From:	Janice Donlon
To:	Shawn Garvin; William Early; Jon Capacasa; John Pomponio
Cc:	Dandrea Michael; Amy Johansen; Kimberly Scalia
Subject:	Briefing for the Administrator on Buffalo Mountain
Date:	01/06/2012 03:59 PM

I received a call from the Scheduling Office saying that Bob Sussman is requesting your participation in a conference call to brief Administrator Jackson on Buffalo Mountain. Based on the Administrator's schedule, this is being held on Tuesday at 1:00 p.m. We will need to get briefing documents to Bob Sussman's office on Monday (I will find out what time, probably around noon) for his review. Please look for a scheduling notice from HQs.

If you have any questions, just give me a call.

Thanks.
Janice