

Subject: SecretaryScheduler (OST) Calendar

SecretaryScheduler (OST) Calendar

SecretaryScheduler@dot.gov

Friday, December 1, 2017 – Sunday, December 31, 2017

Time zone: (UTC-05:00) Eastern Time (US & Canada)

(Adjusted for Daylight Saving Time)

December 2017

Su Mo Tu We Th Fr Sa

					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

 Busy

 Tentative

☐ Free

 Out of Office

 Working Elsewhere

 Outside of Working Hours

December 2017

Fri, Dec 1

<input type="checkbox"/>	All Day	Private Appointment
<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 9:00 AM	Free
<input type="checkbox"/>	9:00 AM – 9:15 AM	Private Appointment
<input type="checkbox"/>	9:15 AM – 9:45 AM	Private Appointment
<input type="checkbox"/>	9:45 AM – 10:00 AM	Private Appointment
<input type="checkbox"/>	10:00 AM – 10:30 AM	Free
<input type="checkbox"/>	10:30 AM – 11:30 AM	Private Appointment
<input type="checkbox"/>	11:30 AM – 12:30 PM	Private Appointment
<input type="checkbox"/>	12:30 PM – 2:00 PM	Private Appointment
<input type="checkbox"/>	2:00 PM – 3:00 PM	Private Appointment
<input type="checkbox"/>	3:00 PM – 4:05 PM	Free
<input type="checkbox"/>	4:05 PM – 7:57 PM	(b) (6) /PHX American Airlines Flight #1587 Seat #12F; Conf#: ZTXWAR SecretaryScheduler (OST)

<input type="checkbox"/>	7:57 PM – 10:00 PM	Free
<input checked="" type="checkbox"/>	10:00 PM – 11:00 PM	RON: Embassy Suites Phoenix Biltmore 2630 East Camelback Rd, Phoenix, AZ 85016
<input type="checkbox"/>	After 11:00 PM	Free

🌅 Sat, Dec 2

<input type="checkbox"/>	Before 7:35 AM	Free
<input checked="" type="checkbox"/>	7:35 AM – 7:40 AM	Private Appointment
<input type="checkbox"/>	7:40 AM – 7:45 AM	Free
<input checked="" type="checkbox"/>	7:45 AM – 8:15 AM	Private Appointment
<input type="checkbox"/>	8:15 AM – 8:20 AM	Free
<input checked="" type="checkbox"/>	8:20 AM – 8:50 AM	Private Appointment
<input type="checkbox"/>	8:50 AM – 9:30 AM	Free
<input checked="" type="checkbox"/>	9:30 AM – 10:00 AM	Western Governors Association (WGA) 2017 Winter Meeting Arizona Biltmore: 2400 E Missouri Ave, Phoenix, AZ 85016 SecretaryScheduler (OST)
<input type="checkbox"/>	10:00 AM – 10:10 AM	Free
<input checked="" type="checkbox"/>	10:10 AM – 10:25 AM	Meeting with Governor John Hickenlooper (CO) Arizona Biltmore, Papago Room SecretaryScheduler (OST)
<input type="checkbox"/>	10:25 AM – 10:30 AM	Free
<input checked="" type="checkbox"/>	10:30 AM – 10:45 AM	Meeting with Governor David Ige (Hawaii) Arizona Biltmore, Papago Room SecretaryScheduler (OST)
<input type="checkbox"/>	10:45 AM – 12:00 PM	Free
<input checked="" type="checkbox"/>	12:00 PM – 12:15 PM	Meeting with Governor Doug Ducey (AZ) Arizona Biltmore, Papago Room SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	12:15 PM – 12:30 PM	Meeting with Governor Dennis Daugaard (SD) Arizona Biltmore, Papago Room SecretaryScheduler (OST)
<input type="checkbox"/>	12:30 PM – 1:35 PM	Free
<input checked="" type="checkbox"/>	1:35 PM – 2:00 PM	Arizona Biltmore/PHX
<input checked="" type="checkbox"/>	1:50 PM – 8:02 PM	AA Flight #680 Seat 14F PHX/DCA Confirmation #VZJRQF SecretaryScheduler (OST)
<input type="checkbox"/>	8:02 PM – 8:10 PM	Free
<input checked="" type="checkbox"/>	8:10 PM – 8:25 PM	DCA/Residence
<input type="checkbox"/>	After 8:25 PM	Free

🌅 Sun, Dec 3

<input type="checkbox"/>	All Day	Copy: Kennedy Center Honors Elaine Chao
<input type="checkbox"/>	Before 8:00 AM	Free
<input checked="" type="checkbox"/>	8:00 AM – 8:30 AM	Private Appointment
<input type="checkbox"/>	8:30 AM – 3:45 PM	Free

<input checked="" type="checkbox"/>	3:45 PM – 4:15 PM	Private Appointment
<input type="checkbox"/>	4:15 PM – 4:30 PM	Free
<input checked="" type="checkbox"/>	4:30 PM – 5:00 PM	Call to discuss WH meeting with POTUS and ECP brakes Deva to Connect SecretaryScheduler (OST)
<input type="checkbox"/>	5:00 PM – 6:30 PM	Free
<input checked="" type="checkbox"/>	6:30 PM – 7:00 PM	Residence/Kennedy Center
<input checked="" type="checkbox"/>	7:00 PM – 11:30 PM	Kennedy Center Honors The Kennedy Center: 2700 F St NW, Washington, DC 20566 SecretaryScheduler (OST)
<input type="checkbox"/>	After 11:30 PM	Free

▲ Mon, Dec 4

<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	Before 7:30 AM	Free
<input checked="" type="checkbox"/>	7:30 AM – 8:00 AM	Private Appointment
<input type="checkbox"/>	8:00 AM – 8:15 AM	Free
<input checked="" type="checkbox"/>	8:15 AM – 8:30 AM	Residence/DOT
<input checked="" type="checkbox"/>	8:30 AM – 9:00 AM	Sr. Staff Meeting Secretary's Conference Room SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	9:00 AM – 9:30 AM	Meeting on Politico Event Secretary's Office SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	9:30 AM – 10:00 AM	Scheduling Meeting Secretary's Office SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	10:00 AM – 11:00 AM	Personnel Meeting Secretary's Office SecretaryScheduler (OST)
<input type="checkbox"/>	11:00 AM – 11:15 AM	Free
<input checked="" type="checkbox"/>	11:15 AM – 12:00 PM	ECP Brakes Briefing Secretary's Conference Room SecretaryScheduler (OST)
<input type="checkbox"/>	12:00 PM – 12:30 PM	Free
<input checked="" type="checkbox"/>	12:30 PM – 1:00 PM	DOT/VP Residence
<input checked="" type="checkbox"/>	1:00 PM – 3:00 PM	Senate Spouses Holiday Tea with Mrs. Pence VP Residence: Number One Observatory Circle, NW Washington, DC
<input checked="" type="checkbox"/>	3:00 PM – 3:30 PM	VPOTUS Residence/DOT
<input type="checkbox"/>	3:30 PM – 4:00 PM	Free
<input checked="" type="checkbox"/>	4:00 PM – 4:30 PM	Call with Gary Cohn & DJ Gribbin Dial: (b) (6) SecretaryScheduler (OST)
<input type="checkbox"/>	4:30 PM – 4:45 PM	Free
<input checked="" type="checkbox"/>	4:45 PM – 5:15 PM	Meeting with (b) (6) Secretary's Office SecretaryScheduler (OST)
<input type="checkbox"/>	5:15 PM – 5:30 PM	Free

<input checked="" type="checkbox"/>	5:30 PM – 6:00 PM	Meeting with Anna Hui Secretary's Office
<input checked="" type="checkbox"/>	6:00 PM – 6:30 PM	Wrap Up Secretary's Conference Room SecretaryScheduler (OST)
<input type="checkbox"/>	6:30 PM – 6:50 PM	Free
<input checked="" type="checkbox"/>	6:50 PM – 7:30 PM	DOT/Kalorama Rd
<input checked="" type="checkbox"/>	7:30 PM – 7:50 PM	Ambassador Stuart and Mrs. Bernstein Dinner in honor of Secretary and Mrs. Wilbur Ross (b) (6) SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	7:50 PM – 8:15 PM	Private Appointment
<input checked="" type="checkbox"/>	8:15 PM – 9:00 PM	Private Appointment
<input type="checkbox"/>	After 9:00 PM	Free

Tue, Dec 5

<input type="checkbox"/>	Before 7:30 AM	Free
<input checked="" type="checkbox"/>	7:30 AM – 8:00 AM	Private Appointment
<input checked="" type="checkbox"/>	8:00 AM – 8:30 AM	Private Appointment
<input type="checkbox"/>	8:30 AM – 9:00 AM	Free
<input checked="" type="checkbox"/>	9:00 AM – 9:30 AM	Residence/Four Seasons
<input type="checkbox"/>	9:30 AM – 9:40 AM	Free
<input checked="" type="checkbox"/>	9:40 AM – 10:05 AM	Politico "Women Rule" Summit Keynote Interview The Four Seasons, 2800 Pennsylvania Ave NW, WDC SecretaryScheduler (OST)
<input type="checkbox"/>	10:05 AM – 10:10 AM	Free
<input checked="" type="checkbox"/>	10:10 AM – 10:40 AM	Four Seasons/DOT
<input checked="" type="checkbox"/>	10:40 AM – 11:10 AM	FHWA Administrator Awards DOT West Atrium SecretaryScheduler (OST)
<input type="checkbox"/>	11:10 AM – 11:15 AM	Free
<input checked="" type="checkbox"/>	11:15 AM – 11:30 AM	DOT/US Capitol
<input checked="" type="checkbox"/>	11:30 AM – 12:40 PM	Senate Spouses Holiday Luncheon S-145
<input type="checkbox"/>	12:40 PM – 12:45 PM	Free
<input checked="" type="checkbox"/>	12:45 PM – 1:00 PM	Senate/Residence
<input type="checkbox"/>	1:00 PM – 1:45 PM	Free
<input checked="" type="checkbox"/>	1:45 PM – 2:15 PM	Residence/WH
<input checked="" type="checkbox"/>	2:15 PM – 2:30 PM	WH Infrastructure Pre-Brief WH COS Office - WW122
<input checked="" type="checkbox"/>	2:30 PM – 3:20 PM	Meeting with POTUS on Infrastructure Roosevelt Room
<input type="checkbox"/>	3:20 PM – 3:30 PM	Free
<input checked="" type="checkbox"/>	3:30 PM – 4:00 PM	WH/Residence
<input type="checkbox"/>	4:00 PM – 5:00 PM	Free
<input checked="" type="checkbox"/>	5:00 PM – 5:05 PM	Residence/Liaison Hotel/WH 415 New Jersey Ave., NW
<input checked="" type="checkbox"/>	5:00 PM – 9:00 PM	WH Congressional Ball: Black Tie WH West Exec

<input checked="" type="checkbox"/>	9:00 PM – 9:30 PM	WH/Liaison/Residence
<input type="checkbox"/>	After 9:30 PM	Free

🌅 Wed, Dec 6

<input type="checkbox"/>	All Day	Congressional Dialogue Series Library of Congress
<input type="checkbox"/>	Before 7:30 AM	Free
<input checked="" type="checkbox"/>	7:30 AM – 8:00 AM	Private Appointment
<input type="checkbox"/>	8:00 AM – 8:15 AM	Free
<input checked="" type="checkbox"/>	8:15 AM – 8:45 AM	Private Appointment
<input type="checkbox"/>	8:45 AM – 9:25 AM	Free
<input checked="" type="checkbox"/>	9:25 AM – 9:40 AM	(b) (6)
<input type="checkbox"/>	9:40 AM – 10:00 AM	Free
<input checked="" type="checkbox"/>	10:00 AM – 10:10 AM	(b) (6)
<input type="checkbox"/>	10:10 AM – 10:30 AM	Free
<input checked="" type="checkbox"/>	10:30 AM – 11:00 AM	Residence/WH
<input type="checkbox"/>	11:00 AM – 11:15 AM	Free
<input checked="" type="checkbox"/>	11:15 AM – 12:30 PM	Cabinet Meeting WH Cabinet Room SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	12:30 PM – 1:00 PM	WH/DOT
<input type="checkbox"/>	1:00 PM – 1:30 PM	Free
<input checked="" type="checkbox"/>	1:30 PM – 4:30 PM	DOT Holiday Party West Atrium SecretaryScheduler (OST)
<input type="checkbox"/>	4:30 PM – 5:00 PM	Free
<input type="checkbox"/>	5:00 PM – 5:15 PM	Free
<input checked="" type="checkbox"/>	5:15 PM – 5:45 PM	Combined Federal Campaign (CFC) Photo Secretary's Office SecretaryScheduler (OST)
<input type="checkbox"/>	5:45 PM – 6:00 PM	Free
<input checked="" type="checkbox"/>	6:00 PM – 6:30 PM	Coast Guard Holiday Reception Douglas A. Munro USCG Headquarters Building: 2700 Martin Luther King Jr. Ave SE SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	6:30 PM – 7:00 PM	Drop-By: Speaker Paul Ryan's Holiday Reception District Winery: 385 Water Street SE, Washington, DC 20003 SecretaryScheduler (OST)
<input type="checkbox"/>	7:00 PM – 7:30 PM	Free
<input checked="" type="checkbox"/>	7:30 PM – 10:00 PM	ICI Holiday Dinner German Ambassador's Residence 1800 Foxhall Road, NW, Washington, DC 20007 SecretaryScheduler (OST)
<input type="checkbox"/>	After 10:00 PM	Free

🌅 Thu, Dec 7

<input type="checkbox"/>	All Day	Alfafa Club Business Meeting
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<input type="checkbox"/>	Before 7:30 AM	Free
<input checked="" type="checkbox"/>	7:30 AM – 8:00 AM	Private Appointment
<input type="checkbox"/>	8:00 AM – 8:15 AM	Free
<input checked="" type="checkbox"/>	8:15 AM – 8:30 AM	Residence/DOT
<input checked="" type="checkbox"/>	8:30 AM – 9:00 AM	Sr. Staff Meeting Secretary's Conference Room SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	9:00 AM – 9:30 AM	Personnel Meeting Secretary's Conference Room
<input type="checkbox"/>	9:30 AM – 9:45 AM	Free
<input checked="" type="checkbox"/>	9:45 AM – 10:15 AM	Private Appointment
<input type="checkbox"/>	10:15 AM – 10:45 AM	Free
<input checked="" type="checkbox"/>	10:45 AM – 10:55 AM	Call with Congressman Greg Walden Dial: 5 ^{(b) (6)} - Congressman Walden Direct Cell SecretaryScheduler (OST)
<input type="checkbox"/>	10:55 AM – 11:00 AM	Free
<input checked="" type="checkbox"/>	11:00 AM – 11:30 AM	FMCSA Administrator's 18th Annual Awards Ceremony DOT West Atrium SecretaryScheduler (OST)
<input type="checkbox"/>	11:30 AM – 12:30 PM	Free
<input checked="" type="checkbox"/>	12:30 PM – 1:30 PM	Lunch with Roger Dow Secretary's Office SecretaryScheduler (OST)
<input type="checkbox"/>	1:30 PM – 1:40 PM	Free
<input checked="" type="checkbox"/>	1:40 PM – 1:50 PM	Call with Senator Thom Tillis Dial: ^{(b) (6)} - Senator Direct Cell SecretaryScheduler (OST)
<input type="checkbox"/>	1:50 PM – 2:00 PM	Free
<input checked="" type="checkbox"/>	2:00 PM – 2:45 PM	Federalist Society Regulatory Transparency Project Interview Lincoln Room SecretaryScheduler (OST)
<input type="checkbox"/>	2:45 PM – 3:00 PM	Free
<input checked="" type="checkbox"/>	3:00 PM – 3:45 PM	Meeting with ^{(b) (6)} - FAA Administrator Candidate Secretary's Office SecretaryScheduler (OST)
<input type="checkbox"/>	3:45 PM – 4:00 PM	Free
<input checked="" type="checkbox"/>	4:00 PM – 4:45 PM	Meeting with ^{(b) (6)} - FAA Administrator Candidate Secretary's Office SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	4:45 PM – 4:55 PM	Call with Senator Jack Reed Dial: ^{(b) (6)} - Scheduler Direct Line SecretaryScheduler (OST)
<input type="checkbox"/>	4:55 PM – 5:00 PM	Free
<input checked="" type="checkbox"/>	5:00 PM – 5:30 PM	OPA Press Inquiry Meeting Secretary's Office SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	5:30 PM – 5:45 PM	Combined Federal Campaign (CFC) Photo Secretary's Office SecretaryScheduler (OST)

