



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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June 6, 2006

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Information Bulletin No. **CA-2006-018**

To: All Field Managers, Deputy State Directors, and Public Affairs Officers

From: State Director, California

Subject: New Meeting and Event Proposal Scheduling Form for Secretarial, ASLM and Director Visit Requests

With the recent confirmation of Secretary Kempthorne, a new format has been developed for requesting Secretarial visits for events or meetings (attached).

Effective immediately, all scheduling requests for the Secretary will be made using the attached form. This same form will be required for requesting Assistant Secretary and Director visits. A copy of the new format is has been saved on the CASO External Affairs P Drive in the formats folder. The form is also posted on the BLM Intranet site. To access the scheduling request form via the Intranet, go to <http://web.blm.gov/internal/wo-600/610> and click on Internal Communications, then click on Director's & Secretary's Travel.

While this is the first operational change to be announced as Secretary Kempthorne begins his appointment, we can expect additional changes over the coming weeks. We appreciate your patience as we modify our procedures and practices during this time of transition.

Please consider inviting DOI and BLM officials to events and meetings in California as appropriate opportunities arise. As always, any request for Secretarial or Director visits to BLM California events should be coordinated through our State Office External Affairs staff.

Attachment:
DOI Secretarial Event or Meeting Proposal Form (3 pp)

Signed by:
James Wesley Abbott
Associate State Director

Authenticated by:
Darrin Brown
Records Management

TO: Scheduler to the Secretary

FROM: *Your name*
Your phone number: (office, cell and home)
Your email
Your organization

REQUEST: *Title of Event and the Secretary's role*

OFFICIAL OR POLITICAL (Please Underline and Bold what type of event this is)

PURPOSE: *What is the purpose of the Secretary's participation? Please include a short history of DOI involvement (if any) and a brief background of the group requesting Secretarial participation.*

RECOMMENDATION: *To be completed by DOI officials only: Please state your name, title, and whether you recommend that the Secretary participate in this event*

EVENT DATE: *Month, Day, Year*

EVENT TIME: *Start time – End time*

Proposed time of Secretarial participation:

If this time does not work for the Secretary, are there any options?

LOCATION: *The building name, address, room number, city, county, state*

If the event is outside of the Washington DC area:

What is the closest airport?

How far is the airport from the event location?

In whose Congressional District will the meeting take place? Who are the U.S. Senators?

REMARKS: *If the Secretary is expected to give prepared remarks:*

Topic of remarks:

Length of remarks:

Who is the audience:

ATTENDEES: *Number of people expected to attend the event*

PARTICIPANTS: *List the names and titles of the people participating in the meeting with the Secretary. Include the names of any other speakers and DOI officials that are asked to participate.*

EVENT OUTLINE: *Please provide the sequence of events. For example: 15 minutes of briefing for*

the Secretary, 10 minutes of Q&A and 3 minutes for a photo.

PRESS: *Indicate Open or Closed to Press; Live or Taped; Local, Regional or National media. TV, Radio, Type of print. Is anyone asking for interviews?*

POSSIBLE SURROGATE: *If the Secretary is unavailable, is there another DOI official whom you would like to have attend?*

EVENT CONTACT: *Persons responsible for answering policy and logistics questions about the meeting.*

Department of the Interior POC

office:

cell:

e-mail:

Organization / Scheduling POC

office:

cell:

e-mail:

Event Location POC

office:

cell:

e-mail:

NOTES:

FOR THE OFFICE OF SCHEDULING AND ADVANCE TRACKING PURPOSES ONLY:

___ ACCEPT ___ REGRET ___ PENDING	
IF CONFIRMED, DATE AND TIME: _____	
Briefing Officer _____	Photographer Needed _____
Briefing Paper Due _____	Advanced Assigned _____
Speechwriter Assigned _____	Approved Event Form Sent _____
Speech Due for Comments _____	Approved Event Form Received _____
Recommendation:	Surrogated to:

ACTION ITEMS: