



THE DEPARTMENT OF THE INTERIOR
WASHINGTON

SHEPHERDSTOWN, WV ITINERARY
Thursday, November 14th

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Washington, DC > Shepherdstown, WV > Harpers Ferry, WV > Washington, DC

Weather Forecast

Washington, DC
Partly Cloudy
High 48°/Low 35°

Shepherdstown, WV
Partly Cloudy
High 47°/Low 27°

District:

- Region 1: North Atlantic - Appalachian

Dress Code: Business Professional or Business Casual

Manifest:

- Free THE SECRETARY
- AiC (b) (6), (b) (7)(C) - (b) (6), (b) (7)(C)
- (b) (6), (b) (7)(C) - (b) (6), (b) (7)(C)
- Tami Heilemann - (b) (6)

Advance:

- Staff: Skyler Zunk - (b) (6)
- Security: (b) (6), (b) (7)(C) - (b) (6)

9:00 AM- **Depart residence en route to National Conservation Training Center**

10:30 AM Location: Commons Building
698 Conservation Way,
Shepherdstown, West Virginia 25443-4024

Manifest:

Secretary's Vehicle:
THE SECRETARY
AiC (b) (6), (b) (7)(C)
Mark Assmussen

Drive Time: 1 hour, 30 minutes

10:30 AM- **Staff Brief**

10:50 AM Location: Commons Lounge
698 Conservation Way,
Shepherdstown, West Virginia 25443-4024

Staff: Skyler Zunk
Tami Heileman

Event Line-by-Line:

10:30 AM - THE SECRETARY arrives, greeted by:

- Skyler Zunk

10:33 AM - THE SECRETARY moves to hold room for Advance Brief.

10:50 AM- Meeting with the Office of the Chief Information Officer Leadership

11:15 AM Location: Roosevelt Room
Staff: Bill Vajda
Participants: OCIO Upper Level Leadership
Event Line-by-Line:

10:50 AM - THE SECRETARY moves into Roosevelt Room, greeted by:

- **William (Bill) Vajda (VEE-duh), DOI Chief Information Officer**

10:53 AM - Bill Vajda introduces THE SECRETARY

10:55 AM - THE SECRETARY delivers brief remarks and opens discussion among OCIO leadership

11:10 AM - Bill Vajda asks for final question.

11:12 AM - Discussion ends, THE SECRETARY proceeds towards the Gallery Room

11:15 AM- Remarks at USFWS Combined Directorate and Deputies Meeting

12:00 PM Location: Gallery
Staff: Margaret Everson
Skyler Zunk
Tami Heileman
Participants: 55 employees of USFWS, Combined Directorate and Deputies
Event Line-by-Line:

11:13 AM - THE SECRETARY moves to the Gallery Room and is seated to left of podium

11:14 AM - Margaret Everson introduces THE SECRETARY

11:15 AM - THE SECRETARY delivers remarks

11:30 AM - THE SECRETARY opens the discussion for Q&A

11:55 AM - Margaret Everson asks for last question from employees

11:58 AM - THE SECRETARY answers final question; Margaret Everson concludes event

12:00 PM - THE SECRETARY departs the Gallery conference room, proceeds to vehicle
NOTE: A bag lunch will be in THE SECRETARY's vehicle. Lunch is pay on your own.

12:00 PM- Depart National Conservation Training Center en route to Museum Conservation
12:30 PM and Collections

Location: 31 Maple Tree Drive,
Charles Town, WV 25414

Manifest:

Secretary's Vehicle:

THE SECRETARY

AiC (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Staff Vehicles:

Skyler Zunk

Tami Heileman

Drive Time: 30 minutes

**12:30 PM-
1:10 PM** **Museum Conservation and Collections Facility Site Inspection**

Location: 31 Maple Tree Drive,
Charles Town, WV 25414

Staff: Skyler Zunk
Tami Heileman

Participants: Brendan Bray
NPS Conservationists

Event Line-by-Line:

12:30 PM - THE SECRETARY arrives, greeted by:
 • **Brendan Bray, Director, Harpers Ferry Center**

12:31 PM - THE SECRETARY moves into Museum Conservation and Collections, proceeds to textile conservation lab

12:45 PM - THE SECRETARY moves to the National Parks Collections room

1:10 PM - THE SECRETARY departs en route to Harpers Ferry Center

**1:10 PM-
1:25 PM** **Depart Museum Conservation and Collections en route to Harpers Ferry Center**

Location: Harpers Ferry Center
67 Mather Place,
Harpers Ferry, WV 25425

Manifest:

Secretary's Vehicle:

THE SECRETARY

AiC (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Drive Time: 15 minutes

**1:25 PM -
2:00 PM** **Harpers Ferry Center Site Inspection**

Location: Harpers Ferry Center
67 Mather Place,
Harpers Ferry, WV 25425

Staff: Skyler Zunk
Tami Heileman

Participants: Brendan Bray
Bob Clark
Paula Beale
Melissa Cronyn

Event Line-by-Line:

1:25 PM - THE SECRETARY arrives at Harpers Ferry Center, greeted by:
 • **Bob Clark, Deputy Director for Operations, Harpers Ferry Center**

1:26 PM - THE SECRETARY proceeds to Interpretive Design Center Studio

1:45 PM - THE SECRETARY proceeds to Publications Office, greeted by:
 • **Paula Beale, Chief of Media, Harpers Ferry Center**
 • **Melissa Cronyn, Chief of Publications, Harpers Ferry Center**

2:05 PM - THE SECRETARY moves to the Plaza for a brief employee meet and greet

2:15 PM - THE SECRETARY departs en route to DOI

2:15 PM- Depart Harpers Ferry Center en route to DOI

3:30 PM

Location: Main Interior Building
1849 C Street NW
Washington, DC 20240

Manifest:

Secretary's Vehicle:

THE SECRETARY

AiC (b) (6), (b) (7)(C)

(b) (6), (b) (7)(C)

Drive Time: 1 hour, 15 mins

Note: This concludes the Secretary's official Shepherdstown, WV and Harpers Ferry, WV schedule.