<input checked="" type="checkbox"/>	5:45 PM – 5:55 PM	Call with Lance Fritz, CEO UP Dial: (b) (6) SecretaryScheduler (OST)
<input type="checkbox"/>	5:55 PM – 6:00 PM	Free
<input checked="" type="checkbox"/>	6:00 PM – 6:30 PM	Wrap Up Secretary's Conference Room SecretaryScheduler (OST)
<input type="checkbox"/>	6:30 PM – 6:40 PM	Free
<input checked="" type="checkbox"/>	6:40 PM – 7:00 PM	DOT (b) (6)
<input checked="" type="checkbox"/>	7:00 PM – 8:30 PM	Private Appointment
<input type="checkbox"/>	After 8:30 PM	Free

🔥 Fri, Dec 8

<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	Before 7:30 AM	Free
<input checked="" type="checkbox"/>	7:30 AM – 8:00 AM	Private Appointment
<input type="checkbox"/>	8:00 AM – 8:15 AM	Free
<input checked="" type="checkbox"/>	8:15 AM – 8:30 AM	Residence/DOT
<input checked="" type="checkbox"/>	8:30 AM – 9:00 AM	Sr. Staff Meeting Secretary's Conference Room SecretaryScheduler (OST)
<input type="checkbox"/>	9:00 AM – 12:30 PM	Free
<input checked="" type="checkbox"/>	12:30 PM – 12:45 PM	Private Appointment
<input type="checkbox"/>	12:45 PM – 1:00 PM	Free
<input checked="" type="checkbox"/>	1:00 PM – 3:46 PM	Private Appointment
<input type="checkbox"/>	3:46 PM – 4:00 PM	Free
<input checked="" type="checkbox"/>	4:00 PM – 4:15 PM	Private Appointment
<input type="checkbox"/>	4:15 PM – 5:00 PM	Free
<input checked="" type="checkbox"/>	5:00 PM – 6:00 PM	Private Appointment
<input type="checkbox"/>	6:00 PM – 6:45 PM	Free
<input checked="" type="checkbox"/>	6:45 PM – 7:00 PM	Private Appointment
<input checked="" type="checkbox"/>	7:00 PM – 8:30 PM	Private Appointment
<input type="checkbox"/>	After 8:30 PM	Free

🔥 Sat, Dec 9

<input type="checkbox"/>	All Day	Private Appointment
<input type="checkbox"/>	All Day	Private Appointment
<input type="checkbox"/>	All Day	Private Appointment
<input type="checkbox"/>	Before 12:00 PM	Free
<input checked="" type="checkbox"/>	12:00 PM – 12:15 PM	Private Appointment
<input type="checkbox"/>	12:15 PM – 12:30 PM	Free
<input checked="" type="checkbox"/>	12:30 PM – 1:10 PM	Private Appointment
<input checked="" type="checkbox"/>	1:00 PM – 1:15 PM	Private Appointment
<input type="checkbox"/>	1:15 PM – 1:30 PM	Free

■	1:30 PM – 2:30 PM	Private Appointment
□	2:30 PM – 2:45 PM	Free
■	2:45 PM – 3:00 PM	Private Appointment
□	3:00 PM – 3:15 PM	Free
■	3:15 PM – 3:30 PM	Private Appointment
■	3:30 PM – 4:30 PM	Private Appointment
□	After 4:30 PM	Free

🌅 Sun, Dec 10

■	All Day	(b) (6)
□	All Day	Private Appointment
□	All Day	(b) (6)
■	11:45 AM – 12:45 PM	Private Appointment
■	1:00 PM – 3:55 PM	Private Appointment
■	4:00 PM – 4:15 PM	Private Appointment
■	5:00 PM – 6:00 PM	Private Appointment
■	6:50 PM – 7:00 PM	Private Appointment
■	7:00 PM – 9:00 PM	Private Appointment

🌅 Mon, Dec 11


















■	All Day	(b) (6)
■	7:30 AM – 8:00 AM	Private Appointment
■	8:15 AM – 8:30 AM	Residence/DOT
■	8:30 AM – 9:00 AM	Sr. Staff Meeting Secretary's Conference Room SecretaryScheduler (OST)
■	9:05 AM – 9:55 AM	Private Appointment
■	10:00 AM – 10:45 AM	Private Appointment
■	11:00 AM – 11:45 AM	Private Appointment
■	12:00 PM – 12:30 PM	Private Appointment
■	12:00 PM – 2:53 PM	Private Appointment
■	1:15 PM – 1:30 PM	DOT/WH
■	1:45 PM – 1:55 PM	COS Pre-Brief Meeting with POTUS and Chairman Bill Shuster WH COS Office WW 122
■	2:00 PM – 2:45 PM	Meeting with POTUS and Chairman Bill Shuster Oval Office
■	2:45 PM – 3:00 PM	Meeting with POTUS Oval Office
■	3:00 PM – 3:30 PM	National Space Council Signing Ceremony WH Roosevelt Room
■	3:35 PM – 4:00 PM	WH/DOT
■	4:15 PM – 5:00 PM	Meeting with Richard Anderson, Co-CEO, Amtrak Secretary's Conference Room SecretaryScheduler (OST)

■	5:00 PM – 6:00 PM	Meeting with S2/CoS/Dan Elwell re: FAA Transition Secretary's Office SecretaryScheduler (OST)
■	6:00 PM – 6:15 PM	DOT/Residence
■	6:30 PM – 7:00 PM	Residence/WH
■	7:00 PM – 9:00 PM	WH Cabinet Holiday Reception WH
■	7:30 PM – 9:00 PM	Private Appointment
■	9:30 PM – 9:45 PM	(b) (6)
■	10:10 PM – End of Day	Private Appointment








Tue, Dec 12

■	All Day	(b) (6)
□	All Day	(b) (6)
□	All Day	(b) (6)
■	Start of Day – 1:40 AM	Private Appointment
■	7:30 AM – 8:00 AM	Private Appointment
■	8:15 AM – 8:30 AM	Residence/DOT
■	8:30 AM – 9:00 AM	Sr. Staff Meeting Secretary's Conference Room SecretaryScheduler (OST)
■	9:00 AM – 9:30 AM	Private Appointment
■	9:30 AM – 10:00 AM	Weekly Modal Administrators' Meeting Lincoln Conference Room SecretaryScheduler (OST)
■	10:15 AM – 11:15 AM	Meeting with The Related Companies Secretary's Conference Room SecretaryScheduler (OST)
■	11:20 AM – 11:45 AM	Scheduling Meeting Secretary's Office SecretaryScheduler (OST)
■	11:45 AM – 12:00 PM	DOT/Senate
■	12:00 PM – 1:00 PM	Senate Spouses Lunch S-145
■	1:00 PM – 1:15 PM	Senate/DOT
■	2:30 PM – 3:00 PM	Meeting with Latvian Ambassador Andris Teikmanis Secretary's Conference Room SecretaryScheduler (OST)
■	3:15 PM – 4:15 PM	CIG/HART Grants Briefing Secretary's Conference Room SecretaryScheduler (OST)
■	5:00 PM – 7:00 PM	DOT/DOL Holiday Party DOT Media Center SecretaryScheduler (OST)
■	7:00 PM – 7:15 PM	DOT/Residence

Wed, Dec 13

	All Day	(b) (6)
	7:30 AM – 8:00 AM	Private Appointment
	8:15 AM – 8:30 AM	Residence/DOT
	8:30 AM – 9:00 AM	Sr. Staff Meeting Secretary's Conference Room SecretaryScheduler (OST)
	9:45 AM – 10:45 AM	Personnel Meeting Secretary's Conference Room SecretaryScheduler (OST)
	11:00 AM – 11:30 AM	MARAD Awards Ceremony Opening Remarks: DOT West Atrium SecretaryScheduler (OST)
	12:15 PM – 12:30 PM	DOT/HUD
	12:30 PM – 1:40 PM	Lunch with Secretary Ben Carson HUD: 451 7th St SW, Washington, DC 20410 SecretaryScheduler (OST)
	1:40 PM – 1:55 PM	HUD/DOT
	2:00 PM – 2:30 PM	Drop by: OCIO Holiday Party DOT West Atrium SecretaryScheduler (OST)
	2:30 PM – 3:00 PM	Scheduling Meeting Secretary's Office SecretaryScheduler (OST)
	3:00 PM – 3:15 PM	Call with Senator Brian Schatz Dial: (b) (6) - Senator Personal Cell SecretaryScheduler (OST)
	3:30 PM – 3:45 PM	Drop By: Meeting with Judge Gary Moore (KY) Secretary's Conference Room SecretaryScheduler (OST)
	4:00 PM – 5:00 PM	Farewell Party for Kris Iverson Lincoln Room SecretaryScheduler (OST)
	5:00 PM – 5:15 PM	Call with Maggie Cordish Dial: (b) (6) - Maggie Cell SecretaryScheduler (OST)
	7:00 PM – 7:15 PM	DOT (b) (6)
	7:15 PM – 8:45 PM	Private Appointment

Thu, Dec 14

	All Day	(b) (6)
	All Day	Yale CEO Leadership Summit NYC
	7:30 AM – 8:00 AM	Private Appointment
	8:15 AM – 8:30 AM	Residence/DOT
	8:30 AM – 9:00 AM	Sr. Staff Meeting Secretary's Conference Room SecretaryScheduler (OST)
	9:30 AM – 10:00 AM	Private Appointment
	10:15 AM – 10:30 AM	Call with Secretary Perdue Dail: (b) (6) - Sec. Perdue's EA Rachel SecretaryScheduler (OST)

■	10:40 AM – 10:50 AM	Call with Senator Sheldon Whitehouse Dial: (b) (6) - Senator Direct Office Line SecretaryScheduler (OST)
■	11:00 AM – 11:15 AM	OST-R Annual Awards Ceremony DOT Media Center SecretaryScheduler (OST)
■	11:15 AM – 11:35 AM	Drop by FRA Holiday Party FRA Offices
■	12:00 PM – 12:20 PM	Drop by: OGC Holiday Party OGC Conference Room SecretaryScheduler (OST)
■	12:30 PM – 2:00 PM	Lunch with Lori Ann LaRocco, CNBC Secretary's Office SecretaryScheduler (OST)
■	2:05 PM – 2:25 PM	DOT/WH
■	2:30 PM – 3:00 PM	WH Deregulation Event WH Roosevelt Room SecretaryScheduler (OST)
■	3:00 PM – 3:30 PM	WH/DOT
■	5:00 PM – 6:30 PM	Event with APA Appointees of Trump Administration at DOT EDR SecretaryScheduler (OST)

▲ Fri, Dec 15

■	All Day	(b) (6)
□	All Day	ELC in town
■	7:30 AM – 8:00 AM	Private Appointment
■	8:15 AM – 8:30 AM	Residence/DOT
■	8:30 AM – 9:00 AM	Sr. Staff Meeting Secretary's Conference Room SecretaryScheduler (OST)
■	9:10 AM – 9:30 AM	Confidential Documents w/Todd Inman & Jeff Rosen 9th floor scif SecretaryScheduler (OST)
■	9:30 AM – 10:15 AM	Hold: Calls with Senators Secretary's Office SecretaryScheduler (OST)
■	10:30 AM – 11:00 AM	Meeting with (b) (6) - FHWA Public Affairs Director Candidate Secretary's office SecretaryScheduler (OST)
■	11:00 AM – 11:20 AM	DOT/FAA
■	11:30 AM – 12:00 PM	FAA Holiday Event FAA, Second Floor Cafeteria SecretaryScheduler (OST)
■	12:00 PM – 12:20 PM	FAA/DOT
■	12:30 PM – 1:30 PM	Lunch with Sheila Crowley - Peace Corps Director Secretary's Office SecretaryScheduler (OST)

■	1:30 PM – 2:00 PM	Meeting with LD Gorman & Tom Hammond Secretary's Office SecretaryScheduler (OST)
■	2:00 PM – 2:15 PM	Call with Senator Ted Cruz Dial: (b) (6) - Senator Personal Cell SecretaryScheduler (OST)
■	2:30 PM – 3:30 PM	IT Briefing with Vicki Hildebrand and IT Team Secretary's Conference Room SecretaryScheduler (OST)
■	4:00 PM – 4:15 PM	Meeting with Kris Iverson Secretary's Office SecretaryScheduler (OST)
■	6:00 PM – 6:30 PM	Wrap Up Secretary's Conference Room SecretaryScheduler (OST)
■	6:30 PM – 7:00 PM	DOT (b) (6)
■	7:00 PM – 9:00 PM	Private Appointment
■	9:00 PM – 10:00 PM	Private Appointment

🔥 Sat, Dec 16

■	All Day	(b) (6)
■	All Day	(b) (6)
■	All Day	Senate is in Recess
■	All Day	Private Appointment
■	11:00 AM – 11:30 AM	CMC
■	12:00 PM – 12:30 PM	meeting with Elle and Monica
■	12:45 PM – 1:00 PM	Call with Director Mulvaney Dial: (b) (6)
■	2:30 PM – 3:00 PM	Residence/DOT
■	3:00 PM – 3:30 PM	Meeting with (b) (6) - EA Candidate Secretary's Office SecretaryScheduler (OST)
■	3:30 PM – 4:00 PM	DOT/Residence
■	4:30 PM – 5:00 PM	Private Appointment
■	5:00 PM – 9:00 PM	Private Appointment

🔥 Sun, Dec 17

■	All Day	(b) (6)
■	All Day	(b) (6)
■	All Day	Senate is in Recess
■	10:30 AM – 3:00 PM	CMC
■	3:00 PM – 3:35 PM	(b) (6)
■	4:00 PM – 4:50 PM	Private Appointment
■	4:50 PM – 6:20 PM	Private Appointment
■	6:30 PM – 7:00 PM	Private Appointment
■	7:00 PM – 9:00 PM	Private Appointment

📅 Mon, Dec 18

<input checked="" type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	Senate is in Recess
<input checked="" type="checkbox"/>	7:30 AM – 8:00 AM	Private Appointment
<input checked="" type="checkbox"/>	8:15 AM – 8:30 AM	Residence/DOT
<input checked="" type="checkbox"/>	8:30 AM – 9:00 AM	Sr. Staff Meeting Secretary's Conference Room SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	9:00 AM – 9:10 AM	Call with Carl Ice - President and CEO, BNSF Railway Dial: (b) (6) SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	9:30 AM – 10:30 AM	Boston Green Line/CIG Briefing Secretary's Conference Room SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	10:45 AM – 11:15 AM	Swearing-In Ceremony for John Kramer - DAS for Budget Lincoln Room SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	11:15 AM – 11:30 AM	Scheduling Meeting Secretary's Office SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	11:30 AM – 11:45 AM	Call with Senator Bill Nelson Dial: (b) (6) - Connects to All Schedulers SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	12:15 PM – 1:15 PM	Lunch with Chairman Bill Shuster Secretary's Conference Room SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	1:30 PM – 2:00 PM	Private Appointment
<input checked="" type="checkbox"/>	2:00 PM – 4:46 PM	Private Appointment
<input checked="" type="checkbox"/>	5:00 PM – 5:15 PM	Call with Senator Maria Cantwell
<input checked="" type="checkbox"/>	6:00 PM – 7:00 PM	Private Appointment

