



# 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](mailto:sandy.muse@boem.gov) and [BOEMDirectorScheduling@boem.gov](mailto:BOEMDirectorScheduling@boem.gov), and cc [jennafer.foreman@boem.gov](mailto:jennafer.foreman@boem.gov) and [boem\\_special-assistant@boem.gov](mailto:boem_special-assistant@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 18<sup>th</sup> and 19<sup>th</sup> 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?**

**Privacy Act Statement**

Authority: 5 U.S. C. § 301 and 44 U.S.C. § 3101 authorize the collection of this information. Purpose: BOEM will use the requested information to review, process, and manage your meeting request. Routine Use: This information may be shared internally with authorized personnel who have an official need-to-know. In addition to those disclosures generally permitted under 5 U.S.C. §552a(b) of the Privacy Act of 1974, as amended, records maintained as part this system of records may be disclosed subject to all the published routine uses as identified in INTERIOR/DOI-08, DOI Social Networks - 76 FR 44033 (July 22, 2011); modification published 86 FR 50156 (September 7, 2021). Disclosure: Providing this information is voluntary. However, failure to provide the requested information may result in BOEM's inability to review, process, and/or act on your meeting request.