

SecretaryScheduler (OST) Calendar

SecretaryScheduler@dot.gov

Tuesday, May 1, 2018 – Thursday, May 31, 2018

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

(Adjusted for Daylight Saving Time)

May 2018

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

May 2018

▲ Tue, May 1



All Day [Senate Recess](#)



All Day Private Appointment



Before 8:00 AM Free



8:00 AM – 8:30 AM Free



8:30 AM – 9:00 AM [Sr. Staff](#)

Secretary's Conference Room
SecretaryScheduler (OST)



9:00 AM – 9:30 AM Free



9:30 AM – 10:00 AM [Weekly Modal Administrator's Meeting](#)

Lincoln Room
SecretaryScheduler (OST)



10:00 AM – 11:00 AM [planning & review](#)



11:00 AM – 11:10 AM [Call with Governor Bruce Rauner \(IL\)](#)

Dial: **(b) (6)** - Holly Direct
SecretaryScheduler (OST)



11:10 AM – 11:40 AM Free



11:40 AM – 11:50 AM [Call with Secretary Wilbur Ross](#)

Secretary's Office

☐	11:50 AM – 12:00 PM	Free
☒	12:00 PM – 12:45 PM	FTA Grants Briefing Secretary's Conference Room SecretaryScheduler (OST)
☐	12:45 PM – 1:00 PM	Free
☒	1:00 PM – 1:30 PM	ETD DOT/WH
☐	1:30 PM – 1:45 PM	Free
☒	1:45 PM – 2:00 PM	POTUS Meeting and Photo with Southwest Airlines Flight 1380 Crewmembers and Passengers WH Oval Office
☐	2:00 PM – 2:30 PM	Free
☒	2:30 PM – 3:00 PM	Private Appointment
☒	3:00 PM – 3:20 PM	Larry Kudlow West Wing 2nd floor
☐	3:20 PM – 3:45 PM	Free
☒	3:45 PM – 4:15 PM	Meeting with Dr. Peter Navarro EOOB 160
☐	4:15 PM – 4:45 PM	Free
☒	4:45 PM – 5:30 PM	Private Appointment
☐	5:30 PM – 6:00 PM	Free
☒	6:00 PM – 6:30 PM	Wrap Up Secretar's Conference Room SecretaryScheduler (OST)
☐	After 6:30 PM	Free

Wed, May 2

☐	All Day	Senate Recess
☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff meeting
☐	9:00 AM – 9:30 AM	Free
☒	9:30 AM – 10:00 AM	Swearing-In Ceremonies for new staffers Lincoln Room SecretaryScheduler (OST)
☐	10:00 AM – 10:30 AM	Free
☒	10:30 AM – 11:00 AM	POTUS/VPOTUS Arrival at State Dept - Cabinet Secretaries must arrive before this
☒	11:00 AM – 11:35 AM	Mike Pompeo Swearing in Ceremony as Secretary of State -POTUS/VPOTUS Attending Benjamin Franklin Room: State Department 2201 C Street NW SecretaryScheduler (OST)
☐	11:35 AM – 1:00 PM	Free

☒	1:00 PM – 1:45 PM	Personnel Meeting Secretary's Conference Room SecretaryScheduler (OST)
☐	1:45 PM – 3:10 PM	Free
☒	3:10 PM – 5:05 PM	DCA/SDF SecretaryScheduler (OST)
☐	5:05 PM – 7:00 PM	Free
☒	7:00 PM – 9:00 PM	Louisville/Owensboro SecretaryScheduler (OST)
☐	After 9:00 PM	Free

🌄 Thu, May 3

☐	All Day	Senate Recess
☐	Before 8:00 AM	Free
☐	8:00 AM – 8:25 AM	Free
☒	8:25 AM – 9:30 AM	Owensboro Rooster Booster Breakfast - remarks SecretaryScheduler (OST)
☒	9:30 AM – 10:00 AM	Press avail
☐	10:00 AM – 10:15 AM	Free
☒	10:15 AM – 10:23 AM	Call with Sen Susan Collins Dial: (b) (6) - Elsa to connect SecretaryScheduler (OST)
☐	10:23 AM – 10:30 AM	Free
☒	10:30 AM – 10:35 AM	Call with Sen Todd Young Dial: (b) (6) - Senator Cell SecretaryScheduler (OST)
☐	10:35 AM – 11:45 AM	Free
☒	11:45 AM – 11:55 AM	Call with Sen Maria Cantwell Dial: (b) (6) - Scheduler Ben to Connect SecretaryScheduler (OST)
☐	11:55 AM – 12:25 PM	Free
☒	12:25 PM – 1:30 PM	Paducah Area Chamber of Commerce Luncheon SecretaryScheduler (OST)
☒	1:30 PM – 2:00 PM	Press avail SecretaryScheduler (OST)
☒	2:00 PM – 4:30 PM	Drive time
☒	4:30 PM – 5:15 PM	Bowling Green Transportation & Industry Roundtable SecretaryScheduler (OST)
☒	5:15 PM – 5:30 PM	Press avail SecretaryScheduler (OST)
☐	5:30 PM – 7:00 PM	Free
☒	7:00 PM – 9:00 PM	Private Appointment
☐	After 9:00 PM	Free

📅 **Fri, May 4**

☐	All Day	Senate Recess
☐	All Day	Oaks Day
☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff meeting
☐	9:00 AM – 10:00 AM	Free
☒	10:00 AM – 11:30 AM	Travel time
☒	11:30 AM – 12:30 PM	Roundtable Discussion SecretaryScheduler (OST)
☐	12:30 PM – 12:40 PM	Free
☒	12:40 PM – 12:50 PM	Trolley Tour of Second Street Corridor Project SecretaryScheduler (OST)
☐	12:50 PM – 1:00 PM	Free
☒	1:00 PM – 1:35 PM	Frankfort TIGER Project Tour & Press Event SecretaryScheduler (OST)
☐	1:35 PM – 5:00 PM	Free
☐	5:00 PM – 7:00 PM	Free
☒	7:00 PM – 9:15 PM	Private Appointment
☐	After 9:15 PM	Free

📅 **Sat, May 5**

☒	All Day	Busy
☐	All Day	Kentucky Derby
☒	7:00 AM – 10:00 AM	Office work
☒	10:40 AM – 11:45 AM	Private Appointment
☒	12:20 PM – 7:10 PM	Private Appointment
☒	8:30 PM – 11:00 PM	Private Appointment

📅 **Sun, May 6**

☐	Before 7:00 AM	Free
☒	7:00 AM – 1:30 PM	Office Work
☐	1:30 PM – 2:40 PM	Free
☒	2:40 PM – 4:15 PM	Private Appointment
☐	After 4:15 PM	Free

Mon, May 7

☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff
☒	9:00 AM – 9:30 AM	Private Appointment
☐	9:30 AM – 10:45 AM	Free
☒	10:45 AM – 11:15 AM	Taping of Questions for "It's Academic Quiz Show" Media Center SecretaryScheduler (OST)
☐	11:15 AM – 12:00 PM	Free
☒	12:00 PM – 12:10 PM	Call with Cong Steve Womack Dial: (b) (6) - Main Office Line SecretaryScheduler (OST)
☐	12:10 PM – 1:00 PM	Free
☒	1:00 PM – 1:05 PM	Call with Cong David Price (NC) Dial: (b) (6) - Congressman Cell SecretaryScheduler (OST)
☒	1:05 PM – 1:10 PM	Call with Sen Mark Warner Dial: (b) (6) - EA Malcolm Fouhy to Connect SecretaryScheduler (OST)
☐	1:10 PM – 1:20 PM	Free
☒	1:20 PM – 1:25 PM	Call with Cong Barbara Comstock Dial: (b) (6) - Congresswoman Direct SecretaryScheduler (OST)
☐	1:25 PM – 2:00 PM	Free
☒	2:00 PM – 2:30 PM	Catch-Up Meeting with Burr/Rosen Secretary's Office SecretaryScheduler (OST)
☐	2:30 PM – 3:00 PM	Free
☒	3:00 PM – 4:00 PM	FLOTUS Policy Initiative Rollout Event - Be Best WH East Room
☐	4:00 PM – 5:00 PM	Free
☒	5:00 PM – 5:02 PM	Call with Sen Jerry Moran Dial: (b) (6) - Scheduler Emily Direct SecretaryScheduler (OST)
☒	5:02 PM – 5:03 PM	Call with Senator Pat Roberts Dial: (b) (6) - Main Office Line SecretaryScheduler (OST)
☒	5:03 PM – 5:07 PM	Call with Congressman Mario Diaz-Balart Dial: (b) (6) - Office Main Line SecretaryScheduler (OST)
☒	5:07 PM – 5:11 PM	Call with Senator Hoeven Dial: (b) (6) - Scheduler Sydney Direct SecretaryScheduler (OST)

☒	5:11 PM – 5:16 PM	Call with Congressman Tom Cole (OK) Dial: (b) (6) - Scheduler Sabrina Direct SecretaryScheduler (OST)
☒	5:16 PM – 5:20 PM	Call with Senator Lisa Murkowski Dial: (b) (6) - Scheduler Kristen Direct SecretaryScheduler (OST)
☐	5:20 PM – 5:30 PM	Free
☒	5:30 PM – 5:41 PM	Call with Congressman Kevin Yoder Dial: (b) (6) - Congressman Direct Office Line SecretaryScheduler (OST)
☐	5:41 PM – 5:45 PM	Free
☒	5:45 PM – 5:50 PM	Call with Senator Dan Sullivan
☒	5:50 PM – 5:52 PM	Call with Senator Dean Heller Senator to Dial Main Line SecretaryScheduler (OST)
☐	5:52 PM – 6:00 PM	Free
☒	6:00 PM – 6:30 PM	Wrap Up Secretary's Conference Room SecretaryScheduler (OST)
☒	6:30 PM – 7:30 PM	Private Appointment
☐	7:30 PM – 8:00 PM	Free
☒	8:00 PM – 8:30 PM	Grandmaster Jhoon Rhee Visitation Murphy Funeral Home: 1102 W. Broad Street Falls Church, VA 22046 SecretaryScheduler (OST)
☐	After 8:30 PM	Free

🌟 Tue, May 8

☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Sr. Staff Meeting Secretary's Conference Room SecretaryScheduler (OST)
☐	9:00 AM – 9:30 AM	Free
☒	9:30 AM – 10:00 AM	Weekly Modal Administrator's Meeting Lincoln Conference Room SecretaryScheduler (OST)
☒	10:00 AM – 11:45 AM	Desk Time
☐	11:45 AM – 12:00 PM	Free
☒	12:00 PM – 1:30 PM	Private Appointment
☐	1:30 PM – 2:15 PM	Free
☒	2:15 PM – 2:45 PM	Buy America Executive Order Briefing Secretary's Conference Room SecretaryScheduler (OST)

☐	2:45 PM – 3:00 PM	Free
☒	3:00 PM – 4:00 PM	Communications Update Secretary's Office SecretaryScheduler (OST)
☐	4:00 PM – 5:00 PM	Free
☒	5:00 PM – 5:45 PM	Personnel Meeting Secretary's Conference Room SecretaryScheduler (OST)
☒	5:20 PM – 5:23 PM	Call with Congressman Don Young Dial: (b) (6) - Office Line SecretaryScheduler (OST)
☐	5:45 PM – 6:30 PM	Free
☒	6:30 PM – 8:30 PM	Private Appointment
☐	After 8:30 PM	Free

