Eichenbaum&lt;br&gt;Description: Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (<a href="mailto:rotimi_abimbola@ios.doi.gov">rotimi_abimbola@ios.doi.gov</a>) with any questions.</td>
</tr>
</tbody>
</table>
9:30am - 10am Politicals Team Photo

Video call:
[b) (5), (b) (6)]

Where: DOI Auditorium
Calendar: Elinor Werner

Going? Yes

3pm - 3:30pm Interview DAS FWP

Video call:
[b) (5), (b) (6)]

Where: 6116
Calendar: Catherine Gulac
Who: Catherine Gulac, David Bernhardt, Gareth Rees, Natalie Davis, Lori Mashburn
Description: Charles Laudner, POC: Natalie Davis
Natalie Davis

5pm - 6pm  OCO/External Holiday Party
Video call:  
Where:  OCO/External Hallway Holiday Party
Calendar: Laura Rigas
Who:  Preston Beard, John Bockmier, Elinor Werner, Christine Bauserman, RickMay, Katharine MacGregor, Richard Goeken, Gavin Shire, Michael Litterst, Scott Angelle, Laury Parramore, Kyle Scherer, Brian Pavlik, Leila Getto, Blake Deely, Daniel Jorjani, Brian Steed, Andrea Antunes, Olivia Ferriter, Douglas Domenech, Brandon Middleton, Jennifer Goldblatt, Patricia Aaron, Laura Rigas, Amanda Kaster, Catherine Puckett, Jeffrey Olson, Joshua Campbell, Alan Mikkelsen, Tracey Moriarty, Steven Howke, Gregory Julian, Steven Smith, David Mihalic, Rebecca Zepeda, Ryan Nichols, James Schindler, Downey Magallanes, William Dove, Lori Mashburn, Danielle Brigida, Gary Lawkowski, Micah Chambers, Aurelia Skipwith, Benjamin Cassidy, April Slayton, Brendan Quinn, Eileen Angelico, John Tahuada, Treci Johnson, Heather Swift, Michael Fernandez, Alex Hinson, gregory_sheehan@fws.gov, @ios.doi.gov, Vincent Devito, James Cason, Russell Roddy, Cally Younger, Moshay Simpson, Connie Gillette, Gavin Clarkson, Genevieve Giaccardo, Greg Sheehan, Timothy Williams, Andrea Travnicek, Kathleen Benedetto, Stephen Wackowski, Thomas Baptiste, Caroline Boulton, Jeremy Barnum, Natalie Davis, ddubray@blm.gov, Austin Ewell, Tricia Hall, Virginia Johnson, Todd Willens, Jeff Krauss, Michael Argo, Jason Larabee, Jason Funes, Scott Hommel, Eli Nachmany, Christopher Stolte, Anne-Berry Wade, Russell Newell, Marshall Critchfield, Nancy Savage, Lacey Smethers, Casey Hammond, Kristin Merony, Tanya Joshua, Stephen Clutter, Scott Cameron, Aaron Thiele, Amy Holley, Todd Wynn, Nedra Darling, Shirley Lewis, Idavis@osmre.gov, David Bernhardt, Christopher Holmes, Kyle Scherer, John Tanner, Wesley Bullock
Going? Yes
Description:  Party with the Penguins! Please join us for some holiday cheer. Food and beverages will be served. And, be prepared -- there will be a photo booth! Just make sure you RSVP so we know how many people to expect. Thanks!

Fri Dec 15, 2017

9am - 9:50am  Last On/Off-Boarding WG Mtg in 2017
Video call:  
Where:  Dial-In:  ; Code:  OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar:  Oluwarotimi Abimbola
Who:  Natalie Davis, Rebekah Lamoree, Julie Spano, Monica Cunningham, Oluwarotimi Abimbola, Erica Williams, Peter Sauve, Michelle Oxyer, Kelly Willms, Jonathan Mack, Cynthia Piper, David Lacroix, Caroline (Carrie) Soave, Rebecca Wilkerson, Grace Cleckley, Thomas, Jeffrey, John Kuhn, Peyton Hardaway, David Alsipach, Trent Cole, Joshua Carpenter, Catherine Book, Karen Matragrano, Martha Eichenbaum, Steve Hargrave, Alison Stockdale, Bruce Downs, Sylvia Burns, OS-OCIO Sweet Gum Conference Room 7115 MIB, Judith Snoich, Leslie Harmon, Joe Nassar, Patricia Houghton
Going? Yes
Description:  This is a optional hold for the meeting of the Department’s On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees.
**Natalie Davis**

**Tue Dec 19, 2017**

**5:30pm - 6pm   End of the Year Team Event**

**Video call:**

(d) (5), (b) (6)

**Where:** Secretary's Office

**Calendar:** Elinor Werner

**Who:**


**Going? Yes**

**Wed Dec 20, 2017**

**11am - 12pm   Progress Check on Secretarial Order Report Card System in Google**

**Video call:**

(d) (5), (b) (6)

**Where:**

OS-OCIO Magnolia Conference Room 7013 MIB; Concall (b) (5)

PC (b) (5)

LC (b) (5)

**Calendar:** Sylvia Burns

**Who:**

Karen Matragrano, Oluwarotimi Abimbola, Benjamin Weinischke, Martha Eichenbaum, Casey Stemler, Todd Willens, OS-OCIO Magnolia Conference Room 7013 MIB, Gareth Rees, Sylvia Burns, Kevin Fossett, Catherine Gulac, Natalie Davis

**1:45pm - 2:30pm   Meeting to discuss FACA Board**

**Video call:**

(d) (5), (b) (6)

**Where:** Conference room 6342

**Calendar:** Benjamin Cassidy

**Created by:** Valerie Smith

**Who:**

tasha_robbins@nps.gov, Todd Willens, Rick May, Benjamin Cassidy, Scott Hommel, Elinor Werner, Laura Rigas, Lori Mashburn, Natalie Davis, Jason Larrabee, Russell Newell, Catherine Gulac

**Going? Yes**
Thu Dec 21, 2017

12pm - 12:15pm  Meeting on Board Appointments

Video call:
(b) (5), (b) (6)

Where: Office of the Secretary
Calendar: @ios.doi.gov
Created by: Caroline Boulton
Who: @ios.doi.gov, Scott Hommel, Benjamin Cassidy, Natalie Davis
Going? Yes

Fri Dec 22, 2017

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:
(b) (5), (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

Tue Dec 26, 2017

All day Out

Tue Dec 26, 2017 - Sat Dec 30, 2017
Video call:
(b) (5), (b) (6)

Wed Dec 27, 2017

All day Out

Tue Dec 26, 2017 - Sat Dec 30, 2017
Video call:
(b) (5), (b) (6)

2pm - 2:30pm  Hold: Executive Secretariat Briefing for New Political Appointees

Video call:
(b) (5), (b) (6)

Where:
OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:
Natalie Davis, Peyton Hardaway, Lori Mashburn, Robert Howarth, Juliette Lillie, Oluwarotimi Abimbola, OS-OCIO Sweet Gum Conference Room 7115 MIB
Description:
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to Julie Lillie (juliette_lillie@ios.doi.gov) with questions.
Natalie Davis

Thu Dec 28, 2017

All day Out
Tue Dec 26, 2017 - Sat Dec 30, 2017
Video call:
(b) (5), (b) (6)

Fri Dec 29, 2017

All day Out
Tue Dec 26, 2017 - Sat Dec 30, 2017
Video call:
(b) (5), (b) (6)

10:30am - 11:30am Weekly Boards/Commissions Meeting
Video call:
(b) (5), (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

