

# Conversation Contents

Flag Information for Week of 11/6

## "Renner, Elinor" <elinor\_renner@ios.doi.gov>

---

**From:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**Sent:** Fri Nov 03 2017 09:36:21 GMT-0600 (MDT)  
**To:** Joe Nassar <joseph\_w\_nassar@ios.doi.gov>, Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>, Christine Lopez <christine\_lopez@ios.doi.gov>, Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>  
**Subject:** Flag Information for Week of 11/6

Good Morning Everyone,

Next week, the Secretary will be back in the office as of Monday afternoon. The Dep Sec will be here all day Monday. The Secretary and the Dep Sec will be here Tuesday-Thursday.

Warmly,  
Elinor

--  
Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

## Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>

---

**From:** Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>  
**Sent:** Fri Nov 03 2017 10:29:30 GMT-0600 (MDT)  
**To:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**CC:** Joe Nassar <joseph\_w\_nassar@ios.doi.gov>, Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>, Christine Lopez <christine\_lopez@ios.doi.gov>, Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>, Akeem Kelson <akeem\_kelson@ios.doi.gov>, pmcwilliams@coastal-security.com  
**Subject:** Re: Flag Information for Week of 11/6

Thank you ma'am.

We will have the PM and DPM notify the shift supervisor.

Have a great weekend.

Respectfully,  
Anakarym Medina-Barnes  
Physical Security Specialist (COR)  
Office of the Secretary - OLES  
Interior Complex Security Ops Branch  
(202) 208-2410 (work)  
(202) 409-2670 (cell)  
(202) 208-7610 (fax)

On Nov 3, 2017, at 11:37, Renner, Elinor <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)> wrote:

Good Morning Everyone,

Next week, the Secretary will be back in the office as of Monday afternoon. The Dep Sec will be here all day Monday. The Secretary and the Dep Sec will be here Tuesday-Thursday.

Warmly,  
Elinor

--

Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

---

**"Kelson, Akeem" <akeem\_kelson@ios.doi.gov>**

**From:** "Kelson, Akeem" <akeem\_kelson@ios.doi.gov>  
**Sent:** Fri Nov 03 2017 10:30:32 GMT-0600 (MDT)  
**To:** Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>  
"Renner, Elinor" <elinor\_renner@ios.doi.gov>, Joe Nassar  
<joseph\_w\_nassar@ios.doi.gov>, Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>,  
**CC:** Christine Lopez <christine\_lopez@ios.doi.gov>, Kevin Fyock  
<kevin\_d\_fyock@ios.doi.gov>, Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>,  
Patrick McWilliams <pmcwilliams@coastal-security.com>  
**Subject:** Re: Flag Information for Week of 11/6

Copy maam, thank you!

On Fri, Nov 3, 2017 at 12:29 PM, Anakarym Medina-Barnes <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)> wrote:  
Thank you ma'am.

We will have the PM and DPM notify the shift supervisor.

Have a great weekend.

Respectfully,  
Anakarym Medina-Barnes  
Physical Security Specialist (COR)  
Office of the Secretary - OLES  
Interior Complex Security Ops Branch  
(202) 208-2410 (work)  
(202) 409-2670 (cell)  
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Elinor

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Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

--

Akeem R. Kelson  
Deputy Project Manager  
U.S. Department of the Interior  
[akeem\\_kelson@ios.doi.gov](mailto:akeem_kelson@ios.doi.gov)  
(W) 202-208-5467  
(C) 202-438-7642  
(F) 202-208-3804



# Conversation Contents

## Secretary's Flag

**"Renner, Elinor" <elinor\_renner@ios.doi.gov>**

---

**From:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**Sent:** Mon Oct 23 2017 07:47:13 GMT-0600 (MDT)  
**To:** Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>, Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>, Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>  
**Subject:** Secretary's Flag

Good Morning Everyone,

I'm sorry for not sending this on Friday!  
The Secretary will be out until 2:00 this afternoon, but he is here every other day of the week.  
The DepSec is out today, but he will be here every other day.

Warmly,  
Elinor

--

Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

# Conversation Contents

## Secretary's Flag

### "Renner, Elinor" <elinor\_renner@ios.doi.gov>

---

**From:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**Sent:** Fri Oct 06 2017 14:12:55 GMT-0600 (MDT)  
**To:** Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>, Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>  
**Subject:** Secretary's Flag

Good Afternoon,

The Secretary will be in the office Tuesday the 10th and is leaving on the afternoon of Wednesday the 11th. He will not be in the office on Thursday or Friday.

Warmly,  
Elinor

--  
Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

### Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>

---

**From:** Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>  
**Sent:** Fri Oct 06 2017 14:22:13 GMT-0600 (MDT)  
**To:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**CC:** Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>, Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>, Akeem Kelson <akeem\_kelson@ios.doi.gov>, pmcwilliams@coastal-security.com  
**Subject:** Re: Secretary's Flag

Thank you ma'am.

Good afternoon Mr. Kelson,

Please inform the shift supervisors of the Secretary's schedule for next week.

Have a great weekend.

Respectfully,  
Anakarym Medina-Barnes  
Physical Security Specialist (COR)  
Office of the Secretary - OLES  
Interior Complex Security Ops Branch  
(202) 208-2410 (work)  
(202) 409-2670 (cell)  
(202) 208-7610 (fax)

On Oct 6, 2017, at 16:13, Renner, Elinor <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)> wrote:

Good Afternoon,

The Secretary will be in the office Tuesday the 10th and is leaving on the afternoon of Wednesday the 11th. He will not be in the office on Thursday or Friday.

Warmly,  
Elinor

--

Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

---

**"Kelson, Akeem" <akeem\_kelson@ios.doi.gov>**

**From:** "Kelson, Akeem" <akeem\_kelson@ios.doi.gov>  
**Sent:** Fri Oct 06 2017 14:24:24 GMT-0600 (MDT)  
**To:** Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>  
"Renner, Elinor" <elinor\_renner@ios.doi.gov>, Steve Hargrave  
<steve\_t\_hargrave@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>, Kevin  
**CC:** Fyock <kevin\_d\_fyock@ios.doi.gov>, Thomas Sutterfield  
<thomas\_sutterfield@ios.doi.gov>, Patrick McWilliams <pmcwilliams@coastal-  
security.com>  
**Subject:** Re: Secretary's Flag

Copy maam, thank you!!!

On Fri, Oct 6, 2017 at 4:22 PM, Anakarym Medina-Barnes <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)> wrote:  
Thank you ma'am.

Good afternoon Mr. Kelson,

Please inform the shift supervisors of the Secretary's schedule for next week.

Have a great weekend.

Respectfully,  
Anakarym Medina-Barnes  
Physical Security Specialist (COR)  
Office of the Secretary - OLES  
Interior Complex Security Ops Branch  
(202) 208-2410 (work)  
(202) 409-2670 (cell)  
(202) 208-7610 (fax)

On Oct 6, 2017, at 16:13, Renner, Elinor <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)> wrote:

Good Afternoon,

The Secretary will be in the office Tuesday the 10th and is leaving on the afternoon of Wednesday the 11th. He will not be in the office on Thursday or Friday.

Warmly,  
Elinor

--

Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary

--

Akeem R. Kelson  
Deputy Project Manager  
U.S. Department of the Interior  
[akeem\\_kelson@ios.doi.gov](mailto:akeem_kelson@ios.doi.gov)  
(W) 202-208-5467  
(C) 202-438-7642  
(F) 202-208-3804



---

**Steve Hargrave <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)>**

**From:** Steve Hargrave <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)>  
**Sent:** Fri Oct 06 2017 19:59:31 GMT-0600 (MDT)  
**To:** "Renner, Elinor" <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)>  
Anakarym Medina-Barnes <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)>, Joe Nassar  
<[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>, Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>, Thomas  
**CC:** Sutterfield <[thomas\\_sutterfield@ios.doi.gov](mailto:thomas_sutterfield@ios.doi.gov)>, [pmcwilliams@coastal-security.com](mailto:pmcwilliams@coastal-security.com),  
[akeem\\_kelson@ios.doi.gov](mailto:akeem_kelson@ios.doi.gov)  
**Subject:** Re: Secretary's Flag

Thanks Elinor!

Good evening Messrs. McWilliams/Kelson,

The Secretary's schedule for next week has been provided by Ms. Renner. Please ensure the 1st relief supervisor flies his flag Tuesday and Wednesday.

Thanks

Sent from my iPhone

On Oct 6, 2017, at 4:13 PM, Renner, Elinor <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)> wrote:

Good Afternoon,

The Secretary will be in the office Tuesday the 10th and is leaving on the afternoon of Wednesday the 11th. He will not be in the office on Thursday or Friday.

Warmly,  
Elinor

--

Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

# Conversation Contents

## Secretary's Flag

### "Renner, Elinor" <elinor\_renner@ios.doi.gov>

---

**From:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**Sent:** Fri Sep 22 2017 08:54:53 GMT-0600 (MDT)  
**To:** Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>, Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>, Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Secretary's Flag

Good Morning,

Next week, the Secretary will be in the office Monday, Tuesday, and Friday. The Secretary and the Dep Sec will be out on Wednesday and Thursday.

Warmly,  
Elinor

--

Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

### "Medina-Barnes, Anakarym" <anakarym\_medina-barnes@ios.doi.gov>

---

**From:** "Medina-Barnes, Anakarym" <anakarym\_medina-barnes@ios.doi.gov>  
**Sent:** Fri Sep 22 2017 09:15:22 GMT-0600 (MDT)  
**To:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**CC:** Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>, Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>, Patrick McWilliams <pmcwilliams@coastal-security.com>, Akeem Kelson <akeem\_kelson@ios.doi.gov>  
**Subject:** Re: Secretary's Flag

Good morning Ms. Renner.

Thank you for the notification. We will be sure to notify the guard staff.

**Messers Kelson/ McWilliams.**

**Good morning. Please see the Secretary & Deputy Secretary's schedule for next week and have the shift supervisors fly the flags accordingly.**

**Have a great weekend.**

**AWS Friday, September 29, 2017**

Respectfully,

# Anakarym Medina-Barnes

Physical Security Specialist (COR)  
Office of the Secretary - OLES  
Interior Complex Security Operations Branch  
1849 C Street N.W.  
Washington, DC 20240  
[Anakarym\\_Medina-Barnes@ios.doi.gov](mailto:Anakarym_Medina-Barnes@ios.doi.gov)  
(202) 208-2410 Office Phone  
(202) 208-7610 Fax

"To get something you've never had, you have to do something you've never done. When God takes something from your grasp, He's not punishing you, but merely opening your hands to receive something greater... For the will of God will never take you where the grace of God will not keep you."

On Fri, Sep 22, 2017 at 10:54 AM, Renner, Elinor <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)> wrote:

Good Morning,

Next week, the Secretary will be in the office Monday, Tuesday, and Friday. The Secretary and the Dep Sec will be out on Wednesday and Thursday.

Warmly,  
Elinor

--

Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

## **Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>**

---

**From:** Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>  
**Sent:** Fri Sep 22 2017 09:16:06 GMT-0600 (MDT)  
**To:** Elinor Renner <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)>  
**CC:** Steve Hargrave <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)>, Anakarym Medina-Barnes <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)>, Thomas Sutterfield <[thomas\\_sutterfield@ios.doi.gov](mailto:thomas_sutterfield@ios.doi.gov)>, Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Subject:** RE: Secretary's Flag

Thank you Elinor...

Kevin

**From:** Renner, Elinor [mailto:[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)]  
**Sent:** Friday, September 22, 2017 10:55 AM  
**To:** Steve Hargrave; Kevin Fyock; Anakarym Medina-Barnes; Thomas Sutterfield; Joe Nassar  
**Subject:** Secretary's Flag

Good Morning,

Next week, the Secretary will be in the office Monday, Tuesday, and Friday. The Secretary and the Dep Sec will be out on Wednesday and Thursday.

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Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

**Akeem Kelson** <[akeem\\_kelson@ios.doi.gov](mailto:akeem_kelson@ios.doi.gov)>

---

**From:** Akeem Kelson <[akeem\\_kelson@ios.doi.gov](mailto:akeem_kelson@ios.doi.gov)>  
**Sent:** Fri Sep 22 2017 09:16:42 GMT-0600 (MDT)  
**To:** "Medina-Barnes, Anakarym" <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)>  
<[elior\\_renner@ios.doi.gov](mailto:elior_renner@ios.doi.gov)>, Steve Hargrave <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)>, Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>, Thomas Sutterfield <[thomas\\_sutterfield@ios.doi.gov](mailto:thomas_sutterfield@ios.doi.gov)>, Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>, Patrick McWilliams <[pmcwilliams@coastal-security.com](mailto:pmcwilliams@coastal-security.com)>  
**CC:**  
**Subject:** Re: Secretary's Flag

Copy ma'am, thank you

Sent from my iPhone

On Sep 22, 2017, at 11:15 AM, Medina-Barnes, Anakarym <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)> wrote:

Good morning Ms. Renner.

Thank you for the notification. We will be sure to notify the guard staff.

**Messers Kelson/ McWilliams.**

**Good morning. Please see the Secretary & Deputy Secretary's schedule for next week and have the shift supervisors fly the flags accordingly.**

**Have a great weekend.**

**AWS Friday, September 29, 2017**

Respectfully,

**Anakarym Medina-Barnes**

Physical Security Specialist (COR)  
Office of the Secretary - OLES  
Interior Complex Security Operations Branch  
1849 C Street N.W.  
Washington, DC 20240  
[Anakarym\\_Medina-Barnes@ios.doi.gov](mailto:Anakarym_Medina-Barnes@ios.doi.gov)  
(202) 208-2410 Office Phone  
(202) 208-7610 Fax

**"To get something you've never had, you have to do something you've never done. When God takes something from your grasp, He's not punishing you, but merely opening your hands to receive something greater... For the will of God will never take you where the grace of God will not keep you."**

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Good Morning,

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Elinor

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Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240

**"Renner, Elinor" <elinor\_renner@ios.doi.gov>**

---

**From:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**Sent:** Fri Sep 22 2017 09:17:24 GMT-0600 (MDT)  
**To:** Akeem Kelson <akeem\_kelson@ios.doi.gov>  
"Medina-Barnes, Anakarym" <anakarym\_medina-barnes@ios.doi.gov>, Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>, Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>, Patrick McWilliams <pmcwilliams@coastal-security.com>  
**CC:**  
**Subject:** Re: Secretary's Flag

Thank you everyone!

On Fri, Sep 22, 2017 at 11:16 AM, Akeem Kelson <[akeem\\_kelson@ios.doi.gov](mailto:akeem_kelson@ios.doi.gov)> wrote:  
Copy ma'am, thank you

Sent from my iPhone

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**Have a great weekend.**

**AWS Friday, September 29, 2017**

Respectfully,

**Anakarym Medina-Barnes**

Physical Security Specialist (COR)  
Office of the Secretary - OLES  
Interior Complex Security Operations Branch  
[1849 C Street N.W.](http://1849CStreetNW.com)  
[Washington, DC 20240](http://WashingtonDC20240.com)  
[Anakarym\\_Medina-Barnes@ios.doi.gov](mailto:Anakarym_Medina-Barnes@ios.doi.gov)  
(202) 208-2410 Office Phone  
(202) 208-7610 Fax

**"To get something you've never had, you have to do something you've never done. When God takes something from your grasp, He's not punishing you, but merely opening your hands to receive something greater... For the will of God will never take you where the grace of God will not keep you."**

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Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

--

Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

**"Hargrave, Steve" <steve\_t\_hargrave@ios.doi.gov>**

---

**From:** "Hargrave, Steve" <steve\_t\_hargrave@ios.doi.gov>  
**Sent:** Mon Oct 02 2017 06:35:22 GMT-0600 (MDT)  
**To:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**CC:** Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>, Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Re: Secretary's Flag

Good morning Elinor,

Hope all is well.

Can we please get the Secretary's/Deputy Secretary's schedule for the week of October 2, through October 6, 2017. Currently, neither flag is being flown.

Thanks

Steve T. Hargrave  
Department of the Interior  
Office of Law Enforcement & Security  
Assistant Director, Internal Security Operations Branch  
(Office) 202-208-6642  
(Fax) 202-208-7610

On Fri, Sep 22, 2017 at 10:54 AM, Renner, Elinor <elinor\_renner@ios.doi.gov> wrote:

Good Morning,

Next week, the Secretary will be in the office Monday, Tuesday, and Friday. The Secretary and the Dep Sec will be out on Wednesday and Thursday.