Wed, May 9

☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Sr Staff meeting
☒	9:00 AM – 10:30 AM	office hours
☐	10:30 AM – 11:00 AM	Free
☒	11:00 AM – 11:30 AM	Utility time WH Cabinet Room SecretaryScheduler (OST)
☐	11:30 AM – 11:37 AM	Free
☒	11:37 AM – 12:50 PM	Cabinet Meeting Cabinet Room
☐	12:50 PM – 1:05 PM	Free
☒	1:05 PM – 1:40 PM	Lunch with Director Larry Kudlow WH Mess - EDR
☐	1:40 PM – 2:30 PM	Free
☒	2:30 PM – 3:40 PM	Drone Pilot Announcement Event DoT West Atrium SecretaryScheduler (OST)
☐	3:40 PM – 4:30 PM	Free
☒	4:30 PM – 4:40 PM	Call with Senator Amy Klobuchar Dial: (b) (6) - Devan to connect SecretaryScheduler (OST)
☐	4:40 PM – 5:00 PM	Free
☐	5:00 PM – 5:15 PM	Free
☒	5:15 PM – 5:45 PM	Briefing on Space Layout Secretary's Conference Room SecretaryScheduler (OST)

☐	5:45 PM – 6:00 PM	Free
☒	6:00 PM – 6:30 PM	Wrap Up Secretary's Conference Room SecretaryScheduler (OST)
☐	After 6:30 PM	Free

📅 Thu, May 10

☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Sr Staff meeting
☐	9:00 AM – 10:15 AM	Free
☒	10:15 AM – 10:45 AM	Dallas Airport Briefing Secretary's Conference Room SecretaryScheduler (OST)
☒	10:45 AM – 11:15 AM	AIP Discretionary Grants Briefing Secretary's Conference Room SecretaryScheduler (OST)
☒	11:15 AM – 11:45 AM	Meeting with Brian Krzanich - CEO, Intel Corporation Secretary's Conference Room SecretaryScheduler (OST)
☐	11:45 AM – 12:30 PM	Free
☒	12:30 PM – 1:30 PM	Private Appointment
☐	1:30 PM – 2:00 PM	Free
☒	2:00 PM – 3:00 PM	Prep for POTUS Automaker Meeting Secretary's Conference Room SecretaryScheduler (OST)
☐	3:00 PM – 3:30 PM	Free
☒	3:30 PM – 4:00 PM	Briefing on IWeek Event Secretary's Conference Room SecretaryScheduler (OST)
☐	4:00 PM – 4:30 PM	Free
☒	4:30 PM – 5:00 PM	FY 2020 Internal Budget Process Briefing Secretary's Conference Room SecretaryScheduler (OST)
☒	5:00 PM – 6:00 PM	Desk time
☒	6:00 PM – 6:30 PM	Wrap Up Secretary's Conference Room SecretaryScheduler (OST)
☐	After 6:30 PM	Free

📅 Fri, May 11

☐	Before 8:00 AM	Free
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☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Sr Staff meeting
☒	9:00 AM – 10:45 AM	Staff time
☐	10:45 AM – 11:15 AM	Free
☒	11:15 AM – 11:35 AM	Meeting with Sergio Marchionne – CEO, Fiat Chrysler WH West Wing Lobby
☐	11:35 AM – 11:45 AM	Free
☒	11:45 AM – 12:45 PM	POTUS Roundtable Event with Automaker CEOs WH Roosevelt Room SecretaryScheduler (OST)
☐	12:45 PM – 1:50 PM	Free
☒	1:50 PM – 2:00 PM	Private Appointment
☒	2:00 PM – 4:30 PM	Office work
☒	4:30 PM – 4:46 PM	Private Appointment
☐	4:46 PM – 5:00 PM	Free
☐	5:00 PM – 7:00 PM	Free
☒	7:00 PM – 8:30 PM	Private Appointment
☐	After 8:30 PM	Free

📅 Sat, May 12

☐	Before 7:00 AM	Free
☒	7:00 AM – 9:00 AM	Office work
☐	9:00 AM – 10:00 AM	Free
☒	10:00 AM – 4:30 PM	Private Appointment
☐	4:30 PM – 5:30 PM	Free
☒	5:30 PM – 7:30 PM	Private Appointment
☐	After 7:30 PM	Free

📅 Sun, May 13

☐	All Day	Mother's Day United States
☐	All Day	(b) (6)
☒	Before 12:30 AM	
☒	Before 12:30 AM	
☐	12:30 AM – 7:00 AM	Free
☒	7:00 AM – 5:00 PM	Office Work
☐	5:00 PM – 7:00 PM	Free
☒	7:00 PM – 9:00 PM	Private Appointment



After 9:00 PM Free

▲ **Mon, May 14**



Before 12:30 AM



12:30 AM – 8:00 AM Free



8:00 AM – 10:00 AM Free



10:00 AM – 11:00 AM Private Appointment



11:00 AM – 11:30 AM Free



11:30 AM – 2:00 PM [Planning & Review](#)



2:00 PM – 2:15 PM Free



2:15 PM – 2:45 PM [IWeek 1:1 Conversation](#)

Union Station

SecretaryScheduler (OST)



2:45 PM – 3:30 PM Free



3:30 PM – 3:40 PM [Call with Chairman Bill Shuster](#)

Dial: (b) (6) - rings to EA Rebekah

SecretaryScheduler (OST)



3:40 PM – 4:00 PM Free



4:00 PM – 5:00 PM [Catch-Up Meeting with senior staff](#)

SecretaryScheduler (OST)



5:00 PM – 5:30 PM [Personnel Meeting](#)

Secretary's Conference Room

SecretaryScheduler (OST)



5:30 PM – 6:00 PM Free



6:00 PM – 6:30 PM [Wrap Up](#)

Secretary's Conference Room

SecretaryScheduler (OST)



6:30 PM – 7:00 PM Free



7:00 PM – 8:00 PM Private Appointment



8:00 PM – 8:15 PM Free



8:15 PM – 9:00 PM [Bret Baier "Three Days in Moscow" Book Launch](#)

[Celebration](#)

Marriott Marquis Liberty Ballroom - 901

Massachusetts Ave NW, Washington, DC 20001

SecretaryScheduler (OST)



After 9:00 PM Free

▲ **Tue, May 15**



All Day [National Fraternal Order of Police National Peace Officers' Memorial Service](#)

United States Capitol - West Front

SecretaryScheduler (OST)

☐	Before 8:00 AM	Free
☐	8:00 AM – 9:30 AM	Free
☒	9:30 AM – 10:00 AM	Weekly Modal Administrator's Meeting Lincoln Conference Room SecretaryScheduler (OST)
☒	10:00 AM – 10:30 AM	Scheduling Meeting Secretary's Office SecretaryScheduler (OST)
☒	10:30 AM – 11:30 AM	PLanning & Review
☐	11:30 AM – 12:00 PM	Free
☒	12:00 PM – 2:00 PM	Congressional Club Luncheon in honor of FLOTUS
☐	2:00 PM – 2:30 PM	Free
☒	2:30 PM – 3:00 PM	DoC National AAPI Business Summit U.S. Department of commerce: 1401 Constitution Ave NW, Washington, DC 20230 SecretaryScheduler (OST)
☐	3:00 PM – 3:30 PM	Free
☒	3:30 PM – 4:30 PM	Desk time
☐	4:30 PM – 4:45 PM	Free
☒	4:45 PM – 5:30 PM	CACA Spirit of America Award Presentation Lincoln Room SecretaryScheduler (OST)
☒	5:30 PM – 5:50 PM	(b) (6) Retirement Photo with S1 Secretary's Office SecretaryScheduler (OST)
☐	5:50 PM – 6:00 PM	Free
☒	6:00 PM – 6:30 PM	Wrap Up Secretary's Conference Room SecretaryScheduler (OST)
☐	6:30 PM – 7:00 PM	Free
☒	7:00 PM – 9:00 PM	Phillips Collection 2018 Gala Diplomatic Dinner hosted by Amb. Joe Hockey & Melissa Babbage Embassy of Australia SecretaryScheduler (OST)
☐	After 9:00 PM	Free

📅 Wed, May 16

☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff
☒	9:00 AM – 10:30 AM	Planning & Review

☒	10:30 AM – 11:00 AM	DoT Small Business Opportunities Event DoT West Atrium SecretaryScheduler (OST)
☐	11:00 AM – 11:30 AM	Free
☒	11:30 AM – 12:30 PM	MARAD School Ship Briefing Secretary's Conference Room SecretaryScheduler (OST)
☐	12:30 PM – 2:00 PM	Free
☒	2:00 PM – 2:50 PM	DoT APA Opportunities Event DoT West Atrium SecretaryScheduler (OST)
☒	2:50 PM – 3:00 PM	Photo with (b) (6) & Daughter (b) (6) After APA Event Media Center SecretaryScheduler (OST)
☐	3:00 PM – 3:45 PM	Free
☒	3:45 PM – 4:00 PM	Drop By: Kentuckians for Better Transport Meeting Lincoln Room SecretaryScheduler (OST)
☐	4:00 PM – 5:00 PM	Free
☒	5:00 PM – 5:30 PM	Interview with (b) (6) - Candidate for EA Secretary's Office SecretaryScheduler (OST)
☐	5:30 PM – 6:00 PM	Free
☒	6:00 PM – 6:30 PM	Wrap-up
☐	6:30 PM – 7:00 PM	Free
☒	7:00 PM – 8:30 PM	Private Appointment
☐	After 8:30 PM	Free

📅 Thu, May 17

☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff
☒	9:00 AM – 12:30 PM	Planning & Review
☒	11:20 AM – 11:30 AM	Call with Congressman Kevin McCarthy Dial (b) (6) - Alexandra Direct SecretaryScheduler (OST)
☒	12:30 PM – 1:00 PM	DOT/Lunch
☒	1:00 PM – 2:00 PM	Lunch Meeting hosted by Latvian Amb. Andris Teikmanis and Ambassadors from the Bucharest 9 (B9) Latvian Ambassador's Residence: (b) (6) SecretaryScheduler (OST)
☐	2:00 PM – 2:15 PM	Free

☒	2:15 PM – 2:45 PM	Lunch/DOT
☒	2:45 PM – 3:45 PM	INFRA Briefing Secretary's Conference Room SecretaryScheduler (OST)
☐	3:45 PM – 4:00 PM	Free
☒	4:00 PM – 4:30 PM	Meeting with Japanese Amb Shinsuke Sugiyama Secretary's Office SecretaryScheduler (OST)
☐	4:30 PM – 4:35 PM	Free
☒	4:35 PM – 4:40 PM	Photo with Matt Kopko Secretary's Office SecretaryScheduler (OST)
☐	4:40 PM – 4:45 PM	Free
☒	4:45 PM – 4:55 PM	Call with Sen Mike Crapo Dial: (b) (6) - Senator Crapo Cell SecretaryScheduler (OST)
☐	4:55 PM – 5:00 PM	Free
☒	5:00 PM – 6:00 PM	Desk Time
☒	6:00 PM – 6:30 PM	Wrap Up Secretary's Conference Room SecretaryScheduler (OST)
☐	6:30 PM – 7:00 PM	Free
☒	7:00 PM – 9:00 PM	FAPAC Keynote SecretaryScheduler (OST)
☐	After 9:00 PM	Free

