
SecretaryScheduler (OST) Calendar

Thursday, December 1, 2022 – Saturday, December 31, 2022

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

(Adjusted for Daylight Saving Time)

December 2022

Su Mo Tu We Th Fr Sa

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

▲ (b)(6)

[S1 - TRAVEL]

(b)(7)(F)

[S1 - PRESS] Press Interviews (MSNBC, CNBC)

[S1 - TRAVEL]

(b)(7)(F)

[S1 - CALL] Call Time - Rail (2)

[S1 - TRAVEL]

(b)(7)(F)

[S1 - IN-PERSON EVENT] New Deal
Conference

[S1 - TRAVEL]

(b)(7)(F)

[S1 - CALL] Ian Jeffries, AAR President and
CEO (Rail)

[S1 - VIRTUAL MEETING] WH (b)(5)

[S1 - IN-PERSON EVENT] Auto Innovators
Board of Directors Meetings

[S1 - TRAVEL]

(b)(7)(F)

[S1 - DIGITAL] Content Review (SOLO)

[S1 - PERS] (b)(6)

[S1 - IN-PERSON MEETING] Joanna Nunan,
Superintendent, USMMA

[S1 - TRAVEL]

(b)(7)(F)

[S1 - IN-PERSON MEETING] DPCC Lunch +
Press Gaggle

[S1 - TRAVEL]

(b)(7)(F)

[S1 - PERS] (b)(6)

[S1 - PRESS] Press Block - Local

[S1 - IN-PERSON MEETING] Nightly Check-Out

(b)(6)

Thu,
Dec 1

(b)(7)(F)

6:35 AM – 7:45 AM

(b)(7)(F)

7:55 AM – 8:15 AM

(b)(7)(F)

8:40 AM – 9:45 AM

(b)(7)(F)

9:55 AM – 10:00 AM

10:00 AM – 10:30 AM

10:30 AM – 11:30 AM

(b)(7)(F)

11:45 AM – 11:55 AM

(b)(6)

12:10 PM – 12:30 PM

(b)(7)(F)

12:50 PM – 2:00 PM

(b)(7)(F)

(b)(6)

2:30 PM – 3:30 PM

3:30 PM – 3:45 PM

[S1 - REVIEW] Review/Approvals

3:45 PM – 4:10 PM

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

[S1 - PERS] (b)(6)

(b)(6)

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

[S1 - IN-PERSON EVENT] White House Dinner
in honor of His Excellency Emmanuel Macron,
President of the French Republic, and Mrs.
Brigitte Macron

6:15 PM – 9:00 PM

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

▲ [S1 - TRAVEL] (b)(7)(F)

Fri, Dec
2

(b)(7)(F)

[S1 - PERS] (b)(6)

(b)(6)

[S1 - DIGITAL] Record Voicemail - SOLO

8:35 AM – 8:50 AM

[S1 - DIGITAL] Content Review (SOLO)

8:50 AM – 9:00 AM

[S1 - PERS CALL] (b)(6)

(b)(6)

[S1 - REVIEW] Desk Time

9:15 AM – 9:45 AM

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

[S1 - IN-PERSON EVENT] WH Bill Signing - Rail

10:05 AM – 10:45 AM

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

[S1 - HYBRID BRIEFING] CAFE Update

11:35 AM – 12:15 PM

[S1 - IN-PERSON MEETING] Governor Ned
Lamont (CT)

12:15 PM – 12:45 PM

[S1 - PERS] (b)(6)

(b)(6)

[S1 - PERS CALL] (b)(6)

(b)(6)

[S1 - VIRTUAL MEETING] Families and Victims
of Traffic Violence - World Day of
Remembrance

2:00 PM – 2:50 PM

[S1 - HYBRID MEETING] Nightly Check-Out

2:55 PM – 3:10 PM

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

[S1 - IN-PERSON EVENT] DOL Job Corps
Leadership Summit

3:30 PM – 4:15 PM

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

[S1 - PERS] (b)(6)

(b)(6)

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

[S1 - IN-PERSON EVENT] WH Holiday
Reception

6:00 PM – 7:30 PM

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

▲ [S1 - TRAVEL] (b)(7)(F)

Sun,
Dec 4

(b)(7)(F)

[S1 - IN-PERSON EVENT] Honors Red Carpet

5:00 PM – 5:50 PM

[S1 - IN-PERSON EVENT] 44th Annual
Kennedy Center Honors Performance and
Gala Dinner