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Elinor

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Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

**Elinor Renner <elinor\_renner@ios.doi.gov>**

---

**From:** Elinor Renner <elinor\_renner@ios.doi.gov>  
**Sent:** Mon Oct 02 2017 06:37:04 GMT-0600 (MDT)  
**To:** "Hargrave, Steve" <steve\_t\_hargrave@ios.doi.gov>  
**CC:** Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>, Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Re: Secretary's Flag

Hi Steve,

I'm so sorry. I was out of the office for most of Friday and I completely forgot. The secretary is in today and out Tuesday-friday. I'll confirm the fro secs schedule for the rest of the week and get back to you asap!

Elinor

Sent from my iPhone

On Oct 2, 2017, at 8:35 AM, Hargrave, Steve <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)> wrote:

Good morning Elinor,

Hope all is well.

Can we please get the Secretary's/Deputy Secretary's schedule for the week of October 2, through October 6, 2017. Currently, neither flag is being flown.

Thanks

Steve T. Hargrave  
Department of the Interior  
Office of Law Enforcement & Security  
Assistant Director, Internal Security Operations Branch  
(Office) 202-208-6642  
(Fax) 202-208-7610

On Fri, Sep 22, 2017 at 10:54 AM, Renner, Elinor <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)> wrote:

Good Morning,

Next week, the Secretary will be in the office Monday, Tuesday, and Friday. The Secretary and the Dep Sec will be out on Wednesday and Thursday.

Warmly,  
Elinor

--

Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

**"Renner, Elinor" <elinor\_renner@ios.doi.gov>**

---

**From:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**Sent:** Mon Oct 02 2017 08:28:35 GMT-0600 (MDT)  
**To:** "Hargrave, Steve" <steve\_t\_hargrave@ios.doi.gov>  
Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>, Thomas Sutterfield  
**CC:**

<thomas\_sutterfield@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>

**Subject:** Re: Secretary's Flag

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On Mon, Oct 2, 2017 at 8:37 AM, Elinor Renner <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)> wrote:

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Immediate Office of the Secretary  
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**"Hargrave, Steve" <steve\_t\_hargrave@ios.doi.gov>**

---

**From:** "Hargrave, Steve" <steve\_t\_hargrave@ios.doi.gov>  
**Sent:** Mon Oct 02 2017 08:44:38 GMT-0600 (MDT)  
**To:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>, Patrick McWilliams <pmcwilliams@coastal-security.com>, Akeem Kelson <akeem\_kelson@ios.doi.gov>  
**CC:** Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>, Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Re: Secretary's Flag

Good morning Mr. McWilliams/Mr. Kelson,

The Deputy Secretary will be onsite Tuesday-Friday. The Secretary is in today, but off the remainder of week. Please ensure the guards fly the Dep. Sec's flag Tuesday - Friday.

Thanks gentlemen

Steve T. Hargrave  
Department of the Interior  
Office of Law Enforcement & Security  
Assistant Director, Internal Security Operations Branch  
(Office) 202-208-6642  
(Fax) 202-208-7610

On Mon, Oct 2, 2017 at 10:28 AM, Renner, Elinor <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)> wrote:

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Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

--

Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

# Conversation Contents

## Flags for Next Week

### "Renner, Elinor" <elinor\_renner@ios.doi.gov>

---

**From:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**Sent:** Fri Sep 08 2017 16:40:02 GMT-0600 (MDT)  
**To:** Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Flags for Next Week

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Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

### "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>

---

**From:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Fri Sep 08 2017 16:44:13 GMT-0600 (MDT)  
**To:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>, Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>  
**CC:** Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>  
**Subject:** Re: Flags for Next Week

Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

On Fri, Sep 8, 2017 at 6:40 PM, Renner, Elinor <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)> wrote:  
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U.S. Department of the Interior  
Immediate Office of the Secretary  
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Washington, DC 20240  
202-208-6087

---

**Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>**

---

**From:** Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>  
**Sent:** Fri Sep 08 2017 16:46:28 GMT-0600 (MDT)  
**To:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**CC:** Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Re: Flags for Next Week

Thank you Elinor...  
Have a great weekend..

Kevin

Sent from my iPhone

On Sep 8, 2017, at 6:40 PM, Renner, Elinor <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)> wrote:

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Washington, DC 20240  
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**"Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>**

---

**From:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Tue Sep 12 2017 05:37:11 GMT-0600 (MDT)  
**To:** Kevin Fyock <Kevin\_Fyock@ios.doi.gov>, Anakarym Medina <anakarym\_medina-barnes@ios.doi.gov>  
**Subject:** Fwd: Flags for Next Week

Noticed coming in the Dep Sec's flag was not up. Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
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----- Forwarded message -----

From: **Renner, Elinor** <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)>  
Date: Fri, Sep 8, 2017 at 6:40 PM  
Subject: Flags for Next Week

To: Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>, Anakarym Medina-Barnes <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)>, Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>

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Washington, DC 20240  
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---

**"Medina-Barnes, Anakarym" <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)>**

**From:** "Medina-Barnes, Anakarym" <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)>  
**Sent:** Tue Sep 12 2017 05:40:51 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**CC:** Kevin Fyock <[Kevin\\_Fyock@ios.doi.gov](mailto:Kevin_Fyock@ios.doi.gov)>  
**Subject:** Re: Flags for Next Week

Good morning Mr. Nassar,

We apologize for that and will have it raised immediately.

**AWS Friday, September 15, 2017**

Respectfully,

## Anakarym Medina-Barnes

Physical Security Specialist (COR)  
Office of the Secretary - OLES  
Interior Complex Security Operations Branch  
1849 C Street N.W.  
Washington, DC 20240  
[Anakarym\\_Medina-Barnes@ios.doi.gov](mailto:Anakarym_Medina-Barnes@ios.doi.gov)  
(202) 208-2410 Office Phone  
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**"To get something you've never had, you have to do something you've never done. When God takes something from your grasp, He's not punishing you, but merely opening your hands to receive something greater... For the will of God will never take you where the grace of God will not keep you."**

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From: **Renner, Elinor** <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)>  
Date: Fri, Sep 8, 2017 at 6:40 PM  
Subject: Flags for Next Week  
To: Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>, Anakarym Medina-Barnes <[anakarym\\_molina-barnes@ios.doi.gov](mailto:anakarym_molina-barnes@ios.doi.gov)>, Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>

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Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

---

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**From:** "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Sent:** Tue Sep 12 2017 05:42:15 GMT-0600 (MDT)  
**To:** "Medina-Barnes, Anakarym" <[anakarym\\_molina-barnes@ios.doi.gov](mailto:anakarym_molina-barnes@ios.doi.gov)>  
**CC:** Kevin Fyock <[Kevin\\_Fyock@ios.doi.gov](mailto:Kevin_Fyock@ios.doi.gov)>  
**Subject:** Re: Flags for Next Week

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Date: Fri, Sep 8, 2017 at 6:40 PM

Subject: Flags for Next Week

To: Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>, Anakarym Medina-Barnes <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)>, Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>

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**From:** "Medina-Barnes, Anakarym" <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)>  
**Sent:** Tue Sep 12 2017 05:46:07 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**CC:** Kevin Fyock <[Kevin\\_Fyock@ios.doi.gov](mailto:Kevin_Fyock@ios.doi.gov)>  
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AWS Friday, September 15, 2017

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From: **Renner, Elinor** <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)>

Date: Fri, Sep 8, 2017 at 6:40 PM

Subject: Flags for Next Week

To: Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>, Anakarym Medina-Barnes <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)>, Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>

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U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

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**"Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>**

**From:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Tue Sep 12 2017 05:49:24 GMT-0600 (MDT)  
**To:** "Medina-Barnes, Anakarym" <anakarym\_medina-barnes@ios.doi.gov>  
**CC:** Kevin Fyock <Kevin\_Fyock@ios.doi.gov>  
**Subject:** Re: Flags for Next Week

I sure hope we did...Dante was supposed to have delivered them like 2 weeks ago. The Dep Sec's flag should be white with blue stars.

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

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Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

On Tue, Sep 12, 2017 at 7:40 AM, Medina-Barnes, Anakarym <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)> wrote:  
Good morning Mr. Nassar,

We apologize for that and will have it raised immediately.

**AWS Friday, September 15, 2017**

Respectfully,

## Anakarym Medina-Barnes

Physical Security Specialist (COR)  
Office of the Secretary - OLES  
Interior Complex Security Operations Branch  
1849 C Street N.W.  
Washington, DC 20240  
[Anakarym\\_Medina-Barnes@ios.doi.gov](mailto:Anakarym_Medina-Barnes@ios.doi.gov)  
(202) 208-2410 Office Phone  
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Noticed coming in the Dep Sec's flag was not up. Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
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----- Forwarded message -----

From: **Renner, Elinor** <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)>  
Date: Fri, Sep 8, 2017 at 6:40 PM  
Subject: Flags for Next Week  
To: Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>, Anakarym Medina-Barnes <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)>, Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>

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Elinor Renner  
U.S. Department of the Interior

Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

---

**Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>**

---

**From:** Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>  
**Sent:** Tue Sep 12 2017 05:54:51 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**CC:** Kevin Fyock <Kevin\_Fyock@ios.doi.gov>, Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>, Steve Hargrave <Steve\_T\_Hargrave@ios.doi.gov>  
**Subject:** Re: Flags for Next Week

We apologize for not getting it to the guards sir.

On it now.

Respectfully,  
Anakarym Medina-Barnes  
Physical Security Specialist (COR)  
Office of the Secretary - OLES  
Interior Complex Security Ops Branch  
(202) 208-2410 (work)  
(202) 409-2670 (cell)  
(202) 208-7610 (fax)

On Sep 12, 2017, at 07:50, Nassar, Joe <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)> wrote:

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Joe Nassar  
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On Tue, Sep 12, 2017 at 7:46 AM, Medina-Barnes, Anakarym <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)> wrote:

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From: **Renner, Elinor** <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)>

Date: Fri, Sep 8, 2017 at 6:40 PM

Subject: Flags for Next Week

To: Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>, Anakarym Medina-Barnes <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)>, Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>

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Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

---

**"Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>**

---

**From:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Tue Sep 12 2017 06:02:37 GMT-0600 (MDT)  
**To:** Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>  
**CC:** Kevin Fyock <Kevin\_Fyock@ios.doi.gov>, Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>, Steve Hargrave <Steve\_T\_Hargrave@ios.doi.gov>  
**Subject:** Re: Flags for Next Week

No need to apologize but thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
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From: **Renner, Elinor** <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)>  
Date: Fri, Sep 8, 2017 at 6:40 PM  
Subject: Flags for Next Week  
To: Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>, Anakarym Medina-Barnes <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)>, Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>

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Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

# Conversation Contents

Sec and DepSec Schedule for the Week of 8/21

## "Renner, Elinor" <elinor\_renner@ios.doi.gov>

---

**From:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**Sent:** Fri Aug 18 2017 14:23:14 GMT-0600 (MDT)  
**To:** Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Sec and DepSec Schedule for the Week of 8/21

Hello Everyone,

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Monday: Secretary and Deputy Secretary are here at DOI in Washington, DC  
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Essentially, the Secretary's flag should be flown every day except Friday.

Warmly,  
Elinor

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Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

## "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>

---

**From:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Fri Aug 18 2017 14:27:07 GMT-0600 (MDT)  
**To:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**CC:** Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>  
**Subject:** Re: Sec and DepSec Schedule for the Week of 8/21

Thanks Elinor.

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

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Washington, DC 20240  
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---

**Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>**

---

**From:** Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>  
**Sent:** Fri Aug 18 2017 17:31:59 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**CC:** "Renner, Elinor" <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)>, Anakarym Medina-Barnes <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)>  
**Subject:** Re: Sec and DepSec Schedule for the Week of 8/21

Thank you Elinor. I'll make sure the officers know this..

Have a great weekend.

Kevin

Sent from my iPhone

On Aug 18, 2017, at 4:27 PM, Nassar, Joe <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)> wrote:

Thanks Elinor.

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**"Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>**

---

**From:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Tue Aug 29 2017 15:25:20 GMT-0600 (MDT)  
**To:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**CC:** Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>, Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>  
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**"Renner, Elinor" <elinor\_renner@ios.doi.gov>**

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**From:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
**Sent:** Tue Aug 29 2017 15:29:48 GMT-0600 (MDT)

**To:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina-Barnes  
**CC:** <anakarym\_medina-barnes@ios.doi.gov>, Steve Hargrave  
<steve\_t\_hargrave@ios.doi.gov>  
**Subject:** Re: Sec and DepSec Schedule for the Week of 8/21

Hello Joe,

I'm so sorry! Currently, the Secretary is in all week. There's a chance he may go to TX on Friday, but that hasn't been confirmed yet.

Warmly,  
Elinor

On Tue, Aug 29, 2017 at 5:25 PM, Nassar, Joe <joseph\_w\_nassar@ios.doi.gov> wrote:

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**Subject:** Re: Sec and DepSec Schedule for the Week of 8/21

No problem. I'm sure Steve, Kevin and Anakarym can get the flags up for the rest of the week. Thanks

Joe Nassar  
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[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

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**Joe Nassar** <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>

---

**From:** Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Sent:** Tue Aug 29 2017 15:44:12 GMT-0600 (MDT)  
**To:** Gonzalez Elena <[elena\\_gonzalez@ios.doi.gov](mailto:elena_gonzalez@ios.doi.gov)>, amy\_holley@ios.doi.gov  
**Subject:** Fwd: Sec and DepSec Schedule for the Week of 8/21

I'll ping her on Friday if she forgets again.

Joe Nassar  
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Office: 202-208-5617  
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[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

Begin forwarded message:

**From:** Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Date:** August 29, 2017 at 5:36:03 PM EDT  
**To:** "Renner, Elinor" <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)>  
**Cc:** Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>, Anakarym Medina-Barnes <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)>, Steve Hargrave <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)>  
**Subject:** Re: Sec and DepSec Schedule for the Week of 8/21

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**Steve Hargrave <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)>**

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**From:** Steve Hargrave <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)>  
**Sent:** Tue Aug 29 2017 16:12:04 GMT-0600 (MDT)  
**To:** Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
"Renner, Elinor" <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)>, Kevin Fyock  
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**CC:**  
**Subject:** Re: Sec and DepSec Schedule for the Week of 8/21

Good evening sir,

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**Joe Nassar <joseph\_w\_nassar@ios.doi.gov>**

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**From:** Joe Nassar <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Tue Aug 29 2017 16:15:49 GMT-0600 (MDT)  
**To:** Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>  
"Renner, Elinor" <elinor\_renner@ios.doi.gov>, Kevin Fyock  
<kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-  
**CC:** barnes@ios.doi.gov>, Donna Wesley <donna\_wesley@ios.doi.gov>,  
"akeem\_kelson@ios.doi.gov" <akeem\_kelson@ios.doi.gov>  
**Subject:** Re: Sec and DepSec Schedule for the Week of 8/21

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**From:** Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Sent:** Tue Sep 05 2017 04:29:02 GMT-0600 (MDT)  
**To:** "Renner, Elinor" <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)>  
Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>, Anakarym Medina-Barnes <[anakarym\\_molina-barnes@ios.doi.gov](mailto:anakarym_molina-barnes@ios.doi.gov)>, Steve Hargrave <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)>, [christine\\_lopez@ios.doi.gov](mailto:christine_lopez@ios.doi.gov)  
**CC:**  
**Subject:** Re: Sec and DepSec Schedule for the Week of 8/21

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**Christine Lopez <christine\_lopez@ios.doi.gov>**

---

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**Sent:** Tue Sep 05 2017 04:57:33 GMT-0600 (MDT)  
**To:** Joe Nassar <joseph\_w\_nassar@ios.doi.gov>  
**CC:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>, Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>, Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>  
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**To:** Christine Lopez <[christine\\_lopez@ios.doi.gov](mailto:christine_lopez@ios.doi.gov)>  
**CC:** "Renner, Elinor" <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)>, Kevin Fyock <[kevin\\_d\\_fyock@ios.doi.gov](mailto:kevin_d_fyock@ios.doi.gov)>, Anakarym Medina-Barnes <[anakarym\\_medina-barnes@ios.doi.gov](mailto:anakarym_medina-barnes@ios.doi.gov)>, Steve Hargrave <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)>  
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**"Hargrave, Steve" <steve\_t\_hargrave@ios.doi.gov>**

---

**From:** "Hargrave, Steve" <steve\_t\_hargrave@ios.doi.gov>  
**Sent:** Tue Sep 05 2017 05:10:31 GMT-0600 (MDT)  
**To:** Christine Lopez <christine\_lopez@ios.doi.gov>, "Clyburn, Donna" <donna\_wesley@ios.doi.gov>, Akeem Kelson <akeem\_kelson@ios.doi.gov>  
**CC:** Joe Nassar <joseph\_w\_nassar@ios.doi.gov>, "Renner, Elinor" <elinor\_renner@ios.doi.gov>, Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>  
**Subject:** Re: Sec and DepSec Schedule for the Week of 8/21

Good morning Lieutenant/Mr. Nassar,

Thanks. We will lower the current flags, add the Secretary's flag, then re-fly all three flags.

