
SecretaryScheduler (OST) Calendar

SecretaryScheduler@dot.gov

Tuesday, January 1, 2019 – Thursday, January 31, 2019

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

(Adjusted for Daylight Saving Time)

January 2019

Su Mo Tu We Th Fr Sa

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

 Busy

 Tentative

☐ Free

 Out of Office

 Working Elsewhere

 Outside of Working Hours

January 2019

📅 Tue, Jan 1

- | | | |
|---|----------------------------|---|
| ☐ | All Day | Gov't Shutdown 12/21/18-1/25/19 |
| ☐ | All Day | New Year's Day
United States |
| ☐ | Before 7:00 AM | Free |
|  | 7:00 AM – 10:00 AM | office work |
| ☐ | 10:00 AM – 11:30 AM | Free |
|  | 11:30 AM – 6:00 PM | office work |
| ☐ | 6:00 PM – 7:00 PM | Free |
|  | 7:00 PM – 8:30 PM | Private Appointment |
| ☐ | After 8:30 PM | Free |

📅 Wed, Jan 2

- | | | |
|---|-----------------------|---|
| ☐ | All Day | Private Appointment |
| ☐ | All Day | Gov't Shutdown 12/21/18-1/25/19 |
| ☐ | Before 5:45 AM | Free |
|  | 5:45 AM – 6:20 AM | Residence/Airport |

☐	6:20 AM – 7:05 AM	Free
☒	7:05 AM – 3:05 PM	Private Appointment
☐	3:05 PM – 4:30 PM	Free
☒	4:30 PM – 5:00 PM	Geoff Burr
☒	5:00 PM – 5:30 PM	S2
☒	5:30 PM – 6:00 PM	Wrap Up Secretary's Conference Room SecretaryScheduler (OST)
☐	After 6:00 PM	Free

📅 Thu, Jan 3

☐	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 – 11:00 AM	desk work
☒	11:00 AM – 11:30 AM	Meet with Schedulers
☒	11:30 AM – 12:15 PM	Scheduling Secretary's Conference Room SecretaryScheduler (OST)
☒	12:15 PM – 12:45 PM	Lunch in cafeteria
☐	12:45 PM – 1:10 PM	Free
☒	1:10 PM – 1:25 PM	Drop by Senator-elect Marsha Blackburn Swearing-In Reception Dirksen Senate Office Building, HELP Committee Room - SD 430 SecretaryScheduler (OST)
☒	1:25 PM – 1:45 PM	Drop by Sen. Deb Fischer Swearing-In Reception
☐	1:45 PM – 2:25 PM	Free
☒	2:25 PM – 2:40 PM	Drop by Sen. Carper Swearing-in Reception 342 Dirksen
☒	2:40 PM – 2:55 PM	Drop by Sen. Wicker Swearing-In Reception 562 Dirksen
☒	2:55 PM – 3:10 PM	Drop by Sen. Klobuchar Swearing-In Reception 902 Hart
☐	3:10 PM – 3:30 PM	Free
☒	3:30 PM – 4:00 PM	CES Pre Brief Secretary's Conference Room SecretaryScheduler (OST)
☒	4:00 PM – 4:15 PM	Q1 Social Media Update Secretary's Conference Room SecretaryScheduler (OST)

☐	4:15 PM – 4:30 PM	Free
☒	4:30 PM – 4:45 PM	Drop by Sen. Cantwell Swearing-In Reception Penn Social
☐	4:45 PM – 4:55 PM	Free
☒	4:55 PM – 5:10 PM	Drop by Sen. Braun Swearing-In Reception 101 Constitution Ave NW #500
☐	5:10 PM – 5:15 PM	Free
☒	5:15 PM – 5:30 PM	Drop by Sen Cramer Swearing-In Reception The Source
☐	5:30 PM – 6:00 PM	Free
☒	6:00 PM – 6:15 PM	Drop by BUILD & (b) (6) going away Willie's SecretaryScheduler (OST)
☐	6:15 PM – 6:30 PM	Free
☒	6:30 PM – 7:00 PM	Drop by House Republican Leader's Swearing In Reception North Mezzanine, Jefferson Building, LOC SecretaryScheduler (OST)
☐	After 7:00 PM	Free

📅 Fri, Jan 4

☐	All Day	Private Appointment
☐	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 – 10:30 AM	planning & review
☒	10:30 AM – 11:00 AM	FY 19 Emergency Relief Allocation Deputy Secretary's Conference Room SecretaryScheduler (OST)
☒	11:00 AM – 11:30 AM	Connected Vehicle Grant Briefing (ATCMTD) Deputy Secretary's Conference Room SecretaryScheduler (OST)
☐	11:30 AM – 12:30 PM	Free
☒	12:30 PM – 1:30 PM	lunch - Cafeteria
☒	1:30 PM – 4:30 PM	office work
☒	4:30 PM – 5:00 PM	Meeting with S2 Secretary's Office SecretaryScheduler (OST)
☐	5:00 PM – 7:00 PM	Free
☒	7:00 PM – 9:00 PM	Private Appointment
☐	After 9:00 PM	Free

📅 **Sat, Jan 5**

☐	All Day	Gov't Shutdown 12/21/18-1/25/19
☐	Before 8:00 AM	Free
☒	8:00 AM – 3:30 PM	Office work
☐	3:30 PM – 4:00 PM	Free
☒	4:00 PM – 4:30 PM	Private Appointment
☐	4:30 PM – 6:30 PM	Free
☒	6:30 PM – 9:00 PM	Private Appointment
☐	After 9:00 PM	Free

📅 **Sun, Jan 6**

☐	All Day	Gov't Shutdown 12/21/18-1/25/19
☐	Before 8:00 AM	Free
☒	8:00 AM – 12:30 PM	Office work
☐	12:30 PM – 2:00 PM	Free
☒	2:00 PM – 4:00 PM	Office with TI
☐	After 4:00 PM	Free

📅 **Mon, Jan 7**

☐	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 – 9:45 AM	Scheduling SecretaryScheduler (OST)
☒	9:45 AM – 10:15 AM	Scheduling Secretary's Conference Room SecretaryScheduler (OST)
☒	10:15 AM – 11:00 AM	Surface Reauth Briefing & briefing for WH Kudlow meeting Secretary Conference Room SecretaryScheduler (OST)
☐	11:00 AM – 11:30 AM	Free
☒	11:30 AM – 12:15 PM	Private Appointment
☐	12:15 PM – 1:25 PM	Free

☒	1:25 PM – 1:30 PM	Possible interview with candidate - Doug Simon to arrange - time flexible - (b) (6)
☐	1:30 PM – 2:00 PM	Free
☒	2:00 PM – 3:00 PM	WH NEC Meeting on Infrastructure WH - Roosevelt Room SecretaryScheduler (OST)
☒	3:00 PM – 5:00 PM	desk work
☒	5:00 PM – 5:15 PM	Call with Pat Boone Dial: (b) (6) - Boone's cell SecretaryScheduler (OST)
☐	5:15 PM – 6:30 PM	Free
☒	6:30 PM – 7:30 PM	Private Appointment
☐	After 7:30 PM	Free

Tue, Jan 8

☐	All Day	Private Appointment
☐	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 – 10:00 AM	Free
☒	10:00 AM – 11:30 AM	Planning & Review
☒	11:30 AM – 12:00 PM	Private Appointment
☐	12:00 PM – 12:30 PM	Free
☒	12:30 PM – 1:30 PM	lunch DOT cafeteria
☐	1:30 PM – 2:00 PM	Free
☒	2:00 PM – 3:00 PM	Personnel Secretary's Office SecretaryScheduler (OST)
☒	3:00 PM – 3:30 PM	Private Appointment
☐	3:30 PM – 4:00 PM	Free
☒	4:00 PM – 4:10 PM	Call with Sen. Gardner Call: (b) (6) - Sen Cell SecretaryScheduler (OST)
☐	4:10 PM – 4:30 PM	Free
☒	4:30 PM – 5:30 PM	desk work
☒	5:30 PM – 6:00 PM	Wrap-Up Secretary's Conference Room SecretaryScheduler (OST)
☐	6:00 PM – 6:30 PM	Free

- ☒ 6:30 PM – 8:00 PM [D Powell Reception](#)
Metropolitan Club, 1700 H Street, NW
SecretaryScheduler (OST)
- ☐ After 8:00 PM Free

📅 Wed, Jan 9

- ☐ All Day [Gov't Shutdown 12/21/18-1/25/19](#)
- ☐ Before 8:00 AM Free
- ☐ 8:00 AM – 9:00 AM Free
- ☒ 9:00 AM – 11:00 AM [office work](#)
- ☐ 11:00 AM – 11:15 AM Free
- ☒ 11:15 AM – 12:00 PM [Meeting with LiUNA](#)
Secretary's Office
SecretaryScheduler (OST)
- ☐ 12:00 PM – 12:30 PM Free
- ☒ 12:30 PM – 1:30 PM [lunch](#)
DOT cafeteria
- ☐ 1:30 PM – 2:00 PM Free
- ☒ 2:00 PM – 3:00 PM [Briefing: Cross Modal Drone Safety](#)
Secretary's Conference Room
SecretaryScheduler (OST)
- ☒ 3:00 PM – 5:30 PM [office work](#)
- ☒ 5:30 PM – 6:00 PM [Wrap-Up](#)
Secretary's Conference Room
SecretaryScheduler (OST)
- ☐ 6:00 PM – 7:00 PM Free
- ☒ 7:00 PM – 8:00 PM Private Appointment
- ☐ After 8:00 PM Free

📅 Thu, Jan 10

- ☐ 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 – 11:00 AM [office work](#)
- ☒ 11:00 AM – 11:30 AM [Meeting with Rep. Graves](#)
Secretary's Office
SecretaryScheduler (OST)
- ☐ 11:30 AM – 12:00 PM Free

☒	12:00 PM – 1:00 PM	lunch DOT cafeteria
☐	1:00 PM – 1:20 PM	Free
☒	1:20 PM – 1:40 PM	(b) (6) (b) (6) SecretaryScheduler (OST)
☐	1:40 PM – 2:15 PM	Free
☒	2:15 PM – 2:45 PM	Cross-Modal Hi Tech Council Secretary's Conference Room SecretaryScheduler (OST)
☐	2:45 PM – 3:00 PM	Free
☒	3:00 PM – 5:30 PM	office work
☐	5:30 PM – 7:00 PM	Free
☒	7:00 PM – 7:40 PM	Private Appointment
☐	7:40 PM – 8:00 PM	Free
☒	8:00 PM – 10:00 PM	Dinner: Celebrating Bret Baier's 'Special Report' 10 Years (7:30 cocktails, 8 pm dinner) Cafe Milano, 3251 Prospect Street, NW, Washington SecretaryScheduler (OST)
☐	After 10:00 PM	Free

📅 Fri, Jan 11

☐	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 – 11:00 AM	Free
☒	11:00 AM – 11:15 AM	Private Appointment
☒	11:15 AM – 1:35 PM	Office work
☒	1:35 PM – 1:50 PM	Private Appointment
☐	1:50 PM – 2:30 PM	Free
☒	2:30 PM – 3:30 PM	Private Appointment
☐	3:30 PM – 4:00 PM	Free
☒	4:00 PM – 7:00 PM	Office work
☐	After 7:00 PM	Free

📅 Sat, Jan 12

☐	All Day	Gov't Shutdown 12/21/18-1/25/19
☐	Before 7:00 AM	Free

☒	7:00 AM – 12:00 PM	Office work
☐	12:00 PM – 12:30 PM	Free
☒	12:30 PM – 1:30 PM	Private Appointment
☒	1:30 PM – 2:00 PM	Private Appointment
☐	2:00 PM – 2:30 PM	Free
☒	2:30 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 – 7:30 PM	Private Appointment
☐	After 7:30 PM	Free

📅 Sun, Jan 13

☐	All Day	Gov't Shutdown 12/21/18-1/25/19
☐	Before 8:00 AM	Free
☒	8:00 AM – 11:00 AM	Office Work
☐	11:00 AM – 12:00 PM	Free
☒	12:00 PM – 2:00 PM	Private Appointment
☒	2:00 PM – 2:30 PM	Private Appointment
☐	2:30 PM – 4:00 PM	Free
☒	4:00 PM – 6:59 PM	Private Appointment
☐	After 6:59 PM	Free

📅 Mon, Jan 14

☐	All Day	Government OFFICES CLOSED DUE TO WEATHER – ELC at office
☐	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	desk work
☒	12:00 PM – 12:30 PM	cafeteria
☐	12:30 PM – 1:20 PM	Free
☒	1:20 PM – 2:00 PM	Transportation Research Board Ballroom AB, 3rd Floor, Walter E. Washington Convention Center, 801 Mount Vernon Place NW, Washington, DC 20001 SecretaryScheduler (OST)

☐	2:00 PM – 2:30 PM	Free
☒	2:30 PM – 3:30 PM	FAA Brief SecretaryScheduler (OST)
☒	3:30 PM – 4:00 PM	Meeting with NATCA President Paul Rinaldi Secretary's Office SecretaryScheduler (OST)
☐	4:00 PM – 4:30 PM	Free
☒	4:30 PM – 5:00 PM	POTUS Pre Brief Secretary's office SecretaryScheduler (OST)
☒	5:00 PM – 5:30 PM	Upcoming Travel Discussion Secretary's Office SecretaryScheduler (OST)
☐	After 5:30 PM	Free

🌟 Tue, Jan 15

☐	All Day	Government OFFICES ON 2 HOUR DELAY DUE TO WEATHER
☐	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 – 11:30 AM	Office work
☐	11:30 AM – 2:00 PM	Free
☒	2:00 PM – 2:30 PM	DOT/WH
☒	2:30 PM – 2:45 PM	Huddle with Larry Kudlow L. Kudlow's Office, White House SecretaryScheduler (OST)
☒	2:45 PM – 3:30 PM	POTUS Policy Time Oval Office SecretaryScheduler (OST)
☐	3:30 PM – 3:45 PM	Free
☒	3:45 PM – 4:15 PM	Meeting with POTUS & Dan Elwell Oval Office SecretaryScheduler (OST)
☒	4:15 PM – 4:45 PM	WH/DOT
☐	4:45 PM – 5:00 PM	Free
☐	5:00 PM – 5:15 PM	Free
☒	5:15 PM – 5:30 PM	Tape Transportation Lunar New Year Greeting DOT Media Center SecretaryScheduler (OST)
☐	5:30 PM – 7:00 PM	Free

☐ 7:00 PM – 8:00 PM Private Appointment
☐ After 8:00 PM Free

▲ Wed, Jan 16

☐ All Day [Gov't Shutdown 12/21/18-1/25/19](#)
☐ Before 12:30 AM
☐ 12:30 AM – 8:00 AM Free
☐ 8:00 AM – 8:30 AM Free
☐ 8:30 AM – 10:00 AM Private Appointment
☐ 10:00 AM – 10:30 AM Free
☐ 10:30 AM – 11:00 AM [Scheduling](#)
 Secretary's Office
 SecretaryScheduler (OST)
☐ 11:00 AM – 11:15 AM Free
☐ 11:15 AM – 11:45 AM [Personnel](#)
 Secretary's Office
 SecretaryScheduler (OST)
☐ 11:45 AM – 12:00 PM Free
☐ 12:00 PM – 1:00 PM [lunch - cafeteria](#)
☐ 1:00 PM – 1:45 PM Free
☐ 1:45 PM – 2:00 PM [DOT/WH](#)
☐ 2:00 PM – 2:15 PM Free
☐ 2:15 PM – 2:45 PM [Signing Ceremony: Government Employee Fair Treatment Act of 2019](#)
 Oval Office
☐ 2:45 PM – 3:30 PM Free
☐ 3:30 PM – 4:00 PM [WH/DOT](#)
☐ 4:00 PM – 5:00 PM [Call with Scott Walloch](#)
 (b) (6)
☐ 5:00 PM – 6:00 PM Private Appointment
☐ 6:00 PM – 6:30 PM Free
☐ 6:30 PM – 7:30 PM [Drop-by \(b\) Farewell](#)
 (b) (6)
 SecretaryScheduler (OST)
☐ 7:30 PM – 8:00 PM (b) (6)
☐ 8:00 PM – 8:30 PM (b) (6)
 SecretaryScheduler (OST)
☐ After 8:30 PM Free

📅 **Thu, Jan 17**

☐	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 – 10:00 AM	Free
☒	10:00 AM – 4:00 PM	Bush Oral History (including lunch 12:30pm) Secretary's Office SecretaryScheduler (OST)
☐	4:00 PM – 5:00 PM	Free
☐	5:00 PM – 7:45 PM	Free
☒	7:45 PM – 9:35 PM	Private Appointment
☐	After 9:35 PM	Free

📅 **Fri, Jan 18**

☐	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 – 9:20 AM	Free
☒	9:20 AM – 10:15 AM	Louisville/Elizabethtown Drive time: 45-55 minutes SecretaryScheduler (OST)
☐	10:15 AM – 10:25 AM	Free
☒	10:25 AM – 10:50 AM	Speak with students Elizabethtown Community and Technical College SecretaryScheduler (OST)
☐	10:50 AM – 11:00 AM	Free
☒	11:00 AM – 12:10 PM	Elizabethtown/Shelbyville SecretaryScheduler (OST)
☐	12:10 PM – 12:15 PM	Free
☒	12:15 PM – 1:15 PM	Speak at United Way Childhood Development Luncheon Jeptha Creed Distillery SecretaryScheduler (OST)
☒	1:15 PM – 1:50 PM	Private Appointment
☐	1:50 PM – 2:00 PM	Free
☒	2:00 PM – 6:00 PM	office work
☐	6:00 PM – 7:00 PM	Free
☒	7:00 PM – 9:30 PM	Private Appointment



After 9:30 PM Free

▲ Sat, Jan 19



All Day [Gov't Shutdown 12/21/18-1/25/19](#)



Before 8:50 AM Free



8:50 AM – 9:30 AM [Louisville/Carrollton](#)
Drive time: 35 min



9:30 AM – 9:53 AM Free



9:53 AM – 10:30 AM [Speak at KY Motorcycle Association event](#)
General Butler State Park - Conference Center, 1608
KY-227, Carrollton, KY 41008
Secretary Scheduler (OST)



10:30 AM – 10:45 AM Free



10:45 AM – 11:30 AM [Carrollton/Louisville](#)
Drive time: 35 minutes



11:30 AM – 12:00 PM Free



12:00 PM – 5:30 PM [office work](#)



5:30 PM – 7:00 PM Free



7:00 PM – 8:00 PM Private Appointment



After 8:00 PM Free

▲ Sun, Jan 20



All Day [Gov't Shutdown 12/21/18-1/25/19](#)



Before 8:00 AM Free



8:00 AM – 11:00 AM [Office Work](#)



11:00 AM – 12:33 PM Free



12:33 PM – 2:08 PM Private Appointment



After 2:08 PM Free

▲ Mon, Jan 21



All Day [Martin Luther King Jr Day](#)



All Day [Gov't Shutdown 12/21/18-1/25/19](#)



8:00 AM – 3:30 PM [office work](#)



3:30 PM – 4:00 PM Private Appointment



5:00 PM – 7:00 PM [office work](#)

▲ Tue, Jan 22



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 – 10:15 AM	Free
☒	10:15 AM – 10:45 AM	policy office update Secretary's Conference Room SecretaryScheduler (OST)
☐	10:45 AM – 11:00 AM	Free
☒	11:00 AM – 11:30 AM	International Travel Update Secretary's Conference Room SecretaryScheduler (OST)
☒	11:30 AM – 12:00 PM	Scheduling Secretary's Office SecretaryScheduler (OST)
☐	12:00 PM – 12:30 PM	Free
☒	12:30 PM – 1:30 PM	lunch - cafeteria
☐	1:30 PM – 2:45 PM	Free
☒	2:45 PM – 3:15 PM	Meeting with H. Radzely, former DOL appointee Secretary's Office
☐	3:15 PM – 4:15 PM	Free
☒	4:15 PM – 4:45 PM	Meeting with WMATA Secretary's Office SecretaryScheduler (OST)
☐	4:45 PM – 5:00 PM	Free
☐	5:00 PM – 5:30 PM	Free
☒	5:30 PM – 6:00 PM	Wrap-Up Secretary's Conference Room SecretaryScheduler (OST)
☐	6:00 PM – 7:00 PM	Free
☒	7:00 PM – 8:00 PM	Private Appointment
☐	After 8:00 PM	Free

Wed, Jan 23

☐	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 – 10:30 AM	desk work

☒	10:30 AM – 11:15 AM	Upcoming DOT Events Update Secretary's Office SecretaryScheduler (OST)
☐	11:15 AM – 11:30 AM	Free
☒	11:30 AM – 12:00 PM	Personnel Secretary's Office SecretaryScheduler (OST)
☐	12:00 PM – 1:00 PM	Free
☒	1:00 PM – 1:45 PM	Private Appointment
☐	1:45 PM – 2:00 PM	Free
☒	2:00 PM – 2:30 PM	Meeting with BNSF Secretary's Office SecretaryScheduler (OST)
☐	2:30 PM – 3:00 PM	Free
☒	3:00 PM – 4:00 PM	Tech Council Briefing Secretary's Conference Room SecretaryScheduler (OST)
☐	4:00 PM – 4:15 PM	Free
☒	4:15 PM – 4:45 PM	Interview with Dan Debono Secretary's Office SecretaryScheduler (OST)
☐	4:45 PM – 5:00 PM	Free
☒	5:00 PM – 5:15 PM	Cafe Mtg Pre brief Secretary's Office SecretaryScheduler (OST)
☒	5:15 PM – 5:30 PM	Call with L. Kudlow We dial: (b) (6) SecretaryScheduler (OST)
☒	5:30 PM – 6:00 PM	Wrap-Up Secretary's Conference Room SecretaryScheduler (OST)
☐	6:00 PM – 7:00 PM	Free
☒	7:00 PM – 8:00 PM	Private Appointment
☐	After 8:00 PM	Free

Thu, Jan 24

☐	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 – 9:40 AM	Private Appointment
☐	9:40 AM – 10:30 AM	Free
☒	10:30 AM – 11:30 AM	Update on Upcoming TIFIA Bureau Loans Secretary's Conference Room SecretaryScheduler (OST)
☐	11:30 AM – 12:30 PM	Free
☒	12:30 PM – 1:00 PM	lunch - cafeteria
☐	1:00 PM – 1:30 PM	Free
☒	1:30 PM – 2:30 PM	Meeting on PC Cafe Standards with Kudlow WH Situation Room
☐	2:30 PM – 3:00 PM	Free
☒	3:00 PM – 3:30 PM	Meeting with S2 Secretary's Office SecretaryScheduler (OST)
☒	3:30 PM – 3:45 PM	Private Appointment
☒	3:45 PM – 4:15 PM	Interview with Quintin Kendall - FRA DAS Secretary's Office SecretaryScheduler (OST)
☐	4:15 PM – 4:30 PM	Free
☒	4:30 PM – 5:30 PM	Meeting with US. Amb to Japan Bill Hagerty Secretary's Office SecretaryScheduler (OST)
☒	5:30 PM – 6:00 PM	Wrap-Up Secretary's Conference Room SecretaryScheduler (OST)
☐	After 6:00 PM	Free

Fri, Jan 25

☐	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	EAS Secretary's Conference Room SecretaryScheduler (OST)
☒	9:30 AM – 12:30 PM	Planning & Rview
☐	12:30 PM – 12:40 PM	Free
☒	12:40 PM – 1:10 PM	Lunch with Kent Knutson Secretary's Office SecretaryScheduler (OST)
☒	1:10 PM – 1:30 PM	DOT/WH

☒	1:30 PM – 2:00 PM	Wait for POTUS press conference Roosevelt Room
☐	2:00 PM – 2:05 PM	Free
☒	2:05 PM – 2:35 PM	POTUS remarks - opening Gov't Rose Garden, White House
☐	2:35 PM – 2:45 PM	Free
☒	2:45 PM – 3:15 PM	WH/DOI
☐	3:15 PM – 3:30 PM	Free
☒	3:30 PM – 4:00 PM	Meeting with Former DOT Employee Secretary's Office SecretaryScheduler (OST)
☒	4:00 PM – 4:10 PM	Private Appointment
☐	4:10 PM – 5:00 PM	Free
☐	5:00 PM – 5:30 PM	Free
☒	5:30 PM – 6:00 PM	Wrap up Secretary's Conference Room SecretaryScheduler (OST)
☐	6:00 PM – 7:00 PM	Free
☒	7:00 PM – 10:00 PM	Private Appointment
☐	After 10:00 PM	Free

▲ Sat, Jan 26

☐	All Day	Private Appointment
☐	Before 9:30 AM	Free
☒	9:30 AM – 10:15 AM	Private Appointment
☐	10:15 AM – 10:30 AM	Free
☒	10:30 AM – 11:30 AM	Private Appointment
☐	11:30 AM – 12:00 PM	Free
☒	12:00 PM – 2:00 PM	CSIS Pre-Alfalfa Luncheon CSIS SecretaryScheduler (OST)
☐	2:00 PM – 2:30 PM	Free
☒	2:30 PM – 3:00 PM	Private Appointment
☐	3:00 PM – 4:00 PM	Free
☒	4:00 PM – 4:30 PM	Private Appointment
☐	4:30 PM – 5:30 PM	Free
☒	5:30 PM – 5:50 PM	Residence/Capitol Hilton
☐	5:50 PM – 6:00 PM	Free
☒	6:00 PM – 7:15 PM	Alfalfa Club Reception Capitol Hilton Hotel SecretaryScheduler (OST)

- ☒ 7:15 PM – 10:45 PM [Alfalfa Club Dinner](#)
Capitol Hilton
SecretaryScheduler (OST)
- ☐ 10:45 PM – 11:00 PM **Free**
- ☒ 11:00 PM – 11:15 PM Private Appointment
- ☒ 11:00 PM – End of Day Private Appointment

📅 **Sun, Jan 27**

- ☒ Start of Day – 12:30 AM Private Appointment
- ☐ 12:30 AM – 10:00 AM **Free**
- ☒ 10:00 AM – 10:30 AM Private Appointment
- ☐ 10:30 AM – 11:00 AM **Free**
- ☒ 11:00 AM – 1:00 PM Private Appointment
- ☐ 1:00 PM – 2:20 PM **Free**
- ☒ 2:20 PM – 3:00 PM Private Appointment
- ☐ 3:00 PM – 6:30 PM **Free**
- ☒ 6:30 PM – 8:30 PM Private Appointment
- ☐ After 8:30 PM **Free**

📅 **Mon, Jan 28**

- ☐ All Day [Delayed Gov Opening - 3 hour delay start](#)
- ☐ 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 – 11:30 AM **Free**
- ☒ 11:30 AM – 12:30 PM Private Appointment
- ☒ 12:30 PM – 4:30 PM [office work](#)
- ☒ 1:00 PM – 1:30 PM [Call with Todd, Derek, and Monica](#)
Secretary's Conference Room
SecretaryScheduler (OST)
- ☐ 4:30 PM – 5:00 PM **Free**
- ☐ 5:00 PM – 5:30 PM **Free**
- ☒ 5:30 PM – 6:00 PM [Wrap-Up](#)
Secretary's Conference Room
SecretaryScheduler (OST)
- ☐ 6:00 PM – 7:00 PM **Free**
- ☒ 7:00 PM – 9:00 PM Private Appointment
- ☐ After 9:00 PM **Free**