6:00 PM – 11:30 PM

[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
▲ [S1 - PERS TRAVEL] (b)(6)	Mon, Dec 5	(b)(6)
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - PERS TRAVEL] (b)(6)		
[S1 - DIGITAL] Content Review (SOLO)		8:50 AM – 9:00 AM
[S1- REVIEW] Policy and Major Document Review- SOLO		9:00 AM – 10:30 AM
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - CALL] Call Time - Trip Notifications (KY)		11:15 AM – 11:45 AM
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - REVIEW] Desk Time		12:00 PM – 12:20 PM
[S1 - VIRTUAL MEETING] Monday Look Ahead		12:20 PM – 12:50 PM
[S1 - VIRTUAL MEETING] Scheduling Check-In		12:50 PM – 1:00 PM
[S1 - REVIEW] Desk Time		1:00 PM – 2:00 PM
[S1 - CALL] Rail Calls (3) (Rail)		1:20 PM – 1:35 PM
[S1 - PERS] (b)(6)		(b)(6)
[S1 - PERS] (b)(6)		
[S1 - VIRTUAL MEETING] Nightly Check-Out		5:45 PM – 6:00 PM
[S1 - TRAVEL] Drive to Airport		6:30 PM – 7:30 PM
[S1 - TRAVEL] Board/Airport Time		7:30 PM – 8:14 PM
[S1 - TRAVEL] (b)(7)(F) (ORD > SDF)		(b)(7)(F)
[S1 - REVIEW] Review/Approvals		8:20 PM – 8:50 PM
[S1 - TRAVEL] Deplane/Airport Time		9:35 PM – 9:50 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
▲ [S1 - TRAVEL] KY >DC	Tue, Dec 6	
[S1 - PRESS] Radio Interviews (4)	Tue, Dec 6	7:05 AM – 8:05 AM
[S1 - DIGITAL] Content Review (SOLO)		8:05 AM – 8:15 AM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON EVENT] Meeting With Teamsters		9:00 AM – 9:55 AM
[S1 - IN-PERSON MEETING] Meeting with Mayor-Elect Craig Greenberg		10:00 AM – 10:30 AM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON MEETING] UPS Worldport Arrival Greet		10:40 AM – 10:50 AM
[S1 - TRAVEL] (b)(7)(F) (Ramp Tour)		(b)(7)(F)
[S1 - IN-PERSON EVENT] UPS Worldport Executive Meeting		10:55 AM – 11:30 AM

[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)
[S1 - IN-PERSON EVENT] UPS Worldport Tour	11:35 AM – 12:30 PM
[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)
[S1 - EVENT] UPS Worldport Press Conference	12:35 PM – 2:05 PM
[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)
[S1 - IN-PERSON EVENT] Ride-along Truck Driver	2:10 PM – 2:55 PM
[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)
[S1 - TRAVEL] Airport Time	3:10 PM – 4:20 PM
[S1 - VIRTUAL MEETING] Nightly Check-Out	3:45 PM – 4:00 PM
[S1 - VIRTUAL DROP BY] FAA Communications Team	4:00 PM – 4:10 PM
[S1 - TRAVEL] Board/Airport Time	4:20 PM – 5:05 PM
[S1 - TRAVEL] (b)(7)(F) (SDF>DCA)	(b)(7)(F)
[S1 - REVIEW] Review/Approvals	5:15 PM – 5:45 PM
[S1 - TRAVEL] Deplane/Airport Time	6:45 PM – 7:15 PM
[S1 - PERS TRAVEL] (b)(6)	(b)(6)
[S1 - PERS IN-PERSON EVENT] (b)(6)	(b)(6)
(b)(6)	
[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)

▲ [S1 - DC]	Wed, to Fri, Dec 7 9	
[S1 - TRAVEL] (b)(7)(F)	Wed, Dec 7	(b)(7)(F)
[S1 - REVIEW] Desk Time		8:30 AM – 8:50 AM
[S1 - DIGITAL] Content Review (SOLO)		8:50 AM – 9:00 AM
[S1 - IN-PERSON EVENT] State Infrastructure Coordinators Summit		9:00 AM – 9:50 AM
[S1 - IN-PERSON BRIEFING] Rural Awards		10:00 AM – 10:45 AM
[S1 - REVIEW] Desk Time		10:45 AM – 11:00 AM
[S1 - IN-PERSON EVENT] OGC Awards Ceremony		11:00 AM – 11:25 AM
[S1 - IN-PERSON DROP BY] OST-Budget Strategic Planning Session		11:30 AM – 11:45 AM
[S1 - REVIEW] Policy and Major Document Review- SOLO		11:50 AM – 12:50 PM
[S1 - IN-PERSON BRIEFING] Enforcements Actions		12:50 PM – 1:40 PM
[S1 - VIRTUAL BRIEFING] 737 Max Certification		1:40 PM – 1:45 PM
[S1 - CALL] Call With Dave Calhoun		1:50 PM – 2:00 PM
[S1 - IN-PERSON GREET] Jennifer Smith, President of Stopdistractions.org		2:00 PM – 2:10 PM
[S1 - IN-PERSON DROP BY] FTA Holiday Party		2:10 PM – 2:35 PM