The late notification is becoming problematic.

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Good morning Ms. Wesley/Mr. Kelson,

Please fly the Secretary's flag.

Sorry for the late notification.

Thanks

Steve T. Hargrave  
Department of the Interior  
Office of Law Enforcement & Security  
Assistant Director, Internal Security Operations Branch  
(Office) 202-208-6642  
(Fax) 202-208-7610

On Tue, Sep 5, 2017 at 6:57 AM, Christine Lopez <[christine\\_lopez@ios.doi.gov](mailto:christine_lopez@ios.doi.gov)> wrote:

Good Morning Joe,

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On Sep 5, 2017, at 6:29 AM, Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)> wrote:

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Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

On Aug 29, 2017, at 5:30 PM, Renner, Elinor <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)> wrote:

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Special Assistant to the Secretary  
Washington, DC 20240

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**Akeem Kelson <akeem\_kelson@ios.doi.gov>**

---

**From:** Akeem Kelson <akeem\_kelson@ios.doi.gov>  
**Sent:** Tue Sep 05 2017 05:12:14 GMT-0600 (MDT)  
**To:** "Hargrave, Steve" <steve\_t\_hargrave@ios.doi.gov>  
Christine Lopez <christine\_lopez@ios.doi.gov>, "Clyburn, Donna"  
<donna\_wesley@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>, "Renner,  
**CC:** Elinor" <elinor\_renner@ios.doi.gov>, Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>,  
Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>  
**Subject:** Re: Sec and DepSec Schedule for the Week of 8/21

Copy sir, Lt. Notified

Sent from my iPhone

On Sep 5, 2017, at 7:10 AM, Hargrave, Steve <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)> wrote:

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**Donna Wesley <donna\_wesley@ios.doi.gov>**

**From:** Donna Wesley <donna\_wesley@ios.doi.gov>  
**Sent:** Tue Sep 05 2017 05:20:31 GMT-0600 (MDT)  
**To:** "Hargrave, Steve" <steve\_t\_hargrave@ios.doi.gov>  
Christine Lopez <christine\_lopez@ios.doi.gov>, Akeem Kelson  
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**CC:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>, Kevin Fyock  
<kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-  
barnes@ios.doi.gov>  
**Subject:** Re: Sec and DepSec Schedule for the Week of 8/21

Received thanks it's being completed now.

Sent from my iPhone

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**From:** Elinor Renner <[elinor\\_renner@ios.doi.gov](mailto:elinor_renner@ios.doi.gov)>  
**Sent:** Tue Sep 05 2017 06:34:53 GMT-0600 (MDT)  
**To:** Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
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**CC:** <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)>, "Christine Lopez" <[christine\\_lopez@ios.doi.gov](mailto:christine_lopez@ios.doi.gov)>  
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**CC:** <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)>, "[christine\\_lopez@ios.doi.gov](mailto:christine_lopez@ios.doi.gov)"  
<[christine\\_lopez@ios.doi.gov](mailto:christine_lopez@ios.doi.gov)>

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**Sent:** Tue Sep 05 2017 07:43:56 GMT-0600 (MDT)  
**To:** "Renner, Elinor" <elinor\_renner@ios.doi.gov>  
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**Subject:** Re: Sec and DepSec Schedule for the Week of 8/21

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Essentially, the Secretary's flag should be flown every day except Friday.

Warmly,  
Elinor

--

Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

--

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U.S. Department of the Interior  
Immediate Office of the Secretary  
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202-208-6087

--

Elinor Renner  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Special Assistant to the Secretary  
Washington, DC 20240  
202-208-6087

# Conversation Contents

## The Secretary's Flag

### "Guiden, Nancy" <nancy\_guiden@ios.doi.gov>

---

**From:** "Guiden, Nancy" <nancy\_guiden@ios.doi.gov>  
**Sent:** Thu May 04 2017 14:34:10 GMT-0600 (MDT)  
**To:** Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>, Kevin D Fyock <Kevin\_D\_Fyock@ios.doi.gov>, Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** The Secretary's Flag

Happy Almost Friday,  
The Secretary will not be in the office Monday through Friday next week. So no flag. Many thanks and have a great weekend.

Vr,

Nancy Guiden  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Washington, DC 20240  
202-208-6087  
[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)

### Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>

---

**From:** Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>  
**Sent:** Thu May 04 2017 14:36:15 GMT-0600 (MDT)  
**To:** "Guiden, Nancy" <nancy\_guiden@ios.doi.gov>  
Kevin D Fyock <Kevin\_D\_Fyock@ios.doi.gov>, Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>, Donna Wesley <donna\_wesley@ios.doi.gov>, akeem\_kelson@ios.doi.gov, clarence\_taylor@ios.doi.gov  
**CC:**  
**Subject:** Re: The Secretary's Flag

Thanks Nancy, you as well.

Sent from my iPhone

On May 4, 2017, at 4:34 PM, Guiden, Nancy <[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)> wrote:

Happy Almost Friday,  
The Secretary will not be in the office Monday through Friday next week. So no flag. Many thanks and have a great weekend.

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U.S. Department of the Interior  
Immediate Office of the Secretary  
Washington, DC 20240  
202-208-6087  
[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)

**Akeem Kelson <akeem\_kelson@ios.doi.gov>**

---

**From:** Akeem Kelson <akeem\_kelson@ios.doi.gov>  
**Sent:** Thu May 04 2017 14:48:54 GMT-0600 (MDT)  
**To:** Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>  
"Guiden, Nancy" <nancy\_guiden@ios.doi.gov>, Kevin D Fyock  
<Kevin\_D\_Fyock@ios.doi.gov>, Thomas Sutterfield  
<thomas\_sutterfield@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-  
**CC:** barnes@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>, Donna Wesley  
<donna\_wesley@ios.doi.gov>, "clarence\_taylor@ios.doi.gov"  
<clarence\_taylor@ios.doi.gov>  
**Subject:** Re: The Secretary's Flag

Copy sir

Sent from my iPhone

On May 4, 2017, at 4:36 PM, Steve Hargrave <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)> wrote:

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On May 4, 2017, at 4:34 PM, Guiden, Nancy <[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)> wrote:

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Immediate Office of the Secretary  
Washington, DC 20240  
202-208-6087  
[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)

**"Guiden, Nancy" <nancy\_guiden@ios.doi.gov>**

---

**From:** "Guiden, Nancy" <nancy\_guiden@ios.doi.gov>  
**Sent:** Fri May 12 2017 12:43:02 GMT-0600 (MDT)  
Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>, Kevin D Fyock  
<Kevin\_D\_Fyock@ios.doi.gov>, Thomas Sutterfield  
**To:** <thomas\_sutterfield@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-  
barnes@ios.doi.gov>, Joe Nassar <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Re: The Secretary's Flag

Good Afternoon,  
Secretary Zinke will be in his office in DC Monday through Friday of next week.

Thank you.

Vr,

Nancy Guiden  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Washington, DC 20240  
202-208-6087

[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)

On Thu, May 4, 2017 at 4:34 PM, Guiden, Nancy <[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)> wrote:

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Immediate Office of the Secretary  
Washington, DC 20240  
202-208-6087  
[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)

# Conversation Contents

## Flags

**"Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>**

---

**From:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Tue May 02 2017 11:16:16 GMT-0600 (MDT)  
**To:** Elena Gonzalez <Elena\_Gonzalez@ios.doi.gov>  
**Subject:** Flags

Update on flags: As a reminder the three flags we fly on top of the MIB are 5' x 9'6". We met with Nancy Guiden, the Secretary's detail and MIB Building Security and worked out a process whereby the guard staff will be notified when the Secretary plans to be in the MIB so his flag can be hoisted on those days.

The State Department has two sets of flags:

- 1) Garrison flag which is 30' x 42'.
  - 2) Storms flags and these are 17' x 25'.
- The poles in front of State are 120' high.

Options for MIB:

- If we purchased larger flags (17' x 25') for the MIB roof, we would need to engage a structural expert to ensure the current poles would not be compromised. Additionally, if we flew flags of that size, we could not fly more than two flags at a time as the poles are 50'.
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Please let me know if you need any other information. Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

**"Gonzalez, Elena" <maria\_gonzalez@ios.doi.gov>**

---

**From:** "Gonzalez, Elena" <maria\_gonzalez@ios.doi.gov>  
**Sent:** Tue May 02 2017 16:41:03 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**CC:** James Cason <james\_cason@ios.doi.gov>, Amy Holley <Amy\_Holley@ios.doi.gov>, Harry Humbert <harry\_humbert@ios.doi.gov>  
**Subject:** Re: Flags

Thanks Joe. The Secretary was here today and believes his flag did not fly. Please double check the process with security to ensure it is flown in accordance with his schedule. +Harry

I am forwarding the additional flag information to Amy and Jim and will let you know if there are any further questions or guidance.  
Elena

Elena Gonzalez  
U.S. Department of the Interior  
Deputy Assistant Secretary for Technology, Information and Business Services  
1849 C St NW Room 5124  
Washington, DC 20240  
(o) 202-208-7966

On Tue, May 2, 2017 at 1:16 PM, Nassar, Joe <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)> wrote:

Update on flags: As a reminder the three flags we fly on top of the MIB are 5' x 9'6". We met with Nancy Guiden, the Secretary's detail and MIB Building Security and worked out a process whereby the guard staff will be notified when the Secretary plans to be in the MIB so his flag can be hoisted on those days.

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Please let me know if you need any other information. Thanks

Joe Nassar  
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Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

---

## Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>

**From:** Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Sent:** Tue May 02 2017 17:22:17 GMT-0600 (MDT)  
**To:** "Gonzalez, Elena" <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)>  
**CC:** James Cason <[james\\_cason@ios.doi.gov](mailto:james_cason@ios.doi.gov)>, Amy Holley <[Amy\\_Holley@ios.doi.gov](mailto:Amy_Holley@ios.doi.gov)>, Harry Humbert <[harry\\_humbert@ios.doi.gov](mailto:harry_humbert@ios.doi.gov)>  
**Subject:** Re: Flags

We stopped flying it as of last Friday until we could establish the process. That was done today and Nancy sent a notice to Steve and his team about the rest of this week. She will send an update each week so we should be set going forward. Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

On May 2, 2017, at 6:41 PM, Gonzalez, Elena <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)> wrote:

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I am forwarding the additional flag information to Amy and Jim and will let you know if there are any further questions or guidance.  
Elena

Elena Gonzalez  
U.S. Department of the Interior  
Deputy Assistant Secretary for Technology, Information and Business Services  
1849 C St NW Room 5124  
Washington, DC 20240

(o) 202-208-7966

On Tue, May 2, 2017 at 1:16 PM, Nassar, Joe <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)> wrote:

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Joe Nassar  
Director, Office of Facilities and Administrative Services  
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Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

---

**Elena Gonzalez** <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)>

**From:** Elena Gonzalez <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)>  
**Sent:** Tue May 02 2017 17:29:23 GMT-0600 (MDT)  
**To:** Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**CC:** James Cason <[james\\_cason@ios.doi.gov](mailto:james_cason@ios.doi.gov)>, Amy Holley <[Amy\\_Holley@ios.doi.gov](mailto:Amy_Holley@ios.doi.gov)>, Harry Humbert <[harry\\_humbert@ios.doi.gov](mailto:harry_humbert@ios.doi.gov)>  
**Subject:** Re: Flags

That makes sense. Thanks for explaining, Joe.  
Elena

Sent from my iPad

On May 2, 2017, at 7:22 PM, Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)> wrote:

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Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
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[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

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Elena Gonzalez  
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Deputy Assistant Secretary for Technology, Information and Business Services  
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Washington, DC 20240  
(o) 202-208-7966

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**"Humbert, Harry" <[harry\\_humbert@ios.doi.gov](mailto:harry_humbert@ios.doi.gov)>**

---

**From:** "Humbert, Harry" <[harry\\_humbert@ios.doi.gov](mailto:harry_humbert@ios.doi.gov)>  
**Sent:** Wed May 03 2017 05:20:09 GMT-0600 (MDT)  
**To:** Elena Gonzalez <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)>  
**CC:** Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>, James Cason <[james\\_cason@ios.doi.gov](mailto:james_cason@ios.doi.gov)>, Amy Holley <[Amy\\_Holley@ios.doi.gov](mailto:Amy_Holley@ios.doi.gov)>  
**Subject:** Re: Flags

Thank you. I will be reaching out to Steve and Kevin from Security today.

On Tue, May 2, 2017 at 7:29 PM, Elena Gonzalez <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)> wrote:

That makes sense. Thanks for explaining, Joe.  
Elena

Sent from my iPad

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Please let me know if you need any other information. Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

--

**Harry Humbert**  
**Deputy Assistant Secretary**  
**Public Safety, Resource Protection, Emergency Services**  
**Department of the Interior**  
**202-208-5773**

# Conversation Contents

## The Secretary's Flag

**"Guiden, Nancy" <nancy\_guiden@ios.doi.gov>**

---

**From:** "Guiden, Nancy" <nancy\_guiden@ios.doi.gov>  
**Sent:** Tue May 02 2017 12:54:23 GMT-0600 (MDT)  
**To:** Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>, Kevin D Fyock <Kevin\_D\_Fyock@ios.doi.gov>, Thomas Sutterfield <thomas\_sutterfield@ios.doi.gov>, Anakarym Medina-Barnes <anakarym\_medina-barnes@ios.doi.gov>  
**CC:** Joe Nassar <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** The Secretary's Flag

Gentlemen,  
The flag can fly this week on Tuesday, Wednesday, Thursday, and Friday. (No worries if the flag isn't here yet.)

Vr,

Nancy Guiden  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Washington, DC 20240  
202-208-6087  
[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)

# Conversation Contents

## Reschedule Meeting - Secretary's Flag Meeting

**"Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>**

---

**From:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Fri Apr 28 2017 10:47:18 GMT-0600 (MDT)  
**To:** Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>, Richard Farr <richard\_farr@ios.doi.gov>, Christine Lopez <christine\_lopez@ios.doi.gov>, "Guiden, Nancy" <nancy\_guiden@ios.doi.gov>, Caroline Boulton <caroline\_boulton@ios.doi.gov>  
**Subject:** Reschedule Meeting - Secretary's Flag Meeting

Sorry but we need to reschedule. Let me recap what we are trying to work through:

We have been instructed to fly the Secretary's flag on the building when he is here. Since the security guards (under Steve Hargrave) are the ones that hoist the flags each day, they need to find out if the Secretary is scheduled to be in the building. Steve and I initially believe the Secretary's Detail could provide that information to the security guards but we would like to explore all options (meaning perhaps the right answer is that Caroline or Nancy inform the guards). So here are the questions:

- Who informs the guards when the Secretary will be in the MIB?
- Does that need to be done daily or weekly?
- What is the vehicle for conveying that information (Google Calendar, email, some other means)?
- When do we start?

Please let me know if you have 30 minutes available on:

- Monday, May 1: 12 - 2 or 4
- Tuesday, May 2: 9 - 12
- Wednesday, May 3: 12 - 2 or 4

Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

**"Guiden, Nancy" <nancy\_guiden@ios.doi.gov>**

---

**From:** "Guiden, Nancy" <nancy\_guiden@ios.doi.gov>  
**Sent:** Fri Apr 28 2017 12:39:20 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>, Richard Farr <richard\_farr@ios.doi.gov>, Christine Lopez <christine\_lopez@ios.doi.gov>, Caroline Boulton <caroline\_boulton@ios.doi.gov>  
**CC:**  
**Subject:** Re: Reschedule Meeting - Secretary's Flag Meeting

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Vr,

Nancy Guiden  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Washington, DC 20240

202-208-6087

[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)

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**From:** "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Sent:** Fri Apr 28 2017 13:41:45 GMT-0600 (MDT)  
**To:** "Guiden, Nancy" <[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)>  
Steve Hargrave <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)>, Richard Farr  
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**CC:** Boulton <[caroline\\_boulton@ios.doi.gov](mailto:caroline_boulton@ios.doi.gov)>  
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**From:** "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Sent:** Mon May 01 2017 08:46:25 GMT-0600 (MDT)  
**To:** "Guiden, Nancy" <[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)>  
**CC:** Steve Hargrave <[steve\\_t\\_hargrave@ios.doi.gov](mailto:steve_t_hargrave@ios.doi.gov)>, Richard Farr <[richard\\_farr@ios.doi.gov](mailto:richard_farr@ios.doi.gov)>, Christine Lopez <[christine\\_lopez@ios.doi.gov](mailto:christine_lopez@ios.doi.gov)>, Caroline Boulton <[caroline\\_boulton@ios.doi.gov](mailto:caroline_boulton@ios.doi.gov)>  
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**From:** "Lopez, Christine" <[christine\\_lopez@ios.doi.gov](mailto:christine_lopez@ios.doi.gov)>  
**Sent:** Mon May 01 2017 09:03:09 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Subject:** Re: Reschedule Meeting - Secretary's Flag Meeting

I will be out of the office with the SOI at that time. Barring any changes I can be available noon through 1:30 if that works.