📅 Tue, Dec 19

<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	Senate is in Recess
<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 9:00 AM	Free
<input checked="" type="checkbox"/>	9:00 AM – 9:15 AM	Private Appointment
<input checked="" type="checkbox"/>	9:15 AM – 9:45 AM	Private Appointment
<input type="checkbox"/>	9:45 AM – 10:30 AM	Free
<input checked="" type="checkbox"/>	10:30 AM – 11:30 AM	Private Appointment
<input checked="" type="checkbox"/>	11:00 AM – 11:15 AM	Call with Governor Jay Inslee (WA) Dial: (b) (6) SecretaryScheduler (OST)
<input type="checkbox"/>	11:30 AM – 12:00 PM	Free
<input checked="" type="checkbox"/>	12:00 PM – 2:53 PM	Private Appointment

<input type="checkbox"/>	2:53 PM – 3:00 PM	Free
<input checked="" type="checkbox"/>	3:00 PM – 3:15 PM	Private Appointment
<input type="checkbox"/>	3:15 PM – 4:00 PM	Free
<input checked="" type="checkbox"/>	4:00 PM – 5:00 PM	Amtrak Briefing Secretary's Conference Room SecretaryScheduler (OST)
<input type="checkbox"/>	5:00 PM – 6:00 PM	Free
<input checked="" type="checkbox"/>	6:00 PM – 6:30 PM	Wrap Up Secretary's Conference Room SecretaryScheduler (OST)
<input type="checkbox"/>	6:30 PM – 7:00 PM	Free
<input checked="" type="checkbox"/>	7:00 PM – 8:00 PM	(b) (6)
<input type="checkbox"/>	After 8:00 PM	Free

▲ Wed, Dec 20

<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	Senate is in Recess
<input type="checkbox"/>	Before 7:30 AM	Free
<input checked="" type="checkbox"/>	7:30 AM – 8:00 AM	Private Appointment
<input type="checkbox"/>	8:00 AM – 8:15 AM	Free
<input checked="" type="checkbox"/>	8:15 AM – 8:30 AM	Residence/DOT
<input checked="" type="checkbox"/>	8:30 AM – 9:00 AM	Sr. Staff Meeting Secretary's Conference Room SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	9:00 AM – 9:30 AM	WHIAAPI Meeting Secretary's Office SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	9:30 AM – 9:40 AM	Call with Governor Charlie Baker Dial: (b) (6) - Governor Cell SecretaryScheduler (OST)
<input type="checkbox"/>	9:40 AM – 9:45 AM	Free
<input checked="" type="checkbox"/>	9:45 AM – 10:15 AM	Private Appointment
<input type="checkbox"/>	10:15 AM – 10:30 AM	Free
<input checked="" type="checkbox"/>	10:30 AM – 11:00 AM	DOT/WH
<input checked="" type="checkbox"/>	11:00 AM – 12:30 PM	Cabinet Meeting WH Cabinet Room SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	12:30 PM – 1:10 PM	Planning and Review in WH Hold Room WH 130 EEOB
<input type="checkbox"/>	1:10 PM – 1:15 PM	Free
<input checked="" type="checkbox"/>	1:15 PM – 2:15 PM	Lunch with Reed & Maggie Cordish WH Mess - Main Dining Room
<input type="checkbox"/>	2:15 PM – 3:00 PM	Free
<input checked="" type="checkbox"/>	3:00 PM – 3:45 PM	WH POTUS & VPOTUS Remarks on Tax Reform Vote WH South Portico SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	3:45 PM – 4:15 PM	WH/DOT

<input checked="" type="checkbox"/>	4:15 PM – 4:30 PM	Photo with Susan McDermott. retiring DAS of X (34 years) Secretary's Office SecretaryScheduler (OST)
<input type="checkbox"/>	4:30 PM – 4:45 PM	Free
<input checked="" type="checkbox"/>	4:45 PM – 5:45 PM	Meeting with Steve Bradbury Secretary's Office SecretaryScheduler (OST)
<input type="checkbox"/>	5:45 PM – 6:00 PM	Free
<input checked="" type="checkbox"/>	6:00 PM – 6:30 PM	Wrap Up Secretary's Conference Room SecretaryScheduler (OST)
<input type="checkbox"/>	After 6:30 PM	Free

📅 Thu, Dec 21

<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	Senate is in Recess
<input type="checkbox"/>	All Day	Vacation Days for Staff and Executive Office
<input type="checkbox"/>	Before 7:30 AM	Free
<input checked="" type="checkbox"/>	7:30 AM – 8:00 AM	Private Appointment
<input type="checkbox"/>	8:00 AM – 8:15 AM	Free
<input checked="" type="checkbox"/>	8:15 AM – 8:30 AM	Residence/DOT
<input checked="" type="checkbox"/>	8:30 AM – 9:00 AM	Sr. Staff Meeting Secretary's Conference Room SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	9:00 AM – 9:30 AM	Planning and Review
<input checked="" type="checkbox"/>	9:30 AM – 10:30 AM	Personnel Meeting Secretary's Conference Room SecretaryScheduler (OST)
<input type="checkbox"/>	10:30 AM – 11:00 AM	Free
<input checked="" type="checkbox"/>	11:00 AM – 11:15 AM	Call with Governor Sam Brownback Dial: (b) (6) - Gov Cell SecretaryScheduler (OST)
<input type="checkbox"/>	11:15 AM – 12:00 PM	Free
<input checked="" type="checkbox"/>	12:00 PM – 12:15 PM	Interview with (b) (6) - Candidate for FAA Policy Secretary's Office SecretaryScheduler (OST)
<input type="checkbox"/>	12:15 PM – 1:00 PM	Free
<input checked="" type="checkbox"/>	1:00 PM – 1:30 PM	Lunch with Steve Bradbury Secretary's Office SecretaryScheduler (OST)
<input type="checkbox"/>	1:30 PM – 1:45 PM	Free
<input checked="" type="checkbox"/>	1:45 PM – 2:00 PM	Meeting with Tina Amereihn Secretary's Office SecretaryScheduler (OST)
<input type="checkbox"/>	2:00 PM – 2:30 PM	Free
<input checked="" type="checkbox"/>	2:30 PM – 3:00 PM	PTC Briefing Secretary's Conference Room SecretaryScheduler (OST)

<input type="checkbox"/>	3:00 PM – 3:30 PM	Free
<input checked="" type="checkbox"/>	3:30 PM – 3:40 PM	Call with Rob Sumwalt, NTSB Chairman Dial: (b) (6) SecretaryScheduler (OST)
<input type="checkbox"/>	3:40 PM – 3:45 PM	Free
<input checked="" type="checkbox"/>	3:45 PM – 4:30 PM	FAA Briefing on (b) (5) Secretary's Conference Room SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	4:30 PM – 4:45 PM	Call with Governor Chris Christie Dial: (b) (6) - Nicole Direct Line SecretaryScheduler (OST)
<input type="checkbox"/>	4:45 PM – 5:00 PM	Free
<input checked="" type="checkbox"/>	5:00 PM – 5:15 PM	Call with Carl Burleson
<input type="checkbox"/>	5:15 PM – 6:00 PM	Free
<input checked="" type="checkbox"/>	6:00 PM – 6:30 PM	Wrap Up Secretary's Conference Room SecretaryScheduler (OST)
<input type="checkbox"/>	6:30 PM – 6:45 PM	Free
<input checked="" type="checkbox"/>	6:45 PM – 7:20 PM	DOT/DCA
<input type="checkbox"/>	7:20 PM – 8:00 PM	Free
<input checked="" type="checkbox"/>	8:00 PM – 10:00 PM	AA Flight# 4527 Seat 2F DCA/SDF Confirmation #DADGGM SecretaryScheduler (OST)
<input type="checkbox"/>	10:00 PM – 10:15 PM	Free
<input checked="" type="checkbox"/>	10:15 PM – 10:30 PM	(b) (6)
<input type="checkbox"/>	After 10:30 PM	Free

Fri, Dec 22

<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	Senate is in Recess
<input type="checkbox"/>	All Day	Vacation Days for Staff and Executive Office
<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	Louisville
<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 9:00 AM	Free
<input checked="" type="checkbox"/>	9:00 AM – 9:30 AM	Private Appointment
<input checked="" type="checkbox"/>	9:30 AM – 10:00 AM	Private Appointment
<input type="checkbox"/>	10:00 AM – 10:30 AM	Free
<input checked="" type="checkbox"/>	10:30 AM – 10:50 AM	(b) (6) /Kroger
<input type="checkbox"/>	10:50 AM – 11:00 AM	Free
<input checked="" type="checkbox"/>	11:00 AM – 11:40 AM	Dixie Highway TIGER Project Kroger, 4915 Dixie Highway, Louisville, KY SecretaryScheduler (OST)
<input type="checkbox"/>	11:40 AM – 11:50 AM	Free
<input checked="" type="checkbox"/>	11:50 AM – 12:00 PM	Kroger/SDF
<input type="checkbox"/>	12:00 PM – 12:15 PM	Free

<input checked="" type="checkbox"/>	12:15 PM – 12:45 PM	SDF Tower Tour Louisville Int'l Airport SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	12:45 PM – 12:50 PM	SDF/UPS Worldport
<input type="checkbox"/>	12:50 PM – 1:00 PM	Free
<input checked="" type="checkbox"/>	1:00 PM – 2:00 PM	UPS Worldport Lunch with Sr. Executives and Flight Simulator Tour UPS WorldPort: 802 Grade Lane, Louisville, KY 40213 SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	2:00 PM – 2:35 PM	Tour of UPS WorldPort Facility UPS WorldPort: 802 Grade Lane, Louisville, KY 40213 SecretaryScheduler (OST)
<input type="checkbox"/>	2:35 PM – 2:40 PM	Free
<input checked="" type="checkbox"/>	2:40 PM – 2:50 PM	UPS Worldport/Louisville airport
<input checked="" type="checkbox"/>	2:50 PM – 3:40 PM	Skip Miller, Louisville Airport Executive Director
<input checked="" type="checkbox"/>	3:30 PM – 3:45 PM	Call with Senator Patty Murray (b) (6) - Scheduler Beth Direct Line SecretaryScheduler (OST)
<input type="checkbox"/>	3:45 PM – 4:00 PM	Free
<input checked="" type="checkbox"/>	4:00 PM – 4:15 PM	Call with Senator Tom Carper Dial: (b) (6) - Senator Cell SecretaryScheduler (OST)
<input type="checkbox"/>	4:15 PM – 4:30 PM	Free
<input checked="" type="checkbox"/>	4:30 PM – 4:45 PM	Call with Congressman Denny Heck (D-WA) Dial: (b) (6) - Congressman District Office Line SecretaryScheduler (OST)
<input checked="" type="checkbox"/>	4:45 PM – 5:00 PM	Call with Senator Maria Cantwell Dial: (b) (6) - Scheduler Line SecretaryScheduler (OST)
<input type="checkbox"/>	After 5:00 PM	Free

📅 Sat, Dec 23

<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	Senate is in Recess
<input type="checkbox"/>	All Day	Vacation Days for Staff and Executive Office
<input checked="" type="checkbox"/>	All Day	(b) (6)
<input checked="" type="checkbox"/>	3:00 PM – 4:00 PM	Private Appointment
<input checked="" type="checkbox"/>	5:00 PM – 6:00 PM	(b) (6)
<input checked="" type="checkbox"/>	6:45 PM – 7:00 PM	Private Appointment
<input checked="" type="checkbox"/>	7:00 PM – 9:00 PM	Private Appointment

📅 Sun, Dec 24

<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	Senate is in Recess
<input type="checkbox"/>	All Day	Vacation Days for Staff and Executive Office
<input type="checkbox"/>	All Day	Christmas Eve United States
<input type="checkbox"/>	Before 12:30 PM	Free

<input checked="" type="checkbox"/>	12:30 PM – 1:00 PM	Private Appointment
<input type="checkbox"/>	1:00 PM – 3:00 PM	Free
<input checked="" type="checkbox"/>	3:00 PM – 4:00 PM	Private Appointment
<input type="checkbox"/>	After 4:00 PM	Free

Mon, Dec 25

<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	Senate is in Recess
<input type="checkbox"/>	All Day	Vacation Days for Staff and Executive Office
<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 11:30 AM	Free
<input checked="" type="checkbox"/>	11:30 AM – 11:45 AM	Private Appointment
<input type="checkbox"/>	11:45 AM – 12:05 PM	Free
<input checked="" type="checkbox"/>	12:05 PM – 2:16 PM	Private Appointment
<input type="checkbox"/>	2:16 PM – 2:30 PM	Free
<input checked="" type="checkbox"/>	2:30 PM – 3:30 PM	Private Appointment
<input type="checkbox"/>	3:30 PM – 5:00 PM	Free
<input checked="" type="checkbox"/>	5:00 PM – 7:00 PM	Private Appointment
<input type="checkbox"/>	After 7:00 PM	Free

Tue, Dec 26

<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	Senate is in Recess
<input type="checkbox"/>	All Day	Vacation Days for Staff and Executive Office
<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 8:30 AM	Free
<input checked="" type="checkbox"/>	8:30 AM – 8:45 AM	PTC Letter Conference Call Dial: (b) (6) SecretaryScheduler (OST)
<input type="checkbox"/>	8:45 AM – 9:30 AM	Free
<input checked="" type="checkbox"/>	9:30 AM – 10:00 AM	Private Appointment
<input type="checkbox"/>	10:00 AM – 5:00 PM	Free
<input type="checkbox"/>	After 5:00 PM	Free

Wed, Dec 27

<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	Senate is in Recess
<input type="checkbox"/>	All Day	Vacation Days for Staff and Executive Office
<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 9:30 AM	Free
<input checked="" type="checkbox"/>	9:30 AM – 10:00 AM	Private Appointment
<input type="checkbox"/>	10:00 AM – 5:00 PM	Free
<input type="checkbox"/>	After 5:00 PM	Free

🔥 Thu, Dec 28

<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	Senate is in Recess
<input type="checkbox"/>	All Day	Vacation Days for Staff and Executive Office
<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 2:30 PM	Free
<input checked="" type="checkbox"/>	2:30 PM – 3:00 PM	Call to discuss CES Speeches Dial: (b) (6) SecretaryScheduler (OST)
<input type="checkbox"/>	3:00 PM – 5:00 PM	Free
<input type="checkbox"/>	After 5:00 PM	Free

🔥 Fri, Dec 29

<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	Senate is in Recess
<input type="checkbox"/>	All Day	Vacation Days for Staff and Executive Office
<input type="checkbox"/>	Before 8:00 AM	Free
<input type="checkbox"/>	8:00 AM – 9:45 AM	Free
<input checked="" type="checkbox"/>	9:45 AM – 10:15 AM	Private Appointment
<input type="checkbox"/>	10:15 AM – 12:30 PM	Free
<input checked="" type="checkbox"/>	12:30 PM – 1:30 PM	Private Appointment
<input checked="" type="checkbox"/>	1:30 PM – 2:00 PM	Call with Ron Batory, Geoff Burr, Sean McMaster - 10:30PST 1:30EST Dial: (b) (6) SecretaryScheduler (OST)
<input type="checkbox"/>	2:00 PM – 5:00 PM	Free
<input type="checkbox"/>	After 5:00 PM	Free

🔥 Sat, Dec 30


<input type="checkbox"/>	All Day	(b) (6)
<input type="checkbox"/>	All Day	Senate is in Recess
<input type="checkbox"/>	All Day	Vacation Days for Staff and Executive Office


🔥 Sun, Dec 31

<input type="checkbox"/>	All Day	Senate is in Recess
<input type="checkbox"/>	All Day	Vacation Days for Staff and Executive Office
<input type="checkbox"/>	All Day	New Year's Eve United States
<input type="checkbox"/>	Before 1:15 PM	Free
<input checked="" type="checkbox"/>	1:15 PM – 1:30 PM	(b) (5) Call Dial: (b) (6) SecretaryScheduler (OST)
<input type="checkbox"/>	After 1:30 PM	Free


Details

Friday, December 1, 2017


 **Time** All Day
Subject (b) (6)
Show Time As Free
Staff:
Attendees:
Contact:

 **Time** 4:05 PM – 7:57 PM
Subject (b) (6) /PHX American Airlines Flight #1587
Location Seat #12F; Conf#: ZTXWAR
Show Time As Busy
Categories Travel
Attendees


Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Fink, Andrew (OST) <andrew.fink@dot.gov>	Required

 **Time** 10:00 PM – 11:00 PM
Subject RON: Embassy Suites Phoenix Biltmore
Location 2630 East Camelback Rd, Phoenix, AZ 85016
Show Time As Busy

Saturday, December 2, 2017

 **Time** 9:30 AM – 10:00 AM
Subject Western Governors Association (WGA) 2017 Winter Meeting
Location Arizona Biltmore: 2400 E Missouri Ave, Phoenix, AZ 85016
Show Time As Busy
Contact: Joe Rassenfoss (b) (6)
<mailto:(b) (6)>
Categories Speech
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
Fink, Andrew (OST) <andrew.fink@dot.gov>	Required

 **Time** 10:10 AM – 10:25 AM
Subject Meeting with Governor John Hickenlooper (CO)
Location Arizona Biltmore, Papago Room
Show Time As Busy

Attendees:

Conor Hall – Director of Advance - (b) (6)

John Swartout – Senior Policy Advisor

Contact: Ali Murray Alexandra.murray@state.co.us
<mailto:Alexandra.murray@state.co.us>

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
	Mitton, Chris (OST) <chris.mitton@dot.gov>	Required
	Fink, Andrew (OST) <andrew.fink@dot.gov>	Required

Time 10:30 AM – 10:45 AM**Subject** Meeting with Governor David Ige (Hawaii)**Location** Arizona Biltmore, Papago Room**Show Time As** Busy

**Governor Ige will be speaking to WGA members from 11:00am – 12:00pm.

Attendees:

Mayor Kirk Caldwell (Honolulu)

Teal Takayama – Staff to Governor Ige

Contact: Teal Takayama

teal.m.takayama@hawaii.gov<mailto:teal.m.takayama@hawaii.gov>

(b) (6)

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
	Fink, Andrew (OST) <andrew.fink@dot.gov>	Required
	Mitton, Chris (OST) <chris.mitton@dot.gov>	Required

Time 12:00 PM – 12:15 PM**Subject** Meeting with Governor Doug Ducey (AZ)**Location** Arizona Biltmore, Papago Room**Show Time As** Busy


Attendees: Governor Doug Ducey – AZ

Contact: Dawn Wallace – Dwallace@az.gov


Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer


Bedell, Anthony (OST) <anthony.bedell@dot.gov> Required

Fink, Andrew (OST) <andrew.fink@dot.gov> Required


 **Time** 12:15 PM – 12:30 PM
Subject Meeting with Governor Dennis Daugaard (SD)
Location Arizona Biltmore, Papago Room
Show Time As Busy
Contact: Matt Konenkamp – Matt.Konenkamp@state.sd.us

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
	Fink, Andrew (OST) <andrew.fink@dot.gov>	Required


 **Time** 1:35 PM – 2:00 PM
Subject Arizona Biltmore/PHX
Show Time As Busy

 **Time** 1:50 PM – 8:02 PM
Subject AA Flight #680 Seat 14F
Location PHX/DCA Confirmation #VZJRQF
Show Time As Busy
Categories Travel

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Fink, Andrew (OST) <andrew.fink@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required

 **Time** 8:10 PM – 8:25 PM
Subject DCA/Residence
Show Time As Busy

Sunday, December 3, 2017

 **Time** All Day
Subject Copy: Kennedy Center Honors
Recurrence Occurs the first Sunday of December effective 12/3/2017 until 12/3/2017
Show Time As Free
2-4pm Kennedy Center Honors White House Reception

7pm – 9:30pm. Kennedy Center Performance

10pm. Kennedy Center Dinner

Attendees	Name <E-mail>	Attendance
	Elaine Chao ^{(b) (6)}	Organizer
	Chao, Elaine ^{(b) (6)}	Required

Time 4:30 PM – 5:00 PM
Subject Call to discuss WH meeting with POTUS and ECP brakes
Location Deva to Connect
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Rosen, Jeff (OST) <jeff.rosen@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

Time 6:30 PM – 7:00 PM
Subject Residence/Kennedy Center
Show Time As Busy

Time 7:00 PM – 11:30 PM
Subject Kennedy Center Honors
Location The Kennedy Center: 2700 F St NW, Washington, DC 20566
Show Time As Busy

Seated in balcony box next to Boeing CEO and Sec. Mnuchin. ^{(b) (6)}

Other Cabinet Secretary's Attending: Secretary Ross & Wife /
Secretary Mnuchin & Wife

After speaking with the POC for the Kennedy Center Honors, this is the
run of show

- 6:30pm – guests arrive and walk the red carpet

- 7:00pm – 10:00pm – This is a three-hour performance with 5
intermissions. Each intermission time will be used to honor each of
the 5 honorees

- 10:00pm – Dinner and dancing

- 11:00pm/11:30pm – Guests start to slowly depart

- 1:00am – official end time

[cid:image003.jpg@01D36AF4.6C092720]

Jennifer Goodman

Manager, Institutional Affairs

The John F. Kennedy Center for the Performing Arts


(b) (6) office


(b) (6) cell


(b) (6) <mailto:(b) (6)>

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required

Monday, December 4, 2017

 **Time** All Day
Subject (b) (6)
Show Time As Free
Staff:
Attendees:
Contact:

 **Time** 8:15 AM – 8:30 AM
Subject Residence/DOT
Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 12/1/2017 until 12/29/2017 from 8:15 AM to 8:30 AM
Show Time As Busy

 **Time** 8:30 AM – 9:00 AM
Subject Sr. Staff Meeting
Location Secretary's Conference Room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
	Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
	Ray, James (OST) (j.ray@dot.gov) <Jim.Ray@dot.gov>	Required

Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
McInerney, Marianne (OST) (marianne.mcinerney@dot.gov) <marianne.mcinerney@dot.gov>	Required
Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required



Time	9:00 AM – 9:30 AM	
Subject	Meeting on Politico Event	
Location	Secretary's Office	
Show Time As	Busy	
Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required



Time	9:30 AM – 10:00 AM	
Subject	Scheduling Meeting	
Location	Secretary's Office	
Show Time As	Busy	
Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required

Furman, Jon (OST) <jon.furman@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Kuo, Monica (OST) <monica.kuo@dot.gov>	Required
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required



Time	10:00 AM – 11:00 AM	
Subject	Personnel Meeting	
Location	Secretary's Office	
Show Time As	Busy	
	:	
Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Simon, Doug (OST) <doug.simon@dot.gov>	Required



Time	11:15 AM – 12:00 PM	
Subject	ECP Brakes Briefing	
Location	Secretary's Conference Room	
Show Time As	Busy	
Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Owens, James (OST) <James.Owens@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Schoonover, William (PHMSA) <william.schoonover@dot.gov>	Required

Pearce, Drue (PHMSA) <drue.pearce@dot.gov>	Required
Fuller, Marc (FRA) <marc.fuller@dot.gov>	Required
Reyes, Juan D. III (FRA) <j.reyes@dot.gov>	Required

Time

12:30 PM – 1:00 PM

Subject

DOT/VP Residence

Show Time As

Busy

Time

1:00 PM – 3:00 PM

Subject

Senate Spouses Holiday Tea with Mrs. Pence

Location

VP Residence: Number One Observatory Circle, NW Washington, DC

Show Time As

Busy

Time

3:00 PM – 3:30 PM

Subject

VPOTUS Residence/DOT

Show Time As

Busy

Time

4:00 PM – 4:30 PM

Subject

Call with Gary Cohn & DJ Gribbin

Location

Dial: (b) (6)

Show Time As

Busy

Kaitlyn Eisen-Poor to connect on her direct line.

Categories

Phone Calls

Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required

Time

4:45 PM – 5:15 PM

Subject

Meeting with (b) (6)

Location

Secretary's Office

Attachments

(b) (6).pdf

Show Time As

Busy

Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Simon, Doug (OST) <doug.simon@dot.gov>	Required

Time

5:30 PM – 6:00 PM

Subject


Meeting with Anna Hui


Location


Secretary's Office

Show Time As

Busy

	Time	6:00 PM – 6:30 PM	
	Subject	Wrap Up	
	Location	Secretary's Conference Room	
	Recurrence	Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 12/1/2017 until 12/29/2017 from 6:00 PM to 6:30 PM	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
		Deputy Scheduler <DeputyScheduler@dot.gov>	Required
		Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
		Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
		McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
		Furman, Jon (OST) <jon.furman@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Kan, Derek (OST) <derek.kan@dot.gov>	Required
		Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
		Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required

	Time	6:50 PM – 7:30 PM
	Subject	DOT/(b) (6)
	Show Time As	Busy
		Staff:
		Attendees:
		Contact:

	Time	7:30 PM – 7:50 PM
	Subject	Ambassador Stuart and Mrs. Bernstein Dinner in honor of Secretary and Mrs. Wilbur Ross
	Location	(b) (6)
	Show Time As	Busy
		Attendees:
		Ambassador Stuart and Mrs. Bernstein
		Secretary and Mrs Wilbur Ross
		Senator and Mrs Roy Blunt
		The Hon and Mrs Ken Duberstein
		The Hon and Mrs Joe Gildenhorn
		Mr and Mrs Fred Malek

The Japanese Ambassador and his wife
Bret Baier and Wife Amy

Contact: Linda Mann ^{(b) (6)}

[cid:image001.png@01D36218.2ADA67D0]

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Ben Siegrist <ben.segriest@dot.gov>	Required

Tuesday, December 5, 2017



Time 9:00 AM – 9:30 AM
Subject Residence/Four Seasons
Show Time As Busy



Time 9:40 AM – 10:05 AM
Subject Politico "Women Rule" Summit Keynote Interview
Location The Four Seasons, 2800 Pennsylvania Ave NW, WDC
Show Time As Busy

Jessica Andrews ^{(b) (6)}
<mailto:^{(b) (6)}>
^{(b) (6)}

Categories Speech

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Siegrist, Ben (OST) <ben.siegrist@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required



Time 10:10 AM – 10:40 AM
Subject Four Seasons/DOT
Show Time As Busy



Time 10:40 AM – 11:10 AM
Subject FHWA Administrator Awards
Location DOT West Atrium
Show Time As Busy
Contact: Lucia Olivera Lucia.Olivera@dot.gov
<mailto:Lucia.Olivera@dot.gov> ^{(b) (6)}
Vivien Hoang

FHWA Questionnaire:

1. Who is organizing the event?:

Federal Highway Administration (FHWA), Office of Human Resources

2. What is the theme of the event?:

The FHWA Administrator's Awards Ceremony is held each year in conjunction with the

Department of Transportation Secretary's Awards. The Administrator's Awards honor

outstanding achievements and accomplishments of FHWA employees.

3. Where is the event (include venue name and street address)?:

The event will be held in the West Atrium of Department of Transportation (DOT) Headquarters Building.

4. What are the entire dates of the event and what day/time are you asking for Secretary Chao

to speak (include advance arrival time, if necessary)? Please send your agenda (draft or final) and event website link.:

The ceremony will take place Tuesday, December 5, 2017. The ceremony will begin at 10:30

We request for the Secretary of Transportation (Secretary) to enter the DOT West Atrium at

approximately 10:25 a.m. and take her seat on stage. The FHWA Executive Director will open

the ceremony and formally introduce the Secretary. Next, we ask for the Secretary to provide

about 10 to 15 minutes of opening remarks. Once concluded, the FHWA Acting Administrator

will provide her opening remarks for about 5 to 10 minutes.

Immediately following the

remarks, the presentation of awards, which is expected to conclude at approximately 12:00 p.m.,

will begin.

A reception will immediately follow and is expected to conclude by approximately 2:00 p.m.

The reception will be held in the DOT Conference Center's Oklahoma Room. Her attendance is

optional.

5. Please send your agenda (draft or final) and event website link"]]:

Time FHWA Administrator's Awards New Order of Speakers

10:40 a.m Secretary of Transportation, FHWA Acting Administrator,

and FHWA Executive Director take seats on stage.

10:45 a.m Ceremony begins.

National Anthem

FHWA Acting Administrator opens ceremony and introduces the Secretary of Transportation. (about 5 minutes)

10:55 a.m Secretary of Transportation makes formal remarks. (about 10-15 minutes)

11:10 am

Secretary departs


FHWA Acting Administrator makes formal remarks and introduces FHWA Executive Director. (10-15 minutes)


11:25 a.m FHWA Executive Director will begin presentation of awards.
(about 1 hour)

12:05 a.m FHWA Administrator's Awards ceremony concludes and
reception begins.

Categories Speech

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Smith, Geoff (OST) <geoff.smith@dot.gov>	Required


 **Time** 11:15 AM – 11:30 AM
Subject DOT/US Capitol
Show Time As Busy


 **Time** 11:30 AM – 12:40 PM
Subject Senate Spouses Holiday Luncheon
Location S-145
Show Time As Busy
Tuesday, December 5
Lunch at noon in S-145


Senate Spouses Holiday Luncheon
Tuesday, December 5, 2017 at 11:30 AM
Senate Spouses Room: S-145
Please bring a couple of books for preschool children (ages 3 to 5). We
will donate them to a preschool class on the Hill.
Cost: the usual \$15.00 plus gratuity.
R.S.V.P. by December 4 to McKinley Mason at
mckinley_mason@sec.senate.gov
<mailto:mckinley_mason@sec.senate.gov> or call (b) (6)









(b) (6)

2:15 PM: 115th Congress official photo. Spouses will sit in the front
row of Gallery 7. The Gallery is located on the opposite side of the
Family Gallery. Please leave electronic devices, purses/etc. in S-311.

 **Time** 12:45 PM – 1:00 PM
Subject Senate/Residence
Show Time As Busy

 **Time** 1:45 PM – 2:15 PM
Subject Residence/WH
Show Time As Busy

 **Time** 2:15 PM – 2:30 PM
Subject WH Infrastructure Pre-Brief
Location WH COS Office - WW122
Show Time As Busy

	Time 2:30 PM – 3:20 PM Subject Meeting with POTUS on Infrastructure Location Roosevelt Room Show Time As Busy Categories Important
	Time 3:30 PM – 4:00 PM Subject WH/Residence Show Time As Busy
	Time 5:00 PM – 5:05 PM Subject Residence/Liaison Hotel/WH Location 415 New Jersey Ave., NW Show Time As Busy
	Time 5:00 PM – 9:00 PM Subject WH Congressional Ball: Black Tie Location WH West Exec Show Time As Busy <p>Invitation says: The Congressional Ball will be held Tuesday, December 5th from 5:00pm - 11:00pm Attire: Black Tie 630pm – 9pm. 2.5 hour photo line.</p>
	Time 9:00 PM – 9:30 PM Subject WH/Liaison/Residence Show Time As Busy
Wednesday, December 6, 2017	
	Time All Day Subject Congressional Dialogue Series Location Library of Congress Show Time As Free <p>6:30pm7:15pm start time depending on votes.</p> <p>The next Congressional Dialogue series event will take place on Wednesday, December 6th. This event will have the same timing and format. The only thing different will be the attendees (based on who will RSVP yes) and the subject matter of the dialogue series. For this specific night, the dialogue will feature Doug Brinkley – The Presidential Historian on National Parks.</p> <p>***This event on Wednesday, December 6th will be THE LAST Congressional Dialogue Series event for 2017. We do not have a list of 2018 events at this time, but can ask for future reference should you want to attend any throughout 2018.</p>
	Time 9:25 AM – 9:40 AM Subject (b) (6) Show Time As Busy
	Time 10:00 AM – 10:10 AM Subject (b) (6)

Show Time As Busy



Time 10:30 AM – 11:00 AM
Subject Residence/WH
Show Time As Busy



Time 11:15 AM – 12:30 PM
Subject Cabinet Meeting
Location WH Cabinet Room
Show Time As Busy
Categories Important

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required



Time 12:30 PM – 1:00 PM
Subject WH/DOT
Show Time As Busy
Staff:
Attendees:
Contact:



Time 1:30 PM – 4:30 PM
Subject DOT Holiday Party
Location West Atrium
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Inman, Todd (OST) (todd.inman@dot.gov) <todd.inman@dot.gov>	Required
	Washington, Keith (OST) <Keith.Washington@dot.gov>	Required
	Ben Siegrist <ben.segriest@dot.gov>	Required
	Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required



Time 5:15 PM – 5:45 PM
Subject Combined Federal Campaign (CFC) Photo
Location Secretary's Office
Show Time As Busy

Keith Nelson added FYSA
Todd for Advance
Photography for Photo

*Take a photo for the CFC Campaign making an online pledge

CFC is an annual event where members of the Federal family demonstrated commitment to public service that extends far beyond the workplace. Last year, Federal employees voluntarily participating in the CFC contributed more than \$167 million to thousands of local, national and international causes.