[S1 - IN-PERON DROP BY] FRA Holiday Party		2:35 PM – 3:15 PM
[S1 - IN-PERSON DROP BY] FHWA Holiday Party		3:20 PM – 4:00 PM
(b)(5)		3:35 PM – 3:40 PM
[S1 - IN-PERSON MEETING] Nightly Check-Out		4:00 PM – 4:15 PM
[S1 - IN - PERSON MEETING] Front Office Leadership		4:15 PM – 5:00 PM
[S1 - IN-PERSON MEETING] Danielle Hirshberg, DCOS Operations		5:00 PM – 5:30 PM
(b)(5) Weekly Cabinet Call		5:30 PM – 6:00 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
▲ [S1 - TRAVEL] (b)(7)(F)	Thu, Dec 8	(b)(7)(F)
[S1 - REVIEW] Desk Time		8:40 AM – 9:00 AM
[S1 - DIGITAL] Content Review (SOLO)		9:00 AM – 9:10 AM
[S1 - HYBRID MEETING] Appointee Meet and Greet		9:20 AM – 9:50 AM
[S1 - IN-PERSON MEETING] Quick Sync		9:50 AM – 10:05 AM
[S1 - HYBRID BRIEFING] Internal - Implementation Check-in		10:05 AM – 11:00 AM
[S1 - REVIEW] Review/Approvals		11:00 AM – 11:30 AM
[S1 - IN-PERSON EVENT] Lunch with Evan Ryan		11:30 AM – 12:30 PM
[S1 - REVIEW] Desk Time		12:30 PM – 1:00 PM
[S1 - DROP BY EVENT] "Transportation, Mobility, and the Future of Infrastructure" OST-R Event		1:00 PM – 1:15 PM
[S1 - TRAVEL] Walk To Event		1:15 PM – 1:20 PM
[S1 - DROP BY] PHMSA Holiday Party		1:20 PM – 1:50 PM
[S1 - TRAVEL] Walk To Event		1:50 PM – 1:55 PM
[S1 - DROP BY] NHTSA Holiday Party		1:55 PM – 2:30 PM
[S1 - TRAVEL] Walk To Event		2:30 PM – 2:35 PM
[S1 - DROP BY] FMCSA Holiday Party		2:35 PM – 3:10 PM
[S1 - TRAVEL] Walk To Event		3:10 PM – 3:15 PM
[S1 - DROP BY] OST-X Holiday Party		3:15 PM – 3:35 PM
[S1 - TRAVEL] Walk To Meeting		3:35 PM – 3:40 PM
[S1 - IN-PERSON MEETING] Horacio Rodriguez Larreta, Mayor of Buenos Aires, Argentina		3:45 PM – 4:15 PM
[S1- REVIEW] Desk Time		4:15 PM – 4:30 PM
[S1 - IN-PERSON MEETING] Check In		4:30 PM – 4:45 PM
[S1- REVIEW] Policy and Major Document Review- SOLO		4:45 PM – 5:50 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - PERS TRAVEL] (b)(6)		(b)(6)