Tue Jan 2, 2018

1pm - 2pm Weekly Politicals Meeting
Where: Secretary’s Conference Room- 5160
Who:
Gary Lawkowski, Lori Mashburn, Greg Sheehan, James Voyles, Timothy Williams, John Tanner, Wesley Bullock, Scott Hommel, gregory_sheehan@fws.gov, Benjamin Cassidy, Elinor Werner, Cally Younger, Douglas Domenech, Brendan Quinn, Katie Mills, Brandon Middleton, Aaron Thiele, Russell Roddy, Susan Combs, Timothy Petty, Micah Chambers, Brenda Burman, Caroline Boulton, Leila Getto, Ryan Nichols, Rick May, zach_gambill@fws.gov, Brian Steed, Austin Ewell, Joshua Campbell, Virginia Johnson, Kathleen Benedetto, Steven Smith, Charles Laudner, Stephen Wackowski, Matthew Dermody, Christopher Stolte, Laura Rigas, Amanda Kaster, Scott Angelle, James Cason, Aurelia Skipwith, John Tahsuda, Lacey Smethers, Eli Nachmany, Gavin Clarkson, Jason Funes, Jason Larrabee, Steven Howke, Alex Hinson, Vincent Devito, Todd Willens, Cally Younger, Richard Goeken, David Mihalic, Blake Deeleey, Kyle Scherer, Thomas Baptiste, Andrea Travnickek, Heather Swift, David Bernhardt, Joseph Balash, Todd Wynn, Russell Newell, Katharine MacGregor, Casey Hammond, Downey Magallanes, Gary Lawkowski, William Dove, Alan Mikkelson, ldavis@osmre.gov, Kyle Scherer, Daniel Jorjani, Shirley Lewis, Scott Cameron, Paul (Dan) Smith, Marshall Critchfield, Brian Pavlik, Michael Argo, Preston Beard, James Schindler, John Bockmier, Christine Bauserman
Description: Weekly politicals meetings- room 5160.
9:30am - 11am

**Bi-Weekly Meeting with Assistant Secretaries, Directors, & Advisors**

*Where:* 5160 Conference Room  
*Calendar:* [@ios.doi.gov](mailto:@ios.doi.gov)  
*Created by:* Leila Getto  

*Who:*  
Todd Wynn, James Cason, Katharine MacGregor, Greg Sheehan, Elinor Werner, David Bernhardt, Alan Mikkelson, Joseph Balash, Lori Mashburn, Todd Willens, Scott Cameron, Downey Magallanes, Scott Hommel, Brenda Burman, Micah Chambers, Vincent Devito, Scott Angelle, John Tahsuda, Leila Getto, Laura Rigas, Natalie Davis, Aaron Thiele, David Mihalic, Douglas Domenech, gregory_sheehan@fws.gov, Michael Argo, Rick May, John Tanner, Benjamin Cassidy, Daniel Jorjani, Jason Larrabee, Austin Ewell, Gareth Rees, Andrea Travnicek

4pm - 5pm

**Interior call on refuge water and Central Valley water issues with BOR**

*Video call:*  

*Where:* 916-750-2602  
*Calendar:* mark@caleec.com  

*Who:* rortega@gwdwater.org, mark@caleec.com, jvolberg@calwaterfowl.org, Natalie Davis, glink@ducks.org, ewehr@gwdwater.org, Benjamin Cassidy  

*Going? Yes*

Thu Jan 4, 2018

2pm - 2:50pm  
**On/Off-Boarding Working Group**

*Video call:*  

*Where:* Dial-In: [OS-OCIO Magnolia Conference Room 7013 MIB](tel:OS-OCIO Magnolia Conference Room 7013 MIB)  

*Calendar:* Oluwarotimi Abimbola  

*Who:* Steven Hunt, Karen Matragrano, Leslie Harmon, Sharon Benitez, Peter Sauve, Catherine Book, Trent Cole, Pia Bloom, David Alspach, Alison Stockdale, Joe Nassar, Margaret Bradley, Steve Hargrave, Rebekah Lamoree, Natalie Davis, Julie Spano, Erica Williams, Kelly Willms, Peyton Hardaway, Gayle Kunkel-Shields, Michelle Oyer, Rebecca Wilkerson, Jonathan Mack, Martha Eichenbaum, OS-OCIO Magnolia Conference Room 7013 MIB, John Kuhn, Patricia Casey, Thomas, Jeffrey, Judith Snoich, Cynthia Piper, Grace Cleckley, Oluwarotimi Abimbola, David Lacroix, Joshua Carpenter, Monica Cunningham, Patricia Houghton

*Description:* This is a weekly meeting of the Department’s On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.
Fri Jan 5, 2018

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:
(b) (5), (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

3:30pm - 4pm  Recreation Meeting

Video call:
(b) (5), (b) (6)

Where: 6120
Calendar: Catherine Gulac
Who:
Todd Willens, Natalie Davis, Downey Magallanes, Rick May, Austin Ewell, Jason Larrabee, Catherine Gulac, Casey Hammond, Marshall Critchfield
Going? Yes
Description:
Please request a call-in number if you need to call in. Also, understood that due to the lateness of this invitation, not everyone will be available..

Tue Jan 9, 2018

10:30am - 11am  Recreation Mtg - Follow-Up to 1/5/18 Mtg

Video call:
(b) (5), (b) (6)

Where: 6120
Calendar: Catherine Gulac
Who:
Catherine Gulac, Casey Hammond, Richard Goeken, Rick May, Todd Willens, Natalie Davis, Austin Ewell, Marshall Critchfield, Downey Magallanes, Jason Larrabee
Going? Yes
Description:
Please request a call-in number if you need to call in. Also, understood that due to the lateness of this invitation, not everyone will be available..

1pm - 2pm  Weekly Politicals Meeting

Where: Secretary's Conference Room- 5160
Who:
Charles Laudner, Alan Mikkelsen, Steven Smith, Aaron Thiele, BrandonMiddleton, James Voyles, Wesley Bullock, Gavin Clarkson, JoshuaCampbell, Heather Swift, Jason Funes, Brendan Quinn, Brian Pavlik, David Bernhardt, Todd Wynn, James Schindler, Kyle Scherer, Casey Hammond, John Tanner, Downey Magallanes, Gary Lawkowski, Matthew Dermody, Brenda Burman, Greg Sheehan, Elinor Werner, Micah Chambers, Austin Ewell, gregory_sheehan@fws.gov, Ryan Nichols, Amanda Kaster, Katie Mills, Laura Rigas, Jason Larrabee, Rick May, Andrea Travnicek, Brian Steed, Stephen Wackowski, Leila Getto, Russell Roddy, Shirley Lewis, Timothy Williams, David Mihalic, James Cason, Thomas Baptist, Virginia Johnson, Kyle Scherer, Susan Combs, ldavis@osmr.gov, John Tahsuda, Scott Cameron, Gary Lawkowski, Russell Newell, Scott Angelle, Cally Younger, Steven Howke, Paul (Dan) Smith, Vincent Devito, Preston Beard, Michael Argo, Christopher Stolte, John Bockmier, zach_gambill@fws.gov, Cally Younger, Douglas Domenech, Lacey Smethers, Christine Bauserman, Blake Deeley, Katharine MacGregor, Alex Hinson, Aurelia Skipwith, William Dove, Benjamin Cassidy, Richard Goeken, Eli Nachmany, Danie Jorjani, Joseph Balash, Scott Hommel, Marshall Critchfield, Timothy Petty, Todd Willens, Kathleen Benedetto, Lori Mashburn, Caroline Boulton
Description: Weekly politicals meetings- room 5160.
Natalie Davis

2pm - 3pm  Hold: Ethics Briefing for New Political Appointees

Video call:
(b) (5), (b) (6)

Where:
Dial-In: [b] (5)  Code: [b] (5)  OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB

Calendar: Oluwarotimi Abimbola

Who:
Alexander Sterhan, Pia Bloom, Oluwarotimi Abimbola, Julie White, David Lacroix, Erica Williams, Lori Mashburn, Edward McDonnell, Natalie Davis, Paul (Dan) Smith, OS-OCIO Sweet Gum Conference Room 7115 MIB, Peyton Hardaway, James Voyles

Going? Yes

Description:
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.