Since 2005, DOT has contributed over \$17 million. DOT is considered a Core Account for CFC of the National Capital Area and has received the Million Dollar Circle Award for the past 16 years.

Due to the significant changes for this year's campaign, the Department has established a goal of \$880,000. This goal will enable us to continue our great tradition of being a significant partner in the community and nation we serve.

There is direct correlation between top leadership support and employee contributions at DOT. Previous Secretaries have helped by speaking at events throughout the building mentioning CFC at Town Hall meetings, and sending out DOT-wide announcements about the CFC Campaign. This year especially, it is important to show strong leadership support as the removal of cash donations will provide a new challenge for the DOT campaign.

S1 has agreed to take a photo of her making an online donation to CFC

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
	Photography (OST) <Photography@dot.gov>	Required
	Smith, Geoff (OST) (geoff.smith@dot.gov) <geoff.smith@dot.gov>	Required

Time 6:00 PM – 6:30 PM
Subject Coast Guard Holiday Reception
Location Douglas A. Munro USCG Headquarters Building: 2700 Martin Luther King Jr. Ave SE
Show Time As Busy
6pm – 8:30pm


LT Taylor Smith
Protocol Officer to the Commandant
United States Coast Guard
Office: (b) (6)
Mobile: (b) (6)

Attendees	Name <E-mail>	Attendance
------------------	----------------------------	-------------------

SecretaryScheduler (OST)
<SecretaryScheduler@dot.gov> Organizer


Wilkinson, James (OST) <james.wilkinson@dot.gov> Required


 **Time** 6:30 PM – 7:00 PM
Subject Drop-By: Speaker Paul Ryan's Holiday Reception
Location District Winery: 385 Water Street SE, Washington, DC 20003
Show Time As Busy
6pm – 9pm
Attendees **Name <E-mail>** **Attendance**
SecretaryScheduler (OST) Organizer
<SecretaryScheduler@dot.gov>
Fink, Andrew (OST) <andrew.fink@dot.gov> Required

 **Time** 7:30 PM – 10:00 PM
Subject ICI Holiday Dinner
Location German Ambassador's Residence 1800 Foxhall Road, NW,
Washington, DC 20007
Show Time As Busy
Attendees **Name <E-mail>** **Attendance**
SecretaryScheduler (OST) Organizer
<SecretaryScheduler@dot.gov>
Siegrist, Ben (OST) <ben.siegrist@dot.gov> Required

Thursday, December 7, 2017

 **Time** All Day
Subject Alfafa Club Business Meeting
Show Time As Free

 **Time** 8:15 AM – 8:30 AM
Subject Residence/DOT
Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday
effective 12/1/2017 until 12/29/2017 from 8:15 AM to 8:30 AM
Show Time As Busy

 **Time** 8:30 AM – 9:00 AM
Subject Sr. Staff Meeting
Location Secretary's Conference Room
Show Time As Busy
Attendees **Name <E-mail>** **Attendance**
SecretaryScheduler (OST) Organizer
<SecretaryScheduler@dot.gov>
Knouse, Ruth (OST) <ruth.knouse@dot.gov> Required

Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
Ray, James (OST) (j.ray@dot.gov) <Jim.Ray@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
McInerney, Marianne (OST) (marianne.mcinerney@dot.gov) <marianne.mcinerney@dot.gov>	Required
Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required

Time 9:00 AM – 9:30 AM
Subject Personnel Meeting
Location Secretary's Conference Room
Show Time As Busy

Time 10:45 AM – 10:55 AM
Subject Call with Congressman Greg Walden
Location Dial: (b) (6) - Congressman Walden Direct Cell
Show Time As Busy
 Jenny Forrest

Scheduler

Office of Rep. Greg Walden (OR-02)

2185 Rayburn HOB

(b) (6)

Categories Phone Calls

Attendees **Name <E-mail>**

SecretaryScheduler (OST)
<SecretaryScheduler@dot.gov>

Attendance
Organizer

Iverson, Kristine (OST) <kristine.iverson@dot.gov> Required

Tucker, Deva (OST) <Deva.Tucker@dot.gov> Required

McMaster, Sean (OST) <sean.mcmaster@dot.gov> Required

Time 11:00 AM – 11:30 AM
Subject FMCSA Administrator's 18th Annual Awards Ceremony
Location DOT West Atrium
Show Time As Busy
Entire program ends at 12:15pm
Categories Speech
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Smith, Geoff (OST) <geoff.smith@dot.gov>	Required

Time 12:30 PM – 1:30 PM
Subject Lunch with Roger Dow
Location Secretary's Office
Show Time As Busy
Contact: Siming Cao – (b) (6)
[REDACTED]

Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Snyder, Sandy (OST) <Sandy.Snyder@dot.gov>	Required
Virginia, Tiffany (OST) <Tiffany.Virginia@dot.gov>	Required
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

Time 1:40 PM – 1:50 PM
Subject Call with Senator Thom Tillis
Location Dial: (b) (6) - Senator Direct Cell
Show Time As Busy
Categories Phone Calls
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

Time 2:00 PM – 2:45 PM
Subject Federalist Society Regulatory Transparency Project Interview
Location Lincoln Room
Show Time As Busy
Categories Speech
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
McInerney, Marianne (OST) (marianne.mcinerney@dot.gov) <marianne.mcinerney@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required

Time 3:00 PM – 3:45 PM
Subject Meeting with (b) (6) - FAA Administrator Candidate
Location Secretary's Office
Show Time As Busy
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required

Time 4:00 PM – 4:45 PM
Subject Meeting with (b) (6) - FAA Administrator Candidate
Location Secretary's Office
Show Time As Busy
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required

Time 4:45 PM – 4:55 PM
Subject Call with Senator Jack Reed
Location Dial: (b) (6) - Scheduler Direct Line
Show Time As Busy
 Contact: Rosanne – Scheduler – Direct line (b) (6)
Categories Phone Calls


Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required


Time	5:00 PM – 5:30 PM	
Subject	OPA Press Inquiry Meeting	
Location	Secretary's Office	
Show Time As	Busy	
Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required

Time	5:30 PM – 5:45 PM	
Subject	Combined Federal Campaign (CFC) Photo	
Location	Secretary's Office	
Show Time As	Busy	
	Additional photo time in case photo from day before does not come out well.	
Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Fink, Andrew (OST) <andrew.fink@dot.gov>	Required
	Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
	Photography (OST) <Photography@dot.gov>	Required


Time	5:45 PM – 5:55 PM	
Subject	Call with Lance Fritz, CEO UP	
Location	Dial: (b) (6)	
Show Time As	Busy	
Categories	Phone Calls	

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

	Time 6:00 PM – 6:30 PM	
	Subject Wrap Up	
	Location Secretary's Conference Room	
	Show Time As Busy	
Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
	McInerney, Marianne (OST) (marianne.mcinerney@dot.gov) <marianne.mcinerney@dot.gov>	Required
	Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required

	Time 6:40 PM – 7:00 PM
	Subject DOT/(b) (6)
	Show Time As Busy

Friday, December 8, 2017

	Time All Day
	Subject (b) (6)
	Show Time As Free

(b) (6)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]


[Redacted]

[Redacted]

	Time	All Day
	Subject	(b) (6)
	Show Time As	Free
		(b) (6)


 **Time** 8:15 AM – 8:30 AM


Subject Residence/DOT
Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 12/1/2017 until 12/29/2017 from 8:15 AM to 8:30 AM
Show Time As Busy

 **Time** 8:30 AM – 9:00 AM
Subject Sr. Staff Meeting
Location Secretary's Conference Room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
	Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
	Ray, James (OST) (j.ray@dot.gov) <Jim.Ray@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
	McInerney, Marianne (OST) (marianne.mcinerney@dot.gov) <marianne.mcinerney@dot.gov>	Required
	Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required

Sunday, December 10, 2017

 **Time** All Day
Subject (b) (6)
Location (b) (6)
Show Time As Free
(b) (6)

 **Time** 12/10/2017 12:00 AM – 12/19/2017 12:00 AM
Subject (b) (6)
Show Time As Busy

Monday, December 11, 2017

Time 8:15 AM – 8:30 AM
Subject Residence/DOT
Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 12/1/2017 until 12/29/2017 from 8:15 AM to 8:30 AM
Show Time As Busy



Time 8:30 AM – 9:00 AM
Subject Sr. Staff Meeting
Location Secretary's Conference Room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
	Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
	Ray, James (OST) (j.ray@dot.gov) <Jim.Ray@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
	McInerney, Marianne (OST) (marianne.mcinerney@dot.gov) <marianne.mcinerney@dot.gov>	Required
	Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required



Time 1:15 PM – 1:30 PM
Subject DOT/WH
Show Time As Busy



Time 1:45 PM – 1:55 PM
Subject COS Pre-Brief Meeting with POTUS and Chairman Bill Shuster
Location WH COS Office WW 122
Show Time As Busy
Categories Important



Time 2:00 PM – 2:45 PM

Subject Meeting with POTUS and Chairman Bill Shuster
Location Oval Office
Show Time As Busy
Categories Important

Time 2:45 PM – 3:00 PM
Subject Meeting with POTUS
Location Oval Office
Show Time As Busy
Categories Important

Time 3:00 PM – 3:30 PM
Subject National Space Council Signing Ceremony
Location WH Roosevelt Room
Show Time As Busy
POTUS will sign Space Policy Directive 1 to implement this recommendation.

Note shift to Roosevelt Room pls.

National Space Council has scheduled a signing ceremony for Monday, December 11, 2017 <x-apple-data-detectors://26> at 3pm
Categories Important

Time 3:35 PM – 4:00 PM
Subject WH/DOT
Show Time As Busy


Time 4:15 PM – 5:00 PM
Subject Meeting with Richard Anderson, Co-CEO, Amtrak
Location Secretary's Conference Room
Show Time As Busy
Attendees: Stephen Gardner, EVP and Chief Commercial Officer
Wick Moorman via telephone (b) (6)


Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required


Time 5:00 PM – 6:00 PM
Subject Meeting with S2/CoS/Dan Elwell re: FAA Transition
Location Secretary's Office
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer


Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Elwell, Daniel <AWA> <Daniel.Elwell@faa.gov>	Required

 **Time** 6:00 PM – 6:15 PM
Subject DOT/Residence
Show Time As Busy

 **Time** 6:30 PM – 7:00 PM
Subject Residence/WH
Show Time As Busy

 **Time** 7:00 PM – 9:00 PM
Subject WH Cabinet Holiday Reception
Location WH
Show Time As Busy
Monday, December 11 from 7:00pm-9:00pm

Half of the Cabinet was invited Monday and the other half Thursday night.
Potus remarks at 7:30-7:45.
It's a large party. 300-500 guests
(b) (6)


 **Time** 9:30 PM – 9:45 PM
Subject (b) (6)
Show Time As Busy

Tuesday, December 12, 2017

 **Time** All Day
Subject (b) (6)
Recurrence (b) (6)
Show Time As Free

Attendees		Attendance
Name <E-mail>		
Elaine Chao (b) (6)		Organizer

 **Time** All Day
Subject (b) (6)
Location (b) (6)
Recurrence (b) (6)
Show Time As Free

 **Time** 8:15 AM – 8:30 AM
Subject Residence/DOT

Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 12/1/2017 until 12/29/2017 from 8:15 AM to 8:30 AM
Show Time As Busy

Time 8:30 AM – 9:00 AM
Subject Sr. Staff Meeting
Location Secretary's Conference Room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
	Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
	Ray, James (OST) (j.ray@dot.gov) <Jim.Ray@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
	McInerney, Marianne (OST) (marianne.mcinerney@dot.gov) <marianne.mcinerney@dot.gov>	Required
	Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required

Time 9:30 AM – 10:00 AM
Subject Weekly Modal Administrators' Meeting
Location Lincoln Conference Room
Recurrence Occurs every Tuesday effective 12/5/2017 until 12/26/2017 from 9:30 AM to 10:00 AM
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer

Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
Buzby, Mark (MARAD) <mark.buzby@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Hall, Heath (FRA) <heath.hall@dot.gov>	Required
Hendrickson, Brandye (FHWA) <Brandye.Hendrickson@dot.gov>	Required
Hildebrand, Vicki (OST) <victoria.hildebrand@dot.gov>	Required
Huerta, Michael <AWA> <michael.huerta@faa.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
James, Charles (OST) <charles.james@dot.gov>	Required
King, Heidi (NHTSA) <heidi.king@dot.gov>	Required
Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
Morgan, Owen (OST) <owen.morgan@dot.gov>	Required
Morris, Willis (OST) <willis.morris@dot.gov>	Required
Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
Owens, James (OST) <James.Owens@dot.gov>	Required
Pearce, Drue (PHMSA) <drue.pearce@dot.gov>	Required
Ray, James (OST) <Jim.Ray@dot.gov>	Required
Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required
Williams, Jane (FTA) <k.jane.williams@dot.gov>	Required
Baldwin, Kristen (OST) <kristen.baldwin@dot.gov>	Required

Callender, Duane (FHWA) <Duane.Callender@dot.gov>	Required
Danielson, Jack (NHTSA) <jack.danielson@dot.gov>	Required
Farley, Audrey (OST) <Audrey.Farley@dot.gov>	Required
Hurdle, Lana (OST) <Lana.Hurdle@dot.gov>	Required
Jefferson, Daphne (FMCSA) <daphne.jefferson@dot.gov>	Required
Kaleta, Judy (OST) <Judy.Kaleta@dot.gov>	Required
Lefevre, Maria (OST) <maria.lefevre@dot.gov>	Required
Lowder, Michael (OST) <Michael.Lowder@dot.gov>	Required
McDermott, Susan (OST) <Susan.McDermott@dot.gov>	Required
McMillan, Howard (PHMSA) <howard.mcmillan@dot.gov>	Required
Middlebrook, Craig (SLS) <Craig.Middlebrook@dot.gov>	Required
Nissenbaum, Paul (FRA) <paul.nissenbaum@dot.gov>	Required
Scovel, Calvin L <OIG> <calvin.scovel@oig.dot.gov>	Required
Szabat, Joel (MARAD) <Joel.Szabat@dot.gov>	Required
Waidelich, Walter (FHWA) <Walter.Waidelich@dot.gov>	Required
Washington, Keith (OST) <Keith.Washington@dot.gov>	Required
Welbes, Matt (FTA) <Matt.Welbes@dot.gov>	Required
Elliott, Skip (PHMSA) <howard.elliott@dot.gov>	Required
Behm, Mitchell <OIG> <mitchell.behm@oig.dot.gov>	Optional
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
Batory, Ronald (FRA) <ronald.batory@dot.gov>	Required

Time 10:15 AM – 11:15 AM
Subject Meeting with The Related Companies
Location Secretary's Conference Room
Attachments S-1 Meeting Memo - Related Companies on Hudson Yards - V 4 - 7
Decemberdocx

Show Time As Busy

Staff: S2/G Burr/M Kopko/J Ray

Attendees Stephen Ross - Chairman, Related Companies

Jeff Blau - CEO Related Company

Richard O'Toole - Executive VP

Charles O'Byrne - Sr. VP

David Zussman - VP

Andrew Rosen - VP

Peter Peyser - Consultant

Contact: Peter Peyser^{(b) (6)}

1. A thank you to the Secretary for her help in getting the environmental review process started on the Western Rail Yards Tunnel and Platform Project.
2. An update on the status of the project.
3. A report to the Secretary on the attitude of political leadership in New York State about the Gateway Program overall and how this project relates to that.
4. Discussion of how the Department and Related can work together to advance mutual goals for Gateway and this project in particular.

