
SecretaryScheduler (OST) Calendar

SecretaryScheduler@dot.gov

Saturday, December 1, 2018 – Monday, December 31, 2018

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

(Adjusted for Daylight Saving Time)

December 2018

Su Mo Tu We Th Fr Sa

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

 Busy

 Tentative

☐ Free

 Out of Office

 Working Elsewhere

 Outside of Working Hours

December 2018

▲ Sat, Dec 1

- | | | |
|--------------------------|---------------------------|---|
| ☐ | Before 7:00 AM | Free |
| ☐ | 7:00 AM – 9:00 AM | Office work |
| ☐ | 9:00 AM – 9:30 AM | Private Appointment |
| ☐ | 9:30 AM – 10:30 AM | Free |
| ☐ | 10:30 AM – 1:30 PM | CBS Brunch
Hay Adams Hotel, 16th & H Streets, DC
SecretaryScheduler (OST) |
| ☐ | 1:30 PM – 2:00 PM | Free |
| ☐ | 2:00 PM – 11:00 PM | Office work |
| ☐ | After 11:00 PM | Free |

▲ Sun, Dec 2

- | | | |
|--------------------------|--------------------------|-----------------------------|
| ☐ | Before 6:00 AM | Free |
| ☐ | 6:00 AM – 9:00 AM | Office Work |
| ☐ | 9:00 AM – 1:00 PM | Free |

☒	1:00 PM – 3:00 PM	Private Appointment
☐	3:00 PM – 5:05 PM	Free
☒	5:05 PM – 5:30 PM	ETD enroute/Kennedy Center
☒	5:30 PM – 6:45 PM	CBS Reception Kennedy Center Terrace SecretaryScheduler (OST)
☐	6:45 PM – 7:00 PM	Free
☒	7:00 PM – 10:15 PM	Kennedy Center Honors - Performance (Black tie) SecretaryScheduler (OST)
☐	10:15 PM – 10:35 PM	Free
☒	10:35 PM – End of Day	Kennedy Center Honors Post-Performance Supper Grand Foyer, Kennedy Ccenter

▲ Mon, Dec 3

☒	Start of Day – 12:40 AM	Kennedy Center Honors Post-Performance Supper Grand Foyer, Kennedy Ccenter
☒	12:15 AM – 1:15 AM	ETD Kennedy Center/Dulles/Residence
☐	1:15 AM – 8:00 AM	Free
☐	8:00 AM – 8:40 AM	Free
☒	8:40 AM – 9:10 AM	Senior Staff Secretary's Conference Room SecretaryScheduler (OST)
☒	9:10 AM – 9:40 AM	Scheduling Secretary's office SecretaryScheduler (OST)
☐	9:40 AM – 10:00 AM	Free
☒	10:00 AM – 11:30 AM	Document Review Secretary's Conference Room SecretaryScheduler (OST)
☐	11:30 AM – 1:00 PM	Free
☒	1:00 PM – 2:00 PM	Private Appointment
☐	2:00 PM – 2:25 PM	Free
☒	2:25 PM – 2:55 PM	ETD en route DOT
☐	2:55 PM – 3:00 PM	Free
☒	3:00 PM – 3:30 PM	Scheduling Secretary's Conference Room SecretaryScheduler (OST)
☒	3:30 PM – 3:40 PM	Call with Gov. Baker Dial: (b) (6), Nick's direct SecretaryScheduler (OST)
☐	3:40 PM – 3:45 PM	Free

☒	3:45 PM – 4:15 PM	Personnel Secretary's Conference Room SecretaryScheduler (OST)
☐	4:15 PM – 4:20 PM	Free
☒	4:20 PM – 4:35 PM	ETD DOT/Capitol
☒	4:30 PM – 6:00 PM	President George H. W. Bush lying in state ceremony U. S. Capitol Rotunda SecretaryScheduler (OST)
☒	6:00 PM – 6:10 PM	ETD Capitol en route DOT
☐	6:10 PM – 6:15 PM	Free
☒	6:15 PM – 6:35 PM	Non-Career DOT/DOL Alumni Holiday Party 9th Floor SecretaryScheduler (OST)
☒	6:35 PM – 7:05 PM	ETD DOT
☒	7:00 PM – 9:00 PM	Private Appointment
☐	After 9:00 PM	Free

📅 Tue, Dec 4

☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior 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 Conference Room SecretaryScheduler (OST)
☐	10:00 AM – 10:15 AM	Free
☒	10:15 AM – 10:30 AM	Combined Federal Campaign Giving Tuesday West Atrium SecretaryScheduler (OST)
☒	10:30 AM – 11:00 AM	Meet with DOT Employees Returned PC volunteers with Jody Olson Peace Corps Director Media center SecretaryScheduler (OST)
☒	11:00 AM – 12:00 PM	desk time
☐	12:00 PM – 12:30 PM	Free
☒	12:30 PM – 1:30 PM	FMCSA holiday lunch
☐	1:30 PM – 1:40 PM	Free
☒	1:40 PM – 2:00 PM	DOT/DCA
☐	2:00 PM – 2:30 PM	Free
☒	2:30 PM – 3:58 PM	DCA/BOS SecretaryScheduler (OST)

☐	3:58 PM – 4:00 PM	Free
☒	4:00 PM – 4:30 PM	Logan Airport/HBS
☐	4:30 PM – 5:00 PM	Free
☒	5:00 PM – 5:45 PM	IOP: Bipartisan Program for Newly Elected Members of Congress Taubman Building, Harvard Kennedy School, 15 Eliot St., Cambridge, MA 02138 SecretaryScheduler (OST)
☐	5:45 PM – 6:15 PM	Free
☒	6:15 PM – 8:15 PM	Massachusetts Competitive Partnership Dinner/Remarks Four Seasons, 200 Boylston Street, Boston, MA SecretaryScheduler (OST)
☐	8:15 PM – 9:00 PM	Free
☒	9:00 PM – 10:48 PM	BOS/DCA SecretaryScheduler (OST)
☐	After 10:48 PM	Free

▲ Wed, Dec 5

☐	All Day	Government closed in memoriam to President George H. W. Bush
☐	Before 8:00 AM	Free
☐	8:00 AM – 9:25 AM	Free
☒	9:25 AM – 9:35 AM	Residence/Capitol
☐	9:35 AM – 10:00 AM	Free
☒	10:00 AM – 10:30 AM	Departure Ceremony US Capitol
☒	10:30 AM – 11:00 AM	US Capitol/National Cathedral
☒	11:00 AM – 12:30 PM	President George H. W. Bush Memorial Service National Cathedral
☐	12:30 PM – 1:00 PM	Free
☒	1:00 PM – 1:30 PM	National Cathedral/DOT
☐	1:30 PM – 2:30 PM	Free
☒	2:30 PM – 4:30 PM	Review Secretary's Conference Room SecretaryScheduler (OST)
☒	4:30 PM – 5:00 PM	Meeting with S2. Burr, Todd SecretaryScheduler (OST)
☒	5:00 PM – 5:30 PM	Personnel SecretaryScheduler (OST)
☐	5:30 PM – 6:30 PM	Free
☒	6:30 PM – 8:30 PM	Private Appointment
☐	After 8:30 PM	Free

📅 Thu, Dec 6

☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff Secretary's Conference Room SecretaryScheduler (OST)
☐	9:00 AM – 9:30 AM	Free
☒	9:30 AM – 11:30 AM	BUILD Calls SecretaryScheduler (OST)
☐	11:30 AM – 11:45 AM	Free
☒	11:45 AM – 12:00 PM	FHWA Administrator's Awards Ceremony (10:30am-12pm) West Atrium SecretaryScheduler (OST)
☒	12:00 PM – 12:20 PM	Student Visit Lincoln Room SecretaryScheduler (OST)
☐	12:20 PM – 12:30 PM	Free
☒	12:30 PM – 12:45 PM	Drop By Human Trafficking FACA Lunch EDR SecretaryScheduler (OST)
☐	12:45 PM – 1:00 PM	Free
☒	1:00 PM – 1:30 PM	"M" Holiday Party - 11:30am-2pm SecretaryScheduler (OST)
☒	1:30 PM – 4:30 PM	Build Calls SecretaryScheduler (OST)
☐	4:30 PM – 5:00 PM	Free
☒	5:00 PM – 5:30 PM	Interview with (b) (6) Secretary's Office SecretaryScheduler (OST)
☐	5:30 PM – 6:00 PM	Free
☒	6:00 PM – 6:30 PM	BRT Reception The Anthem
☒	6:30 PM – 8:15 PM	BRT Dinner The Anthem SecretaryScheduler (OST)
☐	After 8:15 PM	Free

