
SecretaryScheduler (OST) Calendar

Friday, December 1, 2023 – Sunday, December 31, 2023

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

(Adjusted for Daylight Saving Time)

December 2023

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>						

▲ [S1 - TRAVEL: VA]

Fri,
Dec 1

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

Fri,
Dec 1

(b)(6)

(b)(6)

(b)(6)

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

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

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

(b)(7)(F)

[S1 - REVIEW] Desk Time

11:00 AM – 11:40 AM

[S1 - PERS] (b)(6)

(b)(6)

[S1 - PERS]

12:40 PM – 12:55 PM

[S1 - IN-PERSON MEETING] Front Office Leadership
Check-In

[S1 - IN-PERSON BRIEFING] Interview Pre-Brief

1:00 PM – 1:10 PM

[S1 - PRESS] Interview - Gray TV

1:10 PM – 1:20 PM

[S1 - PRESS] Interview - CNN

1:30 PM – 1:40 PM

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

(b)(7)(F)

[S1 - DIGITAL] Record Voicemail

2:00 PM – 2:10 PM

[S1 - VIRTUAL MEETING] Public Affairs Check-In

2:15 PM – 2:30 PM

[S1 - REVIEW] Review/Approvals

2:45 PM – 3:30 PM

[S1 - CALL] Call Time

3:30 PM – 4:00 PM

[S1 - VIRTUAL MEETING] Nightly Check-Out

4:00 PM – 4:15 PM

[S1 - IN-PERSON EVENT] NPR Town Hall hosted by
the University of Richmond

4:30 PM – 7:30 PM

[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
▲ [S1 - PERS TRAVEL] (b)(6)	Sun, Dec 3	(b)(6)
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - PERS TRAVEL]		
[S1 - PERS TRAVEL]		
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - PERS TRAVEL] (b)(6)	(b)(6)	(b)(6)
▲ [S1 - DC]		Mon, Dec 4
[S1 - PERS TRAVEL] (b)(6)	Mon, Dec 4	(b)(6)
[S1 - PERS] (b)(6)		(b)(6)
[S1 - PERS]		
[S1 - PERS]		
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - REVIEW] Desk Time		8:30 AM – 9:00 AM
[S1 - HYBRID MEETING] Front Office Leadership Check-In		9:00 AM – 9:15 AM
[S1 - HYBRID MEETING] Public Affairs Check-In		9:15 AM – 9:30 AM
[S1 - REVIEW] Review/Approvals		9:30 AM – 10:10 AM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON MEETING] (b)(5)		10:45 AM – 11:45 AM
(b)(5)		
[S1 - PERS] (b)(6)		(b)(6)
[S1 - PERS]		
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - PERS] (b)(6)		(b)(6)
[S1 - HYBRID MEETING] Personnel Check-In		2:20 PM – 2:35 PM
[S1 - CALL] Governor Jay Inslee (D-WA)		2:35 PM – 2:50 PM
[S1 - DIGITAL] Content Review		2:50 PM – 3:10 PM
[S1 - HYBRID BRIEFING] Rural Awards		3:10 PM – 3:40 PM
[S1 - REVIEW] Review/Approvals		3:40 PM – 4:20 PM
[S1 - IN-PERSON MEETING] Interview		4:20 PM – 4:40 PM
[S1 - HYBRID MEETING] Nightly Check-Out		4:45 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 - IN-PERSON EVENT] Holiday Ball for Members of Congress		6:55 PM – 8:30 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
▲ [S1 - DC]	Tue, Dec 5 to Wed, Dec 6	12:00 AM – 7:00 PM
[S1 - PERS TRAVEL] (b)(6)	Tue, Dec 5	(b)(6)
[S1 - PERS] (b)(6)		(b)(6)
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - DIGITAL] Content Review		8:30 AM – 8:40 AM
[S1 - CALL] Senator Mark Kelly (D-AZ)		8:40 AM – 8:55 AM
[S1 - HYBRID MEETING] Front Office Leadership Check-In		8:55 AM – 9:55 AM
[S1 - PERS] (b)(6)		(b)(6)
[S1 - CALL] Call Time		10:00 AM – 11:00 AM
[S1 - VIRTUAL MEETING] Senator John Fetterman (D-PA)		11:00 AM – 11:10 AM
[S1 - CALL] Governor Katie Hobbs (D-AZ)		11:15 AM – 11:25 AM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - PRESS] OTR - Jake Tapper		11:30 AM – 12:30 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - HYBRID BRIEFING] FY 2025 Budget OMB Passback		12:40 PM – 1:00 PM
[S1 - PERS] (b)(6)		(b)(6)
[S1 - HYBRID MEETING] Public Affairs Check-In		1:20 PM – 1:30 PM
[S1 - DIGITAL] DTC Time		1:30 PM – 1:45 PM
[S1 - IN-PERSON MEETING] Annual Ethics Training		1:50 PM – 2:50 PM
[S1 - HYBRID BRIEFING] Grant Agreements and Project Timelines Follow-Up		2:50 PM – 3:20 PM
[S1 - IN-PERSON MEETING] Interview		3:20 PM – 3:40 PM
[S1 - HYBRID MEETING] Internal Infrastructure Implementation Check-In		3:45 PM – 4:30 PM
[S1 - HYBRID MEETING] Nightly Check-Out		4:30 PM – 4:40 PM
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - PERS] (b)(6)		
[S1 - PERS TRAVEL] (b)(6)		
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON EVENT] Vice President & Mr. Emhoff Holiday Reception		5:45 PM – 7:00 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)