2:30pm - 2:45pm  Meeting with Thomas Baptiste

Where: 6128

Who: Natalie Davis, Thomas Baptiste

Going? Yes

Wed Jan 10, 2018

11:10am - 12:20pm  Session #1

Video call:
(b) (5), (b) (6)

Where: [See individual assignment]

Calendar: Thomas Baptiste

Who: Natalie Davis

Description:
Please go to the room to which you are assigned. This event is a mere friendly reminder, please be prepared to take notes.

11:15am - 12:15pm  Summit

Video call:
(b) (5), (b) (6)

2:30pm - 3:30pm  Summit

Video call:
(b) (5), (b) (6)

Thu Jan 11, 2018

9am - 10am  Summit

Video call:
(b) (5), (b) (6)

11am - 12pm  Summit

Video call:
(b) (5), (b) (6)
1:45pm - 2:30pm  SO Report Card walkthrough

Where: Room 6128  
Calendar: Kevin Fossett  
Who: Natalie Davis, Kevin Fossett, OS-OCIO Sugar Maple Conference Room 7127 MIB  
Description: We’ll make this a working session for Kevin and Natalie to walk through the SO Report Card tool to make sure it aligns with the process Natalie would like to use to manage SO marching orders. We’ll also go through the draft training materials for you and for the AS COS staffers who will use the tool. Our outcomes will be a list of final refinements to the system itself along with next steps for training and roll out.

3:30pm - 4:30pm  FACA mtg

Video call:

Where: Natalie’s Office  
Calendar: Benjamin Cassidy  
Who: Natalie Davis, Benjamin Cassidy, Rick May  
Going? Yes

Fri Jan 12, 2018

2pm - 3pm Ethics Briefing for Tim Petty

Video call:

Where: OS-OCIO Magnolia Conference Room 7013 MIB  
Calendar: Oluwarotimi Abimbola  
Who: Natalie Davis, OS-OCIO Magnolia Conference Room 7013 MIB, Oluwarotimi Abimbola, Edward McDonnell, Kerry Rae, Timothy Petty, Kimberly Hintz, David Lacroix  
Description: Day 1 ethics briefing for Mr. Petty

2:30pm - 3:30pm Internal Meeting - Status Check - Sportsmen SO 3356

Video call:

Where: 6023  
Calendar: Catherine Gulac  
Who: Brenda Burman, Greg Sheehan, Andrea Travnicek, Stephen Guertin, Casey Hammond, Todd Willens, Catherine Gulac, Brian Carlstrom, lthurn@blm.gov, Joseph (Gene) Seidlitz, Benjamin Cassidy, Michael Reynolds, Natalie Davis, Jason Larrabee, Raymond Sauvajot, Jim Kurth, Kathleen Benedetto, Brian Steed  
Description: This is for a status check on the Sportsmen Secretarial Order 3356. If the principal is unable to attend, please send a surrogate.

3:30pm - 4pm Check-in with Lori Mashburn

Video call:

Where: Room 6114  
Calendar: David Bernhardt  
Created by: Gareth Rees  
Who: Natalie Davis, David Bernhardt, Lori Mashburn
Tue Jan 16, 2018

9am - 9:50am  On/Off-Boarding Working Group

Where: Video call: [b] (5) (b) (6)

Where: Dial-In: [b] (5) Code: [b] (5) OS-OCIO Sweet Gum Conference Room 7115 MIB

Calendar: Oluwarotimi Abimbola
Who: David Lacroix, Julie Spano, Joe Nassar, Rebecca Wilkerson, Steve Hargrave, Joshua Carpenter, Thomas, Jeffrey, Monica Cunningham, Rebekah Lamoree, Karen Matragrano, Patricia Houghton, Jonathan Mack, Peter Sauve, OS-OCIO Sweet Gum Conference Room 7115 MIB, Michelle Oxyer, Peyton Hardaway, Oluwarotimi Abimbola, Alison Stockdale, Leslie Harmon, Martha Eichenbaum, Judith Snoch, Catherine Book, Grace Cleckley, David Alspach, John Kuhn, Trent Cole, Erica Williams, Natalie Davis, Cynthia Piper, Margaret Bradley, Kelly Willms

Description: This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on-off-boarding.

1pm - 2pm  Weekly Policals Meeting

Where: Secretary's Conference Room- 5160
Who: Virginia Johnson, Brendan Quinn, Joshua Campbell, Paul (Dan) Smith, Russell Roddy, Andrea Travnicek, Eli Nachmany, Todd Wynn, Lori Mashburn, Caroline Boulton, Daniel Jorjani, Richard Goeken, Ryan Nichols, Charles Laudner, Leila Getto, Casey Hammond, Stephen Wackowski, Wesley Bullock, Timothy Williams, Scott Cameron, Elinor Werner, Timothy Petty, James Voyles, Christopher Stolte, Steven Smith, Gary Lawkowski, Katie Mills, Blake Deeley, Steven Howke, Lacey Smithers, Aaron Thiele, Heather Swift, Kyle Scherer, Cally Younger, James Cason, Micah Chambers, Todd Willens, Matthew Dermody, Thomas Baptiste, Brenda Burman, Joseph Balash, Shirley Lewis, Katharine MacGregor, Scott Hommel, Amanda Kaster, Gary Lawkowski, John Tanner, Kyle Scherer, Brandon Middleton, Preston Beard, Alan Mikkelsen, David Bernhardt, Kathleen Benedetto, Marshall Critchfield, Jason Larrabee, Brian Steed, Rick May, Benjamin Cassidy, gregory_sheehan@fws.gov, Vincent Devito, Susan Combs, John Tahasuda, Scott Angelle, Brian Pavlik, Greg Sheehan, Downey Magallanes, idavis@osmre.gov, David Mihalic, Aurelia Skipwith, Cally Younger, Douglas Domenech, Laura Rigas, Gavin Clarkson, Austin Ewell, Michael Argo, Alex Hinson, William Dove, zach_gambill@fws.gov, Russell Newcomb, Christine Bauserman, James Schindler, John Bockmier, Jason Funes

Description: Weekly policals meetings- room 5160.

3pm - 3:30pm  Weekly Meeting with Lori

Where: Video call: [b] (5) (b) (6)

Calendar: [b]@ios.do.gov
Created by: Caroline Boulton
Who: Scott Hommel, Natalie Davis, [b]@ios.do.gov, Lori Mashburn, Elinor Werner
Going? Yes
**Wed Jan 17, 2018**

1:30pm - 2pm  Native American Graves Protect & Repatriate Rev. Comm  
*Video call:  [b] (5), [b] (6)*  
*Where:* Natalie’s Office  
*Calendar:* Aurelia Skipwith  
*Who:* Natalie Davis, Aurelia Skipwith  
*Going? Yes*

5pm - 5:30pm  Made in America Recreation Committee- Internal Meeting  
*Where:* Room 6151- Secretary’s Conference Room  
*Who:* Todd Willens, Lori Mashburn, Scott Hommel, John Tanner, Natalie Davis, Downey Magallanes, Benjamin Cassidy, Laura Rigas, Rick May, Russell Newell, Heather Swift  
*Going? Yes*  
*Description:* Discuss membership and roll out plan. If you cannot attend, please send a surrogate. Thanks!