🌞 Fri, May 18

☐	Before 8:00 AM	Free
☒	8:00 AM – 9:00 AM	Squawk Box Interview CNBC Studio: 400 North Capital St NW, Washington, DC 20001 SecretaryScheduler (OST)
☒	9:00 AM – 11:00 AM	Planning and Review
☒	11:00 AM – 11:30 AM	Meeting with Darius Adamczyk - President and CEO, Honeywell Secretary's Conference Room SecretaryScheduler (OST)
☒	11:30 AM – 12:30 PM	Desk Time
☒	12:30 PM – 1:30 PM	Meeting with Mary Barra - Chairman & CEO, GM Secretary's Conference Room SecretaryScheduler (OST)
☐	1:30 PM – 1:50 PM	Free
☒	1:50 PM – 2:20 PM	DOT/DCA
☐	2:20 PM – 3:00 PM	Free

☒	3:00 PM – 4:41 PM	DCA/PVD SecretaryScheduler (OST)
☐	4:41 PM – 4:45 PM	Free
☒	4:45 PM – 5:45 PM	Travel time
☐	5:45 PM – 6:30 PM	Free
☒	6:30 PM – 9:00 PM	Bryant University Commencement Dinner Bryant University: Bello Center Stepan Grand Hall: 1150 Douglas Pike Smithfield, RI 02917 SecretaryScheduler (OST)
☐	After 9:00 PM	Free

📅 Sat, May 19

☐	Before 9:15 AM	Free
☒	9:15 AM – 9:30 AM	Robing & Photos Fisher Center 2A/2B SecretaryScheduler (OST)
☒	9:30 AM – 10:00 AM	View Procession from student center to main tent Brant University SecretaryScheduler (OST)
☒	10:00 AM – 11:00 AM	Bryant University Commencement Ceremony Bryant University, RI SecretaryScheduler (OST)
☐	11:00 AM – 1:45 PM	Free
☒	1:45 PM – 3:20 PM	DELAYED PVD/DCA PVD/DCA SecretaryScheduler (OST)
☐	3:20 PM – 3:40 PM	Free
☒	3:40 PM – 4:25 PM	Private Appointment
☐	4:25 PM – 6:45 PM	Free
☒	6:45 PM – 7:30 PM	Reception WH Blue Room
☒	7:30 PM – 9:00 PM	POTUS Dinner WH Blue Room
☒	9:00 PM – 11:00 PM	Movie: White House Movie Theatre
☐	After 11:00 PM	Free

📅 Sun, May 20

☐	Before 9:00 AM	Free
☒	9:00 AM – 7:00 PM	Office Work
☐	After 7:00 PM	Free

▲ **Mon, May 21**

☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff
☒	9:00 AM – 10:00 AM	Staff time
☐	10:00 AM – 10:35 AM	Free
☒	10:35 AM – 11:35 AM	Swearing In Ceremony for DCIA Gina Haspel - POTUS/VPOTUS to attend CIA HQ - Langley, VA
☐	11:35 AM – 12:00 PM	Free
☒	12:00 PM – 1:00 PM	Lunch with Jody Olsen - Director, U.S. Peace Corps Peace Corps: 1111 20th St NW, Washington, DC - Directors Conference on 8th Floor SecretaryScheduler (OST)
☐	1:00 PM – 1:45 PM	Free
☒	1:45 PM – 2:15 PM	Personnel Meeting Secretary's Conference Room SecretaryScheduler (OST)
☐	2:15 PM – 2:30 PM	Free
☒	2:30 PM – 3:00 PM	Private Appointment
☐	3:00 PM – 3:30 PM	Free
☒	3:30 PM – 4:00 PM	Meeting with Governor Phil Bryant (MS) Secretary's Conference Room SecretaryScheduler (OST)
☐	4:00 PM – 5:00 PM	Free
☒	5:00 PM – 6:00 PM	INFRA Briefing Secretary's Conference Room SecretaryScheduler (OST)
☒	6:00 PM – 6:30 PM	Wrap Up Secretary's Conference Room SecretaryScheduler (OST)
☐	6:30 PM – 6:45 PM	Free
☒	6:45 PM – 8:40 PM	Henry Kissinger's 95th Birthday Celebration at CSIS CSIS: 1616 Rhode Island Ave, NW, Washington, DC 20036 SecretaryScheduler (OST)
☐	After 8:40 PM	Free

▲ **Tue, May 22**

☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff

☐	9:00 AM – 9:30 AM	Free
☒	9:30 AM – 9:50 AM	Meet & greet & Photo with Maritime Academy Presidents Lincoln Room SecretaryScheduler (OST)
☐	9:50 AM – 10:00 AM	Free
☒	10:00 AM – 10:30 AM	MARAD 48th Observance of Nat'l Maritime Day DoT West Atrium SecretaryScheduler (OST)
☒	10:30 AM – 11:00 AM	Meeting with David Seaton - Chairman & CEO, Fluor Corporation Secretary's Conference Room
☒	11:00 AM – 11:35 AM	Henry Clay Students Meet with Secretary Chao Lincoln Room SecretaryScheduler (OST)
☐	11:35 AM – 12:00 PM	Free
☒	12:00 PM – 1:00 PM	Private Appointment
☒	1:00 PM – 2:00 PM	Desk time
☐	2:00 PM – 2:30 PM	Free
☒	2:30 PM – 3:00 PM	FMCSA Division Administrator's National Meeting FMCSA National Training Center, Arlington, VA 22201 SecretaryScheduler (OST)
☐	3:00 PM – 3:50 PM	Free
☒	3:50 PM – 4:30 PM	Scheduling Meeting Secretary's Office SecretaryScheduler (OST)
☐	4:30 PM – 5:00 PM	Free
☐	5:00 PM – 5:10 PM	Free
☒	5:10 PM – 5:55 PM	Meeting with Alan Hanson Secretary's Office SecretaryScheduler (OST)
☐	5:55 PM – 6:00 PM	Free
☒	6:00 PM – 6:30 PM	Wrap Up Secretary's Conference Room SecretaryScheduler (OST)
☒	6:15 PM – 6:25 PM	Call with Cong Mario Diaz-Balart Dail (b) (6) SecretaryScheduler (OST)
☐	6:30 PM – 7:00 PM	Free
☒	7:00 PM – 8:30 PM	Private Appointment
☐	After 8:30 PM	Free

Wed, May 23

☐ Before 8:00 AM Free

☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff
☐	9:00 AM – 9:30 AM	Free
☒	9:30 AM – 10:00 AM	Swearing-In Ceremonies for new staff Lincoln Room SecretaryScheduler (OST)
☒	10:00 AM – 10:20 AM	Meeting with Richard Balzano Secretary's Office
☒	10:20 AM – 10:45 AM	Meeting with Jeff Rosen Secretary's Office SecretaryScheduler (OST)
☒	10:45 AM – 11:15 AM	PTC Update Briefing Secretary's Conference Room SecretaryScheduler (OST)
☒	11:15 AM – 11:25 AM	Call with Senator Ben Cardin Dial: (b) (6) - Scheduler Debbie Direct SecretaryScheduler (OST)
☐	11:25 AM – 11:30 AM	Free
☒	11:30 AM – 11:40 AM	Private Appointment
☐	11:40 AM – 1:25 PM	Free
☒	1:25 PM – 4:55 PM	Private Appointment
☐	4:55 PM – 5:00 PM	Free
☒	5:00 PM – 8:00 PM	Free
☒	8:00 PM – 9:30 PM	Private Appointment
☐	After 9:30 PM	Free

Thu, May 24

☐	Before 12:55 AM	Free
☒	At 12:55 AM	Private Appointment
☐	12:55 AM – 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff
☐	9:00 AM – 10:00 AM	Free
☒	10:00 AM – 11:30 AM	Private Appointment
☐	11:30 AM – 12:00 PM	Free
☒	12:00 PM – 12:30 PM	Private Appointment
☐	12:30 PM – 2:00 PM	Free
☒	2:00 PM – 3:30 PM	Private Appointment
☒	3:30 PM – 4:30 PM	Private Appointment
☐	4:30 PM – 5:00 PM	Free
☒	5:00 PM – 5:30 PM	Private Appointment

☐ After 5:30 PM Free

📅 **Fri, May 25**

☐ Before 12:55 AM Free

☒ 12:55 AM – 1:55 AM Private Appointment

☐ 1:55 AM – 8:00 AM Free

☐ 8:00 AM – 8:30 AM Free

☒ 8:30 AM – 9:00 AM [Senior Staff](#)

☐ 9:00 AM – 10:00 AM Free

☒ 10:00 AM – 10:30 AM Private Appointment

☐ 10:30 AM – 11:00 AM Free

☒ 11:00 AM – 11:45 AM Private Appointment

☐ 11:45 AM – 2:02 PM Free

☒ 2:02 PM – 6:52 PM Private Appointment

☐ After 6:52 PM Free

📅 **Sat, May 26**

☐ Before 7:00 AM Free

☒ 7:00 AM – 12:00 PM [Office work](#)

☐ 12:00 PM – 12:20 PM Free

☒ 12:20 PM – 12:35 PM Private Appointment

☐ 12:35 PM – 1:00 PM Free

☒ 1:00 PM – 5:00 PM [Office Work](#)

☐ 5:00 PM – 5:30 PM Free

☒ 5:30 PM – 7:30 PM Private Appointment

☐ After 7:30 PM Free

📅 **Sun, May 27**

☐ Before 7:00 AM Free

☒ 7:00 AM – 12:00 PM [Office Work](#)

☐ 12:00 PM – 12:50 PM Free

☒ 12:50 PM – 2:50 PM Private Appointment

☐ 2:50 PM – 3:00 PM Free

☒ 3:00 PM – 6:00 PM [Office Work](#)

☐ 6:00 PM – 6:30 PM Free

☒ 6:30 PM – 8:50 PM Private Appointment

☐ After 8:50 PM Free

📅 **Mon, May 28**

☐	All Day	Senate Recess
☐	All Day	Memorial Day United States
☐	Before 8:00 AM	Free
☐	8:00 AM – 11:00 AM	Free
☒	11:00 AM – 12:00 PM	2018 MEMORIAL DAY COMMEMORATION Intrepid Sea, Air & Space Museum, West 46th & 12th Avenue, New York City SecretaryScheduler (OST)
☐	12:00 PM – 12:30 PM	Free
☒	12:30 PM – 2:00 PM	Private Appointment
☐	2:00 PM – 2:40 PM	Free
☒	2:40 PM – 3:15 PM	Private Appointment
☐	3:15 PM – 5:00 PM	Free
☐	5:00 PM – 6:30 PM	Free
☒	6:30 PM – 7:30 PM	Private Appointment
☐	After 7:30 PM	Free

