



U.S. Department of the Interior (DOI)



Bureau of Ocean Energy Management

BOEM Director: External Meeting Request Form

Please submit this completed form to sandy.muse@boem.gov and BOEMDirectorScheduling@boem.gov, and cc jennafer.foreman@boem.gov and isis.farmer@boem.gov.

Timing

Duration: 30 minutes (standard*)

Requests for meetings longer than 30 minutes require approval. If you would like additional time, please include information in your detailed agenda demonstrating the need for a longer meeting. [note: longer meetings may require 2-3 weeks lead time]. **Standard duration does not apply to meetings with Tribes or Tribal Communities.*

Target Date(s):

No later than date:

Is this date flexible? Yes: No:

Please explain any no later than dates and provide timing information for our consideration.

General Meeting Purpose:

Individual/Organization Requesting Meeting:

Primary Scheduling Point of Contact/Back-Up Info (Name, email, and phone number):

Legal and Ethics Information

Is the proposed meeting topic(s) a litigation matter, a permit, a grant, contract, license, approval, disapproval, or any other matter that involves specific parties? No: Yes:

If Yes, please describe.

Is the proposed meeting topic(s) about a decision, action or determination proposed or pending at the Bureau (including regulations, guidance, environmental reviews, etc.)? No: Yes:

If Yes, please describe.

Will a partisan political candidate (including incumbents seeking reelection) attend this meeting? No: Yes:

If yes, please describe.

Will gifts be exchanged at this meeting? *This is not a solicitation of gifts by the Department or its employees*. No: Yes:

If yes, please describe.

Meeting Agenda (required for all meetings)

Include detailed agenda here or include as an attachment.

Meeting Logistics: Format, Security, and Accessibility

Requested Format:

Virtual meetings are held on Microsoft Teams.

In-person meetings are held at the Main Interior Building at 1840 C St NW, Washington, DC 20240. All visitors must enter the building through the C Street Lobby, located between 18th and 19th Streets, NW. Individuals over 18 years are required to present a valid government ID. All visitors are subject to security screenings, including bag and parcel checks.

Are all visitors US Citizens?

Yes: All non-foreign visitors will need an unexpired US Government ID.

No: Additional screening of non-US citizens will be required. A Foreign Visitor Information sheet will be provided to you.

Will any of your attendees require accessibility accommodations?

No: Yes: **If Yes, please describe your needs.**

Please include the following attachments:

1. Attendees List with short bios (Required)
2. Any additional briefing materials or pre-reads (As needed)

Is there any additional information you would like to include?