**Thu Jan 18, 2018**

3pm - 3:45pm  Interview with Andrew Boutros  
*Video call:  [b] (5), [b] (6)*  
*Where:* Room 6114  
*Calendar:* David Bernhardt  
*Created by:* Gareth Rees  
*Who:* Lori Mashburn, David Bernhardt, Natalie Davis

5pm - 6pm  Beachhead Team 1 year Celebration  
*Video call:  [b] (5), [b] (6)*  
*Where:* Secretary’s Office  
*Going? Yes*  
*Description:* Beachhead team- come celebrate our 1 year anniversary of joining the administration.
Natalie Davis

6pm - 9pm  Informal Happy Hour - Celebrating One Year
Where: Blackfinn 1620 I Street NW, Washington, DC 20006
Calendar: Created by: Natalie Davis
Going? Yes
Description:
Please join us for an informal happy hour to mark the completion of the first year
of the Trump Administration. We have a large space reserved for our group in the back of
Blackfinn Ameripub (near the White House). Please invite any friends of the Administration who
would like to celebrate with us. See you there! Brad Rateike Director of Cabinet Communications
White House Office of Communications Desk: 202.456.4689
Mobile: [b] (b) (6)

Fri Jan 19, 2018

10:30am - 11:30am  Weekly Boards/Commissions Meeting
Video call: [b] (5), (b) (6)
Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

Mon Jan 22, 2018

2pm - 3pm  Hold: Ethics Briefing for New Political Appointees
Video call: [b] (5), (b) (6)
Where: OS-OCIO Magnolia Conference Room 7013 MIB
Calendar: Oluwarotimi Abimbola
Who:
Erica Williams, Edward McDonnell, David Lacroix, Natalie Davis, OS-OCIO Magnolia
Conference Room 7013 MIB, Oluwarotimi Abimbola, Lori Mashburn, Peyton Hardaway
Description: Please hold for your initial on-boarding briefing. These are recurring briefs that
occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.
lacroix@sol.doi.gov) with questions.
Tue Jan 23, 2018

9:20am - 9:55am  On/Off-Boarding Working Group

Video call:
[b] (5), [b] (6)

Where:
Dial-In: [b] (5) [b] [b] [b] [b]; Code: [b] (5) [b] [b] [b] [b] OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwartotimi Abimbola

Who:
Peyton Hardaway, Natalie Davis, Judith Snoich, OS-OCIO Sweet Gum Conference Room 7115 MIB, Patricia Houghton, Grace Cleckley, Rebekah Lamoree, Erica Williams, Oluwartotimi Abimbola, Joe Nassar, Julie Spano, Karen Matragrano, Leslie Harmon, Martha Eichenbaum, Steve Hargrave, Catherine Book, Alison Stockdale, Joshua Carpenter, David Alspach, David Lacroix, Trent Cole, Monica Cunningham, Thomas, Jeffrey, Peter Sauve, John Kuhn, Jonathan Mack, Michelle Oxyer, Rebecca Wilkerson, Kelly Willms, Cynthia Piper

Description:
This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

1pm - 2pm  Weekly Politicals Meeting

Where: Secretary's Conference Room- 5160

Who:
Brian Steed, Gary Lawkowski, Virginia Johnson, William Dove, Matthew Dermody, Todd Willens, Cally Younger, Austin Ewell, Katie Mills, Elinor Werner, Heather Swift, Benjamin Cassidy, James Schindler, lidavis@osmre.gov, Alan Mikkelsen, Ryan Nichols, Douglas Domenech, Scott Angelle, Michael Argo, Todd Wynn, Downey Magallanes, Cally Younger, Susan Combs, Eli Nachmany, Kyle Scherer, Charles Laudner, Russell Newell, Timothy Williams, Stephen Wackowski, Timothy Petty, Leila Getto, John Tahsuda, Wesley Bullock, Jason Larrabee, Marshall Critchfield, Casey Hammond, Joseph Balash, gregory_sheehan@fws.gov, Steven Howke, Rick May, Kyle Scherer, John Tanner, Steven Smith, Brandon Middleton, Scott Cameron, Brendan Quinn, James Cason, James Voyles, Brenda Burman, Joshua Campbell, Kathleen Benedetto, John Bockmier, Thomas Baptiste, Scott Hommel, Richard Goeken, Jason Funes, Alex Hinson, Shirley Lewis, zach_gambill@fws.gov, David Bernhardt, Brian Pavlik, Daniel Jorjani, Lacey Smethers, Greg Sheehan, Christopher Stolte, David Mihalic, Russell Roddy, Lori Mashburn, Amanda Kaster, Caroline Boulton, Christine Bauserman, Vincent Devito, Gavin Clarkison, Blake Deele, Aaron Thiele, Micah Chambers, Paul (Dan) Smith, Aurelia Skipwith, Laura Rigas, Preston Beard, Gary Lawkowski, Katharine MacGregor, Andrea Travnicek

Description: Weekly politcals meetings- room 5160.

Wed Jan 24, 2018

1:40pm - 2:10pm  Board Meeting

Video call:
[b] (5), [b] (6)

Who: Natalie Davis, Lori Mashburn, Margaret Triebisch

Going? Yes
2pm - 2:30pm  Hold: Executive Secretariat Briefing for New Political Appointees

Video call:
(b) (5), (b) (6)

Where:
Dial-In: (b) (5)  ; Code: (b) (5)  OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:
Alexander Sterhan, Robert Howarth, Natalie Davis, Lori Mashburn, James Voyles, Oluwarotimi Abimbola, Peyton Hardaway, OS-OCIO Sweet Gum Conference Room 7115 MIB, Paul (Dan) Smith, Juliette Lillie
Description:
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to Julie Lillie (juliette_lillie@ios.do.gov) with questions.

2:30pm - 3:30pm  Hold: IT Briefing for New Political Appointees

Video call:
(b) (5), (b) (6)

Where:
Dial-In: (b) (5)  ; Code: (b) (5)  OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:
Oluwarotimi Abimbola, Alexander Sterhan, Natalie Davis, Karen Matragrano, Martha Eichenbaum, James Voyles, David Alsphach, Peyton Hardaway, Lori Mashburn, Paul (Dan) Smith, OS-OCIO Sweet Gum Conference Room 7115 MIB
Description:
Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.do.gov) with any questions.

2:30pm - 3pm  Meeting: 1/31 Swearing-In Planning

Video call:
(b) (5), (b) (6)

Where: Advance Office 6020
Calendar: Wesley Bullock
Who: Ryan Nichols, Natalie Davis, Mariane Gately, Wesley Bullock, Russell Roddy

2:30pm - 3pm  Planning for Tim Petty's Ceremonial Swearing In

Video call:
(b) (5), (b) (6)

Where: Room 6020
Calendar: Ryan Nichols
Who: Wesley Bullock, Ryan Nichols, Natalie Davis
Going? Yes

Thu Jan 25, 2018

11am - 11:30am  Susan Combs- HR Briefing

Video call:
(b) (5), (b) (6)

Where: Room 6126
Who: Natalie Davis, Susan Combs
Going? Yes
2pm - 3pm  Ethics Briefing

Video call:

(b) (5), (b) (6)

Where: OS-OCIO Magnolia Conference Room 7013 MIB
Calendar: Oluwarotimi Abimbola
Who: David Lacroix, Edward McDonnell, Oluwarotimi Abimbola, Natalie Davis, OS-OCIO Magnolia Conference Room 7013 MIB, Susan Combs, Scott Currie
Going? Yes
Description: Day 1 ethics briefing for Susan Combs