📅 **Tue, May 29**

☐	All Day	Senate Recess
☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff
☐	9:00 AM – 9:30 AM	Free
☒	9:30 AM – 11:30 AM	office work
☐	11:30 AM – 12:00 PM	Free
☒	12:00 PM – 1:00 PM	Private Appointment
☐	1:00 PM – 1:05 PM	Free
☒	1:05 PM – 3:14 PM	Private Appointment
☐	3:14 PM – 3:30 PM	Free
☒	3:30 PM – 6:00 PM	office work
☒	6:00 PM – 6:30 PM	Wrap-up
☐	6:30 PM – 7:00 PM	Free
☒	7:00 PM – 9:00 PM	Private Appointment
☐	After 9:00 PM	Free

Wed, May 30

☐	All Day	Senate Recess
☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff
☒	9:00 AM – 11:00 AM	office work
☒	11:00 AM – 11:30 AM	INFRA Briefing SecretaryScheduler (OST)
☐	11:30 AM – 12:00 PM	Free
☒	12:00 PM – 2:00 PM	Private Appointment
☒	2:00 PM – 3:00 PM	office work
☐	3:00 PM – 3:50 PM	Free
☒	3:50 PM – 5:05 PM	Private Appointment
☐	5:05 PM – 6:00 PM	Free
☒	6:00 PM – 6:30 PM	Wrap-up
☐	6:30 PM – 7:00 PM	Free
☒	7:00 PM – 7:30 PM	Cocktails in Honor of Maggie Cordish hosted by Amb. David O'Sullivan and Agnes O'Hare Residence of the European Union: 2534 Belmont Road, NW, Washington, DC 20008 SecretaryScheduler (OST)
☒	7:30 PM – 9:45 PM	Dinner in Honor of Maggie Cordish hosted by Amb. David O'Sullivan and Agnes O'Hare Residence of the European Union, Washington, DC 20008 SecretaryScheduler (OST)
☐	After 9:45 PM	Free

Thu, May 31

☐	All Day	Senate Recess
☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff
☒	9:00 AM – 12:00 PM	Planning & Review
☐	12:00 PM – 12:30 PM	Free
☒	12:30 PM – 1:30 PM	Lunch with President Thomas LeBlanc (GWU) Secretary's Office SecretaryScheduler (OST)
☐	1:30 PM – 2:00 PM	Free
☒	2:00 PM – 2:30 PM	Meeting with Carlos Diaz-Rosillo Secretary's Office
☒	2:30 PM – 3:30 PM	Desk time

☐	3:30 PM – 3:45 PM	Free
☒	3:45 PM – 4:15 PM	Personnel Meeting Secretary's office SecretaryScheduler (OST)
☐	4:15 PM – 4:30 PM	Free
☒	4:30 PM – 5:00 PM	Interview with (b) (6) - Candidate for Aa Airports at FAA Secretary's Office SecretaryScheduler (OST)
☐	5:00 PM – 5:15 PM	Free
☒	5:15 PM – 5:20 PM	Call with Rep. David Kustoff (TN-8) Dial: (b) (6) - Congressman Cell SecretaryScheduler (OST)
☐	5:20 PM – 5:30 PM	Free
☒	5:30 PM – 5:40 PM	Call with Senator Van Hollen (240) (b) (6) Senator's cell SecretaryScheduler (OST)
☐	5:40 PM – 6:30 PM	Free
☒	6:30 PM – 7:30 PM	Nat'l Committee on U.S.-China Relations U.S. Foreign Policy Colloquium (FPC) Elliott School of Int'l Affairs SecretaryScheduler (OST)
☐	After 7:30 PM	Free

Details

Tuesday, May 1, 2018

 **Time** 5/1/2018 12:00 AM – 5/5/2018 12:00 AM
Subject Senate Recess
Show Time As Free

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

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required

Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
McInerney, Marianne (OST) (marianne.mcinerney@dot.gov) <marianne.mcinerney@dot.gov>	Required
Nelson, Keith (OST) <keith.nelson@dot.gov>	Required



Time	9:30 AM – 10:00 AM	
Subject	Weekly Modal Administrator's Meeting	
Location	Lincoln Room	
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
	Hendrickson, Brandye (FHWA) <Brandye.Hendrickson@dot.gov>	Required
	Hildebrand, Vicki (OST) <victoria.hildebrand@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@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 (OST) <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

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> (b) (6)	Required
Szabat, Joel (OST) <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> (b) (6)	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
Batory, Ronald (FRA) <ronald.batory@dot.gov>	Required
Kramer, John (OST) <John.Kramer@dot.gov>	Required
Elwell, Daniel <AWA> <Daniel.Elwell@faa.gov>	Required
Basile, Gabrielle (OST) <gabrielle.basile@dot.gov>	Required
Martinez, Raymond P. (FMCSA) <Raymond.Martinez@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Edwards, Sara (OST) <sara.edwards@dot.gov>	Required
Balzano, Richard (MARAD) <Richard.Balzano@dot.gov>	Required
Gautreaux, Cathy F. (FMCSA) <cathy.gautreaux@dot.gov>	Required



Time 10:00 AM – 11:00 AM

Subject planning & review
Show Time As Busy

▲ **Time** 11:00 AM – 11:10 AM
Subject Call with Governor Bruce Rauner (IL)
Location Dial: (b) (6) - Holly Direct
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
Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required

▲ **Time** 11:40 AM – 11:50 AM
Subject Call with Secretary Wilbur Ross
Location Secretary's Office
Show Time As Busy
Categories Phone Calls

▲ **Time** 12:00 PM – 12:45 PM
Subject FTA Grants Briefing
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
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Kopko, Matthew (OST) <matthew.kopko@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Newman, Philip (FTA) <philip.newman@dot.gov>	Required

Owens, James (OST) <James.Owens@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Williams, Jane (FTA) <k.jane.williams@dot.gov>	Required
Garg, Arjun (FTA) <arjun.garg@dot.gov>	Required
Welbes, Matt (FTA) <Matt.Welbes@dot.gov>	Optional

▲

Time

1:00 PM – 1:30 PM

Subject

ETD DOT/WH

Show Time As

Busy

▲

Time

1:45 PM – 2:00 PM

Subject

POTUS Meeting and Photo with Southwest Airlines Flight 1380 Crewmembers and Passengers

Location

WH Oval Office

Show Time As

Busy

▲

Time

3:00 PM – 3:20 PM

Subject

Larry Kudlow

Location

West Wing 2nd floor

Show Time As

Busy

▲

Time

3:45 PM – 4:15 PM

Subject

Meeting with Dr. Peter Navarro

Location

EEOB 160

Show Time As

Busy

▲

Time

6:00 PM – 6:30 PM

Subject

Wrap Up

Location

Secretar's Conference Room

Show Time As

Busy

Attendees

Name <E-mail>

SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>

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

Deputy Scheduler <DeputyScheduler@dot.gov>

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

Attendance

Organizer

Required

Required

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
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

Wednesday, May 2, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff meeting
Show Time As Busy

▲ **Time** 9:30 AM – 10:00 AM
Subject Swearing-In Ceremonies for new staffers
Location Lincoln Room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Simpson, Joan (OST) <Joan.Simpson@dot.gov>	Required
	Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
	Simon, Doug (OST) <doug.simon@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Washington, Keith (OST) <Keith.Washington@dot.gov>	Required
	Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required
	Graham, Douglas (OST) <douglas.graham@dot.gov>	Required

DOT-Political-Appointees	Required
(b) (6)	
Morgan, Owen (OST) <owen.morgan@dot.gov>	Optional
Morrison, Jonathan (NHTSA) <Jonathan.Morrison@dot.gov>	Optional
Morris, Willis (OST) <willis.morris@dot.gov>	Optional
Curto, Michael (OST) <Michael.Curto@dot.gov>	Optional
Plans, Barry (OST) <barry.plans@dot.gov>	Optional
Burnett, Douglas (MARAD) <Douglas.Burnett@dot.gov>	Optional
Pearce, Drue (PHMSA) <drue.pearce@dot.gov>	Optional
Cheap, Casey (OST) <casey.cheap@dot.gov>	Optional
Poole, Sean (FMCSA) <sean.poole@dot.gov>	Optional
Basile, Gabrielle (OST) <gabrielle.basile@dot.gov>	Optional
Yonkovich, Nick (OST) <Nick.Yonkovich@dot.gov>	Optional
Cipriano, Peter (FRA) <peter.cipriano@dot.gov>	Optional
Reyes, Juan D. III (FRA) <j.reyes@dot.gov>	Optional
Williams, Jane (FTA) <k.jane.williams@dot.gov>	Optional
Fulton, Finch (OST) <Finch.Fulton@dot.gov>	Optional
Kopko, Matthew (OST) <matthew.kopko@dot.gov>	Optional
Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Optional
Kloster, Andrew (OST) <andrew.kloster@dot.gov>	Optional
Buzby, Mark (MARAD) <mark.buzby@dot.gov>	Optional
Brown, Chris C <AWA> <chris.c.brown@faa.gov>	Optional
Edwards, Bailey <AWA> <Bailey.Edwards@faa.gov>	Optional

Smith, Loren (OST) <Loren.Smith@dot.gov>	Optional
Barnard, Brian (NHTSA) <brian.barnard@dot.gov>	Optional
Elwell, Daniel <AWA> <Daniel.Elwell@faa.gov>	Optional
Batory, Ronald (FRA) <ronald.batory@dot.gov>	Optional
Smith, Geoff (OST) <geoff.smith@dot.gov>	Optional
Owens, James (OST) <James.Owens@dot.gov>	Optional
Kan, Derek (OST) <derek.kan@dot.gov>	Optional
Flowers, Darien <Darien.Flowers@dot.gov>	Optional
King, Heidi (NHTSA) <heidi.king@dot.gov>	Optional
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Optional
Newman, Philip (OST) <philip.newman@dot.gov>	Optional
Siegrist, Ben (OST) <ben.siegrist@dot.gov>	Optional
Worthy, Sharon (FMCSA) <sharon.worthy@dot.gov>	Optional
Fink, Andrew (OST) <andrew.fink@dot.gov>	Optional
Bradford, Stephen (OST) <stephen.bradford@dot.gov>	Optional
Mitton, Chris (OST) <chris.mitton@dot.gov>	Optional
Gray, Jacquitta CTR (FRA) <jacquitta.gray.ctr@dot.gov>	Optional
Deck, Wiley (FMCSA) <wiley.deck@dot.gov>	Optional
James, Charles (OST) <charles.james@dot.gov>	Optional
Martinez, Raymond P. (FMCSA) <Raymond.Martinez@dot.gov>	Optional
Photography (OST) <Photography@dot.gov>	Required



Time 10:30 AM – 11:00 AM
Subject POTUS/VPOTUS Arrival at State Dept - Cabinet Secretaries must arrive before this

Show Time As Busy

▲ **Time** 11:00 AM – 11:35 AM
 Subject Mike Pompeo Swearing in Ceremony as Secretary of State -
 POTUS/VPOTUS Attending
 Location Benjamin Franklin Room: State Department 2201 C Street NW
Show Time As Busy
 Categories Important
 Attendees

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

▲ **Time** 1:00 PM – 1:45 PM
 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
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Simon, Doug (OST) <doug.simon@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional

▲ **Time** 3:10 PM – 5:05 PM
 Subject DCA/SDF
Show Time As Busy
 Categories Travel
 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

▲ **Time** 7:00 PM – 9:00 PM
Subject Louisville/Owensboro
Show Time As Busy
Categories Travel
Attendees