▲ [S1 - TRAVEL] (b)(7)(F)	Wed, Dec 6	(b)(7)(F)
[S1 - REVIEW] Desk Time		8:30 AM – 8:45 AM
[S1 - CALL] Senator Bob Casey (D-PA)		8:45 AM – 9:00 AM
[S1 - HYBRID MEETING] Front Office Leadership Check-In		9:00 AM – 9:15 AM
[S1 - HYBRID MEETING] Public Affairs Check-In		9:15 AM – 9:30 AM
[IN-PERSON MEETING] Ariel Investments Founder John Rogers		9:30 AM – 10:00 AM
[S1 - PRESS] Press Block		10:00 AM – 10:40 AM
[S1 - HYBRID MEETING] Administrative Check-In		10:45 AM – 11:00 AM
[S1 - HYBRID BRIEFING] FHWA Buy America to Manufactured Products NPRM		11:05 AM – 11:25 AM
[S1 - CALL] Senator Sheldon Whitehouse (D-RI)		11:30 AM – 11:45 AM
[S1 - PERS] (b)(6)		(b)(6)
[S1 - REVIEW] Review/Approvals		12:30 PM – 1:00 PM
[S1 - PERS] (b)(6)		(b)(6)
[S1 - HYBRID MEETING] FAA Update		1:30 PM – 2:00 PM
[S1 - HYBRID MEETING] Scheduling Check-In		2:05 PM – 2:35 PM
[S1 - HYBRID MEETING] Major Projects Project Delivery		2:40 PM – 3:40 PM
[S1 - VIRTUAL GREET] (b)(6)		3:45 PM – 4:00 PM
[S1 - HYBRID MEETING] Nightly Check-Out		4:05 PM – 4:20 PM
[S1 - PRESS] Press Block		4:25 PM – 4:45 PM
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - PERS] (b)(6)		
[S1 - PERS TRAVEL] (b)(6)		
Weekly Cabinet Call		5:30 PM – 6:00 PM
▲ [S1 - DC]	Thu, to Fri, Dec Dec 7 8	12:00 AM – 7:00 PM
[S1 - TRAVEL] (b)(7)(F)	Thu, Dec 7	(b)(7)(F)
[S1 - DIGITAL] Content Review		8:30 AM – 8:45 AM
[S1 - HYBRID MEETING] Public Affairs Check-In		8:45 AM – 9:00 AM
[S1 - HYBRID MEETING] Front Office Leadership Check-In		9:00 AM – 9:15 AM
[S1 - HYBRID BRIEFING] Prep for (b)(5)		9:15 AM – 9:45 AM
(b)(5)		
[S1 - PRESS] Press Block		9:45 AM – 10:35 AM
[S1 - PERS] (b)(6)		(b)(6)