6:30pm - 9pm  Thursdays are for the Fridays

Video call:

(b) (5), (b) (6)

Where: TGI Fridays, 2100 Pennsylvania Ave NW, Washington, DC 20037, USA
Calendar: Steven Smith
Who: Blake Deeley, Natalie Davis, Eli Nachmany, Marshall Critchfield, JoshuaCampbell, ldavis@osmre.gov, William Dove, Aaron Thiele, ThomasBaptiste, Steven Smith, Jason Funes, Wesley Bullock
Going? Maybe
Description: Feel free to bring anyone

Fri Jan 26, 2018

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:

(b) (5), (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

3pm - 3:30pm  Interview with Mary Thomas

Video call:

(b) (5), (b) (6)

Where: Room 6114
Calendar: David Bernhardt
Created by: Gareth Rees
Who: Lori Mashburn, David Bernhardt, Natalie Davis

4pm - 4:30pm  Meeting

Where: Mike’s Office- 6126
Who: Daniel Jorjani, Michael Argo
Natalie Davis

Mon Jan 29, 2018

2pm - 2:30pm  Interview with Scott Hommel

Video call:
[5] [6]

Where: 1849 C St NW, Washington, DC 20240, USA
Calendar: Elinor Werner
Who: Elinor Werner, Lori Mashburn, job candidate, Natalie Davis
Going? Yes
Description:
Please use the C Street entrance when you arrive. Security will be expecting you and I will meet you down in the lobby.

3pm - 3:45pm  Interview with John Hilboldt

Video call:
[5] [6]

Calendar: Scott Hommel
Created by: Elinor Werner
Who: Lori Mashburn, Scott Hommel, Natalie Davis

4pm - 5pm  Board Meeting- Planning

Video call:
[5] [6]

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Benjamin Cassidy, Todd Wynn, Rick May
Going? Yes

Tue Jan 30, 2018

9am - 9:50am  On/Off-Boarding Working Group

Video call:
[5] [6]

Where:
Calendar: Oluwarotimi Abimbola
Who:
Steve Hargrave, John Kuhn, David Lacroix, Peyton Hardaway, Oluwarotimi Abimbola, Joe Nassar, Margaret Bradley, David Alspach, Rebekah Lamoree, Catherine Book, Thomas, Jeffrey, Erica Williams, Kelly Willms, Alison Stockdale, OS-OCIO Sweet Gum Conference Room 7115 MIB, Michelle Oxyer, Martha Eichenbaum, Cynthia Piper, Monica Cunningham, Judith Snoich, Jonathan Mack, Joshua Carpenter, Karen Matragrano, Patricia Houghton, Natalie Davis, Rebecca Wilkerson, Peter Sauve, Leslie Harmon, Julie Spano, Trent Cole, Grace Cleckley
Description:
This is a weekly meeting of the Department’s On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.
1pm - 2pm  Weekly Politicals Meeting

**Where:** Secretary's Conference Room- 5160

**Who:**
Russell Newell, Caroline Boulton, Brian Pavlik, Kyle Scherer, Steven Howke, zach_gambill@fws.gov, Alan Mikkelsen, Brandon Middleton, Gary Lawkowski, Lacey Smethers, David Bernhardt, Eli Nachmany, Benjamin Cassidy, Susan Combs, Gavin Clarkson, ldavis@osmre.gov, Cally Younger, Aaron Thiele, Downey Magallanes, David Mihalic, John Tahsuda, Stephen Wackowski, Heather Swift, Elinor Werner, Preston Beard, Scott Cameron, Katie Mills, Paul (Dan) Smith, Lori Mashburn, Greg Sheehan, Laura Rigas, Joshua Campbell, gregory_sheehan@fws.gov, Timothy Williams, Kyle Scherer, Scott Hommel, Michael Argo, Austin Ewell, Casey Hammond, Blake Deeley, Todd Wynn, Christine Bauserman, Rick May, John Bockmier, Leila Getto, Brenda Burman, Alex Hinson, Kathleen Benedetto, Brian Steed, Virginia Johnson, Gary Lawkowski, James Voyles, William Dove, Brendan Quinn, Micah Chambers, Christopher Stolte, Wesley Bullock, Steven Smith, Douglas Domenech, Russell Roddy, John Tanner, Todd Willens, Joseph Balash, Cally Younger, James Cason, Richard Goeken, Aurelia Skipwith, Andrea Travnicek, Daniel Jorjani, Timothy Petty, Katharine MacGregor, Matthew Dermody, Vincent Devito, Shirley Lewis, Ryan Nichols, Charles Laudner, Thomas Baptiste, Amanda Kaster, Jason Larrabee, Jason Funes, James Schindler, Scott Angelle, Marshall Critchfield

**Description:** Weekly politicals meetings- room 5160.

2:30pm - 3:15pm  Interview with Dan Mahoney

**Video call:** (b)(5), (b)(6)

**Calendar:** Scott Hommel

**Created by:** Elinor Werner

**Who:** Natalie Davis, Lori Mashburn, Scott Hommel

2:30pm - 3pm  Interview with Scott Hommel

**Video call:** (b)(5), (b)(6)

**Where:** 1849 C St NW, Washington, DC 20240, USA

**Calendar:** Elinor Werner

**Who:** Natalie Davis, Elinor Werner, Daniel Mahoney

**Wed Jan 31, 2018**

5pm - 6pm  Ceremonial Swearing In for Tim Petty, Assistant Secretary Water & Science

**Where:** DOI Library

**Calendar:** @ios.doi.gov

**Created by:** Leila Getto

**Who:** Timothy Petty, Scott Hommel, Natalie Davis, Aaron Thiele, Lori Mashburn, Ryan Nichols, Downey Magallanes, David Bernhardt, Michael Argo, Todd Wynn

**Description:** POC: Ryan Nichols Advance: Aaron Thiele
Natalie Davis

5pm - 6:30pm  Ceremonial Swearing-In: Assistant Secretary Tim Petty
Where: DOI Library
Going? Yes
Description: Please join us for Assistant Secretary Tim Petty's ceremonial swearing in and reception. The event will be held in the DOI library. Thanks!

6pm - 9pm
Rescheduled informal "Happy Hour" to celebrate the first year of the Trump Administration
Where: Blackfinn Ameripub 1620 I Street NW Washington, DC 20006
Calendar: [b](6) - Bradley Rateike
Created by: Natalie Davis
Who: Natalie Davis
Description: As promised, the informal happy hour to celebrate the first year of the Trump Administration has been rescheduled for Wednesday, January 31 at 6 p.m. at Blackfinn Ameripub. Please invite any friends of the Administration and especially those who have helped along the way. We'll have space reserved for our group in the back part of Blackfinn. (I've tried to include everyone who either received directly or was forwarded the original invitation, but please share as needed.)
Brad Rateike Director of Cabinet Communications
Office of Communications
Desk: 202.456.4689 Mobile:

Thu Feb 1, 2018

11:30am - 12:30pm Board Meeting
Video call: [b], [b] (b)
Where: Room 6128- Lori's Office
Who: Natalie Davis, Lori Mashburn, Benjamin Cassidy, Todd Wynn, Rick May
Going? Yes

Fri Feb 2, 2018

10:30am - 11:30am Weekly Boards/Commissions Meeting
Video call: [b], [b] (b)
Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.
**Natalie Davis**

**2:30pm - 3:30pm  Secretarial Order Report Card System Review**

**Video call:**

(b) (5), (b) (6)

**Where:** OS-OCIO Magnolia Conference Room 7013 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**
OS-OCIO Magnolia Conference Room 7013 MIB, Gary Lawkowski, Richard Cardinale, James Voyles, Gary Lawkowski, Todd Willens, Kevin Fossett, Natalie Davis, Gareth Rees, Sylvia Burns, Oluwarotimi Abimbola, Bruce Downs