📅 Fri, Dec 7

☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free

☒	8:30 AM – 9:00 AM	Senior Staff Secretary's Conference Room SecretaryScheduler (OST)
☒	9:00 AM – 9:30 AM	BUILD follow up Secretary's Conference Room SecretaryScheduler (OST)
☒	9:30 AM – 9:50 AM	Amb. Bolton Briefing Secretary's Office SecretaryScheduler (OST)
☐	9:50 AM – 10:00 AM	Free
☒	10:00 AM – 10:30 AM	Scheduling Secretary's Office SecretaryScheduler (OST)
☒	10:30 AM – 10:35 AM	Pop by T&I Majority Committee Staff Meet and Greet (10-11am) Lincoln
☐	10:35 AM – 12:00 PM	Free
☒	12:00 PM – 12:15 PM	Private Appointment
☒	12:15 PM – 2:30 PM	Review memos
☒	2:30 PM – 2:46 PM	Private Appointment
☐	2:46 PM – 3:00 PM	Free
☒	3:00 PM – 5:00 PM	Office time
☐	5:00 PM – 5:30 PM	Free
☒	5:30 PM – 7:30 PM	Private Appointment
☐	After 7:30 PM	Free

📅 Sat, Dec 8

☐	All Day	Private Appointment
☐	Before 8:30 AM	Free
☒	8:30 AM – 11:30 AM	Office work
☐	11:30 AM – 12:30 PM	Free
☒	12:30 PM – 2:00 PM	Private Appointment
☐	2:00 PM – 2:30 PM	Free
☒	2:30 PM – 5:30 PM	office work
☐	5:30 PM – 6:10 PM	Free
☒	6:10 PM – 8:20 PM	Private Appointment
☐	After 8:20 PM	Free

📅 Sun, Dec 9

☐	Before 10:00 AM	Free
--------------------------	------------------------	-------------

☒	10:00 AM – 3:00 PM	Office Work
☒	3:00 PM – 3:30 PM	Private Appointment
☐	3:30 PM – 4:00 PM	Free
☒	4:00 PM – 5:00 PM	Private Appointment
☐	5:00 PM – 7:00 PM	Free
☒	7:00 PM – 9:57 PM	Private Appointment
☐	After 9:57 PM	Free

📅 Mon, Dec 10

☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff Secretary's Conference Room SecretaryScheduler (OST)
☒	9:00 AM – 9:30 AM	WH Meeting Prebrief Secretary's Conference Room SecretaryScheduler (OST)
☒	9:30 AM – 10:30 AM	Scheduling Secretary's Conference Room SecretaryScheduler (OST)
☒	10:30 AM – 12:30 PM	Planning & Review
☒	12:30 PM – 1:30 PM	Lunch with Doug McCarron Secretary's Office SecretaryScheduler (OST)
☐	1:30 PM – 2:00 PM	Free
☒	2:00 PM – 4:00 PM	DOT Career Employee Holiday Open House/ Photo Op West Atrium SecretaryScheduler (OST)
☐	4:00 PM – 5:00 PM	Free
☒	5:00 PM – 6:00 PM	Issa Meeting Secretary's Conference Room SecretaryScheduler (OST)
☒	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
☐	After 8:00 PM	Free

📅 Tue, Dec 11

☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free

■	8:30 AM – 9:00 AM	Senior 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 Conference Room SecretaryScheduler (OST)
□	10:00 AM – 10:45 AM	Free
■	10:45 AM – 11:15 AM	WaPo Interview Briefing Secretary's Office or by phone SecretaryScheduler (OST)
□	11:15 AM – 12:00 PM	Free
■	12:00 PM – 12:30 PM	Lunch with Bill Cohen Secretary's Office SecretaryScheduler (OST)
□	12:30 PM – 1:00 PM	Free
■	1:00 PM – 1:30 PM	Drop by PHMSA Holiday Potluck - event runs 12pm-2pm 2nd Floor East Building SecretaryScheduler (OST)
■	1:30 PM – 2:17 PM	BUILD Roll Out DOT Atrium SecretaryScheduler (OST)
■	2:17 PM – 2:47 PM	Film Video for Ed Hamberger after BUILD DOT Media Center SecretaryScheduler (OST)
□	2:47 PM – 3:30 PM	Free
■	3:30 PM – 4:30 PM	Review Secretary's Conference Room SecretaryScheduler (OST)
□	4:30 PM – 5:00 PM	Free
□	5:00 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	ETD DOT
■	7:00 PM – 7:45 PM	NABTUNorth America's Building Trades Union Annual Holiday Open House (event runs 6pm-10pm) 905 16th St NW, Washington DC 20006 - rooftop SecretaryScheduler (OST)
■	7:45 PM – 8:00 PM	ETD NABTU
■	8:00 PM – 10:00 PM	Private Appointment
□	After 10:00 PM	Free

🌅 Wed, Dec 12

☐	All Day	Private Appointment
☐	Before 8:00 AM	Free
☐	8:00 AM – 9:00 AM	Free
☒	9:00 AM – 9:45 AM	Private Appointment
☐	9:45 AM – 10:00 AM	Free
☒	10:00 AM – 10:30 AM	PHMSA Updates Secretary's Conference Room SecretaryScheduler (OST)
☐	10:30 AM – 11:00 AM	Free
☒	11:00 AM – 11:45 AM	Meeting with President McGarvey - NABTU Secretary's Conference Room SecretaryScheduler (OST)
☐	11:45 AM – 12:00 PM	Free
☒	12:00 PM – 12:45 PM	Private Appointment
☐	12:45 PM – 1:30 PM	Free
☒	1:30 PM – 2:45 PM	Washington Post Interview - in person Secretary's Office SecretaryScheduler (OST)
☒	2:30 PM – 3:00 PM	dropby NHTSA Holiday Party (event is 1pm-3pm) DOT - 4th Floor, West Building SecretaryScheduler (OST)
☐	3:00 PM – 3:15 PM	Free
☒	3:15 PM – 3:45 PM	dropby FAA Holiday Party (event is 2-4pm) FAA SecretaryScheduler (OST)
☐	3:45 PM – 4:15 PM	Free
☒	4:15 PM – 4:45 PM	INFRA NOFO Briefing Secretary's Office SecretaryScheduler (OST)
☐	4:45 PM – 4:50 PM	Free
☒	4:50 PM – 5:15 PM	Grover Burtney
☒	5:15 PM – 5:35 PM	Interview with (b) (6) - Communications Director for NHTSA Secretary's Office SecretaryScheduler (OST)
☐	5:35 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, Dec 13

☐	Before 8:00 AM	Free
--------------------------	----------------	------

☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff Secretary's Conference Room SecretaryScheduler (OST)
☐	9:00 AM – 9:40 AM	Free
☒	9:40 AM – 10:10 AM	Private Appointment
☐	10:10 AM – 10:30 AM	Free
☒	10:30 AM – 11:00 AM	office time
☐	11:00 AM – 11:30 AM	Free
☒	11:30 AM – 11:45 AM	Advisory Council Reception with Mrs. Pence The Ritz Carlton – Pentagon City, 1250 S Hayes St., Arlington, VA 22202 SecretaryScheduler (OST)
☒	11:45 AM – 12:45 PM	Women's Federal Forum Luncheon with SLOUS Karen Pence THE RITZ-CARLTON, Pentagon City SecretaryScheduler (OST)
☐	12:45 PM – 1:05 PM	Free
☒	1:05 PM – 1:20 PM	Drop by General Counsel Holiday Party
☒	1:20 PM – 1:30 PM	Holiday awards lunch for IT - event runs 1pm-3pm West Atrium SecretaryScheduler (OST)
☒	1:25 PM – 1:45 PM	DOT/WH
☐	1:45 PM – 2:15 PM	Free
☒	2:15 PM – 3:00 PM	POTUS meeting with Governors-elect Cabinet Room SecretaryScheduler (OST)
☐	3:00 PM – 3:15 PM	Free
☒	3:15 PM – 3:45 PM	Meeting with Governor Dunleavy - Alaska EEOB 176 SecretaryScheduler (OST)
☐	3:45 PM – 3:50 PM	Free
☒	3:50 PM – 4:20 PM	ETD WH/DOT
☐	4:20 PM – 4:30 PM	Free
☒	4:30 PM – 5:00 PM	Meeting with Director of OGE, Emory Rounds Secretary's Office 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, Dec 14**

☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff Secretary's Conference Room SecretaryScheduler (OST)
☒	9:00 AM – 9:30 AM	Personnel Secretary's Office SecretaryScheduler (OST)
☐	9:30 AM – 10:00 AM	Free
☒	10:00 AM – 10:30 AM	S3 Update Secretary's Conference Room SecretaryScheduler (OST)
☐	10:30 AM – 12:00 PM	Free
☒	12:00 PM – 1:30 PM	Private Appointment
☐	1:30 PM – 2:00 PM	Free
☒	2:00 PM – 2:30 PM	Drop by X Holiday Party (event is 1pm-3pm) Oklahoma room SecretaryScheduler (OST)
☐	2:30 PM – 3:30 PM	Free
☒	3:30 PM – 4:00 PM	Interview with Ryan Cote for CIO Secretary's Office SecretaryScheduler (OST)
☒	4:00 PM – 4:30 PM	Interview with Alex Poirot Secretary's Office SecretaryScheduler (OST)
☐	4:30 PM – 5:00 PM	Free
☐	5:00 PM – 6:00 PM	Free
☒	6:00 PM – 9:30 PM	Private Appointment
☐	After 9:30 PM	Free