[S1 - HYBRID MEETING] Prep for EV Working Group Meeting with Secretary Granholm, Mitch Landrieu, and the Joint Office		11:00 AM – 11:35 AM
[S1 - IN-PERSON EVENT] FHWA Holiday Party		11:40 AM – 12:10 PM
[S1 - IN-PERSON EVENT] PHMSA Holiday Party		12:15 PM – 12:45 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON EVENT] Tribal Nations Summit		1:10 PM – 2:30 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - CALL] Call Time		2:50 PM – 3:20 PM
[S1 - IN-PERSON EVENT] MARAD Holiday Party		3:20 PM – 3:50 PM
[S1 - PRESS] Press Block		3:55 PM – 4:50 PM
[S1 - HYBRID MEETING] Nightly Check-Out		4:55 PM – 5:10 PM
[S1 - REVIEW] Flex Time		5:10 PM – 5:20 PM
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - PERS] (b)(6)		
[S1 - PERS TRAVEL] (b)(6)		
▲ [S1 - PERS TRAVEL] (b)(6)	Fri, Dec 8	(b)(6)
[S1 - PERS] (b)(6)		(b)(6)
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - DIGITAL] Content Review		8:30 AM – 8:40 AM
[S1 - REVIEW] Desk Time		8:40 AM – 9:00 AM
[S1 - HYBRID MEETING] Front Office Leadership Check-In		9:00 AM – 9:15 AM
[S1 - HYBRID MEETING] Public Affairs Check-In		9:15 AM – 9:30 AM
[S1 - IN-PERSON GREET] (b)(6)		9:35 AM – 9:45 AM
[S1 - REVIEW] Review/Approvals		9:45 AM – 10:00 AM
[S1 - PRESS] Press Block		10:00 AM – 10:30 AM
[S1 - REVIEW] Writing Time		10:30 AM – 11:45 AM
[S1 - PERS] (b)(6)		(b)(6)
[S1 - VIRTUAL MEETING] NACTA Readout		12:15 PM – 12:25 PM
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - PERS] (b)(6)		
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - CALL] Call Time		2:20 PM – 3:30 PM
[S1 - VIRTUAL MEETING] Weekly Cabinet Call		3:30 PM – 4:00 PM
[S1 - HYBRID MEETING] Nightly Check-Out		4:00 PM – 4:15 PM
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - PERS] (b)(6)		

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

(b)(6)

▲ [S1 - TRAVEL: NC]

Mon,
Dec 11

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

Mon,
Dec 11

(b)(7)(F)

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

(b)(7)(F)

[S1 - DIGITAL] Content Review

7:45 AM – 7:55 AM

[S1 - TRAVEL] (b)(7)(F) (DCA > RDU)

(b)(7)(F)

[S1 - TRAVEL]

9:30 AM – 9:45 AM

[S1 - VIRTUAL MEETING] Front Office Leadership Check-In

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

(b)(7)(F)

[S1 - VIRTUAL MEETING] Public Affairs Check-In

9:45 AM – 9:55 AM

[S1 - TRIP EVENT] Fed-State Rail Grant Announcement Press Conference

9:55 AM – 12:00 PM

[S1 - CALL] Call Time

12:00 PM – 12:25 PM

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

(b)(6)

[S1 - PERS] (b)(6)

[S1 - REVIEW] Review/Approvals

1:30 PM – 1:55 PM

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

(b)(7)(F)

[S1 - TRIP EVENT] Tour Bus Rapid Transit Line on New Bern Avenue

2:00 PM – 2:55 PM

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

(b)(7)(F)

[S1 - TRIP EVENT] Visit Air Traffic Control Tower

3:30 PM – 4:10 PM

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

(b)(7)(F)

[S1 - VIRTUAL MEETING] Nightly Check-Out

4:15 PM – 4:25 PM

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

(b)(7)(F)

[S1 - TRAVEL] (b)(7)(F) (RDU > DCA)

(b)(7)(F)

[S1 - TRAVEL]

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

▲ [S1 - PERS TRAVEL] (b)(6)

Tue,
Dec 12

(b)(6)

[S1 - PERS] (b)(6)

(b)(6)

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

(b)(7)(F)