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Kopko, Matthew (OST) <matthew.kopko@dot.gov>	Required
	Ray, James (OST) <Jim.Ray@dot.gov>	Required
	Burthey, Grover (OST) <grover.burthey@dot.gov>	Required

Time 11:20 AM – 11:45 AM





Subject Scheduling Meeting

Location Secretary's Office

Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required

Furman, Jon (OST) <jon.furman@dot.gov>	Required
Gehring, Wendy (OST) <wendy.gehring@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Kuo, Monica (OST) <monica.kuo@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required

	Time 11:45 AM – 12:00 PM Subject DOT/Senate Show Time As Busy
	Time 12:00 PM – 1:00 PM Subject Senate Spouses Lunch Location S-145 Recurrence Occurs every Tuesday effective 12/5/2017 until 12/19/2017 from 12:00 PM to 1:00 PM Show Time As Busy
	Time 1:00 PM – 1:15 PM Subject Senate/DOT Show Time As Busy
	Time 2:30 PM – 3:00 PM Subject Meeting with Latvian Ambassador Andris Teikmanis Location Secretary's Conference Room Show Time As Busy OVERVIEW

1. EVENT:
U.S. Secretary of Transportation Elaine L. Chao meeting with the Ambassador of Latvia, H.E. Andris Teikmanis.

2. DATE AND TIME:
Tuesday, December 12, 2017
2:30 p.m.-3:00 p.m.

3. LOCATION:
U.S. Department of Transportation
1200 New Jersey Avenue, SE
Washington, D.C. 20590
S1 Conference Room

4. PARTICIPANTS:
Latvia:
1. Andris Teikmanis, Ambassador to the United States
2. Arvils Zeltiņš, Second Secretary, Economic Relations

9. CONTACT:

Sabīna Švāne-Stankeviča
Assistant to Ambassador
Embassy of the Republic of Latvia
United States of America
2306 Massachusetts Ave NW, Washington D.C.
Phone.: (b) (6)

10. BIOGRAPHIES:

Andris TEIKMANIS
Ambassador to the United States of America
Republic of Latvia

Date of birth 29 November 1959

Place of birth Riga, Latvia

Family status married, two children, studying

Education

Latvian State University (1983), Faculty of Law

Professional training

2003.09. George C. Marshall European Center for Security Studies, Germany. A security policy seminar for senior officials "Euroatlantic security architecture and cooperation on security matters following Prague, Copenhagen and Iraq"

1996.03. School of Public Administration, course on market economy

1995.09. School of Public Administration, seminar "Management of Change and Development"

Professional experience

2016.08. – present Ambassador Extraordinary and Plenipotentiary of the Republic of Latvia to the United States of America

2013.11. – present Non-resident Ambassador Extraordinary and Plenipotentiary of the Republic of Latvia to the Commonwealth of Australia

2013.11. - present Non-resident Ambassador Extraordinary and Plenipotentiary of the Republic of Latvia to New Zealand

2013.05. – 2016.08. Ambassador Extraordinary and Plenipotentiary of the Republic of Latvia to the United Kingdom of Great Britain and Northern Ireland

2008.12. – 2013.05. Ministry of Foreign Affairs of the Republic of Latvia, Secretary of State

2005.04. - 2008.11. Ambassador Extraordinary and Plenipotentiary of the Republic of Latvia to the Russian Federation

2002.08. - 2005.04. Ministry of Foreign Affairs of the Republic of Latvia, Under-Secretary of State

1998.02. - 2002.07. Ambassador Extraordinary and Plenipotentiary of the Republic of Latvia to the Federal Republic of Germany

1995.04. - 1998.02. Ambassador Extraordinary and Plenipotentiary of the Republic of Latvia to the Council of Europe

1994.07. - 1995.04. Ambassador at Large of the Republic of Latvia to the Council of Europe

1990 - 1993 Member of the Supreme Council of the Republic of Latvia,
on 4 May
1990 signed the Declaration on Restoration of Independence of the
Republic of Latvia
1990 - 1994 Riga City Council, Chairman
1988 - 1990 Court of the Kirov District of the Riga City, judge
1983 - 1988 Police Board of the Riga City, investigator

Languages

English, German, French, Russian

Arvils Zeltiņš

Second Secretary (Economic Affairs)

Embassy of the Republic of Latvia

Date of birth: November 10, 1986

Place of birth: Gulbene, Latvia

Nationality: Latvian

Job experience:

2017 – currently: Second secretary (Economic Affairs), Embassy of the
Republic of Latvia to the United States of America

2016 – 2017: Transatlantic diplomatic fellow, South and Central Asia
Bureau/ Regional Affairs, Department of State, USA (diplomatic
exchange program);

2014 – 2016: Head of Foreign economic relations promotion division,
Ministry of Foreign Affairs of the Republic of Latvia.

2013 – 2016: Guest lecturer, Riga Stradins University, Faculty of
European Studies

2012 – 2014: Third secretary of Foreign economic relations promotion
division, Ministry of Foreign Affairs of the Republic of Latvia.

2011 – 2012: Senior desk officer of Baltic, Nordic and regional
cooperation division, Ministry of Foreign Affairs of the Republic of
Latvia.

2009 – 2010: Academic coordinator at Riga Stradins University, Faculty
of European studies.

2009 – 2011: Project manager, Latvian Transatlantic organization

2008 - 2009: Desk officer – Security Policy department, Ministry of
Foreign Affairs of the Republic of Latvia

Education:

2012 – 2015: Riga Stradins University, PhD program in Political
Science.

2009 – 2011: University of Latvia, Faculty of Social sciences, Program
of Political science and public administration. Master degree in
political science. Master thesis: "The impact of identity and normative
power to the EU integration process: the case of Ireland."

2009 – 2011: Riga Stradins University, Political Science Department,
International Relations – European Studies program. Master degree in
political science. Master thesis: "The assessment of business group
interest to the energy security of Latvia."

2005. – 2009: Riga Stradins University, Political Science Department,
International Relations- European Studies program. Bachelor degree
in political science in the specialization – International
Relations/European Studies. Bachelor thesis: "The assessment of the

discourse of the Latvian energy security strategy.”
 2007. - 2008: (winter semester) Trier University – Political science
 program as ERASMUS student
 1993. – 2005: Secondary School of Cesvaine

Language skills:

Latvian (native), English (fluent), Russian (fluent), German (good).

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Photography (OST) <Photography@dot.gov>	Required
	Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Abraham, Julie (OST) <Julie.Abraham@dot.gov>	Required



Time 3:15 PM – 4:15 PM
Subject CIG/HART Grants Briefing
Location Secretary's Conference Room
Show Time As Busy


Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
	Williams, Jane (FTA) <k.jane.williams@dot.gov>	Required
	Kopko, Matthew (OST) <matthew.kopko@dot.gov>	Required




Time 5:00 PM – 7:00 PM
Subject DOT/DOL Holiday Party
Location DOT Media Center
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Inman, Todd (OST) <todd.inman@dot.gov>	Required

Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
Smith, Geoff (OST) <geoff.smith@dot.gov>	Required
Simon, Doug (OST) <doug.simon@dot.gov>	Required
Photography (OST) <Photography@dot.gov>	Required

 **Time** 7:00 PM – 7:15 PM
Subject DOT/Residence
Show Time As Busy

Wednesday, December 13, 2017


 **Time** 8:15 AM – 8:30 AM
Subject Residence/DOT
Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 12/1/2017 until 12/29/2017 from 8:15 AM to 8:30 AM
Show Time As Busy

 **Time** 8:30 AM – 9:00 AM
Subject Sr. Staff Meeting
Location Secretary's Conference Room
Show Time As Busy


Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
	Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
	Ray, James (OST) (j.ray@dot.gov) <Jim.Ray@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
	McInerney, Marianne (OST) (marianne.mcinerney@dot.gov) <marianne.mcinerney@dot.gov>	Required
	Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required

Genero, Laura (OST) <Laura.Genero@dot.gov> Required


Bradbury, Steven (OST) <Steven.Bradbury@dot.gov> Required

 **Time** 9:45 AM – 10:45 AM
Subject Personnel Meeting
Location Secretary's Conference Room
Show Time As Busy
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Simon, Doug (OST) <doug.simon@dot.gov>	Required

 **Time** 11:00 AM – 11:30 AM
Subject MARAD Awards Ceremony Opening Remarks:
Location DOT West Atrium
Show Time As Busy
11am usually 1 hour and 1 hour 15 mins
2:30pm Admin conf room
John Golden - 64145
Categories Speech
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Buzby, Mark (MARAD) <mark.buzby@dot.gov>	Required
Balzano, Richard (MARAD) <Richard.Balzano@dot.gov>	Required
Szabat, Joel (MARAD) (Joel.Szabat@dot.gov) <Joel.Szabat@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Wilkinson, James (OST) (james.wilkinson@dot.gov) <james.wilkinson@dot.gov>	Required

 **Time** 12:15 PM – 12:30 PM
Subject DOT/HUD
Show Time As Busy

 **Time** 12:30 PM – 1:40 PM

Subject Lunch with Secretary Ben Carson
Location HUD: 451 7th St SW, Washington, DC 20410
Show Time As Busy
Contact: Jacie Coressel Victoria.J.Coressel@hud.gov
<mailto:Victoria.J.Coressel@hud.gov> (b) (6)

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required

Time 1:40 PM – 1:55 PM
Subject HUD/DOT
Show Time As Busy

Time 2:00 PM – 2:30 PM
Subject Drop by: OCIO Holiday Party
Location DOT West Atrium
Show Time As Busy
1-00pm – 2:30pm

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Hildebrand, Vicki (OST) <victoria.hildebrand@dot.gov>	Required
	Smith, Geoff (OST) <geoff.smith@dot.gov>	Required

Time 2:30 PM – 3:00 PM
Subject Scheduling Meeting
Location Secretary's Office
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Kuo, Monica (OST) <monica.kuo@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required

Time 3:00 PM – 3:15 PM

Subject Call with Senator Brian Schatz
Location Dial: (b) (6) - Senator Personal Cell
Show Time As Busy
Scheduler: Diane Miyasato

(b) (6) - Cell

Diane_Miyasato@schatz.senate.gov
<mailto:Diane_Miyasato@schatz.senate.gov>

Categories Phone Calls

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required

Time 3:30 PM – 3:45 PM
Subject Drop By: Meeting with Judge Gary Moore (KY)
Location Secretary's Conference Room
Show Time As Busy


Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Photography (OST) <Photography@dot.gov>	Required

Time 4:00 PM – 5:00 PM
Subject Farewell Party for Kris Iverson
Location Lincoln Room
Show Time As Busy
It is a surprise! So please keep it to yourselves!


Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Inman, Todd (OST) (todd.inman@dot.gov) <todd.inman@dot.gov>	Required
	McInerney, Marianne (OST) (marianne.mcinerney@dot.gov) <marianne.mcinerney@dot.gov>	Required

Somerville, Tamara (OST) <Tamara.Somerville@dot.gov> Required


Kopko, Matthew (OST) <matthew.kopko@dot.gov> Required


 **Time** 5:00 PM – 5:15 PM
Subject Call with Maggie Cordish
Location Dial: (b) (6) - Maggie Cell
Show Time As Busy
To discuss “something that their office is working on”
Categories Phone Calls
Attendees


Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required

 **Time** 7:00 PM – 7:15 PM
Subject DOT/(b) (6)
Show Time As Busy

Thursday, December 14, 2017

 **Time** All Day
Subject Yale CEO Leadership Summit
Location NYC
Show Time As Free

 **Time** 8:15 AM – 8:30 AM
Subject Residence/DOT
Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 12/1/2017 until 12/29/2017 from 8:15 AM to 8:30 AM
Show Time As Busy

 **Time** 8:30 AM – 9:00 AM
Subject Sr. Staff Meeting
Location Secretary's Conference Room
Show Time As Busy
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
Ray, James (OST) <Jim.Ray@dot.gov>	Required

Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Furman, Jon (OST) <jon.furman@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required

Time 10:15 AM – 10:30 AM
Subject Call with Secretary Perdue
Location Dial: (b) (6) - Sec. Perdue's EA Rachel
Show Time As Busy
 This number goes to Rachel – his EA.
Categories Phone Calls
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
Kopko, Matthew (OST) <matthew.kopko@dot.gov>	Required

Time 10:40 AM – 10:50 AM
Subject Call with Senator Sheldon Whitehouse
Location Dial: (b) (6) - Senator Direct Office Line
Show Time As Busy
 Leah Seigle
 Director of Scheduling
 Office of Senator Sheldon Whitehouse
 530 Hart Senate Office Building
 Washington, DC 20510
 Direct: (b) (6)
 Fax: (202) 228-6459
Categories Phone Calls
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer



Time 11:00 AM – 11:15 AM
Subject OST-R Annual Awards Ceremony
Location DOT Media Center
Show Time As Busy
 2017 X Awards Ceremony Floor Plan

2017 X Awards Ceremony Menu

Meat Board

Apricot Glazed Ham

Rosemary and Sage Turkey Breast

Grilled Chicken Sausage accompanied by Country Homemade Biscuits,
Soft Rolls, Coarse & Honey Mustard and Cranberry Pear Chutney

Cheese Board

A selection of imported cheeses with dried fruits and crackers

Cranberry BBQ Meatballs

Meatballs in a sweet and savory cranberry sauce

Curry Chicken Salad

A creamy spread of chicken, onions and cranberries mixed with a
smooth curried aioli.

Rosemary-Lemon Roasted Potatoes and Carrot Salad Skewers

Roasted carrots and baby red and Dutch yellow potatoes combined in
a rosemary-lemon vinaigrette.

Caprese Salad Skewers

Tomatoes, fresh mozzarella, fresh basil & sweet balsamic vinegar
reduction

Baked Polenta Rounds and Caramelized Onions and Mushrooms

Bertolini Punch

A refreshing combination of peach nectar, sparkling grape juice and
lemonade

Desserts: Rum Cake (2), Retirement Cake, Cookies

Categories

Speech

Attendees

Name <E-mail>

Attendance

SecretaryScheduler (OST)
<SecretaryScheduler@dot.gov>






Organizer

Siegrist, Ben (OST) <ben.siegrist@dot.gov>

Required

Genero, Laura (OST) <Laura.Genero@dot.gov>

Required

	Time 11:15 AM – 11:35 AM	
	Subject Drop by FRA Holiday Party	
	Location FRA Offices	
	Show Time As Busy	
	Time 12:00 PM – 12:20 PM	
	Subject Drop by: OGC Holiday Party	
	Location OGC Conference Room	
	Show Time As Busy	
	Attendees	Attendance
	Name <E-mail>	
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Owens, James (OST) <James.Owens@dot.gov>	Required
	Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required
	Time 12:30 PM – 2:00 PM	
	Subject Lunch with Lori Ann LaRocco, CNBC	
	Location Secretary's Office	
	Show Time As Busy	
	Attendees	Attendance
	Name <E-mail>	
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	McInerney, Marianne (OST) (marianne.mcinerney@dot.gov) <marianne.mcinerney@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
	Snyder, Sandy (OST) <Sandy.Snyder@dot.gov>	Required
	Virginia, Tiffany (OST) <Tiffany.Virginia@dot.gov>	Required
	Time 2:05 PM – 2:25 PM	
	Subject DOT/WH	
	Show Time As Busy	
	Staff:	
	Attendees:	
	Contact:	
	Time 2:30 PM – 3:00 PM	
	Subject WH Deregulation Event	
	Location WH Roosevelt Room	
	Show Time As Busy	
	Burr: FYI	
	LG: FYI in the event she needs remarks.	

Deregulation Agenda Preview has been APPROVED and added to the President's schedule. Information regarding your event is below.