	[S1 - PERS EVENT] (b)(6)		(b)(6)
	[S1 - PERS TRAVEL] (b)(6)		
▲	[S1 - PERS TRAVEL] (b)(6)	Fri, Dec 9	(b)(6)
	[S1 - PERS EVENT] (b)(6)		(b)(6)
	[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
	[S1 - REVIEW] Desk Time		9:40 AM – 10:25 AM
	[S1 - PRESS] Press Block (Local)		10:30 AM – 11:20 AM
	[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
	[S1 - IN-PERSON EVENT] Lunch with Mitch Landrieu		11:30 AM – 12:30 PM
	[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
	[S1 - REVIEW] Desk Time		12:40 PM – 1:10 PM
	[S1 - DIGITAL] DTC Time		1:10 PM – 1:20 PM
	[S1 - HYBRID BRIEFING] Catch-all Policy Time		1:30 PM – 2:00 PM
	[S1 - IN-PERSON MEETING] Airline Industry Follow-Up		2:05 PM – 2:55 PM
	[S1 - PRESS] Virtual Briefing with Young Reporters		3:00 PM – 3:30 PM
	[S1 - REVIEW] Desk Time		3:30 PM – 4:35 PM
	[S1 - DIGITAL] Content Review (SOLO)		4:35 PM – 4:45 PM
	[S1 - HYBRID MEETING] Nightly Check-Out		4:50 PM – 5:05 PM
	[S1 - VIRTUAL MEETING] Partnership for Public Service		5:05 PM – 5:20 PM
	[S1 - REVIEW] Review/Approvals		5:20 PM – 5:50 PM
	[S1 - CALL] Call Carlos Monje		5:50 PM – 6:00 PM
	[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
	[S1 - PERS TRAVEL] (b)(6)		(b)(6)
	[S1 - PERS EVENT] (b)(6)		
	[S1 - PERS TRAVEL] (b)(6)		
▲	[S1 - PERS MEETING] (b)(6)	Sat, Dec 10	(b)(6)
	[S1 - PERS TRAVEL] (b)(6)		
	[S1 - PERS EVENT] (b)(6)		
	[S1 - PERS TRAVEL] (b)(6)		
▲	[S1 - TRAVEL] (b)(7)(F)	Mon, Dec 12	(b)(7)(F)
	[S1 - REVIEW] Desk Time		8:30 AM – 8:45 AM
	[S1 - HYBRID MEETING] Scheduling Check-In		8:45 AM – 9:05 AM
	[S1 - HYBRID MEETING] Monday Look Ahead		9:05 AM – 10:00 AM

[S1 - HYBRID BRIEFING] Internal - Implementation Check-In		10:00 AM – 11:00 AM
[S1 - REVIEW] Desk Time		11:00 AM – 11:45 AM
[S1 - PERS] (b)(6)		(b)(6)
[S1 - IN-PERSON MEETING] Public Affairs Monthly Check-In		12:20 PM – 1:10 PM
[S1 - IN-PERSON BRIEFING] Large Projects		1:20 PM – 2:20 PM
[S1 - HYBRID MEETING] Employee Engagement Check-In		2:20 PM – 2:30 PM
[S1 - HYBRID MEETING] Rural Projects Follow-Up		2:30 PM – 3:00 PM
[S1 - REVIEW] Desk Time		3:00 PM – 3:15 PM
[S1 - IN-PERSON GREET] USDOT Military Fellows		3:15 PM – 3:30 PM
[S1 - IN-PERSON MEETING] Irene Marion, Director DOCR		3:30 PM – 4:00 PM
[S1 - CALL] Call Time - Trip Notifications (MA/NY)		4:00 PM – 4:30 PM
[S1 - MEETING] Nightly Check-Out		4:40 PM – 4:55 PM
[S1 - REVIEW] Review/Approvals		5:00 PM – 5:20 PM
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - PERS] (b)(6)		
[S1 - PERS TRAVEL] (b)(6)		
▲ [S1 - TRAVEL] (b)(7)(F)	Tue, Dec 13	(b)(7)(F)
[S1 - PRESS] Press Interview (1)		7:15 AM – 7:25 AM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - TRAVEL]		
[S1 - IN-PERSON MEETING] Governor Phil Murphy (D-NJ)		8:30 AM – 9:20 AM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - REVIEW] Desk Time		9:35 AM – 9:55 AM
[S1 - DIGITAL] Content Review (SOLO)		9:45 AM – 9:55 AM
[S1 - EVENT] Off-site All-Appointee Strategy Session + Lunch		10:00 AM – 1:00 PM
[S1 - REVIEW] Desk Time		1:00 PM – 1:30 PM
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - PERS] (b)(6)		
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON EVENT] WH Respect for Marriage Act Bill Signing		2:40 PM – 4:30 PM
[S1 - PRESS] Press Block		4:30 PM – 5:00 PM
[S1 - REVIEW] Desk Time		5:00 PM – 5:30 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)

[S1 - EVENT]	(b)(6)	5:40 PM – 6:15 PM
[S1 - TRAVEL]	(b)(7)(F)	(b)(7)(F)