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

Thursday, May 3, 2018

▲ **Time** 8:25 AM – 9:30 AM
Subject Owensboro Rooster Booster Breakfast - remarks
Show Time As Busy
Categories Speech
Attendees

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

▲ **Time** 9:30 AM – 10:00 AM
Subject Press avail
Show Time As Busy

▲ **Time** 10:15 AM – 10:23 AM
Subject Call with Sen Susan Collins
Location Dial: (b) (6) - Elsa to connect
Show Time As Busy
Categories Phone Calls
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Newman, Philip (FTA) <philip.newman@dot.gov>	Required
Williams, Jane (FTA) <k.jane.williams@dot.gov>	Required

▲ **Time** 10:30 AM – 10:35 AM

Subject Call with Sen Todd Young
Location Dial: (b) (6) - Senator Cell
Show Time As Busy
Categories Phone Calls
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Williams, Jane (FTA) <k.jane.williams@dot.gov>	Required
Newman, Philip (FTA) <philip.newman@dot.gov>	Required

▲ **Time** 11:45 AM – 11:55 AM
Subject Call with Sen Maria Cantwell
Location Dial: (b) (6) - Scheduler Ben to Connect
Show Time As Busy
Categories Phone Calls
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Williams, Jane (FTA) <k.jane.williams@dot.gov>	Required
Newman, Philip (FTA) <philip.newman@dot.gov>	Required

▲ **Time** 12:25 PM – 1:30 PM
Subject Paducah Area Chamber of Commerce Luncheon
Show Time As Busy
Categories Speech
Attendees

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

▲ **Time** 1:30 PM – 2:00 PM
Subject Press avail
Show Time As Busy
Attendees

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

▲ **Time** 2:00 PM – 4:30 PM
Subject Drive time
Show Time As Busy

▲ **Time** 4:30 PM – 5:15 PM
Subject Bowling Green Transportation & Industry Roundtable
Show Time As Busy
Categories Speech

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Fink, Andrew (OST) <andrew.fink@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
	Graham, Douglas (OST) <douglas.graham@dot.gov>	Required

▲ **Time** 5:15 PM – 5:30 PM
Subject Press avail
Show Time As Busy

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

Friday, May 4, 2018

▲ **Time** All Day

Subject Oaks Day
Recurrence Occurs the first Friday of May effective 5/4/2018 until 5/4/2018
Show Time As Free

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff meeting
Show Time As Busy

▲ **Time** 10:00 AM – 11:30 AM
Subject Travel time
Show Time As Busy

▲ **Time** 11:30 AM – 12:30 PM
Subject Roundtable Discussion
Show Time As Busy
Categories Speech
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Siegrist, Ben (OST) <ben.siegrist@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required

▲ **Time** 12:40 PM – 12:50 PM
Subject Trolley Tour of Second Street Corridor Project
Show Time As Busy
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Siegrist, Ben <ben.siegrist@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required

▲ **Time** 1:00 PM – 1:35 PM

Subject Frankfort TIGER Project Tour & Press Event
Show Time As Busy
Categories Speech

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Furman, Jon (OST) <jon.furman@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
	Siegrist, Ben (OST) <ben.siegrist@dot.gov>	Required

Saturday, May 5, 2018

▲ **Time** All Day
Subject (No Subject)
Show Time As Busy

▲ **Time** All Day
Subject Kentucky Derby
Recurrence Occurs the first Saturday of May effective 5/5/2018 until 5/5/2018
Show Time As Free

▲ **Time** 7:00 AM – 10:00 AM
Subject Office work
Show Time As Busy

Sunday, May 6, 2018

▲ **Time** 7:00 AM – 1:30 PM
Subject Office Work
Show Time As Busy

Monday, May 7, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Show Time As Busy

▲ **Time** 10:45 AM – 11:15 AM
Subject Taping of Questions for "It's Academic Quiz Show"

Location Media Center
Show Time As Busy

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
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Kuo, Monica (OST) <monica.kuo@dot.gov>	Required
	Pillai, Anil (OST) <Anil.Pillai@dot.gov>	Optional
	Cauthorne, Derrick (OST) <Derrick.Cauthorne@dot.gov>	Optional
	Miller, Kristopher (OST) <kristopher.miller.ctr@dot.gov>	Optional
	Basile, Gabrielle (OST) <gabrielle.basile@dot.gov>	Optional

▲ **Time** 12:00 PM – 12:10 PM
Subject Call with Cong Steve Womack
Location Dial: (b) (6) - Main Office Line
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
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

▲ **Time** 1:00 PM – 1:05 PM
Subject Call with Cong David Price (NC)
Location Dial: (b) (6) - Congressman Cell
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
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

▲ **Time** 1:05 PM – 1:10 PM
Subject Call with Sen Mark Warner
Location Dial: (b) (6) - EA Malcolm Fouhy to Connect
Show Time As Busy
Categories Phone Calls

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

▲ **Time** 1:20 PM – 1:25 PM
Subject Call with Cong Barbara Comstock
Location Dial: (b) (6) - Congresswoman Direct
Show Time As Busy
Categories Phone Calls

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

▲ **Time** 2:00 PM – 2:30 PM
Subject Catch-Up Meeting with Burr/Rosen
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
	Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional

▲ **Time** 5:07 PM – 5:11 PM
 Subject Call with Senator Hoeven
 Location Dial: (b) (6) - Scheduler Sydney Direct
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
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

▲ **Time** 5:11 PM – 5:16 PM
 Subject Call with Congressman Tom Cole (OK)
 Location Dial: (b) (6) - Scheduler Sabrina Direct
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
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

▲ **Time** 5:16 PM – 5:20 PM
 Subject Call with Senator Lisa Murkowski
 Location Dial: (b) (6) - Scheduler Kristen Direct
Show Time As Busy
 Categories Phone Calls
 Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

▲ **Time** 5:30 PM – 5:41 PM
 Subject Call with Congressman Kevin Yoder
 Location Dial: (b) (6) - Congressman Direct Office Line
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
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

▲ **Time** 5:45 PM – 5:50 PM
Subject Call with Senator Dan Sullivan
Show Time As Busy
Categories Phone Calls

▲ **Time** 5:50 PM – 5:52 PM
Subject Call with Senator Dean Heller
Location Senator to Dial Main Line
Show Time As Busy
Categories Phone Calls

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Sullivan, Adam (OST) <adam.sullivan@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
	McInerney, Marianne (OST) (marianne.mcinerney@dot.gov)	Required

<marianne.mcinerney@dot.gov>

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

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

Sullivan, Adam (OST) <adam.sullivan@dot.gov> Required

▲ **Time** 8:00 PM – 8:30 PM
Subject Grandmaster Jhoon Rhee Visitation
Location Murphy Funeral Home: 1102 W. Broad Street Falls Church, VA 22046
Show Time As Busy
Attendees

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

Tuesday, May 8, 2018

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

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

Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
McInerney, Marianne (OST) (marianne.mcinerney@dot.gov) <marianne.mcinerney@dot.gov>	Required
Nelson, Keith (OST) <keith.nelson@dot.gov>	Required

	Time	9:30 AM – 10:00 AM	
	Subject	Weekly Modal Administrator's Meeting	
	Location	Lincoln Conference Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Scovel, Calvin L <OIG> (b) (6)	Required
		Elliott, Skip (PHMSA) <howard.elliott@dot.gov>	Required
		Behm, Mitchell <OIG> (b) (6)	Required
		Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
		Batory, Ronald (FRA) <ronald.batory@dot.gov>	Required
		Kramer, John (OST) <John.Kramer@dot.gov>	Required
		Elwell, Daniel <AWA> <Daniel.Elwell@faa.gov>	Required
		Basile, Gabrielle (OST) <gabrielle.basile@dot.gov>	Required
		Edwards, Sara (OST) <sara.edwards@dot.gov>	Required
		Amereihn, Tina <AWA> <tina.amereihn@faa.gov>	Optional

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
Hendrickson, Brandye (FHWA) <Brandye.Hendrickson@dot.gov>	Required
Hildebrand, Vicki (OST) <victoria.hildebrand@dot.gov>	Required
Inman, Todd (OST) <todd.inman@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
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
Danielson, Jack (NHTSA) <jack.danielson@dot.gov>	Required
Hurdle, Lana (OST) <Lana.Hurdle@dot.gov>	Required
Kaleta, Judy (OST) <Judy.Kaleta@dot.gov>	Required

Lefevre, Maria (OST) <maria.lefevre@dot.gov>	Required
McMillan, Howard (PHMSA) <howard.mcmillan@dot.gov>	Required
Middlebrook, Craig (SLS) <Craig.Middlebrook@dot.gov>	Required
Szabat, Joel (OST) <Joel.Szabat@dot.gov>	Required
Washington, Keith (OST) <Keith.Washington@dot.gov>	Required
Welbes, Matt (FTA) <Matt.Welbes@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Martinez, Raymond P. (FMCSA) <Raymond.Martinez@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Balzano, Richard (MARAD) <Richard.Balzano@dot.gov>	Required
Gautreaux, Cathy F. (FMCSA) <cathy.gautreaux@dot.gov>	Required
Fulton, Finch (OST) <Finch.Fulton@dot.gov>	Optional
Garg, Arjun (FTA) <arjun.garg@dot.gov>	Required
Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional
Sturges, Matt (FRA) <Matt.Sturges@dot.gov>	Required
Wolf, Ariel (OST) <ariel.wolf@dot.gov>	Required
Cote, Gregory (OST) <gregory.cote@dot.gov>	Required
Kania, Adriana (OST) <adriana.kania@dot.gov>	Optional
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Optional
Chavez, Richard (OST) <richard.chavez@dot.gov>	Required
Everett, Thomas (FHWA) <Thomas.Everett@dot.gov>	Required



Time 10:00 AM – 11:45 AM

Subject Desk Time
Show Time As Busy

▲ **Time** 2:15 PM – 2:45 PM
Subject Buy America Executive Order 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
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Burthey, Grover (OST) <grover.burthey@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Garg, Arjun <arjun.garg@dot.gov>	Required
	Hendrickson, Brandye (FHWA) <Brandye.Hendrickson@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Lillie, Mark (FHWA) <Mark.Lillie@dot.gov>	Required
	Owens, James (OST) <James.Owens@dot.gov>	Required

▲ **Time** 3:00 PM – 4:00 PM
Subject Communications Update
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
	Kan, Derek (OST) <derek.kan@dot.gov>	Required

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

▲ **Time** 5:00 PM – 5:45 PM
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
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Simon, Doug (OST) <doug.simon@dot.gov>	Required
	Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional

▲ **Time** 5:20 PM – 5:23 PM
Subject Call with Congressman Don Young
Location Dial: (b) (6) - Office 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

Wednesday, May 9, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Sr Staff meeting
Recurrence Occurs every day effective 5/9/2018 until 5/11/2018 from 8:30 AM to 9:00 AM
Show Time As Busy

▲ **Time** 9:00 AM – 10:30 AM
Subject office hours

Show Time As Busy

▲ **Time** 11:00 AM – 11:30 AM
 Subject Utility time
 Location WH Cabinet Room
Show Time As Busy
 Categories Important
 Attendees **Name <E-mail>** **Attendance**
 SecretaryScheduler (OST) Organizer
 <SecretaryScheduler@dot.gov>

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

▲ **Time** 11:37 AM – 12:50 PM
 Subject Cabinet Meeting
 Location Cabinet Room
Show Time As Busy
 Categories Important