PROJECT OFFICER: Chris Liddell, Assistant to the President

WORKING CONTACT/POC: Quellie Moorhead

DATE/TIME/LENGTH OF PARTICIPATION: Thursday, December 14, 2017
at 2:45 PM <x-apple-data-detectors://1> (30 min)

LOCATION: Roosevelt Room

EVENT FORMAT/PROGRAM: Remarks

PRESS: Pool

PROPOSED EXTERNAL PARTICIPANTS: TBD Small Businesses

PROPOSED INTERNAL PARTICIPANTS:

Mick Mulvaney, Director of the Office of Management and Budget
Neomi Rao, Administrator of the Office of Information and Regulatory
Affairs


Don McGhan, Assistant to the President and Counsel to the President


Secretary Ryan Zinke, Department of the Interior

Secretary Elaine Chao, Department of Transportation

Categories Important

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required

 **Time** 3:00 PM – 3:30 PM
Subject WH/DOT
Show Time As Busy
Staff:
Attendees:
Contact:

 **Time** 5:00 PM – 6:30 PM
Subject Event with APA Appointees of Trump Administration at DOT
Location EDR
Show Time As Busy
Categories Speech
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required

Kuo, Monica (OST) <monica.kuo@dot.gov> Required

Inman, Todd (OST) <todd.inman@dot.gov> Required

Friday, December 15, 2017



Time All Day
Subject ELC in town
Show Time As Free



Time 8:15 AM – 8:30 AM
Subject Residence/DOT
Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 12/1/2017 until 12/29/2017 from 8:15 AM to 8:30 AM
Show Time As Busy



Time 8:30 AM – 9:00 AM
Subject Sr. Staff Meeting
Location Secretary's Conference Room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
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	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
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	Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
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	Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
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	Ray, James (OST) (j.ray@dot.gov) <Jim.Ray@dot.gov>	Required
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	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
--	--	----------

	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
--	--	----------

	Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
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	McInerney, Marianne (OST) (marianne.mcinerney@dot.gov) <marianne.mcinerney@dot.gov>	Required
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	Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required
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	Inman, Todd (OST) <todd.inman@dot.gov>	Required
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	Kan, Derek (OST) <derek.kan@dot.gov>	Required
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	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
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	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
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	Time 9:10 AM – 9:30 AM Subject Confidential Documents w/Todd Inman & Jeff Rosen Location 9th floor scif Show Time As Busy Attendees <table> <tr> <th>Name <E-mail></th><th>Attendance</th></tr> <tr> <td>SecretaryScheduler (OST) <SecretaryScheduler@dot.gov></td><td>Organizer</td></tr> <tr> <td>Inman, Todd (OST) <todd.inman@dot.gov></td><td>Required</td></tr> </table>	Name <E-mail>	Attendance	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer	Inman, Todd (OST) <todd.inman@dot.gov>	Required		
Name <E-mail>	Attendance								
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer								
Inman, Todd (OST) <todd.inman@dot.gov>	Required								
	Time 9:30 AM – 10:15 AM Subject Hold: Calls with Senators Location Secretary's Office Show Time As Busy Categories Phone Calls Attendees <table> <tr> <th>Name <E-mail></th><th>Attendance</th></tr> <tr> <td>SecretaryScheduler (OST) <SecretaryScheduler@dot.gov></td><td>Organizer</td></tr> <tr> <td>Iverson, Kristine (OST) <kristine.iverson@dot.gov></td><td>Required</td></tr> <tr> <td>Bedell, Anthony (OST) <anthony.bedell@dot.gov></td><td>Required</td></tr> </table>	Name <E-mail>	Attendance	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer	Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required	Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
Name <E-mail>	Attendance								
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer								
Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required								
Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required								
	Time 10:30 AM – 11:00 AM Subject Meeting with (b) (6) - FHWA Public Affairs Director Candidate Location Secretary's office Attachments (b) (6).pdf Show Time As Busy <div style="background-color: #cccccc; height: 15px; width: 450px; margin-bottom: 5px;"></div> <div style="background-color: #cccccc; height: 15px; width: 90px; margin-bottom: 5px;"></div> Attendees <table> <tr> <th>Name <E-mail></th><th>Attendance</th></tr> <tr> <td>SecretaryScheduler (OST) <SecretaryScheduler@dot.gov></td><td>Organizer</td></tr> <tr> <td>Simon, Doug (OST) <doug.simon@dot.gov></td><td>Required</td></tr> </table>	Name <E-mail>	Attendance	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer	Simon, Doug (OST) <doug.simon@dot.gov>	Required		
Name <E-mail>	Attendance								
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer								
Simon, Doug (OST) <doug.simon@dot.gov>	Required								
	Time 11:00 AM – 11:20 AM Subject DOT/FAA Show Time As Busy								
	Time 11:30 AM – 12:00 PM Subject FAA Holiday Event Location FAA, Second Floor Cafeteria Show Time As Busy 11am – 12:30pm. Categories Speech Attendees <table> <tr> <th>Name <E-mail></th><th>Attendance</th></tr> </table>	Name <E-mail>	Attendance						
Name <E-mail>	Attendance								

SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Ben Siegrist <ben.siegrist@dot.gov>	Required


 **Time** 12:00 PM – 12:20 PM
Subject FAA/DOT
Show Time As Busy

 **Time** 12:30 PM – 1:30 PM
Subject Lunch with Sheila Crowley - Peace Corps Director
Location Secretary's Office
Show Time As Busy
Assistant: Clarissa Hughes – Chughes@peacecorps.gov
<mailto:Chughes@peacecorps.gov>

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Snyder, Sandy (OST) <Sandy.Snyder@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
	Virginia, Tiffany (OST) <Tiffany.Virginia@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required

 **Time** 1:30 PM – 2:00 PM
Subject Meeting with LD Gorman & Tom Hammond
Location Secretary's Office
Show Time As Busy
[cid:image003.jpg@01D369E0.3B2E57C0]

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Lawrence, Earl <AFS> <earl.lawrence@faa.gov>	Required

 **Time** 2:00 PM – 2:15 PM
Subject Call with Senator Ted Cruz
Location Dial: (b) (6) - Senator Personal Cell
Show Time As Busy

Scheduler: Amy Herod – (b) (6)

Categories Amy_Herod@cruz.senate.gov <mailto:Amy_Herod@cruz.senate.gov>
Phone Calls
Attendees **Name <E-mail>** **Attendance**
SecretaryScheduler (OST) Organizer
<SecretaryScheduler@dot.gov>

Iverson, Kristine (OST) <kristine.iverson@dot.gov> Required

Time 2:30 PM – 3:30 PM
Subject IT Briefing with Vicki Hildebrand and IT Team
Location Secretary's Conference Room
Show Time As Busy
Attendees **Name <E-mail>** **Attendance**
SecretaryScheduler (OST) Organizer
<SecretaryScheduler@dot.gov>

Burr, Geoff (OST) <geoff.burr@dot.gov> Required

Deputy Scheduler <DeputyScheduler@dot.gov> Required

Genero, Laura (OST) <Laura.Genero@dot.gov> Required

Graham, Doug <Users> <doug.graham@faa.gov> Required

Hildebrand, Vicki (OST) <victoria.hildebrand@dot.gov> Required

Inman, Todd (OST) <todd.inman@dot.gov> Required

Kan, Derek (OST) <derek.kan@dot.gov> Required

McMaster, Sean (OST) <sean.mcmaster@dot.gov> Required

Nelson, Keith (OST) <keith.nelson@dot.gov> Required

Somerville, Tamara (OST) <Tamara.Somerville@dot.gov> Required

McInerney, Marianne (OST) Required
<marianne.mcinerney@dot.gov>

Time 4:00 PM – 4:15 PM
Subject Meeting with Kris Iverson
Location Secretary's Office
Show Time As Busy
Attendees **Name <E-mail>** **Attendance**
SecretaryScheduler (OST) Organizer
<SecretaryScheduler@dot.gov>

Iverson, Kristine (OST) <kristine.iverson@dot.gov>


Required


	Time	6:00 PM – 6:30 PM	
	Subject	Wrap Up	
	Location	Secretary's Conference Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
		Deputy Scheduler <DeputyScheduler@dot.gov>	Required
		Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
		Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
		McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
		Furman, Jon (OST) <jon.furman@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Kan, Derek (OST) <derek.kan@dot.gov>	Required
		Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
		Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required

	Time	6:30 PM – 7:00 PM
	Subject	DOT/(b) (6)
	Show Time As	Busy

Saturday, December 16, 2017

	Time	12/16/2017 12:00 AM – 12/31/2017 12:00 AM
	Subject	(b) (6)
	Show Time As	Free

	Time	12/16/2017 12:00 AM – 1/1/2018 12:00 AM
	Subject	Senate is in Recess
	Show Time As	Free

	Time	11:00 AM – 11:30 AM
	Subject	CMC
	Show Time As	Busy

	Time	12:00 PM – 12:30 PM
	Subject	meeting with Elle and Monica

Show Time As Busy



Time 12:45 PM – 1:00 PM
Subject Call with Director Mulvaney
Location Dial: (b) (6)
Show Time As Busy
Assistant: (b) (6)
Categories Phone Calls



Time 2:30 PM – 3:00 PM
Subject Residence/DOT
Show Time As Busy



Time 3:00 PM – 3:30 PM
Subject Meeting with (b) (6) - EA Candidate
Location Secretary's Office
Show Time As Busy
Attendees **Name <E-mail>**
SecretaryScheduler (OST)
<SecretaryScheduler@dot.gov>

Attendance
Organizer

Inman, Todd (OST) <todd.inman@dot.gov>

Required



Time 3:30 PM – 4:00 PM
Subject DOT/Residence
Show Time As Busy

Sunday, December 17, 2017



Time 10:30 AM – 3:00 PM
Subject CMC
Show Time As Busy
Meeting with Derek Kan. Approximately 1 hour. 2pm – 3pm



Time 3:00 PM – 3:35 PM
Subject (b) (6)
Show Time As Busy

Monday, December 18, 2017



Time 8:15 AM – 8:30 AM
Subject Residence/DOT
Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 12/1/2017 until 12/29/2017 from 8:15 AM to 8:30 AM
Show Time As Busy



Time 8:30 AM – 9:00 AM
Subject Sr. Staff Meeting
Location Secretary's Conference Room
Show Time As Busy
Attendees **Name <E-mail>**

Attendance

SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
Ray, James (OST) (j.ray@dot.gov) <Jim.Ray@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
Iverson, Kristine (OST) <kristine.iverson@dot.gov>	Required
McInerney, Marianne (OST) (marianne.mcinerney@dot.gov) <marianne.mcinerney@dot.gov>	Required
Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required

Time 9:00 AM – 9:10 AM

Subject Call with Carl Ice - President and CEO, BNSF Railway

Location Dial: (b) (6)

Show Time As Busy

Carl Ice would like to update the Secretary on his company's progress with PTC and would also like to thank her for ECP.

Categories Phone Calls

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Reyes, Juan D. III (FRA) <j.reyes@dot.gov>	Required
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

Time 9:30 AM – 10:30 AM

Subject Boston Green Line/CIG Briefing
Location Secretary's Conference Room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Williams, Jane (FTA) <k.jane.williams@dot.gov>	Required
	Kopko, Matthew (OST) <matthew.kopko@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
	Burthey, Grover (OST) <grover.burthey@dot.gov>	Required

Time 10:45 AM – 11:15 AM
Subject Swearing-In Ceremony for John Kramer - DAS for Budget
Location Lincoln Room
Attachments JEKramer.pdf
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	DOT-Political-Appointees (b) (6)	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Hurdle, Lana (OST) <Lana.Hurdle@dot.gov>	Required
	Simon, Doug (OST) <doug.simon@dot.gov>	Required
	Simpson, Joan (OST) <Joan.Simpson@dot.gov>	Required
	Smith, Geoff (OST) <geoff.smith@dot.gov>	Required

Washington, Keith (OST) <Keith.Washington@dot.gov> Required

Nelson, Stephanie (OST) <stephanie.nelson@dot.gov> Required

Graham, Douglas (OST) <douglas.graham@dot.gov> Required

Somerville, Tamara (OST) <Tamara.Somerville@dot.gov> Required

Balzano, Richard (MARAD) <Richard.Balzano@dot.gov> Optional

Time 11:15 AM – 11:30 AM

Subject Scheduling Meeting

Location Secretary's Office

Show Time As Busy

Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Kan, Derek (OST) <derek.kan@dot.gov>	Required

Time 11:30 AM – 11:45 AM

Subject Call with Senator Bill Nelson

Location Dail: (b) (6) - Connects to All Schedulers

Show Time As Busy

To discuss Infrastructure

Categories Phone Calls

Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required

Time 12:15 PM – 1:15 PM

Subject Lunch with Chairman Bill Shuster

Location Secretary's Conference Room

Show Time As Busy

Contact: Rebekah Sungala
Rebekah.Sungala@mail.house.gov<mailto:Rebekah.Sungala@mail.house.gov>

Staff: S2/G Burr/D Kan/S McMaster

Eric Burgeson, Chairman Shuster's Chief of Staff

Matt Sturges, Staff Director, Transportation & Infrastructure Committee


Chris Vieson, Deputy Staff Director, Transportation & Infrastructure Committee

Geoff Gosselin, Senior Professional Staff / Senior Advisor to the Chairman, Transportation & Infrastructure Committee

Attendees

Name <E-mail>	Attendance
---------------	------------

SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
Snyder, Sandy (OST) <Sandy.Snyder@dot.gov>	Required
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
Virginia, Tiffany (OST) <Tiffany.Virginia@dot.gov>	Required


Time 5:00 PM – 5:15 PM
Subject Call with Senator Maria Cantwell
Show Time As Busy
Categories Phone Calls

Tuesday, December 19, 2017


Time All Day
Subject (b) (6)
Show Time As Free
 (b) (6)

(b) (6)

(b) (6)

(b) (6)

(b) (6)

(b) (6)

(b) (6)

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(b) (6)

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

(b) (6)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Time 11:00 AM – 11:15 AM
Subject Call with Governor Jay Inslee (WA)
Location Dial: (b) (6)
Show Time As Busy
Bedell for talking points
Categories Phone Calls

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

Time 4:00 PM – 5:00 PM
Subject Amtrak Briefing
Location Secretary's Conference Room
Show Time As Busy


Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Kopko, Matthew (OST) <matthew.kopko@dot.gov>	Required

McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Batory, Ronald (FRA) <ronald.batory@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required


 **Time** 6:00 PM – 6:30 PM
Subject Wrap Up
Location Secretary's Conference Room
Show Time As Busy

Attendees


Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Furman, Jon (OST) <jon.furman@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required


 **Time** 7:00 PM – 8:00 PM
Subject (b) (6)
Location (b) (6)
Show Time As Busy

Wednesday, December 20, 2017

 **Time** 8:15 AM – 8:30 AM
Subject Residence/DOT
Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 12/1/2017 until 12/29/2017 from 8:15 AM to 8:30 AM

Show Time As Busy

	Time 8:30 AM – 9:00 AM	
	Subject Sr. Staff Meeting	
	Location Secretary's Conference Room	
	Show Time As Busy	
	Attendees	Attendance
	Name <E-mail>	
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
	Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
	Ray, James (OST) <Jim.Ray@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
	Furman, Jon (OST) <jon.furman@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required

	Time 9:00 AM – 9:30 AM	
	Subject WHIAAPI Meeting	
	Location Secretary's Office	
	Show Time As Busy	
	Attendees	Attendance
	Name <E-mail>	
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Kuo, Monica (OST) <monica.kuo@dot.gov>	Required
	Simon, Doug (OST) <doug.simon@dot.gov>	Required

Time 9:30 AM – 9:40 AM
Subject Call with Governor Charlie Baker
Location Dial: (b) (6) - Governor Cell
Show Time As Busy
Brianna Wehrs – Scheduler

Contact: (b) (6) – cell

Brianna.wehrs@massmail.state.ma.us

Categories Phone Calls

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

Time 10:30 AM – 11:00 AM
Subject DOT/WH
Show Time As Busy

Time 11:00 AM – 12:30 PM
Subject Cabinet Meeting
Location WH Cabinet Room
Show Time As Busy
Cabinet Colleagues,

(b) (5)



(b) (5)



We will update you tomorrow morning if there are any further changes. In the meantime, please do not hesitate to contact me with any questions.