Thanks, Chris

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--  
Lieutenant Christine Lopez  
U.S. Park Police  
Special Protection Detail  
202-208-5330  
202-439-6839 cell

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**From:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Mon May 01 2017 10:23:09 GMT-0600 (MDT)  
**To:** "Guiden, Nancy" <nancy\_guiden@ios.doi.gov>  
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Office: 202-208-5617  
Cell: 202-436-2041  
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**From:** "Guiden, Nancy" <[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)>  
**Sent:** Mon May 01 2017 14:50:23 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
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**Subject:** Re: Reschedule Meeting - Secretary's Flag Meeting

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**Sent:** Mon May 01 2017 14:51:31 GMT-0600 (MDT)  
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**Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>**

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**From:** Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>  
**Sent:** Tue May 02 2017 06:10:32 GMT-0600 (MDT)  
**To:** Joe Nassar <joseph\_w\_nassar@ios.doi.gov>, Nancy Guiden <nancy\_guiden@ios.doi.gov>  
**CC:** Richard Farr <richard\_farr@ios.doi.gov>, Christine Lopez <christine\_\_lopez@ios.doi.gov>, Caroline Boulton <caroline\_boulton@ios.doi.gov>  
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(202) 208-6642 **main**  
(202) 208-7610 **fax**

**From:** Nassar, Joe [mailto:[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)]  
**Sent:** Monday, May 01, 2017 4:52 PM  
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**Cc:** Steve Hargrave; Richard Farr; Christine Lopez; Caroline Boulton  
**Subject:** Re: Reschedule Meeting - Secretary's Flag Meeting

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On Mon, May 1, 2017 at 10:46 AM, Nassar, Joe <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)> wrote:  
Lt. Lopez and Steve: I would like to schedule the meeting for Tuesday at 9:30...does that work for you?  
Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

On Fri, Apr 28, 2017 at 3:41 PM, Nassar, Joe <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)> wrote:  
Thanks Nancy. I will get back to you once I hear from Steve and Lt. Lopez.

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

On Fri, Apr 28, 2017 at 2:39 PM, Guiden, Nancy <[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)> wrote:  
Any time next week is good for me. Between Caroline and myself, we should be able to figure this out. No worries.

Vr,

Nancy Guiden  
U.S. Department of the Interior  
Immediate Office of the Secretary  
Washington, DC 20240  
202-208-6087  
[nancy\\_guiden@ios.doi.gov](mailto:nancy_guiden@ios.doi.gov)

On Fri, Apr 28, 2017 at 12:47 PM, Nassar, Joe <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)> wrote:  
Sorry but we need to reschedule. Let me recap what we are trying to work through:

We have been instructed to fly the Secretary's flag on the building when he is here. Since the security guards (under Steve Hargrave) are the ones that hoist the flags each day, they need to find out if the Secretary is scheduled to be in the building. Steve and I initially believe the Secretary's Detail could provide that information to the security guards but we would like to explore all options (meaning perhaps the right answer is that Caroline or Nancy inform the guards). So here are the questions:

- Who informs the guards when the Secretary will be in the MIB?
- Does that need to be done daily or weekly?
- What is the vehicle for conveying that information (Google Calendar, email, some other means)?
- When do we start?

Please let me know if you have 30 minutes available on:

- Monday, May 1: 12 - 2 or 4
- Tuesday, May 2: 9 - 12
- Wednesday, May 3: 12 - 2 or 4

Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

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## Conversation Contents

**Fwd: FW: New Order - DEP002**

**Attachments:**

/12. Fwd: FW: New Order - DEP002/1.1 Secretary-of-the-Interior-5x9.5.jpg  
/12. Fwd: FW: New Order - DEP002/2.1 PMS for seal.jpg  
/12. Fwd: FW: New Order - DEP002/2.2 Secretary-of-the-Interior-5x9.5.jpg  
/12. Fwd: FW: New Order - DEP002/3.1 PMS for seal.jpg  
/12. Fwd: FW: New Order - DEP002/3.2 Secretary-of-the-Interior-5x9.5.jpg

---

### "Jeffries, Dante" <dante\_jeffries@ios.doi.gov>

**From:** "Jeffries, Dante" <dante\_jeffries@ios.doi.gov>  
**Sent:** Wed Mar 29 2017 11:41:21 GMT-0600 (MDT)  
**To:** Roberta Richardson <roberta\_richardson@ios.doi.gov>  
**CC:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Fwd: FW: New Order - DEP002  
**Attachments:** Secretary-of-the-Interior-5x9.5.jpg

Here is the proof for the Secretarial Flag.

----- Forwarded message -----

**From:** **Al Ulmer** <[al@nationalcapitalflag.com](mailto:al@nationalcapitalflag.com)>  
**Date:** Wed, Mar 29, 2017 at 11:06 AM  
**Subject:** FW: New Order - DEP002  
**To:** "Jeffries, Dante" <[dante\\_jeffries@ios.doi.gov](mailto:dante_jeffries@ios.doi.gov)>

Drawing attached, please remember the note I had on the original quote about color. If you have any questions please don't hesitate to call me. If needed my e-mail address is [aulmer@nationalcapitalflag.com](mailto:aulmer@nationalcapitalflag.com). My direct dial number is 703-562-0939. Thank you for the opportunity to serve you.

Albert E. Ulmer Jr.  
National Capital Flag Co Inc.  
100 S. Quaker Lane  
Alexandria VA 22314  
800-368-3524 x 219  
703-562-0939 - direct

***National Capital Flag is now on the GSA Schedule***  
***Visit Our Facebook Page for News and Updates at NCF***

---

**From:** John Kelley  
**Sent:** Wednesday, March 29, 2017 10:58 AM  
**To:** Al Ulmer  
**Subject:** RE: New Order - DEP002

Al,

Here is the proof for the Department of Interior Flag.

John

---

**From:** Al Ulmer  
**Sent:** Wednesday, March 29, 2017 9:42 AM  
**To:** Elisabeth Giesemann  
**Cc:** John Kelley  
**Subject:** New Order - DEP002  
**Importance:** High

Need small drawing for customer, once approved art for Annin

Thanks,

Albert E. Ulmer Jr.  
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**"Richardson, Roberta" <roberta\_richardson@ios.doi.gov>**

---

**From:** "Richardson, Roberta" <roberta\_richardson@ios.doi.gov>  
**Sent:** Wed Mar 29 2017 14:18:39 GMT-0600 (MDT)  
**To:** "Ravas, Theodore" <theodore\_ravas@ios.doi.gov>  
**CC:** Dante Jeffries <dante\_jeffries@ios.doi.gov>, "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Re: New Order - DEP002  
**Attachments:** PMS for seal.jpg Secretary-of-the-Interior-5x9.5.jpg

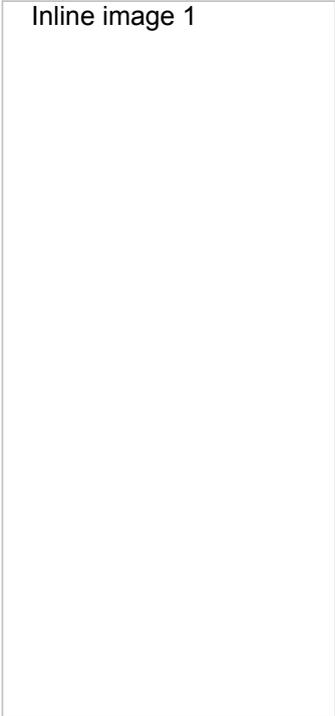
Thanks TJ

Dante and Joe...FYI

On Wed, Mar 29, 2017 at 4:08 PM, Ravas, Theodore <[theodore\\_ravas@ios.doi.gov](mailto:theodore_ravas@ios.doi.gov)> wrote:

I defer to Dante's expertise in this matter. I've attached the swatches of the seal in print. These may vary from what is available in screen-printing/embroidery or whatever process is being used in the production of the new flag.

Inline image 1



On Wed, Mar 29, 2017 at 2:34 PM, Roberta Richardson <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)> wrote:

Could you please review and provide feedback.

Sent from my iPhone

Begin forwarded message:

**From:** "Jeffries, Dante" <[dante\\_jeffries@ios.doi.gov](mailto:dante_jeffries@ios.doi.gov)>

**Date:** March 29, 2017 at 1:41:21 PM EDT  
**To:** Roberta Richardson <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)>  
**Cc:** "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Subject:** Fwd: FW: New Order - DEP002

Here is the proof for the Secretarial Flag.

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From: **Al Ulmer** <[al@nationalcapitalflag.com](mailto:al@nationalcapitalflag.com)>  
Date: Wed, Mar 29, 2017 at 11:06 AM  
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**From:** John Kelley  
**Sent:** Wednesday, March 29, 2017 10:58 AM  
**To:** Al Ulmer  
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Al,

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--

Theodore Ravas  
U.S. Department of the Interior

Office of Facilities and Administrative Services (OFAS)  
Creative Communication Services  
1849 C Street NW RM 1642  
Washington, DC 20240  
202.208.3920

For more information visit our website at: <http://www.doi.gov/ofas>

\* new graphics mailbox! [ccs\\_wbr\\_graphicsandprinting@ios.doi.gov](mailto:ccs_wbr_graphicsandprinting@ios.doi.gov)

--

Thanks  
Roberta D. Richardson  
Chief, Support Services Division  
Office of Facilities and Administrative Services  
Office of the Secretary  
US Department of the Interior  
(202) 208-4938 (Office)  
(202) 409-2097 (Cell)

Please note my email has changed to [Roberta\\_Richardson@ios.doi.gov](mailto:Roberta_Richardson@ios.doi.gov)

Telework/AWS: March Fridays - Sandra Tomsan is Acting. She can be reached at (202) 208-7032

"We may have all come on different ships, but we're in the same boat now." -- Martin Luther King, Jr.

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---

**From:** "Richardson, Roberta" <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)>  
**Sent:** Wed Mar 29 2017 14:49:25 GMT-0600 (MDT)  
**To:** "Ravas, Theodore" <[theodore\\_ravas@ios.doi.gov](mailto:theodore_ravas@ios.doi.gov)>  
**CC:** Dante Jeffries <[dante\\_jeffries@ios.doi.gov](mailto:dante_jeffries@ios.doi.gov)>, "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>, Denise Bailey <[denise\\_bailey@ios.doi.gov](mailto:denise_bailey@ios.doi.gov)>  
**Subject:** Re: New Order - DEP002  
**Attachments:** PMS for seal.jpg Secretary-of-the-Interior-5x9.5.jpg

Dante,

If this is correct, please call and order 3 flags (in total) of the Secy flags (outdoor) the same size as the DOI flag.

We are not ready to order the oversized flags yet.

Denise, please help Dante find the money

On Wed, Mar 29, 2017 at 4:18 PM, Richardson, Roberta <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)> wrote:

Thanks TJ

Dante and Joe...FYI

On Wed, Mar 29, 2017 at 4:08 PM, Ravas, Theodore <[theodore\\_ravas@ios.doi.gov](mailto:theodore_ravas@ios.doi.gov)> wrote:

I defer to Dante's expertise in this matter. I've attached the swatches of the seal in print. These may vary from what is available in screen-printing/embroidery or whatever process is being used in the production of the new flag.

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**To:** Roberta Richardson <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)>  
**Cc:** "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Subject:** Fwd: FW: New Order - DEP002

Here is the proof for the Secretarial Flag.

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**Date:** Wed, Mar 29, 2017 at 11:06 AM  
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**Subject:** RE: New Order - DEP002

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John

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**From:** Al Ulmer  
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Theodore Ravas

U.S. Department of the Interior  
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--

Thanks

Roberta D. Richardson  
Chief, Support Services Division  
Office of Facilities and Administrative Services  
Office of the Secretary  
US Department of the Interior  
(202) 208-4938 (Office)  
(202) 409-2097 (Cell)

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Office of Facilities and Administrative Services  
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(202) 208-4938 (Office)  
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# Conversation Contents

## Questions on Flags

### "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>

---

**From:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Tue Mar 28 2017 13:20:25 GMT-0600 (MDT)  
**To:** Dante Jeffries <dante\_jeffries@ios.doi.gov>  
**CC:** Roberta Richardson <roberta\_richardson@ios.doi.gov>  
**Subject:** Questions on Flags

- 1) When should the new DOI exterior flag be in?
- 2) When should the new Secretarial flag or proof be in?
- 3) Can you find out what it would cost to get a new US, DOI and Secretarial flag in a bigger size -- 8' 11 3/8' x 17'?

Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

### "Jeffries, Dante" <dante\_jeffries@ios.doi.gov>

---

**From:** "Jeffries, Dante" <dante\_jeffries@ios.doi.gov>  
**Sent:** Tue Mar 28 2017 13:44:29 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**CC:** Roberta Richardson <roberta\_richardson@ios.doi.gov>  
**Subject:** Re: Questions on Flags

Joe I just sent the e-mails for the estimate new flag size.

I am waiting to here from them on the proof date and the larger DOI Flags arrival date.

On Tue, Mar 28, 2017 at 3:20 PM, Nassar, Joe <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)> wrote:

- 1) When should the new DOI exterior flag be in?
- 2) When should the new Secretarial flag or proof be in?
- 3) Can you find out what it would cost to get a new US, DOI and Secretarial flag in a bigger size -- 8' 11 3/8' x 17'?

Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
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[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

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## "Jeffries, Dante" <dante\_jeffries@ios.doi.gov>

---

**From:** "Jeffries, Dante" <dante\_jeffries@ios.doi.gov>  
**Sent:** Wed Mar 29 2017 06:00:37 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**CC:** Roberta Richardson <roberta\_richardson@ios.doi.gov>  
**Subject:** Re: Questions on Flags

Joe the following quote is from Annin Flags.

### DOI Flag and US Flag- \$249.99 each

Waiting to get information back to me on the Secretarial Flag.

On Tue, Mar 28, 2017 at 3:44 PM, Jeffries, Dante <dante\_jeffries@ios.doi.gov> wrote:  
Joe I just sent the e-mails for the estimate new flag size.

I am waiting to here from them on the proof date and the larger DOI Flags arrival date.

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[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

## "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>

---

**From:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Wed Mar 29 2017 06:10:51 GMT-0600 (MDT)  
**To:** "Jeffries, Dante" <dante\_jeffries@ios.doi.gov>, Richard Farr <richard\_farr@ios.doi.gov>, Kenneth Tunney <kenneth\_tunney@ios.doi.gov>  
**CC:** Roberta Richardson <roberta\_richardson@ios.doi.gov>  
**Subject:** Re: Questions on Flags

Thanks Dante.

Rick / Ken: Please tell me what steps need to be taken to have a structural engineer take a look at all 3 poles (MIB & SIB)...need things like cost and how long it will take to do the analysis. Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior

Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

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Joe the following quote is from Annin Flags.

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## Conversation Contents

Forgot to confirm....

**"Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>**

---

**From:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Mon Mar 20 2017 15:12:22 GMT-0600 (MDT)  
**To:** Roberta Richardson <roberta\_richardson@ios.doi.gov>  
**Subject:** Forgot to confirm....

...Dante said he was ordering the new outdoor Secretarial flags today...do you know if he did it?

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

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**Roberta Richardson <roberta\_richardson@ios.doi.gov>**

---

**From:** Roberta Richardson <roberta\_richardson@ios.doi.gov>  
**Sent:** Mon Mar 20 2017 18:41:14 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Re: Forgot to confirm....

Yes he did.

Sent from my iPhone

On Mar 20, 2017, at 5:13 PM, Nassar, Joe <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)> wrote:

...Dante said he was ordering the new outdoor Secretarial flags today...do you know if he did it?

Joe Nassar  
Director, Office of Facilities and Administrative Services  
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**Joe Nassar <joseph\_w\_nassar@ios.doi.gov>**

---

**From:** Joe Nassar <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Mon Mar 20 2017 18:46:50 GMT-0600 (MDT)  
**To:** Roberta Richardson <roberta\_richardson@ios.doi.gov>  
**Subject:** Re: Forgot to confirm....