▲ Tue, Jan 29

☐	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 – 10:00 AM	Free
☒	10:00 AM – 10:20 AM	DOT/Dept of VA
☒	10:20 AM – 10:40 AM	WHA API Chinese-American World War II Veterans Ceremony (10-11am) Department of Veterans Affairs SecretaryScheduler (OST)
☐	10:40 AM – 10:45 AM	Free
☒	10:45 AM – 11:05 AM	Dept VA/DOT
☐	11:05 AM – 11:15 AM	Free
☒	11:15 AM – 11:55 AM	Personnel Secretary's Office SecretaryScheduler (OST)
☐	11:55 AM – 12:00 PM	Free
☒	12:00 PM – 1:00 PM	Private Appointment
☒	1:00 PM – 1:10 PM	Private Appointment
☐	1:10 PM – 2:30 PM	Free
☒	2:30 PM – 2:45 PM	Call with Robert Isom, AA President Dial: (b) (6) SecretaryScheduler (OST)
☐	2:45 PM – 4:00 PM	Free
☒	4:00 PM – 5:10 PM	Meeting with Jim Ray Secretary's Office SecretaryScheduler (OST)
☒	5:10 PM – 5:30 PM	Exit interview with (b) (6) Secretary's Office SecretaryScheduler (OST)
☒	5:30 PM – 6:00 PM	Wrap-Up Secretary's Conference Room SecretaryScheduler (OST)
☒	6:00 PM – 6:30 PM	Film Retirement Video for (b) (6) Media Center SecretaryScheduler (OST)
☐	After 6:30 PM	Free

▲ Wed, Jan 30

☐	All Day	Government opening 3 hours later due to weather
☐	Before 8:00 AM	Free

☐	8:00 AM – 9:30 AM	Free
☒	9:30 AM – 10:45 AM	Private Appointment
☒	10:45 AM – 11:10 AM	Meeting with Doug, Derek, Jon and Todd Secretary's Office SecretaryScheduler (OST)
☐	11:10 AM – 11:30 AM	Free
☒	11:30 AM – 12:00 PM	Scheduling Secretary's Office SecretaryScheduler (OST)
☐	12:00 PM – 12:30 PM	Free
☒	12:30 PM – 1:00 PM	Lunch in cafeteria
☐	1:00 PM – 2:00 PM	Free
☒	2:00 PM – 2:30 PM	STR Policy Discussion Secretary's Office SecretaryScheduler (OST)
☒	2:30 PM – 4:00 PM	Planning & Review
☒	4:00 PM – 4:50 PM	Meeting with ALPA Secretary's Office SecretaryScheduler (OST)
☐	4:50 PM – 5:00 PM	Free
☒	5:00 PM – 5:30 PM	desk time
☒	5:30 PM – 6:00 PM	Wrap-Up Secretary's Conference Room SecretaryScheduler (OST)
☒	6:00 PM – 7:30 PM	office work
☒	7:30 PM – 9:30 PM	Dinner in Celebration of the Visit of the Italian Minister of Economy and Finance Villa Firenze SecretaryScheduler (OST)
☐	After 9:30 PM	Free

📅 Thu, Jan 31

☐	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	Meeting with Todd, S3, Monica, & Jon Secretary's Office SecretaryScheduler (OST)
☒	10:00 AM – 11:00 AM	desk time
☒	11:00 AM – 11:30 AM	Private Appointment

	11:30 AM – 12:15 PM	Meeting with American Gas Association Secretary's Office SecretaryScheduler (OST)
	12:15 PM – 12:30 PM	Free
	12:30 PM – 2:00 PM	Lunch with WH Fellows Lincoln Room SecretaryScheduler (OST)
	2:00 PM – 4:00 PM	Planning & Review
	4:00 PM – 5:00 PM	Private Appointment
	5:00 PM – 5:30 PM	Free
	5:30 PM – 6:00 PM	Wrap-Up Secretary's Conference Room SecretaryScheduler (OST)
	6:00 PM – 6:30 PM	DOT/AXios reception
	6:30 PM – 7:00 PM	Axios VIP Reception The Showroom, 1099 14th St NW Ste 101L, Washington, DC 20005 SecretaryScheduler (OST)
	7:00 PM – 7:30 PM	Axios/dinner
	7:20 PM – 8:10 PM	Private Appointment
	After 8:10 PM	Free

Details

Tuesday, January 1, 2019

 **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

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

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

 **Time** 11:30 AM – 6:00 PM
Subject office work
Show Time As Busy

Wednesday, January 2, 2019

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 5:45 AM – 6:20 AM
Subject Residence/Airport
Show Time As Busy

▲ **Time** 4:30 PM – 5:00 PM
Subject Geoff Burr
Show Time As Busy

▲ **Time** 5:00 PM – 5:30 PM
Subject S2
Show Time As Busy

▲ **Time** 5:30 PM – 6:00 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
Fulton, Finch (OST) (Finch.Fulton@dot.gov) <Finch.Fulton@dot.gov>	Required

Thursday, January 3, 2019

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every Monday, Tuesday, Thursday, and Friday effective 1/1/2019 until 1/31/2019 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	9:00 AM – 11:00 AM	
	Subject	desk work	
	Show Time As	Busy	
▲	Time	11:00 AM – 11:30 AM	
	Subject	Meet with Schedulers	
	Show Time As	Busy	
▲	Time	11:30 AM – 12:15 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
		Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
		Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
		Tamara Somerville <Tamara.somerville@dot.gov>	Required

▲	Time	12:15 PM – 12:45 PM		
	Subject	Lunch in cafeteria		
	Show Time As	Busy		
▲	Time	1:10 PM – 1:25 PM		
	Subject	Drop by Senator-elect Marsha Blackburn Swearing-In Reception		
	Location	Dirksen Senate Office Building, HELP Committee Room - SD 430		
	Show Time As	Busy		
	Attendees	Name <E-mail>	Attendance	
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer	
		Morabito, Cameron (OST) <cameron.morabito@dot.gov>	Required	
▲	Time	1:25 PM – 1:45 PM		
	Subject	Drop by Sen. Deb Fischer Swearing-In Reception		
	Show Time As	Busy		
▲	Time	2:25 PM – 2:40 PM		
	Subject	Drop by Sen. Carper Swearing-in Reception		
	Location	342 Dirksen		
	Show Time As	Busy		
▲	Time	2:40 PM – 2:55 PM		
	Subject	Drop by Sen. Wicker Swearing-In Reception		
	Location	562 Dirksen		
	Show Time As	Busy		
▲	Time	2:55 PM – 3:10 PM		
	Subject	Drop by Sen. Klobuchar Swearing-In Reception		
	Location	902 Hart		
	Show Time As	Busy		
▲	Time	3:30 PM – 4:00 PM		
	Subject	CES Pre Brief		
	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	
		Genero, Laura (OST) <Laura.Genero@dot.gov>	Required	

Post, Andy (OST) <Andy.Post@dot.gov>

Required

▲	Time	4:00 PM – 4:15 PM	
	Subject	Q1 Social Media Update	
	Location	Secretary's Conference Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Post, Andy (OST) <Andy.Post@dot.gov>	Required
		McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
		Tamara Somerville <Tamara.somerville@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
		Laura Genero <laura.genero@dot.gov>	Required
▲	Time	4:30 PM – 4:45 PM	
	Subject	Drop by Sen. Cantwell Swearing-In Reception	
	Location	Penn Social	
	Show Time As	Busy	
▲	Time	4:55 PM – 5:10 PM	
	Subject	Drop by Sen. Braun Swearing-In Reception	
	Location	101 Constitution Ave NW #500	
	Show Time As	Busy	
▲	Time	5:15 PM – 5:30 PM	
	Subject	Drop by Sen Cramer Swearing-In Reception	
	Location	The Source	
	Show Time As	Busy	
▲	Time	6:00 PM – 6:15 PM	
	Subject	Drop by BUILD &(b) (6) going away	
	Location	Willie's	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance

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

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

▲ **Time** 6:30 PM – 7:00 PM
Subject Drop by House Republican Leader's Swearing In Reception
Location North Mezzanine, Jefferson Building, LOC
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

Friday, January 4, 2019

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every Monday, Tuesday, Thursday, and Friday effective 1/1/2019 until 1/31/2019 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	9:00 AM – 10:30 AM	
	Subject	planning & review	
	Show Time As	Busy	
▲	Time	10:30 AM – 11:00 AM	
	Subject	FY 19 Emergency Relief Allocation	
	Location	Deputy 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
		McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Laura Genero <laura.genero@dot.gov>	Required
		Hendrickson, Brandye (FHWA) <Brandye.Hendrickson@dot.gov>	Required
		Parker, Mala (FHWA) <mala.parker@dot.gov>	Required
		Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional

Everett, Thomas (FHWA) <Thomas.Everett@dot.gov> Required

Stephanos, Peter (FHWA) <Peter.Stephanos@dot.gov> Required

▲	Time	11:00 AM – 11:30 AM	
	Subject	Connected Vehicle Grant Briefing (ATCMTD)	
	Location	Deputy Secretary's Conference Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
		Fulton, Finch (OST) (Finch.Fulton@dot.gov) <Finch.Fulton@dot.gov>	Required
		Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
		Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
		McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
		Owens, James (OST) <James.Owens@dot.gov>	Required
		Kramer, John (OST) <John.Kramer@dot.gov>	Required
		Edwards, Sara (OST) <sara.edwards@dot.gov>	Required
		Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
		Deputy Scheduler <DeputyScheduler@dot.gov>	Required
		Hendrickson, Brandye (FHWA) <Brandye.Hendrickson@dot.gov>	Required
		Parker, Mala (FHWA) <mala.parker@dot.gov>	Required
		Laura Genero <laura.genero@dot.gov>	Required

▲	Time	12:30 PM – 1:30 PM	
	Subject	lunch - Cafeteria	
	Show Time As	Busy	

▲	Time	1:30 PM – 4:30 PM	
	Subject	office work	
	Show Time As	Busy	
▲	Time	4:30 PM – 5:00 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

Saturday, January 5, 2019

▲	Time	All Day
	Subject	Gov't Shutdown 12/21/18-1/25/19
	Recurrence	Occurs every day effective 1/1/2019 until 1/25/2019
	Show Time As	Free

▲	Time	8:00 AM – 3:30 PM
	Subject	Office work
	Show Time As	Busy

Sunday, January 6, 2019

▲	Time	All Day
	Subject	Gov't Shutdown 12/21/18-1/25/19
	Recurrence	Occurs every day effective 1/1/2019 until 1/25/2019
	Show Time As	Free

▲	Time	8:00 AM – 12:30 PM
	Subject	Office work
	Show Time As	Busy

▲	Time	2:00 PM – 4:00 PM
	Subject	Office with TI
	Show Time As	Busy

Monday, January 7, 2019

▲	Time	All Day
	Subject	Gov't Shutdown 12/21/18-1/25/19
	Recurrence	Occurs every day effective 1/1/2019 until 1/25/2019
	Show Time As	Free

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

Recurrence Occurs every Monday, Tuesday, Thursday, and Friday effective 1/1/2019 until 1/31/2019 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** 9:30 AM – 9:45 AM

Subject Scheduling

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	9:45 AM – 10:15 AM	
	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
		Hanson, Alan (FMCSA) <Alan.Hanson@dot.gov>	Required

▲	Time	10:15 AM – 11:00 AM	
	Subject	Surface Reauth Briefing & briefing for WH Kudlow meeting	
	Location	Secretary Conference Room	
	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
		Bradbury, Steven (OST) <Steven.Bradbury@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
McInerney, Marianne (OST) <marianne.mcinerney@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Kramer, John (OST) <John.Kramer@dot.gov>	Required
Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional
Hendrickson, Brandye (FHWA) <Brandye.Hendrickson@dot.gov>	Required
Parker, Mala (FHWA) <mala.parker@dot.gov>	Required

▲ **Time** 1:25 PM – 1:30 PM
Subject Possible interview with candidate - Doug Simon to arrange - time flexible - (b) (6)
Show Time As Busy

▲ **Time** 2:00 PM – 3:00 PM
Subject WH NEC Meeting on Infrastructure
Location WH - Roosevelt 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
	Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional

▲ **Time** 3:00 PM – 5:00 PM
Subject desk work
Show Time As Busy

▲ **Time** 5:00 PM – 5:15 PM
Subject Call with Pat Boone
Location Dial: (b) (6) - Boone's cell
Show Time As Busy
Categories Phone Calls

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

Tuesday, January 8, 2019

▲	Time	All Day
	Subject	Gov't Shutdown 12/21/18-1/25/19
	Recurrence	Occurs every day effective 1/1/2019 until 1/25/2019
	Show Time As	Free

▲

Time	8:30 AM – 9:00 AM	
Subject	Senior Staff	
Recurrence	Occurs every Monday, Tuesday, Thursday, and Friday effective 1/1/2019 until 1/31/2019 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	10:00 AM – 11:30 AM	
	Subject	Planning & Review	
	Show Time As	Busy	
▲	Time	12:30 PM – 1:30 PM	
	Subject	lunch	
	Location	DOT cafeteria	
	Recurrence	Occurs every day effective 1/8/2019 until 1/10/2019 from 12:30 PM to 1:30 PM	
	Show Time As	Busy	
▲	Time	2:00 PM – 3:00 PM	
	Subject	Personnel	
	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
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Simon, Doug (OST) <doug.simon@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
▲	Time	4:00 PM – 4:10 PM	
	Subject	Call with Sen. Gardner	
	Location	Call: (b) (6) Sen Cell	
	Show Time As	Busy	
	Categories	Phone Calls	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required

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

Required



Time 4:30 PM – 5:30 PM
Subject desk work
Show Time As Busy



Time 5:30 PM – 6:00 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

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

Required

▲ **Time** 6:30 PM – 8:00 PM
Subject D Powell Reception
Location Metropolitan Club, 1700 H Street, NW
Show Time As Busy

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

Wednesday, January 9, 2019

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

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

▲ **Time** 11:15 AM – 12:00 PM
Subject Meeting with LiUNA
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

▲ **Time** 12:30 PM – 1:30 PM
Subject lunch
Location DOT cafeteria
Recurrence Occurs every day effective 1/8/2019 until 1/10/2019 from 12:30 PM to 1:30 PM
Show Time As Busy

▲ **Time** 2:00 PM – 3:00 PM
Subject Briefing: Cross Modal Drone Safety
Location Secretary's Conference Room
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Fouch, Brian (FHWA) <Brian.Fouch@dot.gov>	Required
	Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
	Burr, Geoff (OST) <geoff.burr@dot.gov>	Required
	Post, Andy (OST) <Andy.Post@dot.gov>	Required
	Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
	Lauby, Robert (FRA) <robert.lauby@dot.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Edwards, Sara (OST) <sara.edwards@dot.gov>	Required


Time 3:00 PM – 5:30 PM
Subject office work
Show Time As Busy


Time 5:30 PM – 6:00 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
Fulton, Finch (OST) (Finch.Fulton@dot.gov) <Finch.Fulton@dot.gov>	Required

Thursday, January 10, 2019



Time All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free



Time 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every Monday, Tuesday, Thursday, and Friday effective 1/1/2019 until 1/31/2019 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	9:00 AM – 11:00 AM	
	Subject	office work	
	Show Time As	Busy	

▲	Time	11:00 AM – 11:30 AM	
	Subject	Meeting with Rep. Graves	
	Location	Secretary's Office	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
		Cameron Morabito (OST) (cameron.morabito@dot.gov) <cameron.morabito@dot.gov>	Required

▲	Time	12:00 PM – 1:00 PM	
	Subject	lunch	
	Location	DOT cafeteria	
	Show Time As	Busy	

▲	Time	1:20 PM – 1:40 PM	
	Subject	(b) (6)	
	Location	(b) (6)	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance

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

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

▲	Time	2:15 PM – 2:45 PM	
	Subject	Cross-Modal Hi Tech Council	
	Location	Secretary's Conference Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
		Hanson, Alan (OST) <Alan.Hanson@dot.gov>	Required
		Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
		Deputy Scheduler <DeputyScheduler@dot.gov>	Required
		Wolf, Ariel (OST) <ariel.wolf@dot.gov>	Required
		Post, Andy (OST) <Andy.Post@dot.gov>	Required
		Fulton, Finch (OST) (Finch.Fulton@dot.gov) <Finch.Fulton@dot.gov>	Required

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

▲	Time	8:00 PM – 10:00 PM	
	Subject	Dinner: Celebrating Bret Baier's 'Special Report' 10 Years (7:30 cocktails, 8 pm dinner)	
	Location	Cafe Milano, 3251 Prospect Street, NW, Washington	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer

Inman, Todd (OST) <todd.inman@dot.gov>	Required
Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required

Friday, January 11, 2019

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every Monday, Tuesday, Thursday, and Friday effective 1/1/2019 until 1/31/2019 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** 11:15 AM – 1:35 PM
Subject Office work
Show Time As Busy

▲ **Time** 4:00 PM – 7:00 PM
Subject Office work
Show Time As Busy

Saturday, January 12, 2019

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 7:00 AM – 12:00 PM
Subject Office work
Recurrence Occurs every Saturday effective 1/5/2019 until 1/26/2019 from 7:00 AM to 12:00 PM
Show Time As Busy

Sunday, January 13, 2019

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 8:00 AM – 11:00 AM
Subject Office Work
Show Time As Busy

Monday, January 14, 2019

▲ **Time** All Day
Subject Government OFFICES CLOSED DUE TO WEATHER - ELC at office
Show Time As Free

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every Monday, Tuesday, Thursday, and Friday effective 1/1/2019 until 1/31/2019 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	9:00 AM – 12:00 PM	
	Subject	desk work	
	Show Time As	Busy	
▲	Time	12:00 PM – 12:30 PM	
	Subject	cafeteria	
	Show Time As	Busy	
▲	Time	1:20 PM – 2:00 PM	
	Subject	Transportation Research Board	
	Location	Ballroom AB, 3rd Floor, Walter E. Washington Convention Center, 801 Mount Vernon Place NW, Washington, DC 20001	
	Show Time As	Busy	
	Categories	Speech	
	Attendees	Name <E-mail>	Attendance

SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
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
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
Smith, Loren (OST) <Loren.Smith@dot.gov>	Required
Smith, Geoff (OST) <geoff.smith@dot.gov>	Required
Inman, Todd (OST) (todd.inman@dot.gov) <todd.inman@dot.gov>	Optional

	Time	2:30 PM – 3:30 PM
	Subject	FAA Brief
	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
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Sturges, Matt (FRA) <Matt.Sturges@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
	Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional

▲ **Time** 3:30 PM – 4:00 PM
Subject Meeting with NATCA President Paul Rinaldi
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
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Elwell, Daniel <AWA> <Daniel.Elwell@faa.gov>	Required
	Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
	Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required

▲ **Time** 4:30 PM – 5:00 PM
Subject POTUS Pre Brief
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
	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 Upcoming Travel Discussion
Location Secretary's Office
Show Time As Busy

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

Tuesday, January 15, 2019

▲ **Time** All Day
Subject Government OFFICES ON 2 HOUR DELAY DUE TO WEATHER
Show Time As Free

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every Monday, Tuesday, Thursday, and Friday effective 1/1/2019 until 1/31/2019 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	9:00 AM – 11:30 AM	
	Subject	Office work	
	Show Time As	Busy	
▲	Time	2:00 PM – 2:30 PM	
	Subject	DOT/WH	
	Show Time As	Busy	
▲	Time	2:30 PM – 2:45 PM	
	Subject	Huddle with Larry Kudlow	
	Location	L. Kudlow's Office, White House	
	Show Time As	Busy	
	Categories	Important	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Deputy Scheduler <DeputyScheduler@dot.gov>	Required
▲	Time	2:45 PM – 3:30 PM	
	Subject	POTUS Policy Time	
	Location	Oval Office	
	Show Time As	Busy	
	Categories	Important	
	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
		Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional
▲	Time	3:45 PM – 4:15 PM	

Subject Meeting with POTUS & Dan Elwell
Location Oval Office
Show Time As Busy
Categories Important
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Elwell, Daniel <AWA> <Daniel.Elwell@faa.gov>	Required

▲ **Time** 4:15 PM – 4:45 PM
Subject WH/DOT
Show Time As Busy

▲ **Time** 5:15 PM – 5:30 PM
Subject Tape Transportation Lunar New Year Greeting
Location DOT Media Center
Show Time As Busy
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Laura Genero <laura.genero@dot.gov>	Required
Kuo, Monica (OST) <monica.kuo@dot.gov>	Required
Post, Andy (OST) <Andy.Post@dot.gov>	Required

Wednesday, January 16, 2019

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

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 10:30 AM – 11:00 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

▲	Time	11:15 AM – 11:45 AM	
	Subject	Personnel	
	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>	Required
		Rosen, Jeff (OST) <jeff.rosen@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Simon, Doug (OST) <doug.simon@dot.gov>	Required
		Kan, Derek (OST) <derek.kan@dot.gov>	Required
		Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required
		McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required

▲ **Time** 12:00 PM – 1:00 PM
Subject lunch - cafeteria
Show Time As Busy

▲ **Time** 1:45 PM – 2:00 PM
Subject DOT/WH
Show Time As Busy

▲ **Time** 2:15 PM – 2:45 PM
Subject Signing Ceremony: Government Employee Fair Treatment Act of 2019
Location Oval Office
Show Time As Busy
Categories Important

▲	Time	3:30 PM – 4:00 PM	
	Subject	WH/DOT	
	Show Time As	Busy	
▲	Time	4:00 PM – 5:00 PM	
	Subject	Call with Scott Walloch	
	Location	(b) (6)	
	Show Time As	Busy	
	Categories	Phone Calls	
▲	Time	6:30 PM – 7:30 PM	
	Subject	Drop-by (b) (6) Farewell	
	Location	(b) (6)	
	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	7:30 PM – 8:00 PM	
	Subject	(b) (6)	
	Show Time As	Busy	
▲	Time	8:00 PM – 8:30 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

Thursday, January 17, 2019

▲	Time	All Day	
	Subject	Gov't Shutdown 12/21/18-1/25/19	
	Recurrence	Occurs every day effective 1/1/2019 until 1/25/2019	
	Show Time As	Free	
▲	Time	8:30 AM – 9:00 AM	
	Subject	Senior Staff	
	Recurrence	Occurs every Monday, Tuesday, Thursday, and Friday effective 1/1/2019 until 1/31/2019 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	10:00 AM – 4:00 PM	
	Subject	Bush Oral History (including lunch 12:30pm)	
	Location	Secretary's Office	
	Show Time As	Busy	
	Categories	Speech	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Carrothers, Matt (OST) <Matt.Carrothers@dot.gov>	Required
		Graham, Douglas (OST) <douglas.graham@dot.gov>	Required
		Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required

Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Guyenn, Michelle (OST) <Michelle.D.Guyenn@dot.gov>	Required
Sylvester, Marco (OST) <marco.sylvester@dot.gov>	Required

Friday, January 18, 2019

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every Monday, Tuesday, Thursday, and Friday effective 1/1/2019 until 1/31/2019 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** 9:20 AM – 10:15 AM
Subject Louisville/Elizabethtown
Location Drive time: 45-55 minutes
Show Time As Busy
Attendees

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

▲ **Time** 10:25 AM – 10:50 AM
Subject Speak with students
Location Elizabethtown Community and Technical College
Show Time As Busy
Categories Speech
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Carrothers, Matt (OST) <Matt.Carrothers@dot.gov>	Required
Graham, Douglas (OST) <douglas.graham@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required
Reynard, Mike (FHWA) <mike.reynard@dot.gov>	Required
Wilkinson, James (OST) (james.wilkinson@dot.gov) <james.wilkinson@dot.gov>	Required
Smith, Geoff (OST) <geoff.smith@dot.gov>	Required
Andy Post - Department of Transportation - OST (Andrew.Post@dot.gov) <Andrew.Post@dot.gov >	Required
Koehlke, Alex <Alex.Koehlke@dot.gov>	Required

Stephen Bradford (stephen.bradford@dot.gov)
<stephen.bradford@dot.gov> Required

▲ **Time** 11:00 AM – 12:10 PM
Subject Elizabethtown/Shelbyville
Show Time As Busy
Attendees

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

▲ **Time** 12:15 PM – 1:15 PM
Subject Speak at United Way Childhood Development Luncheon
Location Jephtha Creed Distillery
Show Time As Busy
Categories Speech
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Carrothers, Matt (OST) <Matt.Carrothers@dot.gov>	Required
Graham, Douglas (OST) <douglas.graham@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required
Reynard, Mike (FHWA) <mike.reynard@dot.gov>	Required
Smith, Geoff (OST) <geoff.smith@dot.gov>	Required

▲ **Time** 2:00 PM – 6:00 PM
Subject office work
Show Time As Busy

Saturday, January 19, 2019

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 8:50 AM – 9:30 AM

Subject Louisville/Carrollton
Location Drive time: 35 min
Show Time As Busy

▲ **Time** 9:53 AM – 10:30 AM
Subject Speak at KY Motorcycle Association event
Location General Butler State Park - Conference Center, 1608 KY-227, Carrollton, KY 41008
Show Time As Busy
Categories Speech
Attendees

Name <E-mail>	Attendance
SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Reynard, Mike (FHWA) <mike.reynard@dot.gov>	Required
Carrothers, Matt (OST) <Matt.Carrothers@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
Burr, Geoff (OST) (geoff.burr@dot.gov) <geoff.burr@dot.gov>	Required
Somerville, Tamara (OST) <Tamara.Somerville@dot.gov>	Required
Graham, Douglas (OST) <douglas.graham@dot.gov>	Required
Wilkinson, James (OST) (james.wilkinson@dot.gov) <james.wilkinson@dot.gov>	Required
Post, Andy (OST) <Andy.Post@dot.gov>	Required
Bradford, Stephen (OST) <stephen.bradford@dot.gov>	Required
Etchen, Alex (OST) <alex.etchen@dot.gov>	Required

▲ **Time** 10:45 AM – 11:30 AM
Subject Carrollton/Louisville
Location Drive time: 35 minutes
Show Time As Busy

▲ **Time** 12:00 PM – 5:30 PM
Subject office work
Show Time As Busy

Sunday, January 20, 2019

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 8:00 AM – 11:00 AM
Subject Office Work
Show Time As Busy

Monday, January 21, 2019

▲ **Time** All Day
Subject Martin Luther King Jr Day
Recurrence Occurs the third Monday of January effective 1/21/2019 until 1/21/2019
Show Time As Busy

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 8:00 AM – 3:30 PM
Subject office work
Show Time As Busy

▲ **Time** 5:00 PM – 7:00 PM
Subject office work
Show Time As Busy

Tuesday, January 22, 2019

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 1/22/2019 12:00 AM – 1/26/2019 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 1/1/2019 until 1/31/2019 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	10:15 AM – 10:45 AM	
	Subject	policy office update	
	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
		Szabat, Joel (OST) <Joel.Szabat@dot.gov>	Required
		Morris, Willis (OST) <willis.morris@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required