▲ **Time** 1:05 PM – 1:40 PM
 Subject Lunch with Director Larry Kudlow
 Location WH Mess - EDR
Show Time As Busy

▲ **Time** 2:30 PM – 3:40 PM
 Subject Drone Pilot Announcement Event
 Location DoT West Atrium
Show Time As Busy
 Categories Speech
 Attendees **Name <E-mail>** **Attendance**
 SecretaryScheduler (OST) Organizer
 <SecretaryScheduler@dot.gov>

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

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

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

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

 Smith, Geoff (OST) (geoff.smith@dot.gov) Required
 <geoff.smith@dot.gov>

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

▲ **Time** 4:30 PM – 4:40 PM
Subject Call with Senator Amy Klobuchar
Location Dial: (b) (6) - Devan to connect
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

▲ **Time** 5:15 PM – 5:45 PM
Subject Briefing on Space Layout
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
Inman, Todd (OST) <todd.inman@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@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
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
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

Thursday, May 10, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Sr Staff meeting
Recurrence Occurs every day effective 5/9/2018 until 5/11/2018 from 8:30 AM to 9:00 AM
Show Time As Busy

▲ **Time** 10:15 AM – 10:45 AM
Subject Dallas Airport Briefing
Location Secretary's Conference Room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Black, Elliott <AWA> <elliott.black@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
	Kramer, John (OST) <John.Kramer@dot.gov>	Required

Lenfert, Winsome A <AWA> <winsome.a.lenfert@faa.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Owens, James (OST) <James.Owens@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Elwell, Daniel <AWA> <Daniel.Elwell@faa.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required

	Time	10:45 AM – 11:15 AM
	Subject	AIP Discretionary Grants Briefing
	Location	Secretary's Conference Room
	Show Time As	Busy
	Attendees	
	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Black, Elliott <AWA> <elliott.black@faa.gov>	Required
	Owens, James (OST) <James.Owens@dot.gov>	Required
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Kopko, Matthew (OST) <matthew.kopko@dot.gov>	Required
	Kramer, John (OST) <John.Kramer@dot.gov>	Required
	Lenfert, Winsome A <AWA> <winsome.a.lenfert@faa.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

Edwards, Bailey <AWA> <Bailey.Edwards@faa.gov>	Required
Trippe, Charles <AWA> <charles.trippe@faa.gov>	Required
Elwell, Daniel <AWA> <Daniel.Elwell@faa.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required

▲ **Time** 11:15 AM – 11:45 AM
Subject Meeting with Brian Krzanich - CEO, Intel Corporation
Location Secretary's Conference Room
Show Time As Busy

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

▲ **Time** 2:00 PM – 3:00 PM
Subject Prep for POTUS Automaker Meeting
Location Secretary's Conference Room
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) <geoff.burr@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	King, Heidi (NHTSA) <heidi.king@dot.gov>	Required
	Morrison, Jonathan (NHTSA) <Jonathan.Morrison@dot.gov>	Required
	Owens, James (OST) <James.Owens@dot.gov>	Required
	Kopko, Matthew (OST) <matthew.kopko@dot.gov>	Required

▲ **Time** 3:30 PM – 4:00 PM
Subject Briefing on IWeek Event
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
Burthey, Grover (OST) <grover.burthey@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required

▲ **Time** 4:30 PM – 5:00 PM
Subject FY 2020 Internal Budget Process Briefing
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
Hurdle, Lana (OST) (Lana.Hurdle@dot.gov) <Lana.Hurdle@dot.gov>	Required
Kramer, John (OST) <John.Kramer@dot.gov>	Required

▲ **Time** 5:00 PM – 6:00 PM
Subject Desk time
Show Time As Busy

▲ **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
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
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

Friday, May 11, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Sr Staff meeting
Recurrence Occurs every day effective 5/9/2018 until 5/11/2018 from 8:30 AM to 9:00 AM
Show Time As Busy

▲ **Time** 9:00 AM – 10:45 AM
Subject Staff time
Reminder 15 minutes
Show Time As Busy

▲ **Time** 11:15 AM – 11:35 AM
Subject Meeting with Sergio Marchionne - CEO, Fiat Chrysler
Location WH West Wing Lobby
Show Time As Busy

▲ **Time** 11:45 AM – 12:45 PM
Subject POTUS Roundtable Event with Automaker CEOs
Location WH Roosevelt 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
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional

▲ **Time** 2:00 PM – 4:30 PM
Subject Office work
Reminder 15 minutes
Show Time As Busy

Saturday, May 12, 2018

▲ **Time** 7:00 AM – 9:00 AM
Subject Office work
Show Time As Busy

Sunday, May 13, 2018

▲ **Time** 12:00 AM – 12:30 AM
Subject
Show Time As Busy

▲ **Time** 12:00 AM – 12:30 AM
Subject
Show Time As Busy

▲ **Time** All Day
Subject Mother's Day
Location United States
Show Time As Free
Categories Holiday

▲ **Time** All Day
Subject (b) (6)
Location (b) (6)
Recurrence Occurs every May 13 effective 5/13/2018 until 5/13/2018
Show Time As Free

▲ **Time** 7:00 AM – 5:00 PM
Subject Office Work

Show Time As Busy

Monday, May 14, 2018

▲ **Time** 12:00 AM – 12:30 AM
Subject
Show Time As Busy

▲ **Time** 11:30 AM – 2:00 PM
Subject Planning & Review
Show Time As Busy

▲ **Time** 2:15 PM – 2:45 PM
Subject IWeek 1:1 Conversation
Location Union Station
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
Smith, Geoff (OST) (geoff.smith@dot.gov) <geoff.smith@dot.gov>	Required

▲ **Time** 3:30 PM – 3:40 PM
Subject Call with Chairman Bill Shuster
Location Dial: (b) (6) - rings to EA Rebekah
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
Burthey, Grover (OST) <grover.burthey@dot.gov>	Required
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

▲ **Time** 4:00 PM – 5:00 PM
Subject Catch-Up Meeting with senior staff
Show Time As Busy
Attendees

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

▲ **Time** 5:00 PM – 5:30 PM
Subject Personnel Meeting
Location Secretary's Conference Room
Show Time As Busy

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

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
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required

▲ **Time** 8:15 PM – 9:00 PM

Subject Bret Baier "Three Days in Moscow" Book Launch Celebration

Location Marriott Marquis Liberty Ballroom - 901 Massachusettes Ave NW, Washington, DC 20001

Show Time As Busy

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

Tuesday, May 15, 2018

▲ **Time** All Day

Subject National Fraternal Order of Police National Peace Officers' Memorial Service

Location United States Capitol - West Front

Show Time As Free

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

▲	Time	9:30 AM – 10:00 AM	
	Subject	Weekly Modal Administrator's Meeting	
	Location	Lincoln Conference Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Scovel, Calvin L <OIG> (b) (6)	Required
		Elliott, Skip (PHMSA) <howard.elliott@dot.gov>	Required
		Behm, Mitchell <OIG> (b) (6)	Required
		Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
		Batory, Ronald (FRA) <ronald.batory@dot.gov>	Required
		Kramer, John (OST) <John.Kramer@dot.gov>	Required
		Elwell, Daniel <AWA> <Daniel.Elwell@faa.gov>	Required
		Basile, Gabrielle (OST) <gabrielle.basile@dot.gov>	Required
		Edwards, Sara (OST) <sara.edwards@dot.gov>	Required
		Gautreaux, Cathy F. (FMCSA) <cathy.gautreaux@dot.gov>	Required
		Amereihn, Tina <AWA> <tina.amereihn@faa.gov>	Optional
		Fulton, Finch (OST) <Finch.Fulton@dot.gov>	Optional
		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
		Hendrickson, Brandye (FHWA) <Brandye.Hendrickson@dot.gov>	Required
		Hildebrand, Vicki (OST) <victoria.hildebrand@dot.gov>	Required

Inman, Todd (OST) <todd.inman@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 (OST) <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

McMillan, Howard (PHMSA) <howard.mcmillan@dot.gov>	Required
Middlebrook, Craig (SLS) <Craig.Middlebrook@dot.gov>	Required
Nissenbaum, Paul (FRA) <paul.nissenbaum@dot.gov>	Required
Szabat, Joel (OST) <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
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Martinez, Raymond P. (FMCSA) <Raymond.Martinez@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Balzano, Richard (MARAD) <Richard.Balzano@dot.gov>	Required
Walker, Cheryl (FHWA) <cheryl.walker@dot.gov>	Required
Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional
Garg, Arjun (FTA) <arjun.garg@dot.gov>	Required
Sturges, Matt (FRA) <Matt.Sturges@dot.gov>	Required
Wolf, Ariel (OST) <ariel.wolf@dot.gov>	Required
Cote, Gregory (OST) <gregory.cote@dot.gov>	Required
Kania, Adriana (OST) <adriana.kania@dot.gov>	Optional
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Optional
Chavez, Richard (OST) <richard.chavez@dot.gov>	Required
Everett, Thomas (FHWA) <Thomas.Everett@dot.gov>	Required



Time 10:00 AM – 10:30 AM
Subject Scheduling Meeting

Location	Secretary's Office	
Show Time As	Busy	
Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Edwards, Sara (OST) <sara.edwards@dot.gov>	Required
	Furman, Jon (OST) <jon.furman@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required

▲ **Time** 10:30 AM – 11:30 AM
Subject PLanning & Review
Show Time As Busy

▲ **Time** 12:00 PM – 2:00 PM
Subject Congressional Club Luncheon in honor of FLOTUS
Show Time As Busy

▲ **Time** 2:30 PM – 3:00 PM
Subject DoC National AAPI Business Summit
Location U.S. Department of commerce: 1401 Constitution Ave NW,
Washington, DC 20230
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
Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required

▲ **Time** 3:30 PM – 4:30 PM
Subject Desk time
Show Time As Busy

▲ **Time** 4:45 PM – 5:30 PM
Subject CACA Spirit of America Award Presentation
Location Lincoln 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
	Kuo, Monica (OST) <monica.kuo@dot.gov>	Required
	Smith, Geoff (OST) (geoff.smith@dot.gov) <geoff.smith@dot.gov>	Required

▲ **Time** 5:30 PM – 5:50 PM

Subject (b) (6) Retirement Photo with S1

Location Secretary's Office

Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	(b) (6) (OST) (b) (6) @dot.gov>	Required
	Photography (OST) <Photography@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
	McInerney, Marianne (OST) (marianne.mcinerney@dot.gov)	Required

<marianne.mcinerney@dot.gov>

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

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

Sullivan, Adam (OST) <adam.sullivan@dot.gov> Required

Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov> Optional

▲ **Time** 7:00 PM – 9:00 PM
Subject Phillips Collection 2018 Gala Diplomatic Dinner hosted by Amb. Joe Hockey & Melissa Babbage
Location Embassy of Australia
Show Time As Busy
Attendees **Name <E-mail>** **Attendance**
SecretaryScheduler (OST) Organizer
<SecretaryScheduler@dot.gov>

Siegrist, Ben <ben.siegrist@dot.gov> Required

Wednesday, May 16, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Show Time As Busy