[S1 - HYBRID MEETING] Front Office Leadership Check-In		9:15 AM – 9:30 AM
[S1 - HYBRID BRIEFING] Pre-Brief for (b)(5)		9:30 AM – 9:45 AM
(b)(5)		
[S1 - HYBRID MEETING] Public Affairs Check-In		9:45 AM – 10:00 AM
[S1 - IN-PERSON EVENT] OCIO Holiday All Hands Meeting		10:00 AM – 10:15 AM
[S1 - PRESS] Press Block		10:20 AM – 10:55 AM
[S1 - IN-PERSON DROP-BY] Joint House T&I Prep Session		10:55 AM – 11:00 AM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON MEETING] White House AI Council		11:30 AM – 12:30 PM
[S1 - PERS] (b)(6)		(b)(6)
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON EVENT] EV Working Group Inaugural Meeting		1:10 PM – 2:15 PM
[S1 - PERS] (b)(6)		(b)(6)
[S1 - IN-PERSON EVENT] GLS Holiday Party		2:35 PM – 2:55 PM
[S1 - PRESS] Press Block		3:00 PM – 4:00 PM
[S1 - REVIEW] Review/Approvals		4:00 PM – 4:20 PM
[S1 - HYBRID BRIEFING] Priority Rulemaking		4:20 PM – 4:35 PM
[S1 - IN-PERSON MEETING] IKEA CEO Javier Quiñones		4:40 PM – 5:05 PM
[S1 - HYBRID MEETING] Nightly Check-Out		5:10 PM – 5:20 PM
[S1 - DIGITAL] Map Pinning		5:20 PM – 5:25 PM
[S1 - HYBRID MEETING] Debrief		5:25 PM – 5:40 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
▲ [S1 - TRAVEL] (b)(7)(F)	Wed, Dec 13	(b)(7)(F)
[S1 - REVIEW] Desk Time		8:30 AM – 8:45 AM
[S1 - HYBRID MEETING] Public Affairs Check-In		8:45 AM – 9:00 AM
[S1 - HYBRID MEETING] Front Office Leadership Check-In		9:00 AM – 9:15 AM
[S1 - CALL] Senator Tammy Duckworth (D-IL)		9:15 AM – 9:30 AM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - PRESS] NYT DC Bureau		10:00 AM – 11:00 AM
[S1 - CALL] Call Time		11:00 AM – 11:25 AM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - PERS] (b)(6)		(b)(6)
[S1 - IN-PERSON GREET] Lynda Tran		11:45 AM – 12:00 PM

[S1 - IN-PERSON DROP-BY] DOT Advisory Committee on Human Trafficking Committee Meeting	12:00 PM – 12:10 PM
[S1 - IN-PERSON GREET] Earl Adams	12:15 PM – 12:30 PM
[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)
[S1 - IN-PERSON EVENT] FAA Holiday Party	12:45 PM – 1:15 PM
[S1 - IN-PERSON BRIEFING] FAA	1:15 PM – 1:20 PM
[S1 - CALL] Leader Hakeem Jeffries (D-NY)	1:20 PM – 1:30 PM
[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)
[S1 - IN-PERSON EVENT] PSD Holiday Party Lunch	1:40 PM – 1:55 PM
[S1 - IN-PERSON EVENT] FTA Holiday Party	2:00 PM – 2:30 PM
[S1 - IN-PERSON EVENT] OPE Holiday Party	2:40 PM – 2:55 PM
[S1 - PRESS] Press Block	2:55 PM – 3:40 PM
[S1 - PERS TRAVEL] (b)(6)	(b)(6)
[S1 - VIRTUAL MEETING] Nightly Check-Out	3:50 PM – 4:00 PM
[S1 - PERS] (b)(6)	(b)(6)
[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)
[S1 - PRESS] OTR - Matt Yglesias	4:45 PM – 5:45 PM
Weekly Cabinet Call	5:30 PM – 6:00 PM
[S1 - TRAVEL] (b)(7)(F)	(b)(7)(F)

▲ [S1 - DC]	Thu, Dec 14	
[S1 - TRAVEL] (b)(7)(F)	Thu, Dec 14	(b)(7)(F)
[S1 - REVIEW] Desk Time		8:30 AM – 9:00 AM
[S1 - HYBRID MEETING] Front Office Leadership Check-In		9:00 AM – 9:30 AM
[S1 - HYBRID MEETING] Public Affairs Check-In		9:30 AM – 9:45 AM
[S1 - IN-PERSON MEETING] Ben Halle		9:45 AM – 10:15 AM
[S1 - REVIEW] Writing Time		10:15 AM – 11:45 AM
[S1 - IN-PERSON EVENT] OST-X Holiday Party		11:45 AM – 12:00 PM
[S1 - PERS] (b)(6)		(b)(6)
[S1 - PRESS] Press Block		1:00 PM – 2:15 PM
[S1 - IN-PERSON EVENT] DOCR Holiday Party		2:15 PM – 2:35 PM
[S1 - IN-PERSON EVENT] NHTSA Holiday Party		2:40 PM – 3:00 PM
[S1 - IN-PERSON EVENT] S10 Holiday Party		3:05 PM – 3:20 PM
[S1 - IN-PERSON EVENT] FMCSA Holiday Party		3:25 PM – 3:45 PM
[S1 - REVIEW] Review/Approvals		3:45 PM – 4:15 PM
[S1 - IN-PERSON EVENT] All Appointee Meeting		4:15 PM – 5:00 PM