Kan, Derek (OST) <derek.kan@dot.gov>	Required
Kramer, John (OST) <John.Kramer@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required

	Time	11:00 AM – 11:30 AM	
	Subject	International Travel Update	
	Location	Secretary's Conference Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Szabat, Joel (MARAD) (Joel.Szabat@dot.gov) <Joel.Szabat@dot.gov>	Required
		Laura Genero <laura.genero@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Kania, Adriana (OST) <adriana.kania@dot.gov>	Required
		Edwards, Sara (OST) <sara.edwards@dot.gov>	Required
		Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required
		Abraham, Julie (OST) <Julie.Abraham@dot.gov>	Required
		Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required
		McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required

	Time	11:30 AM – 12:00 PM	
	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	12:30 PM – 1:30 PM	
	Subject	lunch - cafeteria	
	Show Time As	Busy	
▲	Time	2:45 PM – 3:15 PM	
	Subject	Meeting with H. Radzely, former DOL appointee	
	Location	Secretary's Office	
	Show Time As	Busy	
▲	Time	4:15 PM – 4:45 PM	
	Subject	Meeting with WMATA	
	Location	Secretary's Office	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
▲	Time	5:30 PM – 6:00 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
		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 (FMCSA) <Alan.Hanson@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Fulton, Finch (OST) (Finch.Fulton@dot.gov) <Finch.Fulton@dot.gov>	Required
Post, Andy (OST) <Andy.Post@dot.gov>	Required
Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required

Wednesday, January 23, 2019

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 8:30 AM – 10:30 AM
Subject desk work
Show Time As Busy

▲ **Time** 10:30 AM – 11:15 AM
Subject Upcoming DOT Events Update
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
	Laura Genero <laura.genero@dot.gov>	Required
	Washington, Keith (OST) <Keith.Washington@dot.gov>	Required
	Morris, Willis (OST) <willis.morris@dot.gov>	Required
	Worthy, Sharon (OST) <sharon.worthy@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
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Lund, Caryn M (OST) <caryn.moore.lund@dot.gov>	Required
Kania, Adriana (OST) <adriana.kania@dot.gov>	Required
Edwards, Sara (OST) <sara.edwards@dot.gov>	Required

▲ **Time** 11:30 AM – 12:00 PM
Subject Personnel
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
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Simon, Doug (OST) <doug.simon@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required

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

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

▲ **Time** 3:00 PM – 4:00 PM
Subject Tech Council Briefing
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
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional
	Post, Andy (OST) <Andy.Post@dot.gov>	Required
	Laura Genero <laura.genero@dot.gov>	Required

▲	Time	4:15 PM – 4:45 PM	
	Subject	Interview with Dan Debono	
	Location	Secretary's Office	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Simon, Doug (OST) <doug.simon@dot.gov>	Required

▲	Time	5:00 PM – 5:15 PM	
	Subject	Cafe Mtg 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
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required

McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
Owens, James (OST) <James.Owens@dot.gov>	Required
Morrison, Jonathan (NHTSA) <Jonathan.Morrison@dot.gov>	Required

▲ **Time** 5:15 PM – 5:30 PM
Subject Call with L. Kudlow
Location We dial: (b) (6)
Show Time As Busy
Categories Phone Calls

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
	McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
	Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Optional

▲ **Time** 5:30 PM – 6:00 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
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 (FMCSA) <Alan.Hanson@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Fulton, Finch (OST) (Finch.Fulton@dot.gov) <Finch.Fulton@dot.gov>	Required
Post, Andy (OST) <Andy.Post@dot.gov>	Required
Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required

Thursday, January 24, 2019

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every Monday, Tuesday, Thursday, and Friday effective 1/1/2019 until 1/31/2019 from 8:30 AM to 9:00 AM
Show Time As Busy

Attendees	Name <E-mail>	Attendance
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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	10:30 AM – 11:30 AM	
	Subject	Update on Upcoming TIFIA Bureau Loans	
	Location	Secretary's Conference Room	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Fulton, Finch (OST) <Finch.Fulton@dot.gov>	Required
		Bedell, Anthony (OST) <anthony.bedell@dot.gov>	Required
		Baker, Carrie L (OST) <Carrie.L.Baker@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required

Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Kramer, John (OST) <John.Kramer@dot.gov>	Required
Edwards, Sara (OST) <sara.edwards@dot.gov>	Optional
Kania, Adriana (OST) <adriana.kania@dot.gov>	Optional
Joshiapura, Vishal (FHWA) <vishal.joshiapura@dot.gov>	Required
Cabrera, Jase (FHWA) <jase.cabrera@dot.gov>	Required
Callender, Duane (FHWA) <Duane.Callender@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required

▲ **Time** 12:30 PM – 1:00 PM
Subject lunch - cafeteria
Show Time As Busy

▲ **Time** 1:30 PM – 2:30 PM
Subject Meeting on PC Cafe Standards with Kudlow
Location WH Situation Room
Show Time As Busy

▲ **Time** 3:00 PM – 3:30 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

▲ **Time** 3:45 PM – 4:15 PM
Subject Interview with Quintin Kendall - FRA DAS
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	4:30 PM – 5:30 PM	
	Subject	Meeting with US. Amb to Japan Bill Hagerty	
	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
		Genero, Laura (OST) <Laura.Genero@dot.gov>	Required
		Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required
		Szabat, Joel (MARAD) (Joel.Szabat@dot.gov) <Joel.Szabat@dot.gov>	Required

▲	Time	5:30 PM – 6:00 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
		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 (FMCSA) <Alan.Hanson@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Fulton, Finch (OST) (Finch.Fulton@dot.gov) <Finch.Fulton@dot.gov>	Required
Post, Andy (OST) <Andy.Post@dot.gov>	Required
Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required

Friday, January 25, 2019

▲ **Time** All Day
Subject Gov't Shutdown 12/21/18-1/25/19
Recurrence Occurs every day effective 1/1/2019 until 1/25/2019
Show Time As Free

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every Monday, Tuesday, Thursday, and Friday effective 1/1/2019 until 1/31/2019 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** 9:00 AM – 9:30 AM
Subject EAS
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
	Kan, Derek (OST) <derek.kan@dot.gov>	Required
	Anthony R. Bedell (anthony.bedell@dot.gov) <anthony.bedell@dot.gov>	Required
	Post, Andy (OST) <Andy.Post@dot.gov>	Required
	Kramer, John (OST) <John.Kramer@dot.gov>	Required
	Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required
	Szabat, Joel (MARAD) (Joel.Szabat@dot.gov) <Joel.Szabat@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required

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

▲ **Time** 12:40 PM – 1:10 PM
Subject Lunch with Kent Knutson
Location Secretary's Office
Show Time As Busy

Attendees	Name <E-mail>	Attendance
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SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
Guyenn, Michelle (OST) <Michelle.D.Guyenn@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required
Kan, Derek (OST) <derek.kan@dot.gov>	Required

▲ **Time** 1:10 PM – 1:30 PM
Subject DOT/WH
Show Time As Busy

▲ **Time** 1:30 PM – 2:00 PM
Subject Wait for POTUS press conference
Location Roosevelt Room
Show Time As Busy

▲ **Time** 2:05 PM – 2:35 PM
Subject POTUS remarks - opening Gov't
Location Rose Garden, White House
Show Time As Busy

▲ **Time** 2:45 PM – 3:15 PM
Subject WH/DOT
Show Time As Busy

▲ **Time** 3:30 PM – 4:00 PM
Subject Meeting with Former DOT Employee
Location Secretary's Office
Show Time As Busy
Attendees **Name <E-mail>** **Attendance**
SecretaryScheduler (OST) Organizer
<SecretaryScheduler@dot.gov>

▲ **Time** 5:30 PM – 6:00 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
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 (FMCSA) <Alan.Hanson@dot.gov>	Required
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Fulton, Finch (OST) (Finch.Fulton@dot.gov) <Finch.Fulton@dot.gov>	Required
Post, Andy (OST) <Andy.Post@dot.gov>	Required
Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required

Saturday, January 26, 2019



Time 12:00 PM – 2:00 PM
Subject CSIS Pre-Alfalfa Luncheon
Location CSIS
Show Time As Busy
Attendees

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

Attendance
 Organizer

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

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

▲ **Time** 5:30 PM – 5:50 PM
Subject Residence/Capitol Hilton
Recurrence Occurs the last Saturday of January effective 1/26/2019 until 1/26/2019 from 5:30 PM to 5:50 PM
Show Time As Busy

▲ **Time** 6:00 PM – 7:15 PM
Subject Alfalfa Club Reception
Location Capitol Hilton Hotel
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** 7:15 PM – 10:45 PM
Subject Alfalfa Club Dinner
Location Capitol Hilton
Show Time As Busy
Attendees

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

Monday, January 28, 2019

▲ **Time** All Day
Subject Delayed Gov Opening - 3 hour delay start
Show Time As Free

▲ **Time** 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every Monday, Tuesday, Thursday, and Friday effective 1/1/2019 until 1/31/2019 from 8:30 AM to 9:00 AM
Show Time As Busy
Attendees