**Going? Yes**

**Description:**
We would like to provide the latest status on the report card system and obtain your feedback. Thanks, Sylvia and Team

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**Mon Feb 5, 2018**

**2pm - 3pm  Hold: Ethics Briefing for New Political Appointees**

**Video call:**

(b) (5), (b) (6)

**Where:**

Dial-In: (b) (5) ; Code: (b) (5) OS-OCIO Sweet Gum Conference Room 7115 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**
Charles Laudner, OS-OCIO Sweet Gum Conference Room 7115 MIB, Evan Wilson, Matthew Dermody, Oluwarotimi Abimbola, Erica Williams, David Lacroix, Edward McDonnell, Lori Mashburn, Peyton Hardaway, Natalie Davis

**Description:**
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.

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**Tue Feb 6, 2018**

**1pm - 2pm  Weekly Policals Meeting**

**Where:** Secretary’s Conference Room- 5160

**Who:**
Todd Wynn, Elinor Werner, Gary Lawkowski, Gavin Clarkson, Alex Hinson, zach_gambill@fws.gov, Casey Hammond, John Tahsuda, Brenda Burman, Lacey Smethers, Kyle Scherer, Andrea Travnicke, Stephen Wackowski, Brian Pavlik, James Cason, Gary Lawkowski, Brandon Middleton, David Mihalic, Aaron Thiele, Brendan Quinn, Eli Nachman, Shirley Lewis, Downey Magallanes, Richard Goeken, Joseph Balash, James Voyles, Lori Mashburn, Caroline Boulton, Todd Willens, Leila Getto, Cally Younger, Steven Howke, Heather Swift, Idavis@osmre.gov, William Dove, Rick May, Ryan Nichols, Scott Angelie, Timothy Williams, Micah Chambers, Scott Hommel, Steven Smith, Aurelia Skipwith, Katie Mills, John Tanner, Wesley Bullock, Christine Bauserman, James Schindler, Benjamin Cassidy, Timothy Petty, Christopher Stolte, Amanda Kaster, David Bernhardt, Matthew Dermody, gregory_sheehan@fws.gov, Russell Newell, Douglas Domenech, Daniel Jorjani, Paul (Dan) Smith, Virginia Johnson, Blake Deely, Susan Combs, Marshall Critchfield, Greg Sheehan, John Bockmier, Russell Roddy, Jason Larrabee, Katharine MacGregor, Michael Argo, Charles Laudner, Cally Younger, Preston Beard, Alan Mikkelson, Laura Rigas, Scott Cameron, Austin Ewell, Joshua Campbell, Vincent Devito, Jason Funes, Kathleen Benedetto, Kyle Scherer, Brian Steed, Thomas Baptiste

**Description:** Weekly politicals meetings- room 5160.
Wed Feb 7, 2018

12pm - 1pm  Meeting with Casey Hammond

Video call: (b) (5), (b) (6)

Where: 6128
Calendar: Lori Mashburn
Created by: Natalie Davis
Who: Lori Mashburn, Natalie Davis, Casey Hammond

2pm - 2:30pm  Hold: Executive Secretariat Briefing for New Political Appointees

Video call: (b) (5), (b) (6)

Where:
Dial-In: (b) (5) ; Code: (b) (5) OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:
Lori Mashburn, Juliette Lillie, Matthew Dermody, Oluwarotimi Abimbola, Charles Laudner,
Natalie Davis, Peyton Hardaway, Robert Howarth, OS-OCIO Sweet Gum Conference Room 7115 MIB, Evan Wilson
Description:
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to Julie Lillie (juliette_lillie@ios.doi.gov) with questions.

2:30pm - 3:30pm  Hold: IT Briefing for New Political Appointees

Video call: (b) (5), (b) (6)

Where:
Dial-In: (b) (5) ; Code: (b) (5) OS-OCIO Magnolia Conference Room 7013 MIB
Calendar: Oluwarotimi Abimbola
Who:
Lori Mashburn, Martha Eichenbaum, Evan Wilson, OS-OCIO Magnolia Conference Room 7013 MIB, Natalie Davis, Oluwarotimi Abimbola, Matthew Dermody, Peyton Hardaway, David Alsparc, Karen Matragrano, Charles Laudner
Description:
Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

Thu Feb 8, 2018

1:30pm - 2pm  Weekly Meeting with Lori

Video call: (b) (5), (b) (6)

Calendar: @ios.doi.gov
Created by: Caroline Boulton
Who: @ios.doi.gov, Elinor Werner, Natalie Davis, Scott Hommel, Lori Mashburn
Going? Yes
Fri Feb 9, 2018

10:30am - 11:30am Weekly Boards/Commissions Meeting

Video call:
[b] (b) (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

11:30am - 12:30pm Secretarial Database- Training

Video call:
[b] (b) (b) (6)

Where: 7127
Who: Natalie Davis, Kevin Fossett, James Voyles
Going? Yes

Tue Feb 13, 2018

9am - 9:50am On/Off-Boarding Working Group

Video call:
[b] (b) (b) (6)

Where:
Dial-In: [b] (b) (b) ; Code: [b] (b) OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola
Who:
Catherine Book, Monica Cunningham, Jonathan Mack, Thomas, Jeffrey, Peter Sauve, Martha Eichenbaum, Leslie Harmon, Cynthia Piper, Karen Matragrano, Steve Hargrave, Erica Williams, Peyton Hardaway, Margaret Bradley, Joe Nassar, Rebecca Wilkerson, Natalie Davis, John Kuhn, Judith Snoich, David Alspach, Rebekah Lamoree, Oluwarotimi Abimbola, OS-OCIO Sweet Gum Conference Room 7115 MIB, Grace Cleckley, Joshua Carpenter, Julie Spano, Michelle Oxyer, Jacqueline Worrell, Alison Stockdale, David Lacroix, Trent Cole, Patricia Houghton, Kelly Williams
Description:
This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.
1pm - 2pm  Weekly Politicals Meeting  
Where: Secretary's Conference Room- 5160
Who: Russell Roddy, John Bockmier, Vincent Devito, ldavis@osmre.gov, Joseph Balash, Scott Hommel, Amanda Kaster, Kyle Scherer, gregory_sheehan@fws.gov, Eli Nachmany, Shirley Lewis, Cally Younger, Susan Combs, Gary Lawkowski, Gary Lawkowski, Ryan Nichols, Micah Chambers, Todd Willens, Blake Deeley, Downey Magallanes, Marshall Critchfield, Rick May, James Voyles, Virginia Johnson, David Mihalic, Matthew Dermody, Leila Getto, Scott Angelle, Katharine MacGregor, Alex Hinson, Greg Sheehan, Timothy Williams, Christopher Stolte, Lori Mashburn, Alan Mikkelsen, Aaron Thiele, Scott Cameron, Brian Steed, Richard Goeken, Christine Bauserman, Steven Howke, Timothy Petty, Jason Larrabee, John Tanner, Kathleen Benedetto, John Tahnoda, Brian Pavlik, zach_gambill@fws.gov, Kyle Scherer, Lacey Smethers, Brenda Burman, Stephen Wackowski, Caroline Boulton, Laura Rigas, Benjamin Cassidy, Katie Mills, David Bernhardt, Brandon Middleton, Joshua Campbell, Jason Funes, Wesley Bullock, Preston Beard, Steven Smith, Andrea Travnicek, Heather Swift, Gavin Clarkson, Douglas Domenech, Austin Ewell, Thomas Baptiste, Elnor Werner, Paul (Dan) Smith, James Schindler, William Dove, Charles Laudner, Casey Hammond, Cally Younger, Michael Argo, Todd Wynn, Brendan Quinn, James Cason, Russell Newell, Aurelia Skipwith, Daniel Jorjani
Description: Weekly politicals meetings - room 5160.