▲ **Time** 9:00 AM – 10:30 AM
Subject Planning & Review
Show Time As Busy

▲ **Time** 10:30 AM – 11:00 AM
Subject DoT Small Business Opportunities Event
Location DoT West Atrium
Show Time As Busy
Categories Speech
Attendees **Name <E-mail>** **Attendance**

SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Morris, Willis (OST) <willis.morris@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Kuo, Monica (OST) <monica.kuo@dot.gov>	Required
Siegrist, Ben <ben.siegrist@dot.gov>	Required
Smith, Geoff (OST) (geoff.smith@dot.gov) <geoff.smith@dot.gov>	Required

▲ **Time** 11:30 AM – 12:30 PM
Subject MARAD School Ship 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) <geoff.burr@dot.gov>	Required
	Buzby, Mark (MARAD) <mark.buzby@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Kramer, John (OST) <John.Kramer@dot.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
	Balzano, Richard (MARAD) <Richard.Balzano@dot.gov>	Optional

▲ **Time** 2:00 PM – 2:50 PM
Subject DoT APA Opportunities Event
Location DoT West Atrium
Show Time As Busy
Categories Speech

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Morris, Willis (OST) <willis.morris@dot.gov>	Required
	Kuo, Monica (OST) <monica.kuo@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Siegrist, Ben <ben.siegrist@dot.gov>	Required
	Smith, Geoff (OST) (geoff.smith@dot.gov) <geoff.smith@dot.gov>	Required

▲	Time	2:50 PM – 3:00 PM	
	Subject	Photo with (b) (6) & Daughter (b) (6)	After APA Event
	Location	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
		Photography (OST) <Photography@dot.gov>	Required
		Kuo, Monica (OST) <monica.kuo@dot.gov>	Required
		Owen Morgan (OST) (owen.morgan@dot.gov) <owen.morgan@dot.gov>	Required

▲	Time	3:45 PM – 4:00 PM	
	Subject	Drop By: Kentuckians for Better Transport Meeting	
	Location	Lincoln Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Augustine, John (OST) <John.Augustine@dot.gov>	Required

Burleson, Carl <AWA> <carl.burleson@faa.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
McDonald, Douglas (MARAD) <douglas.mcdonald@dot.gov>	Required
Walker, Cheryl (FHWA) <cheryl.walker@dot.gov>	Required
Welbes, Matt (FTA) <Matt.Welbes@dot.gov>	Required
Fulton, Finch (OST) <Finch.Fulton@dot.gov>	Optional

▲ **Time** 5:00 PM – 5:30 PM
Subject Interview with (b) (6) - Candidate for EA
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

▲ **Time** 6:00 PM – 6:30 PM
Subject Wrap-up
Show Time As Busy

Thursday, May 17, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Show Time As Busy

▲ **Time** 9:00 AM – 12:30 PM
Subject Planning & Review
Show Time As Busy

▲ **Time** 11:20 AM – 11:30 AM
Subject Call with Congressman Kevin McCarthy
Location Dial: (b) (6) - Alexandra Direct
Show Time As Busy
Categories Phone Calls
Attendees

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

Sullivan, Adam (OST) <adam.sullivan@dot.gov> Required

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

▲ **Time** 12:30 PM – 1:00 PM
Subject DOT/Lunch
Show Time As Busy

▲ **Time** 1:00 PM – 2:00 PM
Subject Lunch Meeting hosted by Latvian Amb. Andris Teikmanis and Ambassadors from the Bucharest 9 (B9)
Location Latvian Ambassador's Residence: (b) (6)
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Szabat, Joel (MARAD) (Joel.Szabat@dot.gov) <Joel.Szabat@dot.gov>	Required
	Ray, James (OST) <Jim.Ray@dot.gov>	Required
	Batory, Ronald (FRA) <ronald.batory@dot.gov>	Required
	Elliott, Skip (PHMSA) <howard.elliott@dot.gov>	Required
	Smith, Geoff (OST) (geoff.smith@dot.gov) <geoff.smith@dot.gov>	Required

▲ **Time** 2:15 PM – 2:45 PM
Subject Lunch/DOT
Show Time As Busy

▲ **Time** 2:45 PM – 3:45 PM
Subject INFRA 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
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
Burthey, Grover (OST) <grover.burthey@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Fulton, Finch (OST) (Finch.Fulton@dot.gov) <Finch.Fulton@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Inman, Todd (OST) <todd.inman@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
Ray, James (OST) <Jim.Ray@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

	Time	4:00 PM – 4:30 PM	
	Subject	Meeting with Japanese Amb Shinsuke Sugiyama	
	Location	Secretary's Office	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Ray, James (OST) <Jim.Ray@dot.gov>	Required
		Kan, Derek (OST) <derek.kan@dot.gov>	Required
		Sturges, Matt (FRA) <Matt.Sturges@dot.gov>	Required

▲ **Time** 4:35 PM – 4:40 PM
Subject Photo with Matt Kopko
Location Secretary's Office
Show Time As Busy
Attendees

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

▲ **Time** 4:45 PM – 4:55 PM
Subject Call with Sen Mike Crapo
Location Dial: (b) (6) - Senator Crapo Cell
Show Time As Busy
Categories Phone Calls
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
Martinez, Raymond P. (FMCSA) <Raymond.Martinez@dot.gov>	Required

▲ **Time** 5:00 PM – 6:00 PM
Subject Desk Time
Show Time As Busy

▲ **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
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
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required

▲ **Time** 7:00 PM – 9:00 PM

Subject FAPAC Keynote

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

Friday, May 18, 2018

▲ **Time** 8:00 AM – 9:00 AM

Subject Squawk Box Interview

Location CNBC Studio: 400 North Capital St NW, Washington, DC 20001

Show Time As Busy

Categories Media

Attendees

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

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

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

▲ **Time** 9:00 AM – 11:00 AM
Subject Planning and Review
Show Time As Busy

▲ **Time** 11:00 AM – 11:30 AM
Subject Meeting with Darius Adamczyk - President and CEO, Honeywell
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
	King, Heidi (NHTSA) <heidi.king@dot.gov>	Required
	Owens, James (OST) <James.Owens@dot.gov>	Required

▲ **Time** 11:30 AM – 12:30 PM
Subject Desk Time
Show Time As Busy

▲ **Time** 12:30 PM – 1:30 PM
Subject Meeting with Mary Barra - Chairman & CEO, GM
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
	King, Heidi (NHTSA) <heidi.king@dot.gov>	Required

▲ **Time** 1:50 PM – 2:20 PM
Subject DOT/DCA
Show Time As Busy

▲ **Time** 3:00 PM – 4:41 PM
Subject DCA/PVD
Show Time As Busy
Categories Travel
Attendees

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

▲ **Time** 4:45 PM – 5:45 PM
Subject Travel time
Show Time As Busy

▲ **Time** 6:30 PM – 9:00 PM
Subject Bryant University Commencement Dinner
Location Bryant University: Bello Center Stepan Grand Hall: 1150 Douglas Pike
Smithfield, RI 02917
Show Time As Busy
Attendees

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

Saturday, May 19, 2018

▲ **Time** 9:15 AM – 9:30 AM
Subject Robing & Photos
Location Fisher Center 2A/2B
Show Time As Busy
Attendees

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

▲ **Time** 9:30 AM – 10:00 AM

Subject View Procession from student center to main tent
Location Brant University
Show Time As Busy
Attendees

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

▲ **Time** 10:00 AM – 11:00 AM
Subject Bryant University Commencement Ceremony
Location Bryant University, RI
Show Time As Busy
Categories Speech
Attendees

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

▲ **Time** 1:45 PM – 3:20 PM
Subject DELAYED PVD/DCA
Location PVD/DCA
Show Time As Busy
Categories Travel
Attendees

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

▲ **Time** 6:45 PM – 7:30 PM
Subject Reception
Location WH Blue Room
Show Time As Busy

▲ **Time** 7:30 PM – 9:00 PM
Subject POTUS Dinner

Location WH Blue Room
Show Time As Busy
Categories Important

▲ **Time** 9:00 PM – 11:00 PM
Subject Movie:
Location White House Movie Theatre
Show Time As Busy

Sunday, May 20, 2018

▲ **Time** 9:00 AM – 7:00 PM
Subject Office Work
Show Time As Busy

Monday, May 21, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every day effective 5/21/2018 until 5/25/2018 from 8:30 AM to 9:00 AM
Show Time As Busy

▲ **Time** 9:00 AM – 10:00 AM
Subject Staff time
Show Time As Busy

▲ **Time** 10:35 AM – 11:35 AM
Subject Swearing In Ceremony for DCIA Gina Haspel - POTUS/VPOTUS to attend
Location CIA HQ - Langley, VA
Show Time As Busy
Categories Important

▲ **Time** 12:00 PM – 1:00 PM
Subject Lunch with Jody Olsen - Director, U.S. Peace Corps
Location Peace Corps: 1111 20th St NW, Washington, DC - Directors Conference on 8th Floor
Show Time As Busy

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

▲ **Time** 1:45 PM – 2:15 PM
Subject Personnel Meeting
Location Secretary's Conference Room
Show Time As Busy

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

▲	Time	3:30 PM – 4:00 PM	
	Subject	Meeting with Governor Phil Bryant (MS)	
	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
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Hendrickson, Brandye (FHWA) <Brandye.Hendrickson@dot.gov>	Required
		Waidelich, Walter (FHWA) (Walter.Waidelich@dot.gov) <Walter.Waidelich@dot.gov>	Required
		Walker, Cheryl (FHWA) <cheryl.walker@dot.gov>	Required

▲	Time	5:00 PM – 6:00 PM	
	Subject	INFRA Briefing	
	Location	Secretary's Conference Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer

▲	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

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

Sullivan, Adam (OST) <adam.sullivan@dot.gov>

Required

Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>

Required



Time 6:45 PM – 8:40 PM

Subject Henry Kissinger's 95th Birthday Celebration at CSIS

Location CSIS: 1616 Rhode Island Ave, NW, Washington, DC 20036

Show Time As Busy

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)
<geoff.smith@dot.gov>

Required

Tuesday, May 22, 2018

▲	Time	8:30 AM – 9:00 AM	
	Subject	Senior Staff	
	Recurrence	Occurs every day effective 5/21/2018 until 5/25/2018 from 8:30 AM to 9:00 AM	
	Show Time As	Busy	
▲	Time	9:30 AM – 9:50 AM	
	Subject	Meet & greet & Photo with Maritime Academy Presidents	
	Location	Lincoln Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Buzby, Mark (MARAD) <mark.buzby@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Photography (OST) <Photography@dot.gov>	Required
		Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required
▲	Time	10:00 AM – 10:30 AM	
	Subject	MARAD 48th Observance of Nat'l Maritime Day	
	Location	DoT West Atrium	
	Show Time As	Busy	
	Categories	Speech	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
		Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required
▲	Time	10:30 AM – 11:00 AM	
	Subject	Meeting with David Seaton - Chairman & CEO, Fluor Corporation	
	Location	Secretary's Conference Room	
	Show Time As	Busy	
▲	Time	11:00 AM – 11:35 AM	
	Subject	Henry Clay Students Meet with Secretary Chao	
	Location	Lincoln Room	

Show Time As	Busy	
Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Siegrist, Ben <ben.siegrist@dot.gov>	Required

