CISA Director Scheduler Calendar

(b)(6)

Wednesday, February 1, 2023 – Tuesday, February 28, 2023

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

(Adjusted for Daylight Saving Time)

February 2023

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				

▨ Busy   ▧ Tentative   ☐ Free

■ Out of Office   ▨ Working Elsewhere   ☐ Outside of Working Hours

February 2023

▲ Wed, Feb 1

☐	All Day	RESCHEDULING Monthly CISA Operational Update
☐	**Before 6:30 AM**	**Free**
☐	**6:30 AM – 7:45 AM**	**Free**
▨	7:45 AM – 8:00 AM	Daily Check-In
▨	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
▨	8:15 AM – 9:00 AM	Weekly NSA Intel Brief
▨	9:00 AM – 9:30 AM	Executive Time
▨	9:30 AM – 10:00 AM	Weekly Sync with DDIR
▨	10:00 AM – 11:00 AM	Executive Time
▨	11:00 AM – 12:00 PM	Washington Post Media Roundtable
▨	12:00 PM – 1:00 PM	Executive Time

▩	1:00 PM – 1:30 PM	Touchpoint with (b)(6)
▩	1:30 PM – 2:15 PM	Executive Time
▩	2:15 PM – 2:45 PM	Travel to Capitol Hill
▩	2:45 PM – 3:15 PM	Congressman (b)(6)
▩	3:15 PM – 3:45 PM	Travel to Glebe
☐	**3:45 PM – 4:00 PM**	**Free**
▩	4:00 PM – 4:30 PM	Quarterly CISA & SAFECOM/NCSWIC Leadership Meeting
▩	4:30 PM – 5:00 PM	Executive Time
▩	5:00 PM – 5:15 PM	Daily Wrap-Up
☐	**5:15 PM – 6:00 PM**	**Free**
▨	**After 6:00 PM**	**Free**

··

▲ Thu, Feb 2

☐	**Before 6:30 AM**	**Free**
☐	**6:30 AM – 7:45 AM**	**Free**
▩	7:45 AM – 8:00 AM	Daily Check-In
▩	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
☐	**8:15 AM – 8:30 AM**	**Free**
▩	8:30 AM – 9:30 AM	Cyber Operations Update
▩	9:30 AM – 10:00 AM	Executive Time
▩	10:00 AM – 10:30 AM	Touchpoint with (b)(6)
▩	10:00 AM – 10:30 AM	Touchpoint with
▩	10:30 AM – 11:00 AM	MDM Update
▩	11:00 AM – 11:30 AM	NRMC Update with EXDIR and AD (b)(6)
▩	11:30 AM – 12:00 PM	Director Easterly's Office Hours
▩	12:00 PM – 1:00 PM	Executive Time & Prep for Town Hall
▩	1:00 PM – 2:00 PM	(Updated) Town Hall: State of CISA Address
▩	2:00 PM – 2:30 PM	Executive Time
▩	2:30 PM – 3:30 PM	[In-Person] Bi-Weekly Division Leads Meeting
▩	3:30 PM – 4:00 PM	{Internal}Data Security & Rulemaking
▩	4:00 PM – 5:00 PM	Touchpoint with (b)(6)
▩	5:00 PM – 5:15 PM	Daily Wrap-Up
☐	**5:15 PM – 6:00 PM**	**Free**
☐	**After 6:00 PM**	**Free**

··

▲ Fri, Feb 3

▨	**Before 6:30 AM**	**Free**
☐	**6:30 AM – 8:00 AM**	**Free**
▩	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
☐	**8:15 AM – 8:30 AM**	**Free**

	8:30 AM – 9:00 AM	[DDIR-Led] Daily Intel Brief
	9:00 AM – 9:30 AM	*Virtual* 1. 1 Sync with Kim Wyman
	9:30 AM – 10:00 AM	Weekly Sync with U/S Silvers
	10:00 AM – 11:00 AM	PIV Trip (1616 Ft Myer Drive)
	11:00 AM – 11:30 AM	*Virtual* Weekly 1:1 with Valerie Cofield
	11:30 AM – 12:00 PM	[Internal] Monthly Touchpoint with Amy Cohen and Meagan Wolfe
	11:30 AM – 12:00 PM	Monthly Touchpoint with Amy Cohen and Meagan Wolfe
	12:00 PM – 1:30 PM	Executive Time
	1:30 PM – 2:00 PM	*Virtual* Weekly 1:1 with AD Bean
	2:00 PM – 2:30 PM	Executive Time
	2:30 PM – 3:00 PM	*New Time* Weekly Strategic Engagement Planning
	3:00 PM – 3:30 PM	Executive Time
	3:30 PM – 4:00 PM	Cyber Safety Language
	4:00 PM – 4:30 PM	**Free**
	4:30 PM – 5:00 PM	Data Security Rulemaking Discussion
	5:00 PM – 5:15 PM	Daily Wrap-Up
	5:15 PM – 6:00 PM	**Free**
	After 6:00 PM	**Free**

Sat, Feb 4 – Sun, Feb 5

	All Day	**Free**

Mon, Feb 6

	Before 6:30 AM	**Free**
	6:30 AM – 7:45 AM	**Free**
	7:45 AM – 8:00 AM	Daily Check-In
	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
	8:15 AM – 8:30 AM	**Free**
	8:30 AM – 9:00 AM	Daily Intel Brief
	9:00 AM – 10:00 AM	Executive Time & Prep
	10:00 AM – 11:00 AM	UK / NIST Pre-Recording
	10:00 AM – 11:00 AM	UK/NIST Zoom Pre-Record
	11:00 AM – 11:30 AM	Executive Time
	11:30 AM – 12:00 PM	Touchpoint with Imagination Fellows
	12:00 PM – 12:30 PM	Prep for Council of Governors
	12:30 PM – 1:00 PM	Weekly Touchpoint: Lisa Einstein
	1:00 PM – 1:30 PM	Executive Time
	1:30 PM – 2:00 PM	*Virtual* Weekly with Billy Bob Brown (ECD)
	2:00 PM – 3:00 PM	**Materials Attached** Q1 DMR Presentation (ECD)
	3:00 PM – 3:30 PM	Touchpoint with Spencer Fisher

▨	3:30 PM – 4:00 PM	Executive Time
▨	4:00 PM – 5:00 PM	Sensing Session w/ the Director
▨	5:00 PM – 5:15 PM	Daily Wrap-Up
☐	**5:15 PM – 6:00 PM**	**Free**
☐	**After 6:00 PM**	**Free**

⏶ Tue, Feb 7

☐	**Before 6:30 AM**	**Free**
☐	**6:30 AM – 7:45 AM**	**Free**
▨	7:45 AM – 8:00 AM	Daily Check-In
▨	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
☐	**8:15 AM – 8:30 AM**	**Free**
▨	8:30 AM – 9:00 AM	Daily Intel Brief
▨	9:00 AM – 10:00 AM	Executive Time
▨	10:00 AM – 10:30 AM	CISA Touchpoint with Jupiter One
▨	10:30 AM – 11:00 AM	Executive Time
▨	11:00 AM – 12:00 PM	Cyber Forum Principals Meeting