📅 **Sat, Dec 15**

☐	All Day	Texas A&M Winter Commencement Ceremony Galveston, TX
☐	All Day	WH Christmas Holiday Decorations open house 10am; WH Congressional Ball 5pm no time limit at WH
☐	Before 8:30 PM	Free
☒	8:30 PM – 10:00 PM	Private Appointment
☐	After 10:00 PM	Free

📅 **Sun, Dec 16**

☐	All Day	Private Appointment
☐	Before 7:00 AM	Free
☐	7:00 AM – 1:30 PM	Office Work
☐	1:30 PM – 2:00 PM	Free
☐	2:00 PM – 3:30 PM	Private Appointment
☐	3:30 PM – 4:00 PM	Free
☐	4:00 PM – 4:30 PM	Private Appointment
☐	4:30 PM – 5:30 PM	Free
☐	5:30 PM – 6:00 PM	Private Appointment
☐	6:00 PM – 6:30 PM	Free
☐	6:30 PM – 7:00 PM	ETD residence
☐	7:00 PM – 10:00 PM	Private Appointment
☐	After 10:00 PM	Free

Mon, Dec 17

☐	All Day	Senate Recess
☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☐	8:30 AM – 9:00 AM	Senior Staff Secretary's Conference Room SecretaryScheduler (OST)
☐	9:00 AM – 11:00 AM	Staff time SecretaryScheduler (OST)
☐	11:00 AM – 11:30 AM	Free
☐	11:30 AM – 12:30 PM	Desk time
☐	12:30 PM – 2:30 PM	Private Appointment
☐	2:30 PM – 3:00 PM	Free
☐	3:00 PM – 3:15 PM	Private Appointment
☐	3:15 PM – 5:30 PM	Office work
☐	5:30 PM – 5:46 PM	Private Appointment
☐	5:46 PM – 6:00 PM	Free
☐	6:00 PM – 6:30 PM	Wrap-up
☐	6:30 PM – 7:00 PM	Free
☐	7:00 PM – 9:00 PM	Private Appointment
☐	9:00 PM – 9:59 PM	Free
☐	9:59 PM – 11:27 PM	Private Appointment
☐	After 11:27 PM	Free

📅 Tue, Dec 18

☐	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	Senior 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 Conference Room SecretaryScheduler (OST)
☐	10:00 AM – 10:30 AM	Free
☒	10:30 AM – 11:15 AM	Briefing: UPP/Unmanned Aircraft Systems Traffic Management Pilot Program Secretary's Conference Room SecretaryScheduler (OST)
☒	11:15 AM – 11:45 AM	Briefing: EASA Certification Competition Secretary's conference room SecretaryScheduler (OST)
☐	11:45 AM – 12:00 PM	Free
☒	12:00 PM – 12:30 PM	Drop by FRA Holiday Party 11:30am to 1:45pm SecretaryScheduler (OST)
☒	12:30 PM – 1:30 PM	Lunch with Dr. Jim Yong Kim - President of World Bank Secretary's Office SecretaryScheduler (OST)
☐	1:30 PM – 2:45 PM	Free
☒	2:45 PM – 3:45 PM	S1 Update Secretary's Conference Room SecretaryScheduler (OST)
☐	3:45 PM – 4:30 PM	Free
☒	4:30 PM – 5:00 PM	CES Pre brief Secretary's Office SecretaryScheduler (OST)
☐	5:00 PM – 5:15 PM	Free
☒	5:15 PM – 5:45 PM	Meeting with S2 Secretary's Office 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

📅 **Wed, Dec 19**

☐	All Day	Senate Recess
☐	Before 8:00 AM	Free
☐	8:00 AM – 10:00 AM	Free
☒	10:00 AM – 10:45 AM	Private Appointment
☐	10:45 AM – 11:45 AM	Free
☒	11:45 AM – 12:15 PM	Briefing on Rulemaking Order & Guidance Documents Secretary's Office SecretaryScheduler (OST)
☐	12:15 PM – 12:30 PM	Free
☒	12:30 PM – 1:30 PM	Lunch with Matthew Pottinger Secretary's Office SecretaryScheduler (OST)
☐	1:30 PM – 2:30 PM	Free
☒	2:30 PM – 3:30 PM	Washington Post Photo Secretary's Office SecretaryScheduler (OST)
☒	3:30 PM – 4:00 PM	WH Pre Brief Secretary's Office SecretaryScheduler (OST)
☐	4:00 PM – 4:15 PM	Free
☒	4:15 PM – 4:30 PM	Drop By OGA Holiday Party
☒	4:30 PM – 5:00 PM	Holiday greeting Video Recording - WH request for military overseas Media Center SecretaryScheduler (OST)
☒	5:00 PM – 5:20 PM	Yu-Jiang Zhang, PhD, FRA Secretary's Conference Room; (b) (6) cell; (b) (6) work line SecretaryScheduler (OST)
☐	5:20 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, Dec 20**

☐	All Day	Senate Recess
☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff Secretary's Conference Room SecretaryScheduler (OST)

☒	9:00 AM – 9:30 AM	NC staff year end meeting Lincoln Room
☒	9:30 AM – 10:00 AM	Personnel Secretary's Office SecretaryScheduler (OST)
☐	10:00 AM – 10:30 AM	Free
☒	10:30 AM – 11:00 AM	PTC Update Secretary's Conference Room SecretaryScheduler (OST)
☒	11:00 AM – 11:30 AM	CRISI Brief Secretary's Conference Room SecretaryScheduler (OST)
☐	11:30 AM – 12:30 PM	Free
☒	12:30 PM – 1:30 PM	Lunch in cafeteria
☐	1:30 PM – 2:30 PM	Free
☒	2:30 PM – 3:05 PM	Private Appointment
☐	3:05 PM – 4:00 PM	Free
☒	4:00 PM – 4:30 PM	Meeting with Laura Secretary's Office SecretaryScheduler (OST)
☐	4:30 PM – 5:00 PM	Free
☒	5:00 PM – 5:30 PM	Wrap Up Secretary's Conference Room SecretaryScheduler (OST)
☒	5:30 PM – 6:00 PM	Drop by (b) (6) farewell Chloe SecretaryScheduler (OST)
☐	After 6:00 PM	Free

Fri, Dec 21

☐	All Day	Senate Recess
☐	All Day	Gov't Shutdown 12/21/18-1/25/19
☒	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff Secretary's Conference Room SecretaryScheduler (OST)
☐	9:00 AM – 9:30 AM	Free
☒	9:30 AM – 9:50 AM	Private Appointment
☐	9:50 AM – 10:30 AM	Free
☒	10:30 AM – 11:00 AM	FYI: CRISI Brief Follow-Up Secretary's Conference Room
☐	11:00 AM – 11:30 AM	Free

☒	11:30 AM – 11:45 AM	Meeting with Grover Secretary's Office SecretaryScheduler (OST)
☒	11:45 AM – 12:00 PM	Meeting with Arjun Garg Secretary's office SecretaryScheduler (OST)
☐	12:00 PM – 1:00 PM	Free
☒	1:00 PM – 1:30 PM	(b) (6) SecretaryScheduler (OST)
☐	1:30 PM – 2:30 PM	Free
☒	2:30 PM – 3:00 PM	30th Anniversary Pan Am 103 Memorial Service The Lockerbie Cairn, Arlington Cemetery SecretaryScheduler (OST)
☐	3:00 PM – 3:30 PM	Free
☒	3:30 PM – 5:00 PM	office time
☒	5:00 PM – 5:30 PM	Wrap-Up
☒	5:30 PM – 5:45 PM	Dropby General Counsel office - S1, S2, S3 farewell
☐	After 5:45 PM	Free

📅 Sat, Dec 22

☐	All Day	(b) (6)
☐	All Day	Gov't Shutdown 12/21/18-1/25/19
☐	Before 7:30 AM	Free
☒	7:30 AM – 6:00 PM	Office work
☐	6:00 PM – 7:00 PM	Free
☒	7:00 PM – 9:00 PM	Private Appointment
☐	After 9:00 PM	Free

📅 Sun, Dec 23

☐	All Day	Gov't Shutdown 12/21/18-1/25/19
☐	Before 8:30 AM	Free
☒	8:30 AM – 2:00 PM	Office Work
☐	2:00 PM – 3:00 PM	Free
☒	3:00 PM – 4:55 PM	Private Appointment
☐	4:55 PM – 7:00 PM	Free
☒	7:00 PM – 10:00 PM	Private Appointment
☐	After 10:00 PM	Free

Mon, Dec 24

☐	All Day	Senate Recess
☐	All Day	Government Closed for Christmas Eve United States
☐	All Day	Gov't Shutdown 12/21/18-1/25/19
☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff SecretaryScheduler (OST)
☒	8:30 AM – 5:30 PM	Office work
☐	After 5:30 PM	Free