▲ **Time** 1:00 PM – 2:00 PM
Subject Desk time
Show Time As Busy

▲	Time	2:30 PM – 3:00 PM	
	Subject	FMCSA Division Administrator's National Meeting	
	Location	FMCSA National Training Center, Arlington, VA 22201	
	Show Time As	Busy	
	Categories	Speech	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Smith, Geoff (OST) (geoff.smith@dot.gov) <geoff.smith@dot.gov>	Required
		Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
		Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required

▲	Time	3:50 PM – 4:30 PM	
	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) <geoff.burr@dot.gov>	Required
		Edwards, Sara (OST) <sara.edwards@dot.gov>	Required
		Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required

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

Required



Time 5:10 PM – 5:55 PM

Subject Meeting with Alan Hanson

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



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

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

Sullivan, Adam (OST) <adam.sullivan@dot.gov>

Required

Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>

Required

▲	Time	6:15 PM – 6:25 PM	
	Subject	Call with Cong Mario Diaz-Balart	
	Location	Dail: (b) (6)	
	Show Time As	Busy	
	Categories	Phone Calls	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
		Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

Wednesday, May 23, 2018

▲	Time	8:30 AM – 9:00 AM
	Subject	Senior Staff
	Recurrence	Occurs every day effective 5/21/2018 until 5/25/2018 from 8:30 AM to 9:00 AM
	Show Time As	Busy

▲	Time	9:30 AM – 10:00 AM	
	Subject	Swearing-In Ceremonies for new staff	
	Location	Lincoln Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Simon, Doug (OST) <doug.simon@dot.gov>	Required
		Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
		Graham, Douglas (OST) <douglas.graham@dot.gov>	Required
		Simpson, Joan (OST) <Joan.Simpson@dot.gov>	Required
		Nelson, Keith (OST) <keith.nelson@dot.gov>	Required
		Washington, Keith (OST) <Keith.Washington@dot.gov>	Required

Photography (OST) <Photography@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Hendrickson, Brandye (FHWA) <Brandye.Hendrickson@dot.gov>	Required
King, Heidi (NHTSA) <heidi.king@dot.gov>	Required
DOT-Political-Appointees (b) (6)	Required
Wilkinson, James (OST) <james.wilkinson@dot.gov>	Optional
Basile, Gabrielle (OST) <gabrielle.basile@dot.gov>	Optional
Elwell, Daniel <AWA> <Daniel.Elwell@faa.gov>	Optional
Mitton, Chris (OST) <chris.mitton@dot.gov>	Optional
Kloster, Andrew (OST) <andrew.kloster@dot.gov>	Optional
Flowers, Darien <Darien.Flowers@dot.gov>	Optional
Pearce, Drue (PHMSA) <drue.pearce@dot.gov>	Optional
Kramer, John (OST) <John.Kramer@dot.gov>	Optional
Cipriano, Peter (FRA) <peter.cipriano@dot.gov>	Optional
Yonkovich, Nick (OST) <Nick.Yonkovich@dot.gov>	Optional
Kan, Derek (OST) <derek.kan@dot.gov>	Optional
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Optional
Morrison, Jonathan (NHTSA) <Jonathan.Morrison@dot.gov>	Optional
Owens, James (OST) <James.Owens@dot.gov>	Optional
Burnett, Douglas (MARAD) <Douglas.Burnett@dot.gov>	Optional
Siegrist, Ben (OST) <ben.siegrist@dot.gov>	Optional
Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Optional

Plans, Barry (OST) <barry.plans@dot.gov>	Optional
Fink, Andrew (OST) <andrew.fink@dot.gov>	Optional
Deck, Wiley (FMCSA) <wiley.deck@dot.gov>	Optional
Poole, Sean (FMCSA) <sean.poole@dot.gov>	Optional
Edwards, Bailey <AWA> <Bailey.Edwards@faa.gov>	Optional
Smith, Loren (OST) <Loren.Smith@dot.gov>	Optional
Buzby, Mark (MARAD) <mark.buzby@dot.gov>	Optional
Balzano, Richard (MARAD) <Richard.Balzano@dot.gov>	Optional
Morgan, Owen (OST) <owen.morgan@dot.gov>	Optional
Reyes, Juan D. III (FRA) <j.reyes@dot.gov>	Optional
Fraser, Bobby (OST) <bobby.fraser@dot.gov>	Optional
Worthy, Sharon (FMCSA) <sharon.worthy@dot.gov>	Optional
Smith, Geoff (OST) <geoff.smith@dot.gov>	Optional
Williams, Jane (FTA) <k.jane.williams@dot.gov>	Optional
Cheap, Casey (OST) <casey.cheap@dot.gov>	Optional
Batory, Ronald (FRA) <ronald.batory@dot.gov>	Optional
Barnard, Brian (NHTSA) <brian.barnard@dot.gov>	Optional
Bradford, Stephen (OST) <stephen.bradford@dot.gov>	Optional
James, Charles (OST) <charles.james@dot.gov>	Optional
Brown, Chris C <AWA> <chris.c.brown@faa.gov>	Optional
Parker, Mala (FHWA) <mala.parker@dot.gov>	Optional
Martinez, Raymond P. (FMCSA) <Raymond.Martinez@dot.gov>	Optional
Trippe, Charles <AWA> <charles.trippe@faa.gov>	Optional

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

Morris, Willis (OST) <willis.morris@dot.gov> Optional

Fulton, Finch (OST) <Finch.Fulton@dot.gov> Optional

Dombrowski, Eileen (OST)
<Eileen.Dombrowski@dot.gov> Optional

Gautreaux, Cathy F. (FMCSA)
<cathy.gautreaux@dot.gov> Optional

▲	Time	10:00 AM – 10:20 AM	
	Subject	Meeting with Richard Balzano	
	Location	Secretary's Office	
	Show Time As	Busy	

▲	Time	10:20 AM – 10:45 AM	
	Subject	Meeting with Jeff Rosen	
	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
		Rosen, Jeff (OST) <jeff.rosen@dot.gov>	Required

▲	Time	10:45 AM – 11:15 AM	
	Subject	PTC Update 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
		Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
		Burthey, Grover (OST) <grover.burthey@dot.gov>	Required
		Deputy Scheduler <DeputyScheduler@dot.gov>	Required

Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Ray, James (OST) <Jim.Ray@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional
Sturges, Matt (FRA) <Matt.Sturges@dot.gov>	Optional

▲ **Time** 11:15 AM – 11:25 AM
Subject Call with Senator Ben Cardin
Location Dial: (b) (6) - Scheduler Debbie Direct
Show Time As Busy
Categories Phone Calls
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

Thursday, May 24, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every day effective 5/21/2018 until 5/25/2018 from 8:30 AM to 9:00 AM
Show Time As Busy

Friday, May 25, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every day effective 5/21/2018 until 5/25/2018 from 8:30 AM to 9:00 AM
Show Time As Busy

Saturday, May 26, 2018

▲ **Time** 7:00 AM – 12:00 PM
Subject Office work
Recurrence Occurs every Saturday effective 5/5/2018 until 5/26/2018 from 7:00 AM to 12:00 PM
Show Time As Busy

▲	Time	1:00 PM – 5:00 PM	
	Subject	Office Work	
	Show Time As	Busy	
Sunday, May 27, 2018			
▲	Time	7:00 AM – 12:00 PM	
	Subject	Office Work	
	Show Time As	Busy	
▲	Time	3:00 PM – 6:00 PM	
	Subject	Office Work	
	Show Time As	Busy	
Monday, May 28, 2018			
▲	Time	All Day	
	Subject	Memorial Day	
	Location	United States	
	Show Time As	Free	
	Categories	Holiday	
▲	Time	5/28/2018 12:00 AM – 6/1/2018 12:00 AM	
	Subject	Senate Recess	
	Show Time As	Free	
▲	Time	11:00 AM – 12:00 PM	
	Subject	2018 MEMORIAL DAY COMMEMORATION	
	Location	Intrepid Sea, Air & Space Museum, West 46th & 12th Avenue, New York City	
	Show Time As	Busy	
	Categories	Important	
	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
Tuesday, May 29, 2018			
▲	Time	8:30 AM – 9:00 AM	
	Subject	Senior Staff	
	Recurrence	Occurs every day effective 5/28/2018 until 5/31/2018 from 8:30 AM to 9:00 AM	
	Show Time As	Busy	
▲	Time	9:30 AM – 11:30 AM	

Subject office work
Show Time As Busy

▲ **Time** 3:30 PM – 6:00 PM
Subject office work
Show Time As Busy

▲ **Time** 6:00 PM – 6:30 PM
Subject Wrap-up
Show Time As Busy

Wednesday, May 30, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every day effective 5/28/2018 until 5/31/2018 from 8:30 AM to 9:00 AM
Show Time As Busy

▲ **Time** 9:00 AM – 11:00 AM
Subject office work
Show Time As Busy

▲ **Time** 11:00 AM – 11:30 AM
Subject INFRA Briefing
Show Time As Busy

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

▲ **Time** 2:00 PM – 3:00 PM
Subject office work
Show Time As Busy

▲ **Time** 6:00 PM – 6:30 PM
Subject Wrap-up
Show Time As Busy

▲ **Time** 7:00 PM – 7:30 PM
Subject Cocktails in Honor of Maggie Cordish hosted by Amb. David O'Sullivan and Agnes O'Hare
Location Residence of the European Union: 2534 Belmont Road, NW, Washington, DC 20008
Show Time As Busy

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

Smith, Geoff (OST) (geoff.smith@dot.gov) Required
<geoff.smith@dot.gov>

▲ **Time** 7:30 PM – 9:45 PM
Subject Dinner in Honor of Maggie Cordish hosted by Amb. David O'Sullivan and Agnes O'Hare
Location Residence of the European Union, Washington, DC 20008
Show Time As Busy
Attendees

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

Thursday, May 31, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every day effective 5/28/2018 until 5/31/2018 from 8:30 AM to 9:00 AM
Show Time As Busy

▲ **Time** 9:00 AM – 12:00 PM
Subject Planning & Review
Show Time As Busy

▲ **Time** 12:30 PM – 1:30 PM
Subject Lunch with President Thomas LeBlanc (GWU)
Location Secretary's Office
Show Time As Busy
Attendees

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

▲ **Time** 2:00 PM – 2:30 PM
Subject Meeting with Carlos Diaz-Rosillo
Location Secretary's Office
Show Time As Busy

▲	Time	2:30 PM – 3:30 PM	
	Subject	Desk time	
	Show Time As	Busy	
▲	Time	3:45 PM – 4:15 PM	
	Subject	Personnel 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
		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
▲	Time	4:30 PM – 5:00 PM	
	Subject	Interview with (b) (6) - Candidate for Aa Airports at FAA	
	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
▲	Time	5:15 PM – 5:20 PM	
	Subject	Call with Rep. David Kustoff (TN-8)	
	Location	Dial: (b) (6) - Congressman Cell	
	Show Time As	Busy	
	Categories	Phone Calls	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
		Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

▲ **Time** 5:30 PM – 5:40 PM
Subject Call with Senator Van Hollen
Location (b) (6) Senator's cell
Show Time As Busy
Categories Phone Calls
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

▲ **Time** 6:30 PM – 7:30 PM
Subject Nat'l Committee on U.S.-China Relations U.S. Foreign Policy
Colloquium (FPC)
Location Elliott School of Int'l Affairs
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
Siegrist, Ben <ben.siegrist@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required