Ok thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

On Mar 20, 2017, at 8:41 PM, Roberta Richardson <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)> wrote:

Yes he did.

Sent from my iPhone

On Mar 20, 2017, at 5:13 PM, Nassar, Joe <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)> wrote:

...Dante said he was ordering the new outdoor Secretarial flags today...do you know if he did it?

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

# Conversation Contents

Fwd: Secretarial Flag Estimate (DRAFT)

**"Richardson, Roberta" <roberta\_richardson@ios.doi.gov>**

---

**From:** "Richardson, Roberta" <roberta\_richardson@ios.doi.gov>  
**Sent:** Thu Mar 16 2017 13:38:12 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Fwd: Secretarial Flag Estimate (DRAFT)

FYI

Please advise

----- Forwarded message -----

**From:** Jeffries, Dante <dante\_jeffries@ios.doi.gov>  
**Date:** Thu, Mar 16, 2017 at 2:00 PM  
**Subject:** Secretarial Flag Estimate (DRAFT)  
**To:** Roberta Richardson <roberta\_richardson@ios.doi.gov>

Below is the estimate for the Secretarial Flag (outdoor)

1. **National Flag Company**- 2 to 3 weeks for the sample flag to be sent for approval and additional 1 to 2 weeks for delivery. **\$945.50** for a total of 5. They are **\$189.51** each.
2. **Annin Flags**- 2 week turnover time. **\$100** one time art fee. **\$184.99** ea for flags. For 5 flags **\$924.95** plus the \$100 art fee brings the total to **\$1024.95**

--

Thanks  
Roberta D. Richardson  
Chief, Support Services Division  
Office of Facilities and Administrative Services  
Office of the Secretary  
US Department of the Interior  
(202) 208-4938 (Office)  
(202) 409-2097 (Cell)

Please note my email has changed to [Roberta\\_Richardson@ios.doi.gov](mailto:Roberta_Richardson@ios.doi.gov)

Telework/AWS: March Fridays - Sandra Tomsan is Acting. She can be reached at (202) 208-7032

"We may have all come on different ships, but we're in the same boat now." -- Martin Luther King, Jr.

**"Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>**

---

**From:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Fri Mar 17 2017 12:57:51 GMT-0600 (MDT)  
**To:** "Richardson, Roberta" <roberta\_richardson@ios.doi.gov>  
**Subject:** Re: Secretarial Flag Estimate (DRAFT)

Thanks...please go ahead and order 3 outdoor Secretarial flags (5' x 9'6") from National Flag Company.

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

On Thu, Mar 16, 2017 at 3:38 PM, Richardson, Roberta <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)> wrote:  
FYI

Please advise

----- Forwarded message -----

From: **Jeffries, Dante** <[dante\\_jeffries@ios.doi.gov](mailto:dante_jeffries@ios.doi.gov)>

Date: Thu, Mar 16, 2017 at 2:00 PM

Subject: Secretarial Flag Estimate (DRAFT)

To: Roberta Richardson <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)>

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---

**Roberta Richardson** <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)>

**From:** Roberta Richardson <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)>  
**Sent:** Fri Mar 17 2017 17:08:34 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Subject:** Re: Secretarial Flag Estimate (DRAFT)

Ok we will take care of it.

Sent from my iPhone

On Mar 17, 2017, at 2:58 PM, Nassar, Joe <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)> wrote:

Thanks...please go ahead and order 3 outdoor Secretarial flags (5' x 9'6") from National Flag Company.

Joe Nassar  
Director, Office of Facilities and Administrative Services  
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Office: 202-208-5617  
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[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

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On Thu, Mar 16, 2017 at 3:38 PM, Richardson, Roberta <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)> wrote:  
FYI

Please advise

----- Forwarded message -----

From: **Jeffries, Dante** <[dante\\_jeffries@ios.doi.gov](mailto:dante_jeffries@ios.doi.gov)>  
Date: Thu, Mar 16, 2017 at 2:00 PM  
Subject: Secretarial Flag Estimate (DRAFT)  
To: Roberta Richardson <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)>

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**"Richardson, Roberta" <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)>**

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**From:** "Richardson, Roberta" <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)>  
**Sent:** Mon Mar 20 2017 06:13:13 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Subject:** Fwd: Secretarial Flag Estimate (DRAFT)

FYI

----- Forwarded message -----

From: **Jeffries, Dante** <[dante\\_jeffries@ios.doi.gov](mailto:dante_jeffries@ios.doi.gov)>  
Date: Mon, Mar 20, 2017 at 8:07 AM  
Subject: Re: Secretarial Flag Estimate (DRAFT)  
To: "Richardson, Roberta" <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)>

I have answered the questions below.

1. There are NO fringes and;

**There will be no fringes on the flag**

2. They KNOW its an outdoor flag and will have the eye holes.

**The are aware that the flag is an outdoor flag.**

On Thu, Mar 16, 2017 at 4:51 PM, Richardson, Roberta <[roberta\\_richardson@ios.doi.gov](mailto:roberta_richardson@ios.doi.gov)> wrote:

Dante,

I sent this to Joe and he said he wants us to verify the following:

1. There are NO fringes and;
2. They KNOW its an outdoor flag and will have the eye holes.

Please get the answers and get back to Joe.

On Thu, Mar 16, 2017 at 2:00 PM, Jeffries, Dante <[dante\\_jeffries@ios.doi.gov](mailto:dante_jeffries@ios.doi.gov)> wrote:

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## Conversation Contents

Flag memo based on questions and discussion in staff meeting

**Attachments:**

/16. Flag memo based on questions and discussion in staff meeting/1.1 flag.memo.march16.17.docx

---

### "Gonzalez, Elena" <maria\_gonzalez@ios.doi.gov>

**From:** "Gonzalez, Elena" <maria\_gonzalez@ios.doi.gov>  
**Sent:** Thu Mar 16 2017 12:53:12 GMT-0600 (MDT)  
**To:** Amy Holley <Amy\_Holley@ios.doi.gov>, "Nassar, Joseph" <joseph\_w\_nassar@ios.doi.gov>, Harry Humbert <harry\_humbert@ios.doi.gov>  
**Subject:** Flag memo based on questions and discussion in staff meeting  
**Attachments:** flag.memo.march16.17.docx

Please let me know if this looks ok. Open to suggested edits. Thanks.  
Elena

Elena Gonzalez  
U.S. Department of the Interior  
Deputy Assistant Secretary for Technology, Information and Business Services  
1849 C St NW Room 5124  
Washington, DC 20240  
(o) 202-208-7966

---

### "Humbert, Harry" <harry\_humbert@ios.doi.gov>

**From:** "Humbert, Harry" <harry\_humbert@ios.doi.gov>  
**Sent:** Thu Mar 16 2017 14:33:57 GMT-0600 (MDT)  
**To:** "Gonzalez, Elena" <maria\_gonzalez@ios.doi.gov>  
**CC:** Amy Holley <Amy\_Holley@ios.doi.gov>, "Nassar, Joseph" <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Re: Flag memo based on questions and discussion in staff meeting

Looks fine to me. Wow! I want to go into the flag pole selling business.

On Thu, Mar 16, 2017 at 2:53 PM, Gonzalez, Elena <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)> wrote:

Please let me know if this looks ok. Open to suggested edits. Thanks.  
Elena

Elena Gonzalez  
U.S. Department of the Interior  
Deputy Assistant Secretary for Technology, Information and Business Services  
1849 C St NW Room 5124  
Washington, DC 20240  
(o) 202-208-7966

--  
**Harry Humbert**  
**Deputy Assistant Secretary**  
**Public Safety, Resource Protection, Emergency Services**  
**Department of the Interior**  
**202-208-5773**

March 16, 2017

Memorandum

To: Doug Domenech

From: Elena Gonzalez

Subject: Department of the Interior flag protocol

The Office of Facilities and Administrative Services (OFAS) is responsible for the Department's policy on flags. (See 5 DM 310 attached). The policy must adhere to General Service Administration regulations. Authorized flags include the United States (U.S.) flag, the Department of the Interior (Department) flag, the Secretary of the Interior flag and the Deputy Secretary of Interior flag. The description of the official Department flag and the Secretary's ceremonial flag including the size are specified in the Department's policy.

The Department flag is to be flown with the U.S. flag at the entrance to or over the main administration or headquarters buildings at all Department of the Interior-controlled buildings and leased facilities solely occupied by the Department. The Secretary's flag may also be flown at these buildings and facilities when the Secretary is present. The flags are displayed in the following order: the U.S. flag, the Department flag, and then the Secretary's flag. The Secretary's flag is always displayed in the Secretary's office as well and the current flag is new. The Deputy Secretary's flag is in the Deputy Secretary's office.

Recommendations:

1. OFAS will order 3 outdoor Secretary flags to be flown over the Main Interior building at the C St and E St entrances and at the South Interior building entrance when the Secretary is present.
2. OFAS will acquire the rope needed to fly 3 flags on the existing flagpoles on days when the Secretary is present, because the cost of additional flagpoles is relatively expensive. (Last one purchased cost approximately \$10,000). An additional option is to fly only two flags:
  - a. when the Secretary is on site – the U.S. flag and the Secretary flag
  - b. when the Secretary is not on site – the U.S. flag and the Department flag.
3. The established process between OFAS and the Security office will be used to notify security when the Secretary's flag should be flown.

Attachment

Cc: James Cason  
Amy Holley  
Harry Humbert

**"Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>**

---

**From:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Thu Mar 16 2017 15:16:39 GMT-0600 (MDT)  
**To:** "Humbert, Harry" <harry\_humbert@ios.doi.gov>  
**CC:** "Gonzalez, Elena" <maria\_gonzalez@ios.doi.gov>, Amy Holley <Amy\_Holley@ios.doi.gov>  
**Subject:** Re: Flag memo based on questions and discussion in staff meeting

Elena,

Only change I would make is to bullet 2 and this is based on conversations I had with my folks earlier today. The first sentence should be changed to say: "OFAS will modify the ropes on each of the existing poles to accommodate the flying of 3 flags on days when the Secretary is present, because the cost of additional flagpoles is relatively expensive."

Now to the topic of getting outdoor Secretarial flags. I read my other email too fast while I was speaking to you so here's the good news: We did give the National Flag Company the image of the indoor flag and there is no cost for design or reproduction of an image. The cost per flag is roughly \$190 or \$950 for five flags. It will take 2 - 3 weeks for delivery once we place the order.

Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

On Thu, Mar 16, 2017 at 4:33 PM, Humbert, Harry <[harry\\_humbert@ios.doi.gov](mailto:harry_humbert@ios.doi.gov)> wrote:

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Elena Gonzalez  
U.S. Department of the Interior  
Deputy Assistant Secretary for Technology, Information and Business Services  
1849 C St NW Room 5124  
Washington, DC 20240  
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--

**Harry Humbert**  
**Deputy Assistant Secretary**  
**Public Safety, Resource Protection, Emergency Services**  
**Department of the Interior**  
**202-208-5773**

**"Gonzalez, Elena" <maria\_gonzalez@ios.doi.gov>**

---

**From:** "Gonzalez, Elena" <maria\_gonzalez@ios.doi.gov>  
**Sent:** Thu Mar 16 2017 15:24:35 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**CC:** "Humbert, Harry" <harry\_humbert@ios.doi.gov>, Amy Holley <Amy\_Holley@ios.doi.gov>  
**Subject:** Re: Flag memo based on questions and discussion in staff meeting

Great news! Thanks.

Elena Gonzalez  
U.S. Department of the Interior  
Deputy Assistant Secretary for Technology, Information and Business Services  
1849 C St NW Room 5124  
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**Deputy Assistant Secretary**  
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---

**"Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>**

**From:** "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Sent:** Fri Mar 17 2017 12:31:03 GMT-0600 (MDT)  
**To:** "Gonzalez, Elena" <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)>  
**Subject:** Re: Flag memo based on questions and discussion in staff meeting

Since it is under \$1,000, should I pursue ordering the Secretarial flags or stand-down until I hear from you? Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
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**Public Safety, Resource Protection, Emergency Services**  
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**"Gonzalez, Elena" <maria\_gonzalez@ios.doi.gov>**

---

**From:** "Gonzalez, Elena" <maria\_gonzalez@ios.doi.gov>  
**Sent:** Fri Mar 17 2017 12:45:16 GMT-0600 (MDT)  
**To:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Re: Flag memo based on questions and discussion in staff meeting

Please go ahead and order the 3 outdoor flags because it is a total expense less than \$1,000. Thanks Joe.  
elena

Elena Gonzalez  
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Elena

Elena Gonzalez  
U.S. Department of the Interior  
Deputy Assistant Secretary for Technology, Information and Business Services  
1849 C St NW Room 5124  
Washington, DC 20240  
(o) 202-208-7966

--

**Harry Humbert**  
**Deputy Assistant Secretary**  
**Public Safety, Resource Protection, Emergency Services**  
**Department of the Interior**  
**202-208-5773**

---

**"Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>**

**From:** "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Sent:** Fri Mar 17 2017 12:53:18 GMT-0600 (MDT)  
**To:** "Gonzalez, Elena" <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)>  
**Subject:** Re: Flag memo based on questions and discussion in staff meeting

Got it - thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

On Fri, Mar 17, 2017 at 2:45 PM, Gonzalez, Elena <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)> wrote:

Please go ahead and order the 3 outdoor flags because it is a total expense less than \$1,000. Thanks Joe.  
elena

Elena Gonzalez  
U.S. Department of the Interior  
Deputy Assistant Secretary for Technology, Information and Business Services  
1849 C St NW Room 5124  
Washington, DC 20240  
(o) 202-208-7966

On Fri, Mar 17, 2017 at 2:31 PM, Nassar, Joe <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)> wrote:

Since it is under \$1,000, should I pursue ordering the Secretarial flags or stand-down until I hear from you? Thanks

Joe Nassar

Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

On Thu, Mar 16, 2017 at 5:24 PM, Gonzalez, Elena <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)> wrote:  
Great news! Thanks.

Elena Gonzalez  
U.S. Department of the Interior  
Deputy Assistant Secretary for Technology, Information and Business Services  
1849 C St NW Room 5124  
Washington, DC 20240  
(o) 202-208-7966

On Thu, Mar 16, 2017 at 5:16 PM, Nassar, Joe <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)> wrote:  
Elena,

Only change I would make is to bullet 2 and this is based on conversations I had with my folks earlier today. The first sentence should be changed to say: "OFAS will modify the ropes on each of the existing poles to accommodate the flying of 3 flags on days when the Secretary is present, because the cost of additional flagpoles is relatively expensive."

Now to the topic of getting outdoor Secretarial flags. I read my other email too fast while I was speaking to you so here's the good news: We did give the National Flag Company the image of the indoor flag and there is no cost for design or reproduction of an image. The cost per flag is roughly \$190 or \$950 for five flags. It will take 2 - 3 weeks for delivery once we place the order.

Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
Department of the Interior  
Office: 202-208-5617  
Cell: 202-436-2041  
[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

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On Thu, Mar 16, 2017 at 4:33 PM, Humbert, Harry <[harry\\_humbert@ios.doi.gov](mailto:harry_humbert@ios.doi.gov)> wrote:  
Looks fine to me. Wow! I want to go into the flag pole selling business.

On Thu, Mar 16, 2017 at 2:53 PM, Gonzalez, Elena <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)> wrote:  
Please let me know if this looks ok. Open to suggested edits. Thanks.  
Elena

Elena Gonzalez  
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Deputy Assistant Secretary for Technology, Information and Business Services  
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**Harry Humbert**  
**Deputy Assistant Secretary**  
**Public Safety, Resource Protection, Emergency Services**  
**Department of the Interior**  
**202-208-5773**

# Conversation Contents

## Flags

### "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>

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**From:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**Sent:** Fri Mar 17 2017 07:27:55 GMT-0600 (MDT)  
**To:** Richard Farr <richard\_farr@ios.doi.gov>, Kenneth Tunney <kenneth\_tunney@ios.doi.gov>, Roberta Richardson <roberta\_richardson@ios.doi.gov>, Dante Jeffries <dante\_jeffries@ios.doi.gov>, Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>, Kevin D Fyock <kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina <Anakarym\_N\_Medina@ios.doi.gov>  
**Subject:** Flags

Dante is ordering new exterior DOI flags for the two poles on the MIB roof and the SIB. The new flags will be the same size as the US flag (5' x 9'6").