	[S1 - IN-PERSON MEETING] Honeywell CEO Vimal Kapur		5:05 PM – 5:25 PM
	[S1 - HYBRID MEETING] Nightly Check-Out		5:30 PM – 5:45 PM
	[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
▲	[S1 - TRAVEL: GA]	Fri, Dec 15	
	[S1 - TRAVEL] (b)(7)(F)	Fri, Dec 15	(b)(7)(F)
	[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
	[S1 - TRAVEL] (b)(7)(F) (DCA > SAV)		
	[S1 - TRAVEL] (b)(7)(F)		
	[S1 - TRAVEL] (b)(7)(F)		
	[S1 - DIGITAL] Content Review		11:05 AM – 11:15 AM
	[S1 - VIRTUAL MEETING] Front Office Leadership Check-In		11:15 AM – 11:30 AM
	[S1 - TRIP EVENT] Rural Surface Transportation Grant Announcement Press Conference in Millen, GA		12:45 PM – 2:15 PM
	[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
	[S1 - TRIP EVENT] Chatham Area Transit Roundtable		3:50 PM – 5:55 PM
	[S1 - CALL] President Biden, Mitch Landrieu and Oregon Delegation		4:50 PM – 5:05 PM
	[S1 - CALL] Call Time		6:00 PM – 6:20 PM
	[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
	[S1 - TRAVEL] (b)(7)(F)		
	[S1 - DIGITAL] (b)(7)(F)		
	[S1 - TRAVEL] (b)(7)(F) (SAV > BWI)		
	[S1 - TRAVEL] (b)(7)(F)		
	[S1 - TRAVEL] (b)(7)(F)		
▲	[S1 - PERS] (b)(6)	Sat, Dec 16	(b)(6)
	[S1 - PERS] (b)(6)		
	HOLD [S1 - PERS] (b)(6)	(b)(6)	
▲	[S1 - PERS TRAVEL] (b)(6)	Sun, Dec 17	(b)(6)
	[S1 - BRIEFING] Prep Session for Monday press		5:00 PM – 5:30 PM
▲	[S1 - DC]	Mon, to Dec 18 Tue, Dec 19	12:00 AM – 7:00 PM

[S1 - BRIEFING] Pre-Brief for Press	Mon, Dec 18	6:10 AM – 6:20 AM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - PRESS] Press Block		6:20 AM – 9:45 AM
[S1 - REVIEW] Review/Approvals		9:45 AM – 10:05 AM
[S1 - CALL] Governor John Bel Edwards (D-LA)		10:05 AM – 10:15 AM
[S1 - DIGITAL] Content Review		10:15 AM – 10:25 AM
[S1 - CALL] Call Time		10:15 AM – 10:45 AM
[S1 - DIGITAL] Tracking a Package Filming		10:45 AM – 11:15 AM
[S1 - PERS TRAVEL] (b)(6)		(b)(6)
[S1 - PERS] (b)(6)		(b)(7)(F)
[S1 - TRAVEL] (b)(7)(F)		(b)(6)
[S1 - PERS] (b)(6)		12:15 PM – 12:45 PM
[S1 - IN-PERSON MEETING] SpaceX President and COO Gwynne Shotwell		(b)(7)(F)
[S1 - TRAVEL] (b)(7)(F)		1:00 PM – 3:00 PM
[S1 - IN PERSON EVENT] FAA Tabletop Exercise		(b)(7)(F)
[S1 - TRAVEL] (b)(7)(F)		3:15 PM – 4:00 PM
[S1 - HYBRID MEETING] Build Good Things Well		4:00 PM – 4:45 PM
[S1 - VIRTUAL MEETING] (b)(5)		4:45 PM – 5:00 PM
(b)(5)		5:10 PM – 5:15 PM
[S1 - PRESS] Press Block		5:10 PM – 6:00 PM
[S1 - CALL] Union Pacific CEO Jim Vena		(b)(6)
[S1 - IN-PERSON EVENT] Front Office Holiday Party		(b)(7)(F)
[S1 - PERS] (b)(6)		6:30 PM – 8:30 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON EVENT] Small Group Dinner		(b)(7)(F)
[S1 - TRAVEL] (b)(7)(F)		
[S1 - TRAVEL] (b)(7)(F)	Tue, Dec 19	(b)(7)(F)
[S1 - PRESS] OTR - MJ Lee		8:15 AM – 9:00 AM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - VIRTUAL MEETING] Public Affairs Check-In		9:00 AM – 9:15 AM
[S1 - IN-PERSON EVENT] ATC Tower Tour		9:15 AM – 9:35 AM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
(b)(7)(F)		9:45 AM – 10:45 AM
[S1 - PRESS] Press Conference and Interviews		(b)(7)(F)
[S1 - TRAVEL] (b)(7)(F)		11:00 AM – 11:15 AM
[S1 - HYBRID MEETING] Front Office Leadership Check-In		