Tue, Dec 25

☐	All Day	Senate Recess
☐	All Day	Christmas Day United States
☐	All Day	Gov't Shutdown 12/21/18-1/25/19
☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff SecretaryScheduler (OST)
☐	9:00 AM – 12:00 PM	Free
☒	12:00 PM – 3:00 PM	Private Appointment
☐	3:00 PM – 3:30 PM	Free
☒	3:30 PM – 6:30 PM	office work
☐	6:30 PM – 8:30 PM	Free
☒	8:30 PM – 11:00 PM	office work
☐	After 11:00 PM	Free

Wed, Dec 26

☐	All Day	Senate Recess
☐	All Day	Gov't Shutdown 12/21/18-1/25/19
☐	Before 7:00 AM	Free
☒	7:00 AM – 10:30 AM	office work
☐	10:30 AM – 12:49 PM	Free
☒	12:49 PM – 2:44 PM	Private Appointment
☐	2:44 PM – 4:45 PM	Free
☒	4:45 PM – 5:00 PM	Private Appointment
☐	5:00 PM – 7:00 PM	Free

☒	7:00 PM – 11:00 PM	office work
☐	After 11:00 PM	Free

▲ Thu, Dec 27

☐	All Day	Senate Recess
☐	All Day	Gov't Shutdown 12/21/18-1/25/19
☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff SecretaryScheduler (OST)
☐	9:00 AM – 9:30 AM	Free
☒	9:30 AM – 10:00 AM	Private Appointment
☐	10:00 AM – 12:00 PM	Free
☒	12:00 PM – 2:48 PM	Private Appointment
☐	2:48 PM – 5:00 PM	Free
☐	5:00 PM – 6:15 PM	Free
☒	6:15 PM – 8:15 PM	Private Appointment
☐	After 8:15 PM	Free

▲ Fri, Dec 28

☐	All Day	Senate Recess
☐	All Day	Gov't Shutdown 12/21/18-1/25/19
☐	Before 8:00 AM	Free
☐	8:00 AM – 8:30 AM	Free
☒	8:30 AM – 9:00 AM	Senior Staff SecretaryScheduler (OST)
☐	9:00 AM – 9:30 AM	Free
☒	9:30 AM – 11:00 AM	Private Appointment
☐	11:00 AM – 4:15 PM	Free
☒	4:15 PM – 5:15 PM	Private Appointment
☐	5:15 PM – 5:30 PM	Free
☒	5:30 PM – 6:45 PM	Private Appointment
☐	6:45 PM – 7:00 PM	Free
☒	7:00 PM – 9:00 PM	Private Appointment
☐	After 9:00 PM	Free

▲ Sat, Dec 29

☐	All Day	Gov't Shutdown 12/21/18-1/25/19
☐	Before 7:00 AM	Free
☒	7:00 AM – 11:00 AM	Office work
☐	11:00 AM – 12:00 PM	Free
☒	12:00 PM – 6:00 PM	Office work
☐	6:00 PM – 7:00 PM	Free
☒	7:00 PM – 9:00 PM	Private Appointment
☐	After 9:00 PM	Free

📅 Sun, Dec 30

☐	All Day	Gov't Shutdown 12/21/18-1/25/19
☐	Before 7:00 AM	Free
☒	7:00 AM – 10:00 AM	Office Work
☐	10:00 AM – 12:00 PM	Free
☒	12:00 PM – 6:30 PM	office work
☐	6:30 PM – 7:00 PM	Free
☒	7:00 PM – 9:00 PM	Private Appointment
☐	After 9:00 PM	Free

📅 Mon, Dec 31

☐	All Day	Gov't Shutdown 12/21/18-1/25/19
☐	All Day	New Year's Eve United States
☐	Before 7:00 AM	Free
☒	7:00 AM – 11:30 AM	office work
☐	11:30 AM – 3:00 PM	Free
☒	3:00 PM – 6:30 PM	Office work
☐	6:30 PM – 7:00 PM	Free
☒	7:00 PM – 9:00 PM	Private Appointment
☐	After 9:00 PM	Free

Details

📅 Saturday, December 1, 2018

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

▲ **Time** 10:30 AM – 1:30 PM
Subject CBS Brunch
Location Hay Adams Hotel, 16th & H Streets, DC
Show Time As Busy
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Laura Genero <laura.genero@dot.gov>	Required
Marco Sylvester (OST) (marco.sylvester@dot.gov) <marco.sylvester@dot.gov>	Required

▲ **Time** 2:00 PM – 11:00 PM
Subject Office work
Show Time As Busy

Sunday, December 2, 2018

▲ **Time** 6:00 AM – 9:00 AM
Subject Office Work
Show Time As Busy

▲ **Time** 5:05 PM – 5:30 PM
Subject ETD enroute/Kennedy Center
Show Time As Busy

▲ **Time** 5:30 PM – 6:45 PM
Subject CBS Reception
Location Kennedy Center Terrace
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

▲ **Time** 7:00 PM – 10:15 PM
Subject Kennedy Center Honors - Performance (Black tie)
Show Time As Busy
Attendees

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

Chao, Elaine (b) (6)

Required

▲ **Time** 12/2/2018 10:35 PM – 12/3/2018 12:40 AM
Subject Kennedy Center Honors Post-Performance Supper
Location Grand Foyer, Kennedy Cfenter
Show Time As Busy

Monday, December 3, 2018

▲ **Time** 12:15 AM – 1:15 AM
Subject ETD Kennedy Center/Dulles/Residence
Show Time As Busy

▲ **Time** 8:40 AM – 9:10 AM
Subject Senior Staff
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>	Required
	Deputy Scheduler <DeputyScheduler@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
	Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
	Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
	Kramer, John (OST) <John.Kramer@dot.gov>	Required

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

▲ **Time** 9:10 AM – 9:40 AM
Subject Scheduling
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
Kania, Adriana (OST) <adriana.kania@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

▲ **Time** 10:00 AM – 11:30 AM
Subject Document Review
Location Secretary's Conference Room
Show Time As Busy
Staff: S2/G Burr/D Kan/S Bradbury/T Inman/A Hanson/C Aizcorbe/S McMaster/M McInerney
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Aizcorbe, Christina (OST) <Christina.Aizcorbe@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required

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

▲	Time	2:25 PM – 2:55 PM	
	Subject	ETD en route DOT	
	Show Time As	Busy	
▲	Time	3:00 PM – 3:30 PM	
	Subject	Scheduling	
	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
		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
		Edwards, Sara (OST) <sara.edwards@dot.gov>	Required
		Furman, Jon (OST) <jon.furman@dot.gov>	Required
		Kania, Adriana (OST) <adriana.kania@dot.gov>	Required
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
		Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
▲	Time	3:30 PM – 3:40 PM	
	Subject	Call with Gov. Baker	
	Location	Dial: (b) (6), Nick's 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** 3:45 PM – 4:15 PM
Subject Personnel
Location Secretary's Conference Room
Show Time As Busy

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

▲ **Time** 4:20 PM – 4:35 PM
Subject ETD DOT/Capitol
Show Time As Busy

▲ **Time** 4:30 PM – 6:00 PM
Subject President George H. W. Bush lying in state ceremony
Location U. S. Capitol Rotunda
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
	Edwards, Sara (OST) <sara.edwards@dot.gov>	Required
	Kania, Adriana (OST) <adriana.kania@dot.gov>	Required

▲ **Time** 6:00 PM – 6:10 PM

Subject ETD Capitol en route DOT
Show Time As Busy

▲ **Time** 6:15 PM – 6:35 PM
Subject Non-Career DOT/DOL Alumni Holiday Party
Location 9th Floor
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
	Simon, Doug (OST) <doug.simon@dot.gov>	Required
	Carrothers, Matt (OST) <Matt.Carrothers@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Graham, Douglas (OST) <douglas.graham@dot.gov>	Required
	Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required

▲ **Time** 6:35 PM – 7:05 PM
Subject ETD DOT
Show Time As Busy

Tuesday, December 4, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
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>	Required
	Deputy Scheduler <DeputyScheduler@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
Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
Kramer, John (OST) <John.Kramer@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@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
	Martinez, Raymond P. (FMCSA) <Raymond.Martinez@dot.gov>	Required
	Kania, Adriana (OST) <adriana.kania@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
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
Scovel, Calvin L <OIG> <(b) (6)>	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
Elliott, Skip (PHMSA) <howard.elliott@dot.gov>	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
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
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
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Optional
Chavez, Richard (OST) <richard.chavez@dot.gov>	Required
Everett, Thomas (FHWA) <Thomas.Everett@dot.gov>	Required
Amereihn, Tina <AWA> <tina.amereihn@faa.gov>	Optional



Time 10:15 AM – 10:30 AM
Subject Combined Federal Campaign Giving Tuesday
Location 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
	Laura Genero <Laura.Genero@dot.gov>	Required
	Douglas Graham <douglas.graham@dot.gov>	Required
	Matt Carrothers <Matt.Carrothers@dot.gov>	Required
	Tamara Somerville <Tamara.Somerville@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Washington, Keith (OST) <Keith.Washington@dot.gov>	Required
	Morris, Willis (OST) <willis.morris@dot.gov>	Required
	Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required