▲ [S1 - TRAVEL] Boston, MA	Wed, Dec 14	
[S1 - CALL] Ambassador Shefali Razdan Duggal, U.S. Ambassador to the Netherlands	Wed, Dec 14	8:30 AM – 9:00 AM
[S1 - TRAVEL]	(b)(7)(F)	(b)(7)(F)
[S1 - TRAVEL] Board/Airport Time		9:15 AM – 10:00 AM
[S1 - TRAVEL] (b)(7)(F) DCA > BOS		(b)(7)(F)
[S1 - DIGITAL] Content Review (SOLO)		10:30 AM – 10:40 AM
[S1 - REVIEW] Correspondence Time		10:40 AM – 11:00 AM
[S1 - TRAVEL] Deplane/Airport Time		11:33 AM – 11:50 AM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON EVENT] Greet with Corporate Average Fuel Economy (CAFE) Team		12:05 PM – 12:30 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON EVENT] Volpe Center Demonstrations [2]		12:35 PM – 1:30 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON EVENT] Greet with Volpe Center and Regional Executive Leadership		1:35 PM – 1:50 PM
[S1 - FLEX] Hold Time		1:50 PM – 2:05 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON EVENT] USDOT Volpe CenterTown Hall		2:10 PM – 3:25 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON EVENT] USDOT Volpe Center New Facility Tour		3:30 PM – 3:55 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON MEETING] Mayor Michelle Wu (Boston, MA)		4:10 PM – 4:50 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - VIRTUAL MEETING] Nightly Check-Out		4:50 PM – 5:05 PM
[S1 - TRAVEL] Airport Time		5:05 PM – 5:25 PM
[S1 - TRAVEL] Board/Airport Time		5:25 PM – 6:05 PM
(b)(5) Weekly Cabinet Call		5:30 PM – 6:00 PM
[S1 - TRAVEL] (b)(7)(F) BOS > DCA		(b)(7)(F)
[S1 - REVIEW] Review/Approvals		6:30 PM – 7:00 PM
[S1 - TRAVEL] Deplane/Airport Time		8:13 PM – 8:25 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)

▲	[S1 - TRAVEL] (b)(7)(F)	Thu, Dec 15	(b)(7)(F)
	[S1 - IN-PERSON EVENT] Coffee with Ambassador Jonathan Kaplan, U.S. Ambassador to Singapore		8:30 AM – 9:15 AM
	[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
	[S1 - REVIEW] Desk Time		9:25 AM – 9:45 AM
	[S1 - IN-PERSON PRESS] Press Block - Local (3 Interviews)		9:50 AM – 10:50 AM
	[S1 - IN-PERSON DIGITAL] DTC Time		10:55 AM – 11:05 AM
	[S1 - DIGITAL] Content Review (SOLO)		11:10 AM – 11:20 AM
	[S1 - IN-PERSON BRIEFING] NPRM + Child Seating		11:30 AM – 12:20 PM
	[S1 - VIRTUAL DROP BY] FAA's Virtual Commercial Space Transportation Advisory Committee (COMSTAC) Meeting		12:30 PM – 12:35 PM
	[S1 - PERS] (b)(6)		(b)(6)
	[S1 - IN-PERSON DROP BY] S10 Holiday Party		1:15 PM – 1:30 PM
	[S1 - IN-PERSON MEETING] Maurice Henderson, Senior Advisor		1:30 PM – 2:00 PM
	[S1 - IN-PERSON BRIEFING] Cyber Security		2:00 PM – 3:00 PM
	[S1 - IN-PERSON MEETING] Nightly Check-Out		3:10 PM – 3:25 PM
	[S1 - REVIEW] Review/Approvals		3:25 PM – 4:30 PM
	[S1 - MEETING] Check-in with Danielle Hirshberg		4:30 PM – 5:00 PM
	[S1 - IN-PERSON MEETING] Portia Allen Kyle, Senior Advisor, Departmental Office of Civil Rights		5:10 PM – 5:30 PM
	[S1 - REVIEW] Desk Time		5:30 PM – 5:50 PM
	[S1 - CALL] Rep. Nanette Barragan (D-CA)		5:40 PM – 5:45 PM
	[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
▲	[S1 - TRAVEL] (b)(7)(F)	Fri, Dec 16	(b)(7)(F)
	[S1 - REVIEW] Desk Time		8:30 AM – 8:50 AM
	[S1 - PERS] (b)(6)		(b)(6)
	[S1 - VIRTUAL MEETING] S2/COS		9:00 AM – 9:30 AM
	[S1 - VIRTUAL BRIEFING] Catch-all Policy Time		9:30 AM – 10:00 AM
	[S1 - HYBRID MEETING] Wealth Creation Strategic Session		10:00 AM – 10:30 AM
	[S1 - DIGITAL] Content Review (SOLO)		10:40 AM – 10:50 AM
	[S1 - DIGITAL] Record Voicemail (SOLO)		10:50 AM – 11:05 AM
	[S1 - PERS] (b)(6)		(b)(6)
	[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
	[S1 - IN-PERSON MEETING] WH New Mayors		12:15 PM – 1:00 PM