Thu Feb 15, 2018

2pm - 3pm  International Wildlife Conservation Council- Planning Session
Where: Dep Sec's Conference Room: 6120
Who: Todd Willens, Lori Mashburn, Catherine Gulac, Natalie Davis, Gareth Rees, Benjamin Cassidy, Greg Sheehan, Joshua Winchell, Jason Larrabee
Going? Yes
Description: Planning for Council's meeting. Attached is the Charter.

Fri Feb 16, 2018

10:30am - 11:30am  Weekly Boards/Commissions Meeting
Video call:
(b) (5), (b) (6)
Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.
Natalie Davis

Tue Feb 20, 2018

1pm - 2pm  Weekly Politicals Meeting

Where: Secretary's Conference Room- 5160

Who: Matthew Dermody, Preston Beard, Russell Roddy, John Tanner, Brian Pavlik, Katie Mills, Jason Funes, Marshall Critchfield, Aaron Thiele, Micah Chambers, John Bockmier, zach_gambill@fws.gov, Russell Newell, Jason Larrabee, Austin Ewell, David Mihalic, Benjamin Cassidy, Rick May, Gavin Clarkson, Steven Smith, Joshua Campbell, James Voyles, Elinor Werner, Scott Hommel, Blake Deely, Daniel Jorjani, Kyle Scherer, Kyle Scherer, Andrea Travnicke, Michael Argo, James Schindler, Casey Hammond, James Cason, Steven Howke, Laura Rigas, Brenda Burman, Joseph Balash, gregory_sheehan@fws.gov, Brendan Quinn, Brandon Middleton, David Bernhardt, Kathleen Benedetto, Thomas Baptiste, Timothy Williams, Caroline Boulton, Katharine MacGregor, Scott Cameron, Amanda Kaster, Susan Combs, Lacey Smethers, Virginia Johnson, Richard Goeken, Gary Lawkowski, Cally Younger, Greg Sheehan, John Tahoma, Brian Steed, Alex Hinson, William Dove, Todd Wynn, Ryan Nichols, Stephen Wackowski, Cally Younger, Christopher Stolte, Timothy Petty, Downey Magallanes, Eli Nachmany, Vincent Devito, Gary Lawkowski, Christine Bauserman, Scott Angelle, Douglas Domenech, Shirley Lewis, Todd Willens, Charles Laudner, Lori Mashburn, Paul (Dan) Smith, Leila Getto, Wesley Bullock, Aurelia Skipwith, Heather Swift, Alan Mikkelsen, ldavis@osmre.gov

Description: Weekly politicals meetings- room 5160.

2pm - 3pm  Hold: Ethics Briefing for New Political Appointees

Video call: [b] [5] [b] [6]

Where: OS-OCIO Magnolia Conference Room 7013 MIB

Calendar: Oluwarotimi Abimbola

Who: OS-OCIO Magnolia Conference Room 7013 MIB, Peyton Hardaway, Lori Mashburn, David Lacroix, Oluwarotimi Abimbola, Erica Williams, Katie Mills, Edward McDonnell, Natalie Davis

Description: Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to David Lacroix (david.lacroix@sol.doi.gov) with questions.

2:30pm - 3pm  SO Report Card System Training Prep

Where: Call [b] [5], access code: [b] [5]

Calendar: kevin.fossett@accenturefederal.com

Created by: Natalie Davis

Who: Jacqueline Worrell, Wilkerson, Rebecca H., Worrell, Jacqueline, Kevin Fossett, Rebecca Wilkerson, Natalie Davis

Going? Yes

Description: Since I’ll be on vacation this Thursday when the SO Report Card System training will be held for the Assistant Secretaries and their Chiefs of Staff, I’m looping in Rebecca and Jackie to help Natalie where needed. This call will be to prep for that training session.-Kevin

Join by phone Call [b] [5], access code: [b] [5] --> Join SkypeMeeting Trouble Joining? Try Skype Web App[OC([1033])]!
2pm - 2:30pm  Hold: Executive Secretariat Briefing for New Political Appointees

**Video call:**

(b) (5), (b) (6)

**Where:**
OS-OCIO Sweet Gum Conference Room 7115 MIB, OS-OCIO Sweet Gum Conference Room 7115 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**
Katie Mills, Juliette Lillie, Lori Mashburn, Oluwarotimi Abimbola, Natalie Davis

**Description:**
Please hold for your initial on-boarding briefing. These are recurring briefs that occur on the first Wednesday of each pay period. Please reach out to Julie Lillie (juliette_lillie@ios.doi.gov) with questions.

2:30pm - 3:30pm  Hold: IT Briefing for New Political Appointees

**Video call:**

(b) (5), (b) (6)

**Where:** OS-OCIO Sweet Gum Conference Room 7115 MIB

**Calendar:** Oluwarotimi Abimbola

**Who:**
Katie Mills, Natalie Davis, Evan Wilson, Martha Eichenbaum, Oluwarotimi Abimbola, Karen Matragrano, Lori Mashburn, David Alspach, Peyton Hardaway, OS-OCIO Sweet Gum Conference Room 7115 MIB

**Description:**
Please hold for your initial on-boarding briefing. These recurring briefings occur on the first Wednesday of each pay period. Please reach out to Rotimi Abimbola (rotimi_abimbola@ios.doi.gov) with any questions.

2:30pm - 3pm  Secretarial Order touchbase

**Video call:**

(b) (5), (b) (6)

**Where:** Hangout

**Calendar:** Rebecca Wilkerson

**Who:** Rebecca Wilkerson, Natalie Davis

**Going? Yes**

**Description:** If trouble connecting, contact Rebecca at 601-415-3744.

Thu Feb 22, 2018

9:15am - 10:15am  SO Report Card Prep

**Video call:**

(b) (5), (b) (6)

**Where:** OS-OCIO Sassafras Conference Room 7148 MIB

**Calendar:** Rebecca Wilkerson

**Who:** OS-OCIO Sassafras Conference Room 7148 MIB, Natalie Davis, Rebecca Wilkerson

**Going? Yes**
11am - 12pm  Secretarial Order Database Training- Session 1

Where: OS-OCIO Sweet Gum Conference Room 7115 MIB
Who: Kerry Rae, Oluwarotimi Abimbola, Todd Willens, Joseph Balash, JulieSpano, Gary Lawkowski, Scott Cameron, Jason Larrabee, Douglas Domenech, John Tahsuda, Elizabeth Appel, Jill Moran, Kevin Fossett, James Voyles, Nikolao Pula, Natalie Davis, Maureen Foster, Timothy Petty, Katie Mills, Jacqueline Worrell, Rebecca Wilkerson, Steven Moyer
Going? Yes
Description:
Training for New Secretarial Order Database: We will hold a mandatory training session that each Assistant Secretary and their Chief of Staff will need to attend. There will be two timeslots so you can choose the time that best fits your schedule. The first 15 minutes will be an overview of the program for the Assistant Secretaries followed by a more detailed training for the Chiefs. Assistant Secretaries are more than welcome to stay for the entirety of the training. The training sessions will be held on February 22nd. First session @ 11:00 a.m.- 12:00 m. Second session @ 1:00 p.m. - 2:00 p.m. Please just accept the time slot that works for your schedule. If an Assistant Secretary cannot attend, send an email to Todd Willens (and cc me).