[S1 - IN-PERSON MEETING] Kerry Arndt		11:15 AM – 11:30 AM
[S1 - REVIEW] Review/Approvals		11:30 AM – 11:40 AM
[S1 - IN-PERSON GREET] FAA ASH Security		11:40 AM – 11:50 AM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - IN-PERSON MEETING] Lunch with S2, AOA Whitaker, and COS Syed		12:00 PM – 1:00 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
[S1 - PERS] (b)(6)		(b)(6)
[S1 - IN-PERSON EVENT] FRA Holiday Party		1:15 PM – 1:45 PM
[S1 - IN-PERSON EVENT] S3 Holiday Party		1:50 PM – 2:10 PM
[S1 - IN-PERSON GREET] Andrew Rogers		2:15 PM – 2:30 PM
[S1 - REVIEW] Review/Approvals		2:30 PM – 3:05 PM
[S1 - HYBRID MEETING] FAA Update		3:05 PM – 3:35 PM
[S1 - HYBRID BRIEFING] Priority Rulemaking		3:40 PM – 3:55 PM
[S1 - HYBRID BRIEFING] NEVI 10% and CFI		3:55 PM – 4:40 PM
[S1 - HYBRID MEETING] Nightly Check-Out		4:40 PM – 4:55 PM
[S1 - DIGITAL] Record Voicemail		4:55 PM – 5:05 PM
[S1 - DIGITAL] Content Review		5:05 PM – 5:20 PM
[S1 - CALL] Katie Farmer, BNSF Railway CEO		5:20 PM – 5:30 PM
[S1 - CALL] Senator Schumer		5:30 PM – 5:35 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] (b)(5)		6:45 PM – 9:00 PM
[S1 - TRAVEL] (b)(7)(F)		(b)(7)(F)
▲ (b)(6)	(b)(6)	
[S1 - PERS] (b)(6)	(b)(6)	
[S1 - VIRTUAL BRIEFING] Pre-Brief for White House Meeting (b)(5)	Wed, Dec 20	11:30 AM – 12:00 PM
[S1 - VIRTUAL MEETING] White House Meeting (b)(5)		1:10 PM – 1:40 PM
(b)(5)		
[S1 - VIRTUAL MEETING] Debrief		4:00 PM – 4:15 PM
Weekly Cabinet Call		5:30 PM – 6:00 PM
[S1 - VIRTUAL MEETING] Sync		7:00 PM – 7:30 PM
▲ [S1 - TRAVEL] (b)(7)(F)	Thu, Dec 21	(b)(7)(F)
[S1 - HYBRID BRIEFING] Update		5:00 PM – 5:30 PM

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

(b)(7)(F)

▲ [S1 - HYBRID BRIEFING] Pre-Brief for Deputies Meeting

Fri,
Dec 22

12:00 PM – 12:30 PM

▲ [S1 - HOLIDAY: Christmas Day]

Mon,
Dec 25

▲ [S1 - PERS TRAVEL:] (b)(6)

(b)(6)

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

Thu,
Dec 28

(b)(6)

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

[S1 - PERS TRAVEL]

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[S1 - PERS TRAVEL]

[S1 - PERS TRAVEL]

(b)(6)

▲ [S1 - PERS TRAVEL] (b)(6)

Sat,
Dec 30