Rick: Not sure if our guys do this but we'll need to coordinate adjusting the clips/fasteners on all poles to fit the new-sized DOI flags. When we do that, I suggest we add new clips/fasteners on all three ropes at the same time to accommodate the potential flying of the Secretary's flag (it would also be 5' x 9'6"). We haven't ordered the new outdoor Secretary's flag but I anticipate doing that next week).

Steve, Kevin, Anakrym: Before we begin flying the Secretary's flag, we'll need to get together (probably with the Secretary's Detail) to develop a process whereby the guards know when the Secretary will be in the building since we can only fly his flag when he is here.

Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
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Office: 202-208-5617  
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[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)

For more information, visit our website at: <http://www.doi.gov/ofas>

### Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>

---

**From:** Steve Hargrave <steve\_t\_hargrave@ios.doi.gov>  
**Sent:** Fri Mar 17 2017 07:32:05 GMT-0600 (MDT)  
**To:** Joe Nassar <joseph\_w\_nassar@ios.doi.gov>, Richard Farr <richard\_farr@ios.doi.gov>, Kenneth Tunney <kenneth\_tunney@ios.doi.gov>, Roberta Richardson <roberta\_richardson@ios.doi.gov>, Dante Jeffries <dante\_jeffries@ios.doi.gov>, Kevin Fyock <kevin\_d\_fyock@ios.doi.gov>, Anakarym Medina <Anakarym\_N\_Medina@ios.doi.gov>  
**Subject:** RE: Flags

Good morning sir,

We will make ourselves available at your convenience to discuss further. I will contact Lieutenant Lopez once a meeting date and time is established.

Thanks sir

**Steve T. Hargrave**  
Assistant Director, Internal Security Branch  
Office of Law Enforcement and Security  
Department of the Interior  
(202) 208-6642 **main**  
(202) 208-7610 **fax**

**From:** Nassar, Joe [mailto:[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)]

**Sent:** Friday, March 17, 2017 9:28 AM

**To:** Richard Farr; Kenneth Tunney; Roberta Richardson; Dante Jeffries; Steve Hargrave; Kevin D Fyock; Anakarym Medina

**Subject:** Flags

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Rick: Not sure if our guys do this but we'll need to coordinate adjusting the clips/fasteners on all poles to fit the new-sized DOI flags. When we do that, I suggest we add new clips/fasteners on all three ropes at the same time to accommodate the potential flying of the Secretary's flag (it would also be 5' x 9'6"). We haven't ordered the new outdoor Secretary's flag but I anticipate doing that next week).

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Thanks

Joe Nassar  
Director, Office of Facilities and Administrative Services  
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## Conversation Contents

### Flags

### Attachments:

/18. Flags/3.1 Flagsandseals9-25-12-2.pdf

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### "Gonzalez, Elena" <maria\_gonzalez@ios.doi.gov>

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**From:** "Gonzalez, Elena" <maria\_gonzalez@ios.doi.gov>  
**Sent:** Wed Mar 08 2017 15:38:52 GMT-0700 (MST)  
**To:** "Domenech, Douglas" <douglas\_domenech@ios.doi.gov>  
**CC:** Amy Holley <Amy\_Holley@ios.doi.gov>, "Nassar, Joseph" <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Flags

Hi Doug. Good news on the flags. We have a Departmental Manual chapter on Flags under the purview of the Office of Facilities and Administrative Services. Let me know if you want a copy.

1. The Secretary and the Deputy Secretary do have their own flags. Those flags are in their respective offices now.

The Secretary's flag is brand new and is only found in his office at this time.

We can order an outdoor version of his flag to be flown with the American flag and the Department of the Interior flag when he is here.

I am told that all we need to do is get another rope so we can fly three flags on the flag poles. I suggest checking with his detail about that as well. We are not sure when it may have been done in the past.

2. The Department of the Interior flag is not in the Secretary's office, which is probably why there may be confusion about different appearance of flags. We can put one in his office if he wants one.

3. We think the Interior flags can be any size so long as they are not larger than the American flag. Joe is checking on the size of the Interior flags that currently fly at each entrance along with the American flag to check on the question of relative proportion. I am told we can order larger flags.

I am not sure whether the Secretary can re-design either his flag or the Interior flag. Happy to find out if you need that information as well.

Please let me know what additional information you need or other questions we can answer.

Hope this is helpful. Copying Joe in case I got anything wrong.

Elena

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---

### "Domenech, Douglas" <douglas\_domenech@ios.doi.gov>

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**From:** "Domenech, Douglas" <douglas\_domenech@ios.doi.gov>  
**Sent:** Wed Mar 08 2017 15:59:47 GMT-0700 (MST)  
**To:** "Gonzalez, Elena" <maria\_gonzalez@ios.doi.gov>  
**CC:** Amy Holley <Amy\_Holley@ios.doi.gov>, "Nassar, Joseph" <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Re: Flags

Great. Yes get me the DM chapter. Yes find out if he can change the DOI flag and how.

# Department of the Interior

## Departmental Manual

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**Effective Date:**

**Series:** Administrative Services

**Part 310:** General

**Chapter 5:** Flags

**Originating Office:** Office of Facilities and Administrative Services

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### 310 DM 5

5.1 **Purpose.** This chapter provides the Department's policy for displaying and flying the United States Flag and authorized flags representing the Department.

#### 5.2 **Responsibilities.**

A. The Office of Facilities and Administrative Services (OFAS) is responsible for establishing and disseminating Departmental policy and guidance regarding flags.

B. Bureaus and offices are responsible for flying flags in accordance with Departmental policy.

#### 5.3 **Flag of the United States of America.**

##### A. Policy.

(1) Bureaus and offices will display and use the flag of the United States of America (U.S. flag) as required by the Joint Resolution of June 22, 1942, as amended; Presidential Proclamation 3044 dated March 1, 1954; Public Law 94-344; 36 U.S.C. §173-178; and Proclamation 4064, dated July 6, 1971. Departmental policy for displaying and using flags of the U.S. is supplemented by General Services Administration (GSA) regulations which govern the display or flying of the U.S. flag at GSA controlled installations.

(2) The U.S. flag should be flown in accordance with 36 U.S.C. §174. The U.S. flag should be displayed in the Offices of the Secretary, Solicitor, Assistant Secretaries, Inspector General, and the headquarters and regional headquarters offices of bureaus and offices. It should also be displayed or flown at official functions and special occasions, such as dedications, ceremonies, press conferences, etc.

B. Flying and Displaying the U.S. Flag. The position and manner of display of the U.S. flag will be in accordance with 36 U.S.C. §175 which outlines common use requirements. Generally, when the U.S. flag is displayed with other flags on separate staffs, it will be on the right, i.e., the flags own right (viewers left). No other flag may be placed higher than the U.S. flag.

C. Specifications. The height of a flagpole and whether it is a ground pole or a roof pole determines the size of the flag to be flown. The following serves as a guide:

<b>FLAGPOLE SPECIFICATIONS</b>	
<b>Ground Flagpoles</b>	
Height (in feet)	Flag Size*
30	3' 6" hoist x 6' 7 3/4" fly
40	5' hoist x 9' 6" fly
50	5' hoist x 9' 6" fly
60	8' 11 3/8" hoist x 17' fly**
<b>Roof Flagpoles</b>	
20	3'6" hoist x 6'7 3/4" fly
30	5' hoist x 9' 6" fly
40	5' hoist x 9' 6" fly
50	8' 11 3/8" hoist x 17' fly**
60	8' 11 3/8" hoist x 17' fly**

\* Sizes as listed in GSA Catalog.

\*\* When more than one flag is flown the same pole, it may be advisable to fly a smaller size flag. Other flags, however, may not exceed the size of the U.S. flag.

D. Half-Staffing. The U.S. flag will be flown at half-staff on occasions specified in Presidential Proclamation 3044, and when so directed by the Secretary of the Interior.

(1) OFAS will notify bureau headquarters of occasions when half-staffing is required.

(2) Bureaus should disseminate the information contained in Presidential Proclamation 3044 to all field activities which have flag flying responsibility and establish internal notification procedures to ensure compliance with half-staffing requirements. Bureau headquarters will notify affected field activities on these occasions.

E. Unserviceable Flags. Torn, frayed, soiled, or otherwise damaged flags are unserviceable and will not be flown. Flags should be inspected daily before being raised for the day. Unserviceable flags may not be discarded in the trash, but will be disposed of by burning, out of public view, and in a way which does not constitute a fire hazard.

F. Procurement. The U.S. flag may be purchased through GSA Federal Supply Sources.

#### 5.4 **Flags of the Department of The Interior**

A. The Interior Department Flag (Department Flag). The Department flag will be displayed or flown only in conjunction with the flag of the United States of America and only as specified in this Chapter.

(1) **Displaying and Flying the Department Flag**

(a) Interior-controlled Installations. The Department flag will be flown in conjunction with the U.S. flag at the entrance to, near, or over the main administration and headquarters buildings at all Department of the Interior-controlled installations. The flag should be displayed in the Offices of the Secretary, Solicitor, Assistant Secretaries, Inspector General, and the headquarters and regional headquarters of bureaus and offices. It may also be displayed or flown at official functions and special occasions, such as dedications, ceremonies, press conference, etc.

(b) GSA-controlled Installations. GSA's Public Building Service is responsible for displaying and flying flags at GSA-controlled buildings. For special occasions, approval may be obtained from the appropriate GSA Regional Office to fly the Department flag at the entrance to, near, or over Interior-occupied buildings under GSA control.

(c) Leased Facilities. The Department flag will be flown at leased facilities which are solely occupied by the Department, where leasing arrangements (and GSA policy) permit.

(2) Description. The official flag of the Department of the Interior is 4 feet 5 inches on the hoist by 5 feet 6 inches on the fly. As shown in Illustration I, the color is light blue and white, arranged in four alternate triangles. The four quadrants represent these original major activities of the Department: Fish and Wildlife, Mineral Resources, Water and Power, and Public Land Management. In the center of the flag is depicted the Departmental seal, 26 inches in diameter.

(a) Indoor Flag. The flag for inside use is made of nylon cloth, with a pole hem and leather tabs, and trimmed on three sides with a gold-colored fringe 2-1/2 inches wide. The flag will be mounted on a staff surmounted by a gold spread eagle.

(b) Outdoor Flag. The flag for outside use is made of nylon without the gold-colored fringe. This flag is complete with a canvas heading and metal grommets.

(c) Department Vessel Flag. The vessel flag is 22 inches on the hoist by 32 inches on the fly and is fabricated from nylon cloth.

(3) Procurement. Department flags may be purchased from the OFAS for authorized use only.

B. Secretary of the Interior Flag. The Secretary's flag is significant of the rank or office of the Secretary of the Interior. It may be displayed only in his/her office or in his/her immediate presence, such as on an automobile in which he/she is a passenger, or at functions at which he/she is present. At the Secretary's direction, it may be flown over Interior-controlled buildings in which he/she is present. At the written request of the Secretary and with the written concurrence of the appropriate GSA Regional Administrator, the Secretary's flag may be flown over GSA-controlled buildings when the Secretary is present.

C. Secretary's Ceremonial Flag. The ceremonial flag of the Secretary of the Interior is 4 feet 5 inches on the hoist by 5 feet 6 inches on the fly, made of oriental blue nylon cloth. It is made with a pole hem and leather tabs, and trimmed on three sides by gold-colored fringe 2-1/2 inches wide. In the center of the flag is depicted the official seal of the Department 26 inches in diameter. Extending across from the left are seven stars, three above and four below the seal. Each star has 5 points and is 5 inches in diameter with one point upward. The stars represent the seven principal activities of the Department at the time the flag was adopted. These seven activities are: Bureau of Indian Affairs, Bureau of Reclamation, National Park Service, Bureau of Land Management, Bureau of Mines, Geological Survey, and Fish and Wildlife Service. The flag is mounted on a staff surmounted by a gold spread eagle and decorated by a gold-colored cord with tassel at each end.

D. Deputy Secretary of the Interior Flag. The ceremonial flag of the Deputy Secretary of the Interior is identical to that of the Secretary, except that the flag background is white and the stars are blue. It is made with police hem and leather tabs, and trimmed on three sides by gold-colored fringe 2 1/2 inches wide. The flag is for indoor display only, at his/her immediate office and at official functions and ceremonies at which the Deputy Secretary is the principal speaker.

E. Assistant Secretary Flag. The flag of the Assistant Secretaries is identical to the flag of the Deputy Secretary except that the flag is trimmed on three sides by blue-colored fringe 2 1/2 inches wide. The flag is for indoor display only in the offices of the Assistant Secretaries and at official functions and ceremonies at which an Assistant Secretary is the principal speaker.

F. Bureau Flags. Bureaus having authorized flags will issue directives governing the policy, custody, and use of such flags in accordance with the provisions of this chapter. Bureaus will submit design modifications of existing bureau flags and proposed designs for new flags authorized by statute to the Director of OFAS for Departmental review and coordination.

(1) Bureau flags may be displayed in conjunction with the U.S. and Departmental flags in headquarters and regional headquarters offices occupied by officials at the level of Regional Director or above and at official ceremonies and functions of the bureau presented to the general public.

(2) Bureau flags may not be displayed higher than the U.S. or Department flag.

(3) Bureau flags may be flown at facilities which are solely occupied by the bureau, provided the U.S. and Department flags are also flown on separate flagpoles, if an additional flagpole is available for this purpose.

## **5.5 Protocol for United States and Department of the Interior Flags.**

A. Display of the U.S. flag with various flags of the Department of the Interior will be in the following order:

- (1) United States flag.
- (2) Department of the Interior flag.
- (3) Secretary of the Interior flag (when Secretary is present).
- (4) Deputy Secretary flag (when the Deputy Secretary is present).
- (5) Assistant Secretary flag
- (6) Bureau flag(s)

B. When displaying flags of the various agencies or equivalent, the protocol is established by the Department of State.

**5.6 Other Flags and Pennants.** The Director of the OFAS (for Interior-operated and leased space) and the Regional Administrator or other appropriate GSA official (for space operated by GSA or leased by GSA and operated by the building owner) may authorize the flying of flags and pennants, other than those described in this chapter, as appropriate, provided flags and flagpole space are available for this purpose.

A. Foreign Flags. Foreign flags are flown on individual staffs at the same height as and to the right of the U.S. flag, as shown in Illustration II.

B. State Flags. State flags may be flown on the anniversary of statehood, on state holidays and on other special occasions, at the request of the State government or with permission from the National Business Center.

C. City Flags. On the anniversary of the founding of the city and on special occasions, at the request of the City government or with permission from OFAS

D. Bureau Flags. The order of protocol for bureau flags not covered in this chapter is (1) U.S. flag; (2) Department flag; and (3) Bureau flag. Bureau flags may not be larger than or flown higher than the U.S. or Department flags.

Doug Domenech  
Senior Advisor  
US Department of the Interior

On Wed, Mar 8, 2017 at 5:38 PM, Gonzalez, Elena <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)> wrote:

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I am told that all we need to do is get another rope so we can fly three flags on the flag poles. I suggest checking with his detail about that as well. We are not sure when it may have been done in the past.

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3. We think the Interior flags can be any size so long as they are not larger than the American flag. Joe is checking on the size of the Interior flags that currently fly at each entrance along with the American flag to check on the question of relative proportion. I am told we can order larger flags.

I am not sure whether the Secretary can re-design either his flag or the Interior flag. Happy to find out if you need that information as well.

Please let me know what additional information you need or other questions we can answer.

Hope this is helpful. Copying Joe in case I got anything wrong.

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**Subject:** Re: Flags  
**Attachments:** Flagsandseals9-25-12-2.pdf

Will do. Here is the DM chapter. I will ask Joe to get me the final version of this chapter tomorrow.