[S1 - REVIEW] Review/Approvals		1:10 PM – 1:40 PM
[S1 - REVIEW] Desk Time		1:40 PM – 2:15 PM
[S1 - CALL] Call Time - Rural Awards (Congressional)		2:15 PM – 2:50 PM
[S1 - PRESS] Interview with Bill Barrow, Georgia AAP (1)		2:20 PM – 2:40 PM
[S1 - CALL] Senator Joe Manchin (D-WV)		2:40 PM – 2:50 PM
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - PERS MEETING] (b)(6)		
[S1 - PERS TRAVEL] (b)(6)		
[S1 - IN-PERSON MEETING] WH (b)(5)		4:00 PM – 5:00 PM
[S1 - VIRTUAL MEETING] Nightly Check-Out		5:00 PM – 5:15 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - PERS EVENT] (b)(6)		
(b)(6)		
[S1 - PERS TRAVEL] (b)(6)		
[S1 - PERS EVENT] (b)(6)		
[S1 - PERS TRAVEL] (b)(6)		
▲ [S1 - PERS] (b)(6)	Sun, Dec 18	(b)(6)
▲ (b)(6)	(b)(6)	
[S1 - TRAVEL] (b)(7)(F)	Mon, Dec 19	(b)(7)(F)
[S1 - REVIEW] Desk Time		8:30 AM – 9:20 AM
[S1 - HYBRID MEETING] Monday Look Ahead		9:20 AM – 10:15 AM
[S1 - IN-PERSON MEETING] 5G Update Meeting		10:20 AM – 10:50 AM
[S1 - PERS CALL] (b)(6)		(b)(6)
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - PERS] (b)(6)		
[S1 - PERS TRAVEL] (b)(6)		
[S1 - IN-PERSON MEETING] FHWA Grant Systems Reconciliation Meeting		1:30 PM – 2:10 PM
[S1 - IN-PERSON PRESS] Press Block - Supply Chain/Aviation and ASAP (2)		2:15 PM – 3:20 PM
[S1 - PRESS] Interview with KDKA on ASAP Program/Fern Hollow (1)		2:50 PM – 3:00 PM
[S1 - IN-PERSON BRIEFING] Pre-brief Secretary Ray LaHood + High Speed Rail Association		3:20 PM – 3:30 PM

[S1 - IN-PERSON MEETING] Secretary Ray LaHood + High Speed Rail Association	3:30 PM – 4:15 PM
[S1 - REVIEW] Desk Time	4:15 PM – 4:45 PM
[S1 - CALL] Senator Tammy Baldwin (D-WI)	4:45 PM – 5:00 PM
[S1 - IN- PERSON MEETING] Nightly Check- Out	5:00 PM – 5:15 PM
[S1 - REVIEW] Review/Approvals	5:15 PM – 5:45 PM
[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)

▲ [S1 - PERS] (b)(6)	Tue, Dec 20	(b)(6)
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - REVIEW] Desk Time		8:30 AM – 9:00 AM
[S1 - DIGITAL] Content Review (SOLO)		9:00 AM – 9:10 AM
[S1 - PERS] (b)(6)		(b)(6)
[S1 - HYBRID MEETING] Red Tape		9:20 AM – 9:50 AM
[S1 - HYBRID BRIEFING] Internal - Implementation Check-in		10:00 AM – 11:00 AM
[S1 - HYBRID MEETING] International Travel		11:00 AM – 11:25 AM
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - PERS EVENT] (b)(6)		
[S1 - PERS TRAVEL] (b)(6)		
[S1 - REVIEW] Desk Time		12:55 PM – 1:10 PM
[S1 - CALL] Call Rep. Hakeem Jeffries (D - NY- 08)		1:10 PM – 1:20 PM
[S1 - CALL] Call Rep. David Price (D - NC-04)		1:20 PM – 1:30 PM
[S1 - DIGITAL] DTC Time		1:30 PM – 1:50 PM
[S1 - REVIEW] Desk Time		1:55 PM – 2:35 PM
[S1 - REVIEW] Review/Approvals		2:35 PM – 3:00 PM
[S1 - IN-PERSON MEETING] Maltese Foreign Minister Ian Borg		3:00 PM – 3:50 PM
[S1 - REVIEW] Desk Time		4:10 PM – 5:00 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - PERS] (b)(6)		(b)(6)
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - EVENT] White House Senior Staff Dinner		6:40 PM – 8:55 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)