▲ **Time** 10:30 AM – 11:00 AM

Subject Meet with DOT Employees Returned PC volunteers with Jody Olson
Peace Corps Director

Location Media center

Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Cameron Morabito (OST) (cameron.morabito@dot.gov) <cameron.morabito@dot.gov>	Required
	Morris, Willis (OST) <willis.morris@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required

▲ **Time** 11:00 AM – 12:00 PM

Subject desk time

Show Time As Busy

▲ **Time** 12:30 PM – 1:30 PM
Subject FMCSA holiday lunch
Show Time As Busy

▲ **Time** 1:40 PM – 2:00 PM
Subject DOT/DCA
Show Time As Busy

▲ **Time** 2:30 PM – 3:58 PM
Subject DCA/BOS
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
	Hammonds, Sonya <sonya.hammonds@dot.gov>	Required
	Furman, Jon (OST) <jon.furman@dot.gov>	Required
	Smith, Geoff (OST) (geoff.smith@dot.gov) <geoff.smith@dot.gov>	Required

▲ **Time** 4:00 PM – 4:30 PM
Subject Logan Airport/HBS
Show Time As Busy

▲ **Time** 5:00 PM – 5:45 PM
Subject IOP: Bipartisan Program for Newly Elected Members of Congress
Location Taubman Building, Harvard Kennedy School, 15 Eliot St., Cambridge, MA 02138
Show Time As Busy
Categories Speech

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Laura Genero <laura.genero@dot.gov>	Required
	Matt Carrothers <matt.carrothers@dot.gov>	Required

Douglas Graham <Douglas.graham@dot.gov>	Required
Tamara Somerville <Tamara.somerville@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
'Marco Sylvester (OST) (marco.sylvester@dot.gov)' <marco.sylvester@dot.gov>	Optional
Riccardo, George (OST) <george.riccardo@dot.gov>	Required

▲ **Time** 6:15 PM – 8:15 PM
Subject Massachusetts Competitive Partnership Dinner/Remarks
Location Four Seasons, 200 Boylston Street, Boston, MA
Show Time As Busy
Categories Speech
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Graham, Douglas (OST) <douglas.graham@dot.gov>	Required
Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Carrothers, Matt (OST) <Matt.Carrothers@dot.gov>	Required

▲ **Time** 9:00 PM – 10:48 PM
Subject BOS/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
Hammonds, Sonya <sonya.hammonds@dot.gov>	Required
Furman, Jon (OST) <jon.furman@dot.gov>	Required

Wednesday, December 5, 2018

▲	Time	All Day	
	Subject	Government closed in memoriam to President George H. W. Bush	
	Show Time As	Free	
▲	Time	9:25 AM – 9:35 AM	
	Subject	Residence/Capitol	
	Show Time As	Busy	
▲	Time	10:00 AM – 10:30 AM	
	Subject	Departure Ceremony	
	Location	US Capitol	
	Show Time As	Busy	
▲	Time	10:30 AM – 11:00 AM	
	Subject	US Capitol/National Cathedral	
	Show Time As	Busy	
▲	Time	11:00 AM – 12:30 PM	
	Subject	President George H. W. Bush Memorial Service	
	Location	National Cathedral	
	Show Time As	Busy	
	Categories	Important	
▲	Time	1:00 PM – 1:30 PM	
	Subject	National Cathedral/DOT	
	Show Time As	Busy	
▲	Time	2:30 PM – 4:30 PM	
	Subject	Review	
	Location	Secretary's Conference Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
		Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
		Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required

Aizcorbe, Christina (OST) <Christina.Aizcorbe@dot.gov> Required

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

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

▲ **Time** 4:30 PM – 5:00 PM
Subject Meeting with S2, Burr, Todd
Show Time As Busy
Attendees

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

▲ **Time** 5:00 PM – 5:30 PM
Subject Personnel
Show Time As Busy
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Simon, Doug (OST) <doug.simon@dot.gov>	Required
Burr, Geoff (OST) <geoff.burr@dot.gov>	Required

Thursday, December 6, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
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>	Required
Deputy Scheduler <DeputyScheduler@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
Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
Kramer, John (OST) <John.Kramer@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

	Time	9:30 AM – 11:30 AM	
	Subject	BUILD Calls	
	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
		Smith, Geoff (OST) <geoff.smith@dot.gov>	Required
		Cameron Morabito (OST) (cameron.morabito@dot.gov) <cameron.morabito@dot.gov>	Required
		Wilkinson, James (OST) (james.wilkinson@dot.gov) <james.wilkinson@dot.gov>	Required

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

Marco Sylvester (OST) (marco.sylvester@dot.gov) Required
<marco.sylvester@dot.gov>

▲ **Time** 11:45 AM – 12:00 PM
Subject FHWA Administrator's Awards Ceremony (10:30am-12pm)
Location West Atrium
Show Time As Busy
Categories Speech
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Hendrickson, Brandye (FHWA) <Brandye.Hendrickson@dot.gov>	Required
Carrothers, Matt (OST) <Matt.Carrothers@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Graham, Douglas (OST) <douglas.graham@dot.gov>	Required
Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required
Smith, Geoff (OST) (geoff.smith@dot.gov) <geoff.smith@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required

▲ **Time** 12:00 PM – 12:20 PM
Subject Student Visit
Location Lincoln Room
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
Carrothers, Matt (OST) <Matt.Carrothers@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required

Graham, Douglas (OST) <douglas.graham@dot.gov>	Required
Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required
Riccardo, George (OST) <george.riccardo@dot.gov>	Required
Lund, Caryn M (OST) <caryn.moore.lund@dot.gov>	Required
Russo, Michael D (PHMSA) <michael.d.russo@dot.gov>	Required
Sylvester, Marco (OST) <marco.sylvester@dot.gov>	Required
Morgan, Owen (OST) <owen.morgan@dot.gov>	Required
Furman, Jon (OST) <jon.furman@dot.gov>	Required
Wilkinson, James (OST) (james.wilkinson@dot.gov) <james.wilkinson@dot.gov>	Required

▲ **Time** 12:30 PM – 12:45 PM
Subject Drop By Human Trafficking FACA Lunch
Location EDR
Show Time As Busy
Attendees

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

▲ **Time** 1:00 PM – 1:30 PM
Subject "M" Holiday Party - 11:30am-2pm
Show Time As Busy
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Washington, Keith (OST) <Keith.Washington@dot.gov>	Required
Morabito, Cameron (OST) <cameron.morabito@dot.gov>	Required

▲ **Time** 1:30 PM – 4:30 PM
Subject Build Calls
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
	Fulton, Finch (OST) <Finch.Fulton@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Wilkinson, James (OST) (james.wilkinson@dot.gov) <james.wilkinson@dot.gov>	Required
	Smith, Geoff (OST) <geoff.smith@dot.gov>	Required
	Cameron Morabito (OST) (cameron.morabito@dot.gov) <cameron.morabito@dot.gov>	Required
	Marco Sylvester (OST) (marco.sylvester@dot.gov) <marco.sylvester@dot.gov>	Required

▲	Time	5:00 PM – 5:30 PM	
	Subject	Interview with (b) (6)	
	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	BRT Reception	
	Location	The Anthem	
	Show Time As	Busy	

▲	Time	6:30 PM – 8:15 PM	
	Subject	BRT Dinner	
	Location	The Anthem	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance

SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Cameron Morabito (OST) (cameron.morabito@dot.gov) <cameron.morabito@dot.gov>	Required

Friday, December 7, 2018

	Time	8:30 AM – 9:00 AM	
	Subject	Senior Staff	
	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>	Required
		Deputy Scheduler <DeputyScheduler@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
		Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
		McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
		Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
		Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
		Kramer, John (OST) <John.Kramer@dot.gov>	Required
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

	Time	9:00 AM – 9:30 AM
---	-------------	-------------------

Subject BUILD follow up
Location Secretary's Conference Room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
	Kania, Adriana (OST) <adriana.kania@dot.gov>	Required
	Edwards, Sara (OST) <sara.edwards@dot.gov>	Required

▲ **Time** 9:30 AM – 9:50 AM
Subject Amb. Bolton Briefing
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
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Rosen, Jeff (OST) <jeff.rosen@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Szabat, Joel (MARAD) (Joel.Szabat@dot.gov) <Joel.Szabat@dot.gov>	Required

▲ **Time** 10:00 AM – 10:30 AM
Subject Scheduling
Location Secretary's Office
Show Time As Busy

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

Kania, Adriana (OST) <adriana.kania@dot.gov>	Required
Edwards, Sara (OST) <sara.edwards@dot.gov>	Required

▲ **Time** 10:30 AM – 10:35 AM
 Subject Pop by T&I Majority Committee Staff Meet and Greet (10-11am)
 Location Lincoln
 Show Time As Busy