11am - 12pm  Training for Secretarial Order Database Training

Video call:

Calendar: OS-OCIO Sweet Gum Conference Room 7115 MIB
Created by: Oluwarotimi Abimbola
Who: Natalie Davis, Kevin Fossett
Going? Yes

1pm - 2pm  Secretarial Order Database Training- Session 2

Where: OS-OCIO Sweet Gum Conference Room 7115 MIB
Who: Kerry Rae, Todd Willens, Oluwarotimi Abimbola, Joseph Balash, JulieSpano, Gary Lawkowski, Scott Cameron, Jason Larrabee, Douglas Domenech, John Tahsuda, Elizabeth Appel, Jill Moran, Kevin Fossett, James Voyles, Nikolao Pula, Natalie Davis, Maureen Foster, Timothy Petty, Katie Mills, Jacqueline Worrell, Rebecca Wilkerson, Steven Moyer
Going? Yes
Description:
Training for New Secretarial Order Database: We will hold a mandatory training session that each Assistant Secretary and their Chief of Staff will need to attend. There will be two timeslots so you can choose the time that best fits your schedule. The first 15 minutes will be an overview of the program for the Assistant Secretaries followed by a more detailed training for the Chiefs. Assistant Secretaries are more than welcome to stay for the entirety of the training. The training sessions will be held on February 22nd. First session @ 11:00 a.m.- 12:00 m. Second session @ 1:00 p.m. - 2:00 p.m. Please just accept the time slot that works for your schedule. If an Assistant Secretary cannot attend, send an email to Todd Willens (and cc me).

1pm - 2pm  Training for Secretarial Order Database Training

Video call:

Calendar: OS-OCIO Sweet Gum Conference Room 7115 MIB
Created by: Oluwarotimi Abimbola
Who: Natalie Davis, Kevin Fossett
Going? Yes
Natalie Davis

2pm - 2:45pm  Sync on SO system

Video call:
(b) (5), (b) (6)

Where: OS-OCIO Flowering Dogwood Conference Room 7155 MIB
Calendar: Rebecca Wilkerson
Who: Natalie Davis, OS-OCIO Flowering Dogwood Conference Room 7155 MIB, Rebecca Wilkerson
Going? Yes

Fri Feb 23, 2018

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:
(b) (5), (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.

Mon Feb 26, 2018

12pm - 12:30pm  SO system touchbase

Video call:
(b) (5), (b) (6)

Where: Hangout
Calendar: Rebecca Wilkerson
Who: Rebecca Wilkerson, Kevin Fossett, Natalie Davis
Going? Yes
Description: Call Rebecca at (b) (6) if you have trouble with hangouts.

3:30pm - 4pm  SO touchbase

Video call:
(b) (5), (b) (6)

Where: Hangout
Calendar: Rebecca Wilkerson
Who: Natalie Davis, Rebecca Wilkerson
Going? Yes
Natalie Davis

Tue Feb 27, 2018

9am - 9:50am  On/Off-Boarding Working Group

Video call: [b] (5) (b) (6) 

Where: Dial-In [b] (5) [b] ; Code : [b] (5) OS-OCIO Sweet Gum Conference Room 7115 MIB
Calendar: Oluwarotimi Abimbola

Who: David Alsipach, OS-OCIO Sweet Gum Conference Room 7115 MIB, Trent Cole, Thomas, Jeffrey, Judith Snoich, Rebekah Lamoree, Joshua Carpenter, Julie Spano, Leslie Harmon, Patricia Houghton, John Kuhn, Oluwarotimi Abimbola, Erica Williams, Jonathan Mack, Margaret Bradley, Joe Nassar, Karen Matragano, Catherine Book, Natalie Davis, Alison Stockdale, Peyton Hardaway, Peter Sauve, Steve Hargrave, David Lacroix, Rebecca Wilkerson, Monica Cunningham, Jeffrey Compton, Martha Eichenbaum, Michelle Oxyer, Grace Cleckley, Kelly Willms, Cynthia Piper

Description: This is a weekly meeting of the Department's On-boarding and Off-boarding working group. The team focuses on monitoring and managing actions and the overall processes for the political appointees. The team is collectively developing a standard enterprise-wide process for on/off-boarding.

9:30am - 10am  California refuges and water issues (Greg Sheehan, Noah Matson-for Cynthia Martinez, Natalie Davis, Ben Cassidy, Mark Smith-Environmental & Energy Consulting Senior Policy Associate and Ric Ortega-Grassland Water District)-Rm 3359

Video call: [b] (5) (b) (6) 

Where: Rm 3359
Calendar: Greg Sheehan
Created by: Roslyn Sellars
Who: Stephen Guertin, Benjamin Cassidy, mark@caleec.com, Greg Sheehan, Shaun Sanchez, rortega@gwwater.org, Noah Matson, OIEA OS, Cynthia Martinez, Natalie Davis

Going? Yes

Description: POC: MARK SMITH Environmental & Energy Consulting Senior Policy Associate 916-335-5072 (C) mark@caleec.com www.caleec.com Attendees Greg Sheehan, Principal Deputy Director, FWS Cynthia Martinez, Chief of Refuges, FWS Natalie Davis, Special Assistant to the Secretary, DOI Ben Cassidy, Senior Deputy Director for External and Intergovernmental Affairs, DOI Mark Smith, Environmental & Energy Consulting Senior Policy Associate Ric Ortega, Grassland Water District- from CA Dan Wrinn, Ducks Unlimited Mark Hennelly with CA Waterfowl
Natalie Davis

1pm - 2pm  Weekly Politicals Meeting

Where: Secretary's Conference Room- 5160
Who: Downey Magallanes, Susan Combs, Kyle Scherer, Katie Mills, Kyle Scherer, Leila Getto, Todd Willens, Benjamin Cassidy, Scott Angelle, Greg Sheehan, Laura Rigas, Scott Hommel, Casey Hammond, Kathleen Benedetto, Stephen Wackowski, Brendan Quinn, Virginia Johnson, zach_gambill@fws.gov, William Dove, Timothy Williams, Shirley Lewis, Aaron Thiele, Timothy Petty, Joshua Campbell, Ryan Nichols, Scott Cameron, Alan Mikkelsen, Russell Newell, Paul (Dan) Smith, Amanda Kaster, Andrea Travnicek, Brian Steed, Gavin Clarkson, Aurelia Skipwith, Marshal Critchfield, Charles Laudner, Michael Argo, Brenda Burman, gregory_sheehan@fws.gov, Gary Lawkowski, Steven Smith, Richard Goeken, David Mihalic, Douglas Domenech, John Tanner, Thomas Baptiste, Daniel Jorjani, Heather Swift, Christopher Stolte, Eli Nachmany, Rick May, Caroline Boulton, Vincent Devito, Blake Deeley, Russell Roddy, John Bockmier, Katharine MacGregor, Austin Ewell, James Voyles, David Bernhardt, Christine Bauserman, Todd Wynn, Jason Larrabee, ldavis@osmre.gov, Cally Younger, Alex Hinson, Joseph Balash, James Schindler, Micah Chambers, Lori Mashburn, Gary Lawkowski, Wesley Bullock, Matthew Dermody, Brian Pavlik, Steven Howke, Lacey Smothers, John Tahsuda, Preston Beard, Brandon Middleton, Jason Funes, Cally Younger, James Cason, Elinor Werner
Description: Weekly politicals meetings- room 5160.

Fri Mar 2, 2018

9:30am - 10am  Walk-Thru

Video call:
(b) (5), (b) (6)

10:30am - 11:30am  Weekly Boards/Commissions Meeting

Video call:
(b) (5), (b) (6)

Where: Room 6128
Who: Natalie Davis, Lori Mashburn, Margaret Triebsch
Going? Yes
Description: Weekly update with Margaret on boards and commissions.