

To: Lor, Socheata[socheata_lor@fws.gov]; Leonetti, Crystal[crystal_leonetti@fws.gov]
Cc: Wendy Loya[wendy_loya@fws.gov]; Sara Boario[sara_boario@fws.gov]
From: Howard, Amee
Sent: 2019-02-11T12:51:26-05:00
Importance: Normal
Subject: Re: [Due 2/12, COB] Briefing materials for 2/14 Arctic NWR and the related EIS
Received: 2019-02-11T12:51:44-05:00
[10.30.18 Arctic NWR Briefing Paper_R11 Final.docx](#)

Hi Soch,

We may need Crystal to assist with the 3-4 sentences since it is regarding Tribal Consultation. Roslyn's directions are very unclear. I have attached the most recent BP that I have (from 10/30/18), if you have something more current, send it to me and I can work on updating it.

Go Go FWS Team!

Thanks so much!
Amee

On Mon, Feb 11, 2019 at 8:20 AM Lor, Socheata <socheata_lor@fws.gov> wrote:

Good morning!

I'm not sure who has this task? Amee, do you have sufficient info. for 3-4 sentences? I can't tell if we need to update the full BP? You and I tackle this so Wendy can stay focus on comments?

Soch

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*Socheata Lor, Ph.D.  
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On Mon, Feb 11, 2019 at 6:31 AM Greg Siekaniec <greg_siekaniec@fws.gov> wrote:

Good Morning,
Please see the request for a briefing statement on Arctic NWR EIS.
Greg

Sent from my iPhone

Begin forwarded message:

From: "Sellars, Roslyn" <roslyn_sellars@fws.gov>
Date: February 11, 2019 at 5:56:24 AM AKST
To: "Siekaniec, Greg" <greg_siekaniec@fws.gov>, Cynthia T Martinez
<Cynthia_Martinez@fws.gov>
Cc: Melissa Beaumont <melissa_beaumont@fws.gov>, Charisa Morris
<charisa_morris@fws.gov>, Karen Clark <karen_clark@fws.gov>, Shaun
Sanchez <shaun_sanchez@fws.gov>, Scott Aikin <scott_aikin@fws.gov>
Subject: [Due 2/12, COB] Briefing materials for 2/14 Arctic NWR and the related
EIS

Briefing materials are requested for the (2/14, 9am) meeting with Andrea Travnicek re: Arctic NWR and the related EIS.

Margaret Everson received an invite from Andrea Travnicek for a Government-to-Government meeting with The Venetie Village Council, The Arctic Village Council and the Native Village of Venetie Tribal Government re: potential Leasing of land for oil and gas development within the Arctic National Wildlife Refuge and the related EIS.

Reminders

We will need a 3-4 sentence description for all meetings you request. In addition to the 3-4 sentence description, a briefing paper will be required for the following types of meetings.

- If a decision is an expected outcome of an internal (FWS staff only) meeting.
- If the meeting is with an external party (e.g., partners, industry, states, staff within the Offices of the Secretary, Deputy Secretary, and Assistant Secretary for Fish and Wildlife and Parks, etc.)

All briefing materials (i.e., meeting descriptions and briefing papers) will be due **5 days** in advance of the meeting **or ASAP for impromptu meetings**.

To expedite the scheduling of your meeting, please attach or include your required briefing materials to your emailed meeting request.

If you are invited to a scheduled meeting with external parties, you may also forward the required briefing materials to me as soon as the meeting appears on your calendar.

Please continue to send non-meeting related briefing materials to Charisa Morris and Melissa Beaumont.

**NOTE: PLEASE REPLY TO ALL ADDRESSEES ON THIS EMAIL
WHEN SENDING YOUR BRIEFING MATERIALS.**

**Note: Please copy Ms. Ionie Spence at ionie_spence@fws.gov on
emails related to scheduling, travel and administrative matters.**

Roslyn Sellars

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4545| <https://www.fws.gov>

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Ameë Howard

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