▲ **Time** 12:15 PM – 2:30 PM
 Subject Review memos
 Show Time As Busy

▲ **Time** 3:00 PM – 5:00 PM
 Subject Office time
 Show Time As Busy

Saturday, December 8, 2018

▲ **Time** 8:30 AM – 11:30 AM
 Subject Office work
 Show Time As Busy

▲ **Time** 2:30 PM – 5:30 PM
 Subject office work
 Show Time As Busy

Sunday, December 9, 2018

▲ **Time** 10:00 AM – 3:00 PM
 Subject Office Work
 Show Time As Busy

Monday, December 10, 2018

▲ **Time** 8:30 AM – 9:00 AM
 Subject Senior Staff
 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>	Required
	Deputy Scheduler <DeputyScheduler@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
Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
Kramer, John (OST) <John.Kramer@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

	Time	9:00 AM – 9:30 AM	
	Subject	WH Meeting Prebrief	
	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
		Kan, Derek (OST) <derek.kan@dot.gov>	Required
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

	Time	9:30 AM – 10:30 AM	
	Subject	Scheduling	
	Location	Secretary's Conference Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance

SecretaryScheduler (OST)
<SecretaryScheduler@dot.gov>

Organizer

▲	Time	10:30 AM – 12:30 PM	
	Subject	Planning & Review	
	Show Time As	Busy	
▲	Time	12:30 PM – 1:30 PM	
	Subject	Lunch with Doug McCarron	
	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
		Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
		Guynn, Michelle (OST) <Michelle.D.Guynn@dot.gov>	Required
▲	Time	2:00 PM – 4:00 PM	
	Subject	DOT Career Employee Holiday Open House/ Photo Op	
	Location	West Atrium	
	Show Time As	Busy	
	Categories	Speech	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Washington, Keith (OST) <Keith.Washington@dot.gov>	Required
		Graham, Douglas (OST) <douglas.graham@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required
		Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
		Carrothers, Matt (OST) <Matt.Carrothers@dot.gov>	Required
		Smith, Geoff (OST) <geoff.smith@dot.gov>	Required

Cameron Morabito (OST) (cameron.morabito@dot.gov) Required
<cameron.morabito@dot.gov>

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

Marco Sylvester (OST) (marco.sylvester@dot.gov) Required
<marco.sylvester@dot.gov>

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

▲ **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) Organizer
<SecretaryScheduler@dot.gov>

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

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

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

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

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

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

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

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

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

Kramer, John (OST) <John.Kramer@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Optional

Tuesday, December 11, 2018



Time 8:30 AM – 9:00 AM

Subject Senior Staff

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>	Required
--	----------

Deputy Scheduler <DeputyScheduler@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
--------------------------------------	----------

Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
--	----------

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

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

Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
--	----------

Kramer, John (OST) <John.Kramer@dot.gov>	Required
--	----------

Sullivan, Adam (OST) <adam.sullivan@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
		Everett, Thomas (FHWA) <Thomas.Everett@dot.gov>	Required
		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
Scovel, Calvin L <OIG>(b) (6)	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
Elliott, Skip (PHMSA) <howard.elliott@dot.gov>	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
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
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
Amereihn, Tina <AWA> <tina.amereihn@faa.gov>	Optional

	Time	10:45 AM – 11:15 AM	
	Subject	WaPo Interview Briefing	
	Location	Secretary's Office or by phone	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
		Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
		Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required
		Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
		McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
		Deputy Scheduler <DeputyScheduler@dot.gov>	Required

	Time	12:00 PM – 12:30 PM
---	-------------	---------------------

Subject Lunch with Bill Cohen
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
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
Guyenn, Michelle (OST) <Michelle.D.Guyenn@dot.gov>	Required

▲ **Time** 1:00 PM – 1:30 PM
Subject Drop by PHMSA Holiday Potluck - event runs 12pm-2pm
Location 2nd Floor East Building
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
Sylvester, Marco (OST) <marco.sylvester@dot.gov>	Required

▲ **Time** 1:30 PM – 2:17 PM
Subject BUILD Roll Out
Location DOT Atrium
Show Time As Busy
Categories Speech
Attendees

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

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

Morabito, Cameron (OST) Required
<cameron.morabito@dot.gov>

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

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

▲	Time	2:17 PM – 2:47 PM	
	Subject	Film Video for Ed Hamberger after BUILD	
	Location	DOT 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
		Edwards, Sara (OST) <sara.edwards@dot.gov>	Required
		Kania, Adriana (OST) <adriana.kania@dot.gov>	Required
		Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

▲	Time	3:30 PM – 4:30 PM	
	Subject	Review	
	Location	Secretary's Conference Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
		Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required

Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
Aizcorbe, Christina (OST) <Christina.Aizcorbe@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required

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

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Furman, Jon (OST) <jon.furman@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
	Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
	Kramer, John (OST) <John.Kramer@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
	Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
	Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
	Fulton, Finch (OST) <Finch.Fulton@dot.gov>	Optional

▲	Time	6:30 PM – 7:00 PM	
	Subject	ETD DOT	
	Show Time As	Busy	
▲	Time	7:00 PM – 7:45 PM	
	Subject	NABTUNorth America's Building Trades Union Annual Holiday Open House (event runs 6pm-10pm)	
	Location	905 16th St NW, Washington DC 20006 - rooftop	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Sylvester, Marco (OST) <marco.sylvester@dot.gov>	Required
▲	Time	7:45 PM – 8:00 PM	
	Subject	ETD NABTU	
	Show Time As	Busy	

Wednesday, December 12, 2018

▲	Time	10:00 AM – 10:30 AM	
	Subject	PHMSA Updates	
	Location	Secretary's Conference Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Elliott, Skip (PHMSA) <howard.elliott@dot.gov>	Required
		Roberti, Paul (PHMSA) <paul.roberti@dot.gov>	Required
		Wolf, Ariel (OST) <ariel.wolf@dot.gov>	Required
		Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
		Fraser, Bobby (PHMSA) <bobby.fraser@dot.gov>	Required
		Deputy Scheduler <DeputyScheduler@dot.gov>	Required

Pearce, Drue (PHMSA) <drue.pearce@dot.gov> Required

▲ **Time** 11:00 AM – 11:45 AM
Subject Meeting with President McGarvey - NABTU
Location Secretary's Conference Room
Show Time As Busy
Attendees

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

▲ **Time** 1:30 PM – 2:45 PM
Subject Washington Post Interview - in person
Location Secretary's Office
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
Edwards, Sara (OST) <sara.edwards@dot.gov>	Required

▲ **Time** 2:30 PM – 3:00 PM
Subject dropby NHTSA Holiday Party (event is 1pm-3pm)
Location DOT - 4th Floor, West Building
Show Time As Busy
Attendees

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

▲ **Time** 3:15 PM – 3:45 PM
Subject dropby FAA Holiday Party (event is 2-4pm)
Location FAA
Show Time As Busy
Attendees

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

SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Bailey, Megan <AWA> <megan.bailey@faa.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Morabito, Cameron (OST) <cameron.morabito@dot.gov>	Required

▲ **Time** 4:15 PM – 4:45 PM
Subject INFRA NOFO Briefing
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
	Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
	Burthey, Grover (OST) <grover.burthey@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
	Laura Genero <laura.genero@dot.gov>	Required
	Ray, James (OST) <Jim.Ray@dot.gov>	Required
	Fulton, Finch (OST) (Finch.Fulton@dot.gov) <Finch.Fulton@dot.gov>	Required

▲ **Time** 4:50 PM – 5:15 PM
Subject Grover Burthey
Show Time As Busy

▲ **Time** 5:15 PM – 5:35 PM
Subject Interview with (b) (6) - Communications Director for NHTSA
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
		Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
		McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
		Furman, Jon (OST) <jon.furman@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Kan, Derek (OST) <derek.kan@dot.gov>	Required
		Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
		Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
		Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
		Kramer, John (OST) <John.Kramer@dot.gov>	Required
		McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
		Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
		Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
		Deputy Scheduler <DeputyScheduler@dot.gov>	Optional

Thursday, December 13, 2018

▲	Time	8:30 AM – 9:00 AM	
	Subject	Senior Staff	
	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
		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
		Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
		McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
		Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
		Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
		Kramer, John (OST) <John.Kramer@dot.gov>	Required
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

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

▲ **Time** 11:30 AM – 11:45 AM
Subject Advisory Council Reception with Mrs. Pence
Location The Ritz Carlton – Pentagon City, 1250 S Hayes St., Arlington, VA
22202
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

Laura Genero <laura.genero@dot.gov> Required

▲ **Time** 11:45 AM – 12:45 PM
Subject Women's Federal Forum Luncheon with SLOTUS Karen Pence
Location THE RITZ-CARLTON, Pentagon City
Show Time As Busy
Attendees

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

▲ **Time** 1:05 PM – 1:20 PM
Subject Drop by General Counsel Holiday Party
Show Time As Busy

▲ **Time** 1:20 PM – 1:30 PM
Subject Holiday awards lunch for IT - event runs 1pm-3pm
Location West Atrium
Show Time As Busy
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Hildebrand, Vicki (OST) <victoria.hildebrand@dot.gov>	Required
Sylvester, Marco (OST) <marco.sylvester@dot.gov>	Required

▲ **Time** 1:25 PM – 1:45 PM
Subject DOT/WH
Show Time As Busy

▲ **Time** 2:15 PM – 3:00 PM
Subject POTUS meeting with Governors-elect
Location Cabinet Room
Show Time As Busy
Categories Important
Attendees