▲ [S1 - TRAVEL] (b)(7)(F)	Wed, Dec 21	(b)(7)(F)
[S1 - PRESS] Press Block - Local (3)		7:55 AM – 8:30 AM
[S1 - IN-PERSON PRESS] White House Press		8:40 AM – 9:10 AM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)

[S1 - IN-PERSON PRESS] Interview with CBS' Kris Van Cleave on Holiday Travel (1)

9:30 AM – 9:40 AM

[S1 - REVIEW] Review/Approvals

9:40 AM – 10:00 AM

[S1 - IN-PERSON GREET] TransStem Academy

10:00 AM – 10:15 AM

[S1 - DIGITAL] Content Review (SOLO)

10:25 AM – 10:35 AM

[S1 - PERS CALL] (b)(6)

(b)(6)

[S1 - PERS] (b)(6)

(b)(6)

[S1 - CALL] Call Time - Rural Awards (State/Local)

12:15 PM – 12:45 PM

[S1 - IN-PERSON MEETING] Nightly Check-Out

12:45 PM – 1:00 PM

[S1 - REVIEW] Desk Time

1:00 PM – 2:25 PM

[S1 - IN -PERSON PRESS] Press Block - Live Interviews (2)

2:25 PM – 3:00 PM

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

[S1 - PERS] (b)(6)

(b)(6)

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

[S1 - PERS TRAVEL] (b)(6)

(b)(6)

[S1 - PERS] (b)(6)

(b)(6)

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

[S1 - IN-PERSON EVENT] Joint Congressional Session

6:30 PM – 8:30 PM

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

[S1 - PERS TRAVEL] (b)(6)

(b)(6)

[S1 - PERS] (b)(6)

[S1 - PERS TRAVEL] (b)(6)

▲ [S1 - REVIEW] Holiday Travel Updates

Thu,
Dec 22

8:30 AM – 9:00 AM

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

[S1 - PERS] (b)(6)

(b)(6)

[S1 - IN-PERSON EVENT] WH Holiday Reception

1:10 PM – 3:00 PM

[S1 - VIRTUAL BRIEFING] FAA Travel Update

3:00 PM – 3:15 PM

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

[S1 - CALL] Dr. Sherwood-Randall, Homeland Security Advisor To The President

3:15 PM – 3:45 PM

[S1 - PERS TRAVEL] (b)(6)

(b)(6)

[S1 - PERS EVENT] (b)(6)

[S1 - PERS TRAVEL] (b)(6)

▲ [S1 - CALL] Pre-Brief on Press - Holiday Travel Fri, Dec 23

7:00 AM – 7:10 AM

[S1 - TRAVEL] (b)(7)(F)

(b)(7)(F)

[S1 - PRESS] Press Block - MSNBC (1)

7:20 AM – 7:35 AM

[S1 - TRAVEL] (b)(7)(F)
[S1 - TRAVEL]
[S1 - PRESS] Press Block - CNN (1)
[S1 - TRAVEL] (b)(7)(F)
[S1 - REVIEW] Holiday Travel Updates
[S1 - CALL] FAA/WH Holiday Travel Update

(b)(7)(F)
7:55 AM – 8:10 AM
(b)(7)(F)
8:30 AM – 9:00 AM
1:00 PM – 1:30 PM

▲ [S1 - REVIEW] Holiday Travel Updates

Sat, Dec
24

8:30 AM – 9:00 AM

[S1 - PERS TRAVEL] (b)(6)
[S1 - PERS Event] (b)(6)
[S1 - PERS TRAVEL] (b)(6)
HOLD [S1 - PERS TRAVEL] (b)(6)
HOLD [S1 - PERS Event] (b)(6)
(b)(6)
HOLD [S1 - PERS TRAVEL] (b)(6)

(b)(6)