Best,

Bill

William J. McGinley
Cabinet Secretary
The White House

P: (b) (6) E: (b) (6)

Categories Important

Attendees Name <E-mail>

Attendance

SecretaryScheduler (OST)
<SecretaryScheduler@dot.gov>

Organizer

Burr, Geoff (OST) <geoff.burr@dot.gov>

Required

Time 12:30 PM – 1:10 PM

Subject Planning and Review in WH Hold Room

Location WH 130 EEOB

Show Time As Busy

Time 1:15 PM – 2:15 PM

Subject Lunch with Reed & Maggie Cordish

Location WH Mess - Main Dining Room

Show Time As Busy

Georges, Liza B. EOP/WHO [mailto:(b) (6)] –
Made Reservations at the Mess

Time 3:00 PM – 3:45 PM

Subject WH POTUS & VPOTUS Remarks on Tax Reform Vote

Location WH South Portico

Show Time As Busy

(b) (5)

Categories Important

Attendees Name <E-mail>

Attendance

SecretaryScheduler (OST)
<SecretaryScheduler@dot.gov>

Organizer

Burr, Geoff (OST) <geoff.burr@dot.gov>

Required

Time 3:45 PM – 4:15 PM

Subject WH/DOT

Show Time As Busy

Time 4:15 PM – 4:30 PM

Subject Photo with Susan McDermott. retiring DAS of X (34 years)

Location Secretary's Office

Show Time As Busy

Attendees Name <E-mail>

Attendance

SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
McDermott, Susan (OST) <Susan.McDermott@dot.gov>	Required
Photography (OST) <Photography@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required


Time	4:45 PM – 5:45 PM	
Subject	Meeting with Steve Bradbury	
Location	Secretary's Office	
Show Time As	Busy	
Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required

Time	6:00 PM – 6:30 PM	
Subject	Wrap Up	
Location	Secretary's Conference Room	
Show Time As	Busy	
Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Furman, Jon (OST) <jon.furman@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required

Genero, Laura (OST) <Laura.Genero@dot.gov> Required

Bradbury, Steven (OST) <Steven.Bradbury@dot.gov> Required

Thursday, December 21, 2017

 **Time** 12/21/2017 12:00 AM – 1/1/2018 12:00 AM

Subject Vacation Days for Staff and Executive Office

Show Time As Free

 **Time** 8:15 AM – 8:30 AM

Subject Residence/DOT

Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 12/1/2017 until 12/29/2017 from 8:15 AM to 8:30 AM

Show Time As Busy

 **Time** 8:30 AM – 9:00 AM

Subject Sr. Staff Meeting

Location Secretary's Conference Room

Show Time As Busy

Attendees	Name <E-mail>	Attendance
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	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
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	Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
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	Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
--	--	----------

	Ray, James (OST) <Jim.Ray@dot.gov>	Required
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	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
--	--	----------

	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
--	--	----------

	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
--	--	----------

	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
--	---	----------

	Furman, Jon (OST) <jon.furman@dot.gov>	Required
--	--	----------

	Inman, Todd (OST) <todd.inman@dot.gov>	Required
--	--	----------

	Kan, Derek (OST) <derek.kan@dot.gov>	Required
--	--------------------------------------	----------

	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
--	--	----------

	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
--	--	----------

 **Time** 9:00 AM – 9:30 AM

Subject Planning and Review

Show Time As Busy

Time 9:30 AM – 10:30 AM
Subject Personnel Meeting
Location Secretary's Conference Room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Simon, Doug (OST) <doug.simon@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required

Time 11:00 AM – 11:15 AM
Subject Call with Governor Sam Brownback
Location Dial: (b) (6) - Gov Cell
Show Time As Busy
Categories Phone Calls

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required


Time 12:00 PM – 12:15 PM
Subject Interview with (b) (6) - Candidate for FAA Policy
Location Secretary's Office
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Simon, Doug (OST) <doug.simon@dot.gov>	Required
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required


Time 1:00 PM – 1:30 PM
Subject Lunch with Steve Bradbury

Location Secretary's Office
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
	Snyder, Sandy (OST) <Sandy.Snyder@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
	Virginia, Tiffany (OST) <Tiffany.Virginia@dot.gov>	Required

 **Time** 1:45 PM – 2:00 PM
Subject Meeting with Tina Amereihn
Location Secretary's Office
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required

 **Time** 2:30 PM – 3:00 PM
Subject PTC Briefing
Location Secretary's Conference Room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Batory, Ronald (FRA) <ronald.batory@dot.gov>	Required
	Reyes, Juan D. III (FRA) <j.reyes@dot.gov>	Required
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Kopko, Matthew (OST) <matthew.kopko@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required

Time 3:30 PM – 3:40 PM
Subject Call with Rob Sumwalt, NTSB Chairman
Location Dial (b) (6)
Show Time As Busy
 Contact: Sean Dalton sean.dalton@ntsb.gov
 <mailto:sean.dalton@ntsb.gov>
 Attendees: Rob Hall – Director of the office of Rail, Pipeline and
 Hazardous Materials Investigations

From: Simon, Doug (OST)
 Sent: Wednesday, December 20, 2017 4:21 PM
 To: Burr, Geoff (OST) <geoff.burr@dot.gov>
 <mailto:geoff.burr@dot.gov> >
 Subject: NTSB

(b) (5)

Categories Doug
 Phone Calls
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
Batory, Ronald (FRA) <ronald.batory@dot.gov>	Required
Burr, Geoff (OST) <geoff.burr@dot.gov>	Required

Time 3:45 PM – 4:30 PM
Subject FAA Briefing on (b) (5)
Location Secretary's Conference Room
Show Time As Busy
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Burleson, Carl <AWA> <carl.burleson@faa.gov>	Required
Burr, Geoff (OST) <geoff.burr@dot.gov>	Required

Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
Trippe, Charles <AWA> <charles.trippe@faa.gov>	Required

Time 4:30 PM – 4:45 PM
Subject Call with Governor Chris Christie
Location Dial: (b) (6) - Nicole Direct Line
Show Time As Busy
 Nicole Mahon
 Director of Scheduling
 Office of the Governor
 (b) (6)
Categories Phone Calls


Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
	Kopko, Matthew (OST) <matthew.kopko@dot.gov>	Required


Time 5:00 PM – 5:15 PM
Subject Call with Carl Burleson
Show Time As Busy
Categories Phone Calls

Time 6:00 PM – 6:30 PM
Subject Wrap Up
Location Secretary's Conference Room
Show Time As Busy


Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required

McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Furman, Jon (OST) <jon.furman@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required

 **Time** 6:45 PM – 7:20 PM
Subject DOT/DCA
Show Time As Busy

 **Time** 8:00 PM – 10:00 PM
Subject AA Flight# 4527
Location Seat 2F DCA/SDF Confirmation #DADGGM
Show Time As Busy
Categories Travel
Attendees


Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Smith, Geoff (OST) <geoff.smith@dot.gov>	Required

 **Time** 10:15 PM – 10:30 PM
Subject (b) (6)
Show Time As Busy

Friday, December 22, 2017

 **Time** All Day
Subject (b) (6)
Recurrence (b) (6)
Show Time As Free

 **Time** All Day
Subject Louisville
Show Time As Free

 **Time** 10:30 AM – 10:50 AM
Subject (b) (6) /Kroger
Show Time As Busy

 **Time** 11:00 AM – 11:40 AM
Subject Dixie Highway TIGER Project

Location Kroger, 4915 Dixie Highway, Louisville, KY
Show Time As Busy
Agenda and Themes for Remarks

1. Welcome and remarks: Mayor Greg Fischer – Focus on safety and economic development on Dixie

2. Secretary Elaine Chao: (suggested) federal government's commitment to infrastructure and safety improvements

3. KYTC Sec. Thomas: focus on inter-agency cooperation to make project happen (federal, state and local)

4. Congressman Yarmuth: traffic efficiency along Dixie Highway, including bus rapid transit

5. Metro Council representative Rick Blackwell – project's beautification and branding of Dixie Highway

6. Shively Mayor Sherry Conner – Shively's commitment to supporting New Dixie Highway improvements

Where: the Kroger Marketplace at 4915 Dixie Highway. The store opened about a year ago, and is a \$23 million investment in the Dixie Highway corridor. Friday will be one of the busiest days of the year for this store. If we have good weather, we will be near the gas pumps, overlooking Dixie Highway. There's a concrete pavilion there with benches that gives us a good vantage point on the construction. If it is raining, we'll be in the Garden Center at the front of the store, which is under cover but is not heated.

When: 11 a.m. Friday, December 22. We will meet with a Kroger manager, Chris Poynter from Mayor's office, a representative from Ky. Transportation Cabinet and possibly a representative from TARC (bus service) on Thursday at 9 a.m. to review logistics.

Who: Louisville media (4 television stations, 1 newspaper, 1 blog, 2 radio)

New Dixie Highway Project Advisory Team (citizen's group who assisted in design phase)

Southwest Dream Team (business/citizen group supporting planning in south Louisville)

Dixie Area Business Association

Metro Council

Kentucky state representatives

Mayor's staff

MAC construction workers

Ky. Transportation Cabinet officials

HDR Engineering team (design team)

TARC representatives

Categories

Speech

Attendees

Name <E-mail>

Attendance

SecretaryScheduler (OST)
<SecretaryScheduler@dot.gov>

Organizer

Genero, Laura (OST) <Laura.Genero@dot.gov>

Required

Graham, Douglas (OST) <douglas.graham@dot.gov>

Required

Inman, Todd (OST) <todd.inman@dot.gov>

Required

Wilkinson, James (OST) <james.wilkinson@dot.gov>

Required

McInerney, Marianne (OST)
<marianne.mcinerney@dot.gov>

Required



Time 11:50 AM – 12:00 PM

Subject Kroger/SDF

Show Time As Busy



Time 12:15 PM – 12:45 PM

Subject SDF Tower Tour

Location Louisville Int'l Airport

Show Time As Busy

From: Money, Jeffrey W <CSA>

Sent: Tuesday, December 12, 2017 12:37 PM

To: Inman, Todd (OST) <todd.inman@dot.gov>

<mailto:todd.inman@dot.gov> >

Subject: Fw: Facility Visit

Mr. Inman,

Mr. Schafer had spoke with Secretary Chao and you last week. During the conversation it was my understanding that Secretary Chao ,may be in the Louisville area in a couple weeks and may have time to visit the Louisville SDF Air Traffic Control Tower.


I have spoke with Mr. Haugen our Operations Manger and discussed reaching out to discuss the time and date if possible to coordinate with our Facility Manager.


Please feel free to contact me at (b) (6) with any questions you may have. Look forward to talking with you soon.

Sincerely,

Jeff Money
SDF Air Traffic Controller
Cell: (b) (6)
Work (b) (6)

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required

 **Time** 12:45 PM – 12:50 PM
Subject SDF/UPS Worldport
Show Time As Busy

 **Time** 1:00 PM – 2:00 PM
Subject UPS Worldport Lunch with Sr. Executives and Flight Simulator Tour
Location UPS WorldPort: 802 Grade Lane, Louisville, KY 40213
Show Time As Busy
UPS Worldport® visit

December 22, 2017

UPS Attendees:

Joe Boyle, President, Worldport

Nick D'Andrea, Vice President, Public Affairs

Jeff Wafford, Manager, Public Affairs

Time

Event

Details

1:00 p.m.

Meet at Welcome Center

Quick Lunch, overview of Worldport and Flight Simulator tour

UPS Welcome Center

802 Grade Lane

Louisville, Kentucky 40213

Contact: Nick D'Andrea

(b) (6)

1:45-2:20 p.m.

Worldport® facility

Small Sort (15 min)

Wing B Platform to view load/unload (10 min)

Customs/Brokerage (10 min)

Continue your journey through the 5.2 million square foot automated express sorting facility that can process 416,000 packages and documents per hour.

2:30 p.m.

Visit concludes (return to UPS Welcome Center)		
Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required



Time 2:00 PM – 2:35 PM
Subject Tour of UPS WorldPort Facility
Location UPS WorldPort: 802 Grade Lane, Louisville, KY 40213
Show Time As Busy
 UPS Worldport® visit
 December 22, 2017

UPS Attendees:

Joe Boyle, President, Worldport

Nick D’Andrea, Vice President, Public Affairs

Jeff Wafford, Manager, Public Affairs

Time

Event

Details

1:00 p.m.

Meet at Welcome Center

Quick Lunch, overview of Worldport and Flight Simulator tour

UPS Welcome Center

802 Grade Lane

Louisville, Kentucky 40213

Contact: Nick D'Andrea

(b) (6)

1:45-2:20 p.m.

Worldport® facility

Small Sort (15 min)

Wing B Platform to view load/unload (10 min)

Customs/Brokerage (10 min)

Continue your journey through the 5.2 million square foot automated express sorting facility that can process 416,000 packages and documents per hour.

2:30 p.m.

Visit concludes (return to UPS Welcome Center)

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required

Time 2:40 PM – 2:50 PM
Subject UPS Worldport/Louisville airport
Show Time As Busy

Time 2:50 PM – 3:40 PM
Subject Skip Miller, Louisville Airport Executive Director
Show Time As Busy

(b) (5)

(b) (5)

Time 3:30 PM – 3:45 PM
Subject Call with Senator Patty Murray
Location (b) (6) - Scheduler Beth Direct Line
Show Time As Busy
Categories Phone Calls
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

Time 4:00 PM – 4:15 PM
Subject Call with Senator Tom Carper
Location Dial (b) (6) - Senator Cell
Show Time As Busy
Background:

Just a check-in before the New Year to see how things are going and potential goals for next year.
Categories Phone Calls
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

Time 4:30 PM – 4:45 PM
Subject Call with Congressman Denny Heck (D-WA)
Location Dial (b) (6) - Congressman District Office Line
Show Time As Busy
To Discuss the DuPont Washington Amtrak Derailment.

The congressman will be in the district so he will be on Pacific Time.

Jaxon Wolfe

Scheduler | Congressman Denny Heck


425 Cannon House Office Building

Office | (b) (6)

Categories Phone Calls

Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

 **Time** 4:45 PM – 5:00 PM

Subject Call with Senator Maria Cantwell

Location Dial: (b) (6) - Scheduler Line


Show Time As Busy

Categories Phone Calls

Attendees


Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

Saturday, December 23, 2017

 **Time** All Day

Subject (b) (6)

Show Time As Busy

 **Time** 5:00 PM – 6:00 PM

Subject (b) (6)

Show Time As Busy

Sunday, December 24, 2017

 **Time** All Day


Subject Christmas Eve

Location United States

Show Time As Free

Categories Holiday

Tuesday, December 26, 2017

 **Time** 8:30 AM – 8:45 AM

Subject PTC Letter Conference Call

Location Dial: (b) (6)

Show Time As Busy

Categories Phone Calls

Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer

Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Kopko, Matthew (OST) <matthew.kopko@dot.gov>	Required
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
Batory, Ronald (FRA) <ronald.batory@dot.gov>	Required
Reyes, Juan D. III (FRA) <j.reyes@dot.gov>	Required

Thursday, December 28, 2017



Time 2:30 PM – 3:00 PM

Subject Call to discuss CES Speeches

Location Dial: (b) (6)

Show Time As Busy

Categories Phone Calls

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Graham, Douglas (OST) <douglas.graham@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

Friday, December 29, 2017



Time 1:30 PM – 2:00 PM

Subject Call with Ron Batory, Geoff Burr, Sean McMaster -10:30PST 1:30EST

Location Dial: (b) (6)

Show Time As Busy

Deva to connect

Categories Phone Calls

Attendees	Name <E-mail>	Attendance
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SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
Batory, Ronald (FRA) <ronald.batory@dot.gov>	Required
Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required

Sunday, December 31, 2017



Time All Day
Subject New Year's Eve
Location United States
Show Time As Free
Categories Holiday



Time 1:15 PM – 1:30 PM
Subject (b) (5) Call
Location Dial: (b) (6)
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Kopko, Matthew (OST) <matthew.kopko@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Rosen, Jeff (OST) <jeff.rosen@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
	Williams, Jane (FTA) <k.jane.williams@dot.gov>	Required