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

SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
Mitton, Chris (OST) <chris.mitton@dot.gov>	Optional
Laura Genero <laura.genero@dot.gov>	Required

▲ **Time** 3:15 PM – 3:45 PM
Subject Meeting with Governor Dunleavy - Alaska
Location EEOB 176
Show Time As Busy
Attendees

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

▲ **Time** 3:50 PM – 4:20 PM
Subject ETD WH/DOT
Show Time As Busy

▲ **Time** 4:30 PM – 5:00 PM
Subject Meeting with Director of OGE, Emory Rounds
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
Kaleta, Judy (OST) (Judy.Kaleta@dot.gov) <Judy.Kaleta@dot.gov>	Required
Bradbury, Steven (OST) <Steven.Bradbury@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
		Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
		McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
		Furman, Jon (OST) <jon.furman@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Kan, Derek (OST) <derek.kan@dot.gov>	Required
		Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
		Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
		Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
		Kramer, John (OST) <John.Kramer@dot.gov>	Required
		McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
		Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
		Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
		Deputy Scheduler <DeputyScheduler@dot.gov>	Optional

Friday, December 14, 2018

▲	Time	8:30 AM – 9:00 AM	
	Subject	Senior Staff	
	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>	Required
Deputy Scheduler <DeputyScheduler@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
Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
Kramer, John (OST) <John.Kramer@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

▲ **Time** 9:00 AM – 9:30 AM
Subject Personnel
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>	Required
	Simon, Doug (OST) <doug.simon@dot.gov>	Required
	Hanson, Alan (FMCSA) <Alan.Hanson@dot.gov>	Required

Deputy Scheduler <DeputyScheduler@dot.gov> Required

▲	Time	10:00 AM – 10:30 AM	
	Subject	S3 Update	
	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
		Morris, Willis (OST) <willis.morris@dot.gov>	Required
		Kramer, John (OST) <John.Kramer@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Szabat, Joel (OST) <Joel.Szabat@dot.gov>	Required
		Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
		Deputy Scheduler <DeputyScheduler@dot.gov>	Required
		Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required

▲	Time	2:00 PM – 2:30 PM	
	Subject	Drop by X Holiday Party (event is 1pm-3pm)	
	Location	Oklahoma room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Szabat, Joel (MARAD) (Joel.Szabat@dot.gov) <Joel.Szabat@dot.gov>	Required

▲	Time	3:30 PM – 4:00 PM	
	Subject	Interview with Ryan Cote for CIO	
	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** 4:00 PM – 4:30 PM
Subject Interview with Alex Poirot
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

Saturday, December 15, 2018

▲ **Time** All Day
Subject Texas A&M Winter Commencement Ceremony
Location Galveston, TX
Show Time As Free

▲ **Time** All Day
Subject WH Christmas Holiday Decorations open house 10am; WH Congressional Ball 5pm
Location no time limit at WH
Show Time As Free

Sunday, December 16, 2018

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

▲ **Time** 6:30 PM – 7:00 PM
Subject ETD residence
Show Time As Busy

Monday, December 17, 2018

▲ **Time** 12/17/2018 12:00 AM – 12/22/2018 12:00 AM
Subject Senate Recess
Show Time As Free

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
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>	Required
	Deputy Scheduler <DeputyScheduler@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
	Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
	Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
	Kramer, John (OST) <John.Kramer@dot.gov>	Required
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

▲	Time	9:00 AM – 11:00 AM	
	Subject	Staff time	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer

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

▲	Time	3:15 PM – 5:30 PM	
	Subject	Office work	

Show Time As Busy

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

Tuesday, December 18, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
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>	Required
	Deputy Scheduler <DeputyScheduler@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
	Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
	Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
	Kramer, John (OST) <John.Kramer@dot.gov>	Required
	Sullivan, Adam (OST) <adam.sullivan@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
	Martinez, Raymond P. (FMCSA) <Raymond.Martinez@dot.gov>	Required
	Kania, Adriana (OST) <adriana.kania@dot.gov>	Optional
	Everett, Thomas (FHWA) <Thomas.Everett@dot.gov>	Required
	Short, David (OST) <david.short@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
	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
Scovel, Calvin L <OIG> (b) (6)	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
Elliott, Skip (PHMSA) <howard.elliott@dot.gov>	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
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
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
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Optional
Chavez, Richard (OST) <richard.chavez@dot.gov>	Required
Amereihn, Tina <AWA> <tina.amereihn@faa.gov>	Optional

▲ **Time** 10:30 AM – 11:15 AM

Subject Briefing: UPP/Unmanned Aircraft Systems Traffic Management Pilot Program

Location Secretary's Conference Room

Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Elwell, Daniel <AWA> <Daniel.Elwell@faa.gov>	Required
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Bailey, Megan <AWA> <megan.bailey@faa.gov>	Required
	Whitley, Pamela <AWA> <pamela.whitley@faa.gov>	Required
	Szabat, Joel (OST) <Joel.Szabat@dot.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required

McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Short, David (OST) <david.short@dot.gov>	Required
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
Fontaine, Paul <AWA> <paul.fontaine@faa.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional

▲ **Time** 11:15 AM – 11:45 AM
Subject Briefing: EASA Certification Competition
Location Secretary's conference room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Elwell, Daniel <AWA> <Daniel.Elwell@faa.gov>	Required
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
	Edwards, Bailey <AWA> <Bailey.Edwards@faa.gov>	Required
	Bailey, Megan <AWA> <megan.bailey@faa.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Short, David (OST) <david.short@dot.gov>	Required
	Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional

Bahrami, Ali <AVS> <ali.bahrami@faa.gov>

Required

▲	Time	12:00 PM – 12:30 PM	
	Subject	Drop by FRA Holiday Party	
	Location	11:30am to 1:45pm	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Batory, Ronald (FRA) <ronald.batory@dot.gov>	Required

▲	Time	12:30 PM – 1:30 PM	
	Subject	Lunch with Dr. Jim Yong Kim - President of World Bank	
	Location	Secretary's Office	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Guyenn, Michelle (OST) <Michelle.D.Guyenn@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
		Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

▲	Time	2:45 PM – 3:45 PM	
	Subject	S1 Update	
	Location	Secretary's Conference Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required

Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
Aizcorbe, Christina (OST) <Christina.Aizcorbe@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required

▲ **Time** 4:30 PM – 5:00 PM
Subject CES Pre brief
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
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required

▲ **Time** 5:15 PM – 5:45 PM
Subject Meeting with S2
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
Hanson, Alan (OST) <Alan.Hanson@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
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Furman, Jon (OST) <jon.furman@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
	Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
	Kramer, John (OST) <John.Kramer@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
	Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
	Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required

Wednesday, December 19, 2018



Time 11:45 AM – 12:15 PM
Subject Briefing on Rulemaking Order & Guidance Documents
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
	Kan, Derek (OST) <derek.kan@dot.gov>	Required

Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Laura Genero <laura.genero@dot.gov>	Required
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
Owens, James (OST) <James.Owens@dot.gov>	Required
Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional

	Time	12:30 PM – 1:30 PM	
	Subject	Lunch with Matthew Pottinger	
	Location	Secretary's Office	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
		Guynn, Michelle (OST) <Michelle.D.Guynn@dot.gov>	Required
		Kan, Derek (OST) <derek.kan@dot.gov>	Required
		Laura Genero <laura.genero@dot.gov>	Required

	Time	2:30 PM – 3:30 PM	
	Subject	Washington Post Photo	
	Location	Secretary's Office	
	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	3:30 PM – 4:00 PM	
	Subject	WH Pre Brief	
	Location	Secretary's Office	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Deputy Scheduler <DeputyScheduler@dot.gov>	Required
		Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
		Kan, Derek (OST) <derek.kan@dot.gov>	Required
		Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional

▲	Time	4:15 PM – 4:30 PM
	Subject	Drop By OGA Holiday Party
	Show Time As	Busy

▲	Time	4:30 PM – 5:00 PM	
	Subject	Holiday greeting Video Recording - WH request for military overseas	
	Location	Media Center	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Post, Andy (OST) <Andy.Post@dot.gov>	Required

▲	Time	5:00 PM – 5:20 PM	
	Subject	Yu-Jiang Zhang, PhD , FRA	
	Location	Secretary's Conference Room;(b) (6) cell;(b) (6) work line	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer

Photography (OST) <Photography@dot.gov>	Required
Kuo, Monica (OST) <monica.kuo@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
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Furman, Jon (OST) <jon.furman@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
	Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
	Kramer, John (OST) <John.Kramer@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
	Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
	Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required

Thursday, December 20, 2018

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
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>

Required

Deputy Scheduler <DeputyScheduler@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

Knouse, Ruth (OST) <ruth.knouse@dot.gov>

Required

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

Required

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

Required

Hanson, Alan (OST) <Alan.Hanson@dot.gov>

Required

Kramer, John (OST) <John.Kramer@dot.gov>

Required

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

Required



Time 9:00 AM – 9:30 AM

Subject NC staff year end meeting

Location Lincoln Room

Show Time As Busy



Time 9:30 AM – 10:00 AM

Subject Personnel

Location Secretary's Office

Show Time As Busy

Attendees

Name <E-mail>

Attendance

SecretaryScheduler (OST)
<SecretaryScheduler@dot.gov>

Organizer

Simon, Doug (OST) <doug.simon@dot.gov>	Required
Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
Rosen, Jeff (OST) <jeff.rosen@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Optional