▲ [S1 - REVIEW] Holiday Travel Updates

Sun,
Dec 25

8:30 AM – 9:00 AM

▲ Federal Holiday - Christmas Observed

Mon,
Dec 26

[S1 - REVIEW] Holiday Travel Updates

Mon,
Dec 26

8:30 AM – 9:00 AM

[S1 - PERS TRAVEL] (b)(6)
[S1 - PERS EVENT] (b)(6)
[S1 - PERS EVENT] (b)(6)
(b)(6)
[S1 - PERS TRAVEL] (b)(6)
[S1 - PERS TRAVEL] (b)(6)
[S1 - PERS EVENT] (b)(6)
[S1 - PERS TRAVEL] (b)(6)

(b)(6)

▲ [S1 - REVIEW] Holiday Travel Updates

Tue,
Dec 27

8:30 AM – 9:00 AM

[S1 - VIRTUAL BRIEFING] Holiday Travel Update
[S1 - CALL] Scheduling Check-In
[S1 - CALL] Dr. Sherwood-Randall, Homeland Security Advisor To The President
[S1 - PERS Travel] (b)(6)
[S1 - CALL] Representative Sheila Jackson Lee (D-TX)

10:00 AM – 10:40 AM
10:40 AM – 11:00 AM
11:30 AM – 11:40 AM
(b)(6)
2:15 PM – 2:25 PM

	[S1 - CALL] Capt. Casey Murray, President, Southwest Airlines Pilots Association (SWAPA)	2:30 PM – 2:50 PM
	[S1 - CALL] Governor J. B. Pritzker (D-IL)	2:50 PM – 3:00 PM
	[S1 - CALL] Lyn Montgomery, President of TWU Local 556	3:00 PM – 3:20 PM
	[S1 - VIRTUAL MEETING] Bob Jordan, CEO, Southwest Airlines	3:30 PM – 4:00 PM
	[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)
	[S1 - VIRTUAL BRIEFING] Press Interviews - Holiday Travel	4:10 PM – 4:20 PM
	[S1 - PRESS] Press Block - Holiday Travel (9)	4:20 PM – 6:00 PM
	[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)
▲	[S1 - VIRTUAL BRIEFING] Press Interviews - Holiday Travel	Wed, Dec 28 6:40 AM – 6:45 AM
	[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)
	[S1 - PRESS] GMA Interview (1)	6:55 AM – 7:15 AM
	[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)
	[S1 - REVIEW] Holiday Travel Updates	8:30 AM – 9:00 AM
	[S1 - CALL] Rep. Collin Allred (TX - 32) Southwest Airlines	10:05 AM – 10:10 AM
	[S1 - CALL] Rep. Rick Larsen (WA - 02) Southwest Airlines	10:15 AM – 10:20 AM
	[S1 - CALL] Ron Klain	12:00 PM – 12:30 PM
	[S1 - PERS] (b)(6)	(b)(6)
▲	[S1 - REVIEW] Holiday Travel Updates	Thu, Dec 29 8:30 AM – 9:00 AM
	[S1 - DIGITAL] Content Review (SOLO)	9:50 AM – 10:00 AM
	[S1 - REVIEW] Desk Time	10:00 AM – 11:00 AM
	[S1 - CALL] Call Ron Klain	10:15 AM – 10:30 AM
	[S1 - CALL] Call Time - Bridge and Mega Calls (Congressional)	11:00 AM – 1:00 PM
	[S1 - CALL] Lyn Montgomery, President of TWU Local 556	1:00 PM – 1:10 PM
	[S1 - CALL] Brian Deese, WH	1:10 PM – 1:20 PM
	[S1 - CALL] Senator Mitch McConnell (D - KY)	1:45 PM – 1:50 PM
	[S1 - CALL] Rep. Nancy Pelosi (D-CA)	1:50 PM – 2:00 PM
	[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)
	[S1 - VIRTUAL BRIEFING] Press Interviews - Holiday Travel	3:40 PM – 3:50 PM
	[S1 - PRESS] Press Block - Holiday Travel (2)	3:50 PM – 4:20 PM
	[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)



[S1 - REVIEW] Holiday Travel Updates

Fri, Dec
30

8:30 AM – 9:00 AM

[S1 - PERS TRAVEL]
[S1 - PERS TRAVEL]
[S1 - PERS TRAVEL]
[S1 - PERS TRAVEL]
[S1 - PERS TRAVEL]
[S1 - PERS TRAVEL]
[S1 - PERS TRAVEL]

(b)(6)

(b)(6)

[S1 - PERS TRAVEL]
[S1 - PERS TRAVEL]

(b)(6)

(b)(6)



(b)(6)

[S1 - REVIEW] Holiday Travel Updates

(b)(6)

Sat, Dec
31

8:30 AM – 9:00 AM