Elena

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Senior Advisor  
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Deputy Assistant Secretary for Technology, Information and Business Services  
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**"Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>**

**From:** "Nassar, Joe" <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Sent:** Thu Mar 09 2017 12:16:04 GMT-0700 (MST)  
**To:** "Gonzalez, Elena" <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)>  
**CC:** "Domenech, Douglas" <[douglas\\_domenech@ios.doi.gov](mailto:douglas_domenech@ios.doi.gov)>, Amy Holley <[Amy\\_Holley@ios.doi.gov](mailto:Amy_Holley@ios.doi.gov)>  
**Subject:** Re: Flags

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**Sent:** Thu Mar 09 2017 12:55:31 GMT-0700 (MST)  
**To:** "Nassar, Joe" <joseph\_w\_nassar@ios.doi.gov>  
**CC:** "Domenech, Douglas" <douglas\_domenech@ios.doi.gov>, Amy Holley <Amy\_Holley@ios.doi.gov>  
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**From:** Joe Nassar <[joseph\\_w\\_nassar@ios.doi.gov](mailto:joseph_w_nassar@ios.doi.gov)>  
**Sent:** Thu Mar 09 2017 12:59:24 GMT-0700 (MST)  
**To:** "Gonzalez, Elena" <[maria\\_gonzalez@ios.doi.gov](mailto:maria_gonzalez@ios.doi.gov)>  
**CC:** "Domenech, Douglas" <[douglas\\_domenech@ios.doi.gov](mailto:douglas_domenech@ios.doi.gov)>, Amy Holley <[Amy\\_Holley@ios.doi.gov](mailto:Amy_Holley@ios.doi.gov)>  
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**Sent:** Thu Mar 09 2017 13:14:26 GMT-0700 (MST)  
**To:** Joe Nassar <joseph\_w\_nassar@ios.doi.gov>  
**Subject:** Re: Flags

I will let you know what is needed when they tell me. This is not a situation where we have been asked to do anything other than provide information. I have not yet provided the full information requested. Waiting on GSA.

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## Department of the Interior Departmental Manual

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**Effective Date:** 6/23/17

**Series:** Administrative Services

**Part 310:** General

**Chapter 5:** Flags

**Originating Office:** Office of Facilities and Administrative Services

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### 310 DM 5

5.1 **Purpose.** This chapter provides Department of the Interior (DOI) policy for displaying and flying the United States Flag (U.S. flag) and authorized flags representing DOI.

#### 5.2 **Responsibilities.**

A. The Office of Facilities and Administrative Services (OFAS) is responsible for establishing and disseminating DOI policy and guidance regarding flags.

B. Bureaus/Offices are responsible for flying flags in accordance with the policy in this chapter.

#### 5.3 **Flag of the United States of America.**

##### A. Policy.

(1) Bureaus/Offices will display and use the U.S. flag as required by the Joint Resolution of June 22, 1942, as amended; Presidential Proclamation 3044 dated March 1, 1954; Public Law 94-344; and 36 U.S.C. §§173-178. The DOI policy for displaying and using the U.S. flag is supplemented by General Services Administration (GSA) regulations, which govern the display or flying of the U.S. flag at GSA controlled installations.

(2) The U.S. flag should be flown in accordance with 36 U.S.C. §174. The U.S. flag should be displayed in the Offices of the Secretary, Solicitor, Assistant Secretaries, Inspector General, and the headquarters and regional headquarters offices of bureaus/offices. It should also be displayed or flown at official functions and special occasions, such as dedications, ceremonies, press conferences, etc.

B. Flying and Displaying the U.S. Flag. The position and manner of displaying the U.S. flag will be in accordance with 36 U.S.C. §175, which outlines common use requirements.

6/23/17 #4079

Replaces 4/29/02 #3399

Generally, when the U.S. flag is displayed with other flags on separate staffs, it will be on the right, i.e., the flag's right (viewers left). No other flag may be placed higher than the U.S. flag as shown in Illustration I.

C. Specifications. The height of a flagpole and whether it is a ground pole or a roof pole determines the size of the flag to be flown. The following serves as a guide:

<b>FLAGPOLE SPECIFICATIONS</b>	
<b>Ground Flagpoles</b>	
Height (in feet)	Flag Size*
30	3' 6" hoist x 6' 7 3/4" fly
40	5' hoist x 9' 6" fly
50	5' hoist x 9' 6" fly
60	8' 11 3/8" hoist x 17' fly**
<b>Roof Flagpoles</b>	
20	3'6" hoist x 6'7 3/4" fly
30	5' hoist x 9' 6" fly
40	5' hoist x 9' 6" fly
50	8' 11 3/8" hoist x 17' fly**
60	8' 11 3/8" hoist x 17' fly**

\* Sizes as listed in GSA Catalog.

\*\* When more than one flag is flown on the same pole, it may be advisable to fly a smaller size flag. Other flags, however, may not exceed the size of the U.S. flag.

D. Half-Staffing. The U.S. flag will be flown at half-staff on occasions specified in Presidential Proclamation 3044, and when so directed by the Secretary of the Interior.

(1) The OFAS will notify bureau headquarters offices of occasions when half-staffing is required.

(2) Bureaus should disseminate the information contained in Presidential Proclamation 3044 to all field activities that have flag flying responsibility and establish internal notification procedures to ensure compliance with half-staffing requirements. Bureau headquarters offices will notify affected field activities on these occasions.

E. Unserviceable Flags. Torn, frayed, soiled, or otherwise damaged flags are unserviceable and will not be flown. Flags should be inspected daily before being raised for the day. Unserviceable flags may not be discarded in the trash, but will be disposed of by burning, out of public view, and in a manner that does not constitute a fire hazard.

F. Procurement. The U.S. flag may be purchased through GSA Federal Supply Sources.

#### 5.4 **Flags of the Department of the Interior.**

A. The Department of the Interior Flag (Department Flag). The Department flag will be displayed or flown only in conjunction with the U.S. flag and only as specified in this chapter.

(1) Displaying and Flying the Department Flag.

(a) DOI-controlled Installations. The Department flag will be flown in conjunction with the U.S. flag at the entrance to, near, or over the main administration and headquarters buildings at all DOI-controlled installations. The flag should be displayed as required in paragraph 5.3A (2) above.

(b) GSA-controlled Installations. GSA's Public Building Service is responsible for displaying and flying flags at GSA-controlled buildings. For special occasions, approval may be obtained from the appropriate GSA Regional Office to fly the Department flag at the entrance to, near, or over DOI-occupied buildings under GSA control.

(c) Leased Facilities. The Department flag will be flown at leased facilities that are solely occupied by DOI, where leasing arrangements (and GSA policy) permit.

(2) Description. The official Department flag is 5 feet 5 inches on the hoist by 9 feet 6 inches on the fly. As shown in Illustration II, the color is light blue and white, arranged in four alternate triangles. The four quadrants represent the original major activities of the Department: Fish and Wildlife, Mineral Resources, Water and Power, and Public Land Management. In the center of the flag is the Departmental seal, 26 inches in diameter.

(a) Indoor Flag. The flag for inside use is made of nylon cloth, with a pole hem and leather tabs, and trimmed on three sides with gold-colored fringe 22 inches wide. The flag will be mounted on a staff surmounted by a gold spread eagle.

(b) Outdoor Flag. The flag for outside use is made of nylon without gold-colored fringe. This flag is complete with a canvas heading and metal grommets.

(c) Department Vessel Flag. The vessel flag is 22 inches on the hoist by 32 inches on the fly and is fabricated from nylon cloth.

(3) Procurement. Department flags may be purchased from OFAS for authorized use only.

B. Secretary of the Interior Flag. The Secretary's flag is significant of the rank or office of the Secretary of the Interior. It may be displayed only in the Secretary's office or in the Secretary's immediate presence, such as on an automobile in which the Secretary is a passenger, or at functions at which the Secretary is present. At the Secretary's direction, it may be flown over DOI-controlled buildings in which the Secretary is present. At the written request of the Secretary and with the written concurrence of the appropriate GSA Regional Administrator, the Secretary's flag may be flown over GSA-controlled buildings when the Secretary is present.

C. Secretary's Ceremonial Flag. The ceremonial flag of the Secretary of the Interior is 4 feet 5 inches on the hoist by 5 feet 6 inches on the fly and made of oriental blue nylon cloth. It is made with a pole hem and leather tabs and trimmed on three sides by gold-colored fringe 22 inches wide. In the center of the flag is the official DOI seal, 26 inches in diameter. Extending across from the left are seven stars, three above and four below the seal. Each star has 5 points and is 5 inches in diameter with one point upward. The stars represent the seven principal activities of DOI at the time the flag was adopted. These seven activities are: Bureau of Indian Affairs, Bureau of Reclamation, National Park Service, Bureau of Land Management, Bureau of Mines, U.S. Geological Survey, and U.S. Fish and Wildlife Service. The flag is mounted on a staff surmounted by a gold spread eagle and decorated by a gold-colored cord with tassels at each end.

D. Deputy Secretary of the Interior Flag. The ceremonial flag of the Deputy Secretary of the Interior is identical to that of the Secretary, except that the flag background is white and the stars are blue. It is made with pole hem and leather tabs, and trimmed on three sides by gold-colored fringe 22 inches wide. The flag is for indoor display only, in the immediate office of the Deputy Secretary, and at official functions and ceremonies at which the Deputy Secretary is the principal speaker.

E. Assistant Secretary Flag. The flag of the Assistant Secretaries is identical to the flag of the Deputy Secretary except that the flag is trimmed on three sides by blue-colored fringe 22 inches wide. The flag is for indoor display only in the offices of the Assistant Secretaries and at official functions and ceremonies at which an Assistant Secretary is the principal speaker.

F. Bureau Flags. Bureaus that have authorized flags will issue directives governing the policy, custody, and use of such flags in accordance with the provisions of this chapter. Bureaus must submit design modifications of existing bureau flags and proposed designs for new flags authorized by statute to the Director, OFAS for review.

(1) Bureau flags may be displayed in conjunction with the U.S. and Department flags in headquarters and regional headquarters offices occupied by officials at the level of Regional Director or above and at official ceremonies and functions of the bureau when the general public is present.

(2) Bureau flags may not be displayed higher than the U.S. or Department flag.

(3) Bureau flags may be flown at facilities which are solely occupied by the bureau, provided the U.S. and Department flags are also flown on separate flagpoles, if an additional flagpole is available for this purpose.

#### 5.5 Protocol for United States and Department of the Interior Flags.

A. Display of the U.S. flag with various DOI flags will be in the following order:

- (1) United States flag.
- (2) Department of the Interior flag.
- (3) Secretary of the Interior flag (when the Secretary is present).
- (4) Deputy Secretary flag (when the Deputy Secretary is present).
- (5) Assistant Secretary flag (when an Assistant Secretary is present).
- (6) Bureau flag(s).

B. When displaying flags of the various agencies or equivalent, the protocol is established by the Department of State.

5.6 **Other Flags and Pennants.** The Director, OFAS (for DOI-operated and leased space) and the Regional Administrator or other appropriate GSA official (for space operated or leased by GSA and operated by the building owner) may authorize the flying of flags and pennants, other than those described in this chapter, as appropriate, provided flags and flagpole space are available for this purpose.

A. Foreign Flags. Foreign flags are flown on individual staffs at the same height as and to the right of the U.S. flag, as shown in Illustration I.

B. State Flags. State flags may be flown on the anniversary of statehood, on state holidays and on other special occasions, at the request of the State government or with permission from OFAS.

C. City Flags. City flags may be flown on the anniversary of the founding of the city and on special occasions, at the request of the City government or with permission from OFAS.

D. Bureau Flags. The order of protocol for bureau flags not covered in this chapter is as follows:

- (1) U.S. flag;

- (2) Department flag; and
- (3) Bureau flags (Bureau flags may not be larger than or flown higher than the U.S. or Department flags).



June 17, 2008

MEMORANDUM FOR ASSISTANT REGIONAL ADMINISTRATORS, PBS

FROM: DAVID L. WINSTEAD   
COMMISSIONER - P

SUBJECT: Flying Agency Pennants at GSA Buildings

The Public Buildings Service (PBS) has completed a review of the U.S. General Services Administration (GSA) Flag Policy and how it applies to the flying of an Agency's pennant at GSA buildings. This review was prompted by a request from Customs and Border Protection to fly their new Agency pennant at GSA buildings. Based on our review, we are providing clarification to address this issue.

Effective immediately, GSA's regions may approve requests to fly Agency pennants where the requesting Agency is either a sole tenant in a GSA building or the majority tenant in a multi-tenant building. In a multi-tenant arrangement, the majority tenant shall obtain written concurrence from all minority tenants in the building to fly an Agency pennant and forward the request, along with copies of the concurrences, to the local GSA region for approval.

Under this policy, GSA will grandfather in all buildings where the regions have already approved tenant Agencies flying their pennants. The policy covers all Federal buildings under GSA's jurisdiction, custody, or control, including those buildings where operational and maintenance authority has been delegated to other Federal Agencies by the Administrator of General Services, and all GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

If you have questions regarding this policy, please contact Cathleen C. Kronopolus, Assistant Commissioner, Office of Real Property Asset Management, at (202) 501-0638.

cc: Regional Administrators

## Flag Policy

1. Purpose. This document establishes policy and provides procedural guidance on flying the flag of the United States of America (Flag) and other flags and pennants for General Services Administration (GSA) facility management personnel and Federal agencies operating GSA-delegated buildings.
2. Procedures. The Flag shall be flown at all Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator of General Services (Administrator), and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.
3. Responsibilities.
  - a. GSA-Controlled Buildings. Unless specifically provided otherwise in this policy, GSA shall be responsible for flying the Flag at all GSA-controlled locations.
  - b. Other Locations.
    - 1) Delegated. The agency delegated real property operation and maintenance authority shall fly the Flag at the delegated locations.
    - 2) Leased Locations. If provided for in the lease, either GSA, the tenant agency or the lessor shall be responsible for flying the Flag.
4. Contract Guards. The Department of Homeland Security (DHS), Federal Protective Service (FPS) will raise, lower and half-staff the Flag at all Federal buildings under GSA's jurisdiction, custody or control, including those buildings that have been delegated to Federal agencies by the Administrator of General Services (Administrator), where security is provided by DHS/FPS contract guards and the current guard post orders provide for the flying of the Flag. Future requests for new building locations will be considered by DHS in collaboration with GSA on a case-by-case basis. At Federal building locations not serviced by DHS/FPS contract guards, GSA facility management personnel or agencies operating GSA delegated buildings, as applicable, will be responsible and accountable for raising, lowering and half-staffing the Flag and other flags and pennants.
5. Supplying Flags and Flag Poles. GSA will provide the Flag to GSA facility management personnel in sufficient quantities so that there is at least one spare Flag at each Federally-owned location under the jurisdiction, custody or control of GSA. Federal agencies with buildings delegated by the Administrator are responsible for acquiring Flag replacements from either GSA's Federal

Acquisition Service (FAS) or another commercial source. At leased locations where the lease provides for flying the Flag, the lessor is responsible for acquiring the Flag from a commercial source. Lessors are not authorized to order Flags from the FAS schedules. The Flags supplied or acquired in accordance with this section shall conform to the dimensions set forth at 4 U.S.C. § 1 note.

GSA shall provide flag poles on Federally-owned buildings under its jurisdiction, custody or control, including those that have been delegated to other Federal agencies by the Administrator. Federal agencies with buildings delegated by the Administrator are responsible for maintaining the flag poles. At leased facilities where the lease provides for a flag and flagpole, the lessor shall provide and maintain the flag pole in accordance with the lease requirements. The procedures for flying the Flag must be followed by GSA facility management personnel, facility management personnel for other Federal agencies that have been delegated real property operation and management authority by the Administrator and lessors as specified in the lease.

6. Flag Disposal. The method of disposing of the Flag shall conform to the provisions set forth at 4 U.S.C. § 8(k).

7. Flag Size. The Flag dimensions authorized for executive agencies shall conform to the provisions of Executive Order 10834 (August 21, 1959), which is set forth at 4 U.S.C. § 1 note.

8. Flag Pole. Standards for flag pole installations at buildings and grounds under GSA jurisdiction, custody or control are addressed in the *Facilities Standards for the Public Buildings Service*, PBS-P100. The Facilities Standards are located on the Internet at <http://www.gsa.gov/P100>.

9. Flying the Flag. The Flag shall be flown:

- a. Between sunrise and sunset, except as specified in subsections d, e and i, below. The times for raising and lowering the Flag are based on agency work schedules and availability of staffing to raise and lower the Flag;
- b. On all workdays;
- c. Seven days a week in the District of Columbia;
- d. Seven days a week, from sunrise until 10:00 p.m., at the National Archives and Records Administration in Washington, D.C.;
- e. Seven days a week, 24 hours a day, at Land Ports of Entry (formerly U.S. Customs Ports of Entry) that are open continuously;
- f. On days designated by Public Law 94-344 (Joint Resolution to Codify and Emphasize Existing Rules and Customs Pertaining to the Display and Use

of the Flag of the United States of America) and Public Law 105-85 (National Defense Authorization Act for Fiscal Year 1998):

- 1) When the day falls on a Saturday and the event day is observed on the preceding Friday, the Flag is flown on both Friday and Saturday; and
  - 2) When the day falls on a Sunday and the day is observed on the following Monday, the Flag is flown on both Sunday and Monday;
- g. In a particular State, on the statehood anniversary date and on the state holidays of each State;
- h. On other occasions specified in this policy; and
- i. At night, on occasions authorized by either the Administrator or the GSA Regional Commissioner for an affected region. As required by Section 10, below, Flags flown during darkness must be illuminated.