Name <E-mail>	Attendance
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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	12:30 PM – 4:30 PM	
	Subject	office work	
	Show Time As	Busy	
▲	Time	1:00 PM – 1:30 PM	
	Subject	Call with Todd, Derek, and Monica	
	Location	Secretary's Conference Room	
	Show Time As	Busy	
	Categories	Phone Calls	
	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

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

Required



Time 5:30 PM – 6:00 PM

Subject Wrap-Up

Location Secretary's Conference Room

Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 1/28/2019 until 1/31/2019 from 5:30 PM to 6:00 PM

Show Time As Busy

Attendees

Name <E-mail>

Attendance

SecretaryScheduler (OST)
<SecretaryScheduler@dot.gov>

Organizer

Furman, Jon (OST) <jon.furman@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

Deputy Scheduler <DeputyScheduler@dot.gov>

Required

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

Required

Post, Andy (OST) <Andy.Post@dot.gov>

Required

Sturges, Matt (OST) <Matt.Sturges@dot.gov>

Required

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

Required

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

Required

Tuesday, January 29, 2019



Time 8:30 AM – 9:00 AM

Subject Senior Staff

Show Time As	Busy	
Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Kan, Derek (OST) <derek.kan@dot.gov>	Optional
	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
	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	10:00 AM – 10:20 AM	
	Subject	DOT/Dept of VA	
	Show Time As	Busy	
▲	Time	10:20 AM – 10:40 AM	
	Subject	WHAAP Chinese-American World War II Veterans Ceremony (10-11am)	
	Location	Department of Veterans Affairs	
	Show Time As	Busy	
	Categories	Speech	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer

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

▲	Time	10:45 AM – 11:05 AM	
	Subject	Dept VA/DOT	
	Show Time As	Busy	

▲	Time	11:15 AM – 11:55 AM	
	Subject	Personnel	
	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
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Simon, Doug (OST) <doug.simon@dot.gov>	Required
		Kan, Derek (OST) <derek.kan@dot.gov>	Required
		Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required
		McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required

▲	Time	2:30 PM – 2:45 PM	
	Subject	Call with Robert Isom, AA President	
	Location	Dial: (b) (6)	
	Show Time As	Busy	
	Categories	Phone Calls	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Inman, Todd (OST) <todd.inman@dot.gov>	Required

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

▲ **Time** 4:00 PM – 5:10 PM
Subject Meeting with Jim Ray
Location Secretary's Office
Show Time As Busy

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

▲ **Time** 5:10 PM – 5:30 PM
Subject Exit interview with (b) (6)
Location Secretary's Office
Show Time As Busy

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

▲ **Time** 5:30 PM – 6:00 PM
Subject Wrap-Up
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
	Furman, Jon (OST) <jon.furman@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
Deputy Scheduler <DeputyScheduler@dot.gov>	Required
Fulton, Finch (OST) <Finch.Fulton@dot.gov>	Required
Post, Andy (OST) <Andy.Post@dot.gov>	Required
Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required
Inman, Todd (OST) <todd.inman@dot.gov>	Required
Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required

▲

Time	6:00 PM – 6:30 PM	
Subject	Film Retirement Video for (b) (6)	
Location	Media Center	
Show Time As	Busy	
Categories	Speech	
Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	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
	Post, Andy (OST) <Andy.Post@dot.gov>	Required

Miller, Kristopher (OST) <kristopher.miller.ctr@dot.gov> Required

Wednesday, January 30, 2019

▲ **Time** All Day
Subject Government opening 3 hours later due to weather
Show Time As Free

▲ **Time** 10:45 AM – 11:10 AM
Subject Meeting with Doug, Derek, Jon and Todd
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
	Inman, Todd (OST) <todd.inman@dot.gov>	Required
	Simon, Doug (OST) <doug.simon@dot.gov>	Required
	Furman, Jon (OST) <jon.furman@dot.gov>	Required

▲ **Time** 11:30 AM – 12:00 PM
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
	Furman, Jon (OST) <jon.furman@dot.gov>	Required
	Tucker, Deva (OST) <Deva.Tucker@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required

▲ **Time** 12:30 PM – 1:00 PM
Subject Lunch in cafeteria
Show Time As Busy

▲	Time	2:00 PM – 2:30 PM	
	Subject	STR Policy Discussion	
	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
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Bradbury, Steven (OST) <Steven.Bradbury@dot.gov>	Required
		Sullivan, Adam (OST) <adam.sullivan@dot.gov>	Required
		Fulton, Finch (OST) (Finch.Fulton@dot.gov) <Finch.Fulton@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
		Laura Genero <laura.genero@dot.gov>	Required
		Etchen, Alex (OST) <alex.etchen@dot.gov>	Required

▲	Time	2:30 PM – 4:00 PM	
	Subject	Planning & Review	
	Show Time As	Busy	

▲	Time	4:00 PM – 4:50 PM	
	Subject	Meeting with ALPA	
	Location	Secretary's Office	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Elwell, Daniel <AWA> <Daniel.Elwell@faa.gov>	Required

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

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

▲ **Time** 5:30 PM – 6:00 PM
Subject Wrap-Up
Location Secretary's Conference Room
Recurrence Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 1/28/2019 until 1/31/2019 from 5:30 PM to 6:00 PM
Show Time As Busy

Attendees	Name <E-mail>	Attendance
	SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
	Furman, Jon (OST) <jon.furman@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
	Deputy Scheduler <DeputyScheduler@dot.gov>	Required
	Fulton, Finch (OST) <Finch.Fulton@dot.gov>	Required
	Post, Andy (OST) <Andy.Post@dot.gov>	Required
	Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required
	Inman, Todd (OST) <todd.inman@dot.gov>	Required

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

Required



Time 6:00 PM – 7:30 PM
Subject office work
Show Time As Busy



Time 7:30 PM – 9:30 PM
Subject Dinner in Celebration of the Visit of the Italian Minister of Economy and Finance
Location Villa Firenze
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)
<geoff.smith@dot.gov>

Required

Thursday, January 31, 2019



Time 8:30 AM – 9:00 AM
Subject Senior Staff
Recurrence Occurs every Monday, Tuesday, Thursday, and Friday effective 1/1/2019 until 1/31/2019 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** 9:30 AM – 10:00 AM
Subject Meeting with Todd, S3, Monica, & Jon
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
	Kuo, Monica (OST) <monica.kuo@dot.gov>	Required
	Furman, Jon (OST) (jon.furman@dot.gov) <jon.furman@dot.gov>	Required
	Kan, Derek (OST) <derek.kan@dot.gov>	Required

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

▲ **Time** 11:30 AM – 12:15 PM
Subject Meeting with American Gas Association
Location Secretary's Office
Show Time As Busy

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

Fraser, Bobby (PHMSA) <bobby.fraser@dot.gov>	Required
McMaster, Sean (OST) <sean.mcmaster@dot.gov>	Required

	Time	12:30 PM – 2:00 PM	
	Subject	Lunch with WH Fellows	
	Location	Lincoln Room	
	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
		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
		Wilkinson, James (OST) <james.wilkinson@dot.gov>	Required
		ConfRm-HQ-Lincoln Room (OST) <Lincoln.Room@dot.gov>	Resource
		Owen Morgan (OST) (owen.morgan@dot.gov) <owen.morgan@dot.gov>	Required
		Sylvester, Marco (OST) <marco.sylvester@dot.gov>	Required
		Cameron Morabito (OST) (cameron.morabito@dot.gov) <cameron.morabito@dot.gov>	Required
		Kuo, Monica (OST) <monica.kuo@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Photography (OST) <Photography@dot.gov>	Required

	Time	2:00 PM – 4:00 PM
	Subject	Planning & Review

Show Time As Busy

▲	Time	5:30 PM – 6:00 PM	
	Subject	Wrap-Up	
	Location	Secretary's Conference Room	
	Recurrence	Occurs every Monday, Tuesday, Wednesday, Thursday, and Friday effective 1/28/2019 until 1/31/2019 from 5:30 PM to 6:00 PM	
	Show Time As	Busy	
	Attendees	Name <E-mail>	Attendance
		SecretaryScheduler (OST) <SecretaryScheduler@dot.gov>	Organizer
		Furman, Jon (OST) <jon.furman@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
		Deputy Scheduler <DeputyScheduler@dot.gov>	Required
		Fulton, Finch (OST) <Finch.Fulton@dot.gov>	Required
		Post, Andy (OST) <Andy.Post@dot.gov>	Required
		Sturges, Matt (OST) <Matt.Sturges@dot.gov>	Required
		Inman, Todd (OST) <todd.inman@dot.gov>	Required
		Knouse, Ruth (OST) <ruth.knouse@dot.gov>	Required
▲	Time	6:00 PM – 6:30 PM	
	Subject	DOT/AXios reception	
	Show Time As	Busy	

▲ **Time** 6:30 PM – 7:00 PM
Subject Axios VIP Reception
Location The Showroom, 1099 14th St NW Ste 101L, Washington, DC 20005
Show Time As Busy
Attendees

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

▲ **Time** 7:00 PM – 7:30 PM
Subject Axios/dinner
Show Time As Busy