▲ **Time** 10:30 AM – 11:00 AM
Subject PTC Update
Location Secretary's Conference Room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Anderson, Stephanie (FRA) <stephanie.anderson@dot.gov>	Required
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Hayward-Williams, Carolyn (FRA) <c.hayward-williams@dot.gov>	Required
	Lauby, Robert (FRA) <robert.lauby@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
	Batory, Ronald (FRA) <ronald.batory@dot.gov>	Required

▲ **Time** 11:00 AM – 11:30 AM
Subject CRISI Brief
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
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Kramer, John (OST) <John.Kramer@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required

▲	Time	12:30 PM – 1:30 PM	
	Subject	Lunch in cafeteria	
	Show Time As	Busy	

▲	Time	4:00 PM – 4:30 PM	
	Subject	Meeting with Laura	
	Location	Secretary's Office	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Laura Genero <laura.genero@dot.gov>	Required

▲	Time	5:00 PM – 5:30 PM	
	Subject	Wrap Up	
	Location	Secretary's Conference Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Burr, Geoff (OST) <geoff.burr@dot.gov>	Required

McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Furman, Jon (OST) <jon.furman@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
Kramer, John (OST) <John.Kramer@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required

	Time	5:30 PM – 6:00 PM	
	Subject	Drop by (b) (6) farewell	
	Location	Chloe	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Smith, Geoff (OST) <geoff.smith@dot.gov>	Required

Friday, December 21, 2018

	Time	All Day
	Subject	Gov't Shutdown 12/21/18-1/25/19
	Recurrence	Occurs every day effective 12/21/2018 until 12/31/2018
	Show Time As	Free

▲	Time	8:30 AM – 9:00 AM	
	Subject	Senior Staff	
	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>	Required
		Deputy Scheduler <DeputyScheduler@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
		Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
		McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
		Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
		Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
		Kramer, John (OST) <John.Kramer@dot.gov>	Required
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

▲ **Time** 10:30 AM – 11:00 AM
Subject FYI: CRISI Brief Follow-Up
Location Secretary's Conference Room
Show Time As Busy

▲ **Time** 11:30 AM – 11:45 AM
Subject Meeting with Grover
Location Secretary's Office
Show Time As Busy

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

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

Burthey, Grover (OST) <grover.burthey@dot.gov> Required

Photography (OST) <Photography@dot.gov> Required

▲ **Time** 11:45 AM – 12:00 PM
Subject Meeting with Arjun Garg
Location Secretary's office
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Garg, Arjun (FTA) <arjun.garg@dot.gov>	Required
	Edwards, Sara (OST) <sara.edwards@dot.gov>	Required
	Kania, Adriana (OST) <adriana.kania@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required

▲ **Time** 1:00 PM – 1:30 PM
Subject (b) (6)
Location (b) (6)
Show Time As Busy

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

▲ **Time** 2:30 PM – 3:00 PM
Subject 30th Anniversary Pan Am 103 Memorial Service
Location The Lockerbie Cairn, Arlington Cemetery
Show Time As Busy

Categories	Speech	
Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Edwards, Sara (OST) <sara.edwards@dot.gov>	Required
	Kania, Adriana (OST) <adriana.kania@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
	Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required
	Carrothers, Matt (OST) <Matt.Carrothers@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Graham, Douglas (OST) <douglas.graham@dot.gov>	Required
	Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required

▲ **Time** 3:30 PM – 5:00 PM
Subject office time
Show Time As Busy

▲ **Time** 5:00 PM – 5:30 PM
Subject Wrap-Up
Show Time As Busy

▲ **Time** 5:30 PM – 5:45 PM
Subject Dropby General Counsel office - S1, S2, S3 farewell
Show Time As Busy

Saturday, December 22, 2018

▲ **Time** All Day
Subject (b) (6)
Recurrence Occurs every December 22 effective 12/22/2018 until 12/22/2018
Show Time As Free

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 12/21/2018 until 12/31/2018
Show Time As Free

▲ **Time** 7:30 AM – 6:00 PM
Subject Office work
Show Time As Busy

Sunday, December 23, 2018

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 12/21/2018 until 12/31/2018
Show Time As Free

▲ **Time** 8:30 AM – 2:00 PM
Subject Office Work
Show Time As Busy

Monday, December 24, 2018

▲ **Time** All Day
Subject Government Closed for Christmas Eve
Location United States
Show Time As Free
Categories Holiday

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 12/21/2018 until 12/31/2018
Show Time As Free

▲ **Time** 12/24/2018 12:00 AM – 12/29/2018 12:00 AM
Subject Senate Recess
Show Time As Free

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every Monday, Tuesday, Thursday, and Friday effective 12/24/2018 until 12/31/2018 from 8:30 AM to 9:00 AM
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Optional
	Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Optional
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Optional
	Deputy Scheduler <DeputyScheduler@dot.gov>	Optional

Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional
Kan, Derek (OST) <derek.kan@dot.gov>	Optional
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
Post, Andy (OST) <Andy.Post@dot.gov>	Required
Furman, Jon (OST) <jon.furman@dot.gov>	Required
Kramer, John (OST) <John.Kramer@dot.gov>	Required

▲ **Time** 8:30 AM – 5:30 PM
Subject Office work
Show Time As Busy

Tuesday, December 25, 2018

▲ **Time** All Day
Subject Christmas Day
Location United States
Show Time As Free
Categories Holiday

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 12/21/2018 until 12/31/2018
Show Time As Free

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every Monday, Tuesday, Thursday, and Friday effective 12/24/2018 until 12/31/2018 from 8:30 AM to 9:00 AM
Show Time As Busy

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

Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Optional
Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Optional
Deputy Scheduler <DeputyScheduler@dot.gov>	Optional
Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional
Kan, Derek (OST) <derek.kan@dot.gov>	Optional
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
Post, Andy (OST) <Andy.Post@dot.gov>	Required
Furman, Jon (OST) <jon.furman@dot.gov>	Required
Kramer, John (OST) <John.Kramer@dot.gov>	Required

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

▲ **Time** 8:30 PM – 11:00 PM
Subject office work
Show Time As Busy

Wednesday, December 26, 2018

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 12/21/2018 until 12/31/2018
Show Time As Free

▲ **Time** 7:00 AM – 10:30 AM
Subject office work
Show Time As Busy

▲ **Time** 7:00 PM – 11:00 PM
Subject office work
Show Time As Busy

Thursday, December 27, 2018

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 12/21/2018 until 12/31/2018
Show Time As Free

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every Monday, Tuesday, Thursday, and Friday effective 12/24/2018 until 12/31/2018 from 8:30 AM to 9:00 AM
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Optional
	Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Optional
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Optional
	Deputy Scheduler <DeputyScheduler@dot.gov>	Optional
	Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional
	Kan, Derek (OST) <derek.kan@dot.gov>	Optional
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
	Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
	Post, Andy (OST) <Andy.Post@dot.gov>	Required
	Furman, Jon (OST) <jon.furman@dot.gov>	Required
	Kramer, John (OST) <John.Kramer@dot.gov>	Required

Friday, December 28, 2018

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 12/21/2018 until 12/31/2018
Show Time As Free

▲	Time	8:30 AM – 9:00 AM	
	Subject	Senior Staff	
	Recurrence	Occurs every Monday, Tuesday, Thursday, and Friday effective 12/24/2018 until 12/31/2018 from 8:30 AM to 9:00 AM	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Genero, Laura (OST) <Laura.Genero@dot.gov>	Optional
		Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Optional
		Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Optional
		Deputy Scheduler <DeputyScheduler@dot.gov>	Optional
		Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional
		Kan, Derek (OST) <derek.kan@dot.gov>	Optional
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
		Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required
		McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
		Post, Andy (OST) <Andy.Post@dot.gov>	Required
		Furman, Jon (OST) <jon.furman@dot.gov>	Required
		Kramer, John (OST) <John.Kramer@dot.gov>	Required

Saturday, December 29, 2018

▲	Time	All Day	
	Subject	Gov't Shutdown 12/21/18-1/25/19	
	Recurrence	Occurs every day effective 12/21/2018 until 12/31/2018	
	Show Time As	Free	

▲	Time	7:00 AM – 11:00 AM	
	Subject	Office work	
	Show Time As	Busy	

▲ **Time** 12:00 PM – 6:00 PM
Subject Office work
Show Time As Busy

Sunday, December 30, 2018

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 12/21/2018 until 12/31/2018
Show Time As Free

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

▲ **Time** 12:00 PM – 6:30 PM
Subject office work
Show Time As Busy

Monday, December 31, 2018

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 12/21/2018 until 12/31/2018
Show Time As Free

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

▲ **Time** 7:00 AM – 11:30 AM
Subject office work
Show Time As Busy

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