10. Illumination of the Flag. Flags flown during darkness must be illuminated. The Flag may be displayed seven days a week, 24 hours a day, if properly illuminated during the hours of darkness. Illuminated Flags are not raised and lowered each day; however, illuminated Flags must be appropriately half-staffed on the days specified in this policy.

11. Flag Flying Exceptions. As part of the Delegations of Authority for operational functions assigned by the Administrator to the PBS Commissioner and re-delegated to the Regional Commissioners, the Regional Commissioners, for buildings in their regions, have the authority to determine when flying the Flag may be impractical at certain locations because:

- a. It is a classified installation;
- b. The facility is leased, owner-operated and used only for storage;
- c. There is a short-term lease on the facility and no intent to renew the lease;  
or
- d. The flag pole location presents a safety hazard to raising and lowering the Flag and relocating the flag pole is impractical. In such situations, the Flag need not be flown until the safety hazard is abated.

12. Flying the Flag in Stormy Weather. The Flag is not to be flown, for safety reasons, during high winds, severe storms or icy conditions.

13. Days to Display the Flag. In accordance with Public Law 94-344, the Flag must be displayed at all buildings under GSA's jurisdiction, custody or control, including those that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease, on the following days:

New Year's Day.....	January 1
Martin Luther King's Birthday* .....	Third Monday in January
Inauguration Day (every fourth year).....	January 20
Lincoln's Birthday.....	February 12
Washington's Birthday.....	Third Monday in February
Easter Sunday.....	Variable
Mother's Day.....	Second Sunday in May
Peace Officers Memorial Day** .....	May 15
Armed Forces Day.....	Third Saturday in May
Memorial Day*** .....	Last Monday in May
Flag Day.....	June 14
Independence Day.....	July 4
Labor Day.....	First Monday in September
Patriot Day**** .....	September 11
Constitution Day.....	September 17
National Fallen Firefighters Memorial Day***** .....	To Be Determined
Columbus Day.....	Second Monday in October
Navy Day.....	October 27
Veterans Day.....	November 11
Thanksgiving Day.....	Fourth Thursday in November
Remembrance of Pearl Harbor.....	December 7
Christmas Day.....	December 25
Other days proclaimed by the President of the United States.	

\* Designated by Public Law 98-144, 5 U.S.C. § 6103 (An Act to amend Title 5, United States Code, to make the birthday of Martin Luther King, Jr., a legal public holiday).

\*\* Designated by Public Law 103-322 (Violent Crime Control and Law Enforcement Act of 1994).

\*\*\* Half-staff until noon and then raise until sunset.

\*\*\*\* Designated by Public Law 107-89, 36 U.S.C. § 144.

\*\*\*\*\* Designated by Public Law 107-51.

14. Displaying the POW/MIA Flag. In accordance with Public Law 105-85, the POW/MIA flag must be displayed at the following buildings under GSA's jurisdiction, custody or control, including those that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease, on the following days:

a. Locations:

Buildings containing the official offices of the:

- Secretary of State;

- Secretary of Veterans Affairs; and
- United States Postal Service.

b. Days to Display the POW/MIA Flag:

Armed Forces Day.....	Third Saturday in May
Memorial Day.....	Last Monday in May
Flag Day.....	June 14
Independence Day.....	July 4
National POW/MIA Recognition Day.....	To Be Determined
Veterans Day.....	November 11

15. Other Flags and Pennants. The GSA Regional Commissioner may authorize the flying of additional flags and pennants as follows:

- a. State Flag. In a particular State, on the anniversary of statehood, on State holidays and on other special occasions;
- b. City Flag. In a particular City, on the anniversary of the founding of the City and on other special occasions; and
- c. Pennants. For a limited period following the receipt of a special award by a Federal agency or in connection with a fund drive.

These other flags and pennants must not be larger than the Flag and must be on the flag pole beneath the Flag when flown on the same staff.

16. Requests to Half-Staff the Flag. In addition to Presidential orders or instructions, recognized customs or practices not inconsistent with law and proclamations from a Governor or the Mayor of the District of Columbia, all as provided in 4 U.S.C. § 7, as amended, the heads of departments and agencies of the Federal Government operating GSA-delegated buildings and GSA’s Regional Commissioners may request that the Flag be flown at half-staff on buildings or grounds under their jurisdiction on occasions other than those specified in 4 U.S.C. § 7, as amended, that they consider proper. All such requests shall be considered and assessed for appropriate action by the affected GSA region(s).

17. Notification Process to Half-Staff the Flag. The process for notifying GSA facility management personnel and Federal agencies operating GSA-delegated buildings to fly the Flag at half-staff depends on whether the request is to fly the Flag at half-staff nationwide, statewide, locally, or agencywide on buildings or grounds under the jurisdiction, custody or control of GSA, other Federal agencies operating GSA-delegated buildings or GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

- a. Nationwide. Except as otherwise provided in 4 U.S.C. § 7, as amended, requests to fly the Flag at half-staff nationwide must originate from the White House. The request is telephoned in to the DHS/FPS MegaCenter, with a follow-up order by e-mail from the White House to the MegaCenter. The request is then sent by e-mail to the GSA facility management personnel

and Federal agencies operating GSA-delegated buildings for implementation.

b. Statewide and the District of Columbia. Except as otherwise provided in 4 U.S.C. § 7, as amended, requests to fly the Flag at half-staff statewide or in the District of Columbia must originate from the Governor's Office of the State, Territory or U.S. Possession, or the Mayor's Office of the District of Columbia, as applicable. All requests must be telephoned in to the DHS/FPS MegaCenter that sends out alerts to Federal buildings in that State, Territory or U.S. Possession, or in the District of Columbia, as applicable. The telephone request must be accompanied by a follow-up order by e-mail from the Governor's Office or the Mayor's Office, as applicable, to the MegaCenter. The request is then sent by the MegaCenter via e-mail to the appropriate GSA facility management personnel and Federal agencies operating GSA-delegated buildings for implementation.

c. Local. Requests to fly the Flag at half-staff on a particular GSA building, a group of GSA buildings or GSA buildings citywide must be approved by the local GSA Regional Commissioner or his or her designee. Once approved, the local GSA regional office shall notify the appropriate GSA facility management personnel and Federal agencies operating GSA-delegated buildings for implementation.

d. Agencywide. Requests to fly the Flag at half-staff on a department or agencywide basis are telephoned in to the appropriate DHS/FPS MegaCenter(s) with a follow-up request from the department or agency head to the MegaCenter. The MegaCenter shall contact the Administrator or his or her designee for approval. Once approved, The MegaCenter shall e-mail the order together with the appropriate agency building list to the GSA facility management personnel and Federal agencies operating GSA-delegated buildings for implementation.

18. Occasions to Half-Staff the Flag. The Flag shall be flown at half-staff at all Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease, upon the death of the persons identified in section 19, below. In addition, occasions for flying the Flag at half-staff at certain GSA-controlled facilities include:

a. Non-Delegated Buildings. The death of a person other than those identified in section 19, below, who occupied a specific non-delegated building, where the head of the department or agency has authorized the half-staffing of the Flag. In such instances, the head of the deceased person's department or agency may request the Administrator or his or her designee, or the GSA Regional Commissioner (for buildings in his or her region), to half-staff the Flag at the specific building designated by the agency head. The head of the department or agency does not have the authority to direct that the Flag be flown at half-staff at other facilities under

GSA's control. However, the head of the department or agency may request the Administrator or his or her designee, or the GSA Regional Commissioner (for buildings in his or her region), to lower the Flag for the other facilities; and

b. Delegated Buildings. The death of a person other than those identified in section 19, below, who occupied a specific delegated building, where the head of the department or agency has authorized the half-staffing of the Flag. In such instances, the head of the department or agency does not have the authority to direct that the Flag be flown at half-staff at other facilities under GSA's control. However, the head of the department or agency may request the Administrator or his or her designee, or the GSA Regional Commissioner (for buildings in his or her region), to lower the Flag for the other facilities.

19. Time Frames and Locations for Half-Staffing the Flag. Provided below are the time frames and locations for flying the Flag at half-staff upon the death of the following officials (as enumerated in 4 U.S.C. § 7, as amended).

### **PRESIDENT OF THE UNITED STATES**

Period - 30 days from the day of death.

Location - All Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

### **FORMER PRESIDENT OF THE UNITED STATES**

Period - 30 days from the day of death.

Location - All Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

### **VICE PRESIDENT OF THE UNITED STATES**

Period - 10 days from the day of death.

Location - All Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

## **FORMER VICE PRESIDENT OF THE UNITED STATES**

Period - From the day of death until interment.

Location - All Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

## **THE CHIEF JUSTICE OF THE SUPREME COURT**

Period - 10 days from the day of death.

Location - All Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

## **RETIRED CHIEF JUSTICE OF THE SUPREME COURT**

Period - 10 days from the day of death.

Location - All Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

## **ASSOCIATE JUSTICE OF THE SUPREME COURT**

Period - From the day of death until interment.

Location - All Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

## **SPEAKER OF THE HOUSE OF REPRESENTATIVES**

Period - 10 days from the day of death.

Location - All Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

## **MEMBER OF THE CABINET**

Period - From the day of death until interment.

Location - All Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

## **PRESIDENT PRO TEMPORE OF THE SENATE**

Period - From the day of death until interment.

Location - All Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

## **MAJORITY LEADER OF THE HOUSE OF REPRESENTATIVES**

Period - From the day of death until interment.

Location - All Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

## **MINORITY LEADER OF THE HOUSE OF REPRESENTATIVES**

Period - From the day of death until interment.

Location - All Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

## **U.S. SENATOR, U.S. REPRESENTATIVE, TERRITORIAL DELEGATE, OR RESIDENT COMMISSIONER FROM PUERTO RICO**

Period - On the day of death and on the following day.

Location - All Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease, in the metropolitan area of the District of Columbia and in the State, Congressional District, Territory, U.S. Possession, or Commonwealth of such Senator, Representative, Delegate, or Commissioner, respectively.

## **GOVERNOR OF STATE, TERRITORY OR POSSESSION**

Period - From the day of death until interment.

Location - All Federal buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease, in the State, Territory or U.S. Possession, respectively.

## **OTHER OFFICIALS, FORMER OFFICIALS OR FOREIGN DIGNITARIES**

Period - As directed by the President, or in accordance with recognized customs or practices not inconsistent with law.

Location - As directed by the President, or in accordance with recognized customs or practices not inconsistent with law.

## **FEDERAL OFFICIALS**

Period - On the day of death and on the following day (if requested).

Location - The building where the official performed his or her duty and those buildings that are occupied by the official's department or agency in the same geographic area, including Federal buildings under GSA's jurisdiction, custody or control, buildings that have been delegated by the Administrator to other Federal agencies in the location where the head of the official's agency has requested that the Flag be flown at half-staff and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

## **STATE OFFICIALS (OTHER THAN THE GOVERNOR) AND OFFICIALS OF THE DISTRICT OF COLUMBIA**

Period - On the day of death and on the following day.

Location - At locations as requested throughout the State or in the District of Columbia, as applicable, including all Federal buildings under GSA's jurisdiction, custody or control, all buildings that have been delegated by the Administrator to other Federal agencies and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

## **CITY OFFICIAL**

Period - On the day of death and on the following day.

Location - At locations as requested in the City where the official performed his or her duty, including all Federal buildings under GSA's jurisdiction, custody or control, all buildings that have been delegated by the Administrator to other Federal agencies and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

**MEMBER OF THE ARMED FORCES FROM ANY STATE, TERRITORY, POSSESSION, OR THE DISTRICT OF COLUMBIA WHO DIES WHILE SERVING ON ACTIVE DUTY**

Period - As directed by proclamation or other order from the Governor of a State, Territory or U.S. Possession, or the Mayor of the District of Columbia, pursuant to Public Law 110-41, the "Army Specialist Joseph P. Micks Federal Flag Code Amendment Act of 2007."

Location - All Federal buildings throughout the State, Territory, U.S. Possession, or the District of Columbia covered by the proclamation or other order that are under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

**PROMINENT CITIZENS (NOT ENUMERATED IN STATUTE)**

Period - On the day of death and on the following day.

Location - Whichever of the above locations is applicable, as provided in accordance with Presidential orders or instructions, recognized customs or practices not inconsistent with law, or proclamations or other orders from a Governor of a State, Territory or U.S. Possession, or the Mayor of the District of Columbia.

MEMORANDUM FOR REGIONAL FACILITIES MANAGEMENT AND  
SERVICES PROGRAMS DIRECTORS

FROM: STEVEN SAKACH  
ASSISTANT COMMISSIONER - PM

SUBJECT: Operational Guidance to GSA's Flag Policy  
Issued on January 28, 2008.

The following provides operational guidance to update and clarify the Flag Policy to be compliant with the Delegation of Authority (PBS 5450.1) signed by the PBS Commissioner on March 4, 2015. The DOA re-delegates authorities contained in ADM P 5450.39D (November 16, 2011) to the PBS Business Lines and the Regions that have been delegated by the Administrator to the Commissioner of the Public Buildings Service (PBS).

Operational guidance is provided on the following sections of the Flag Policy

*9i. At night, on occasions authorized by either the Administrator or the GSA Regional Administrator for an affected region. As required by Section 10, below, Flags flown during darkness must be illuminated.*

*11. Flag Flying Exceptions. As part of the authorities delegated and the operational functions assigned by the Administrator to the Regional Administrators, the Regional Administrators, for buildings in their regions, have the authority to determine when flying the Flag may be impractical at certain locations because.*

*15. Other Flags and Pennants. The GSA Regional Administrator may authorize the flying of additional flags and pennants as follows.*

*16. Requests to Half-Staff the Flag. In addition to Presidential orders or instructions, recognized customs or practices not inconsistent with law and proclamations from a Governor or the Mayor of the District of Columbia, all as provided in 4 U.S.C. § 7, as amended, the heads of departments and agencies of the Federal Government operating GSA-delegated buildings and GSA's Regional Administrators may request that the Flag be flown at half-staff on buildings or grounds under their jurisdiction on occasions other than those specified in 4 U.S.C. § 7, as amended, that they consider proper. All such requests shall be considered and assessed for appropriate action by the affected GSA region(s).*

*17c. Local. Requests to fly the Flag at half-staff on a particular GSA building, a group of GSA buildings or GSA buildings citywide must be approved by the local GSA Regional Administrator or his or her designee. Once approved, the local GSA regional office shall notify the appropriate GSA facility management personnel and Federal agencies operating GSA-delegated buildings for implementation*

*18a. Non-Delegated Buildings. The death of a person other than those identified in section 19, below, who occupied a specific non-delegated building, where the head of the department or agency has authorized the half-staffing of the Flag. In such instances, the head of the deceased person's department or agency may request the Administrator or his or her designee, or the GSA Regional Administrator (for buildings in his or her region), to half-staff the Flag at the specific building designated by the agency head. The head of the department or agency does not have the authority to direct that the Flag be flown at half-staff at other facilities under GSA's control. However, the head of the department or agency may request the Administrator or his or her designee, or the GSA Regional Administrator (for buildings in his or her region), to lower the Flag for the other facilities; and*

*18b. Delegated Buildings. The death of a person other than those identified in section 19, below, who occupied a specific delegated building, where the head of the department or agency has authorized the half-staffing of the Flag. In such instances, the head of the department or agency does not have the authority to direct that the Flag be flown at half-staff at other facilities under GSA's control. However, the head of the department or agency may request the Administrator or his or her designee, or the GSA Regional Administrator (for buildings in his or her region), to lower the Flag for the other facilities.*

**Authority:**

The Administrator of the General Services Administration (GSA) has broad authorities under 40 U.S.C. §§ 121 and elsewhere to issue policy on when to fly the Flag at Federal buildings under the jurisdiction, custody and control, including those buildings for which operational and maintenance authority is delegated to other Federal agencies by the Administrator, and at GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

**Guidance:**

This guidance provides updates to clarify sections 9i, 11, 15, 16, 17c, 18a and 18b where references to Regional Administrator(s) are removed and Regional Commissioner(s) are substituted.

This guidance applies to all real property management and operation activities for buildings under GSA's jurisdiction, custody or control, including all buildings that have been delegated to other Federal agencies by the Administrator, and all GSA-leased buildings, if provisions for flying the Flag are addressed in the lease.

cc: Regional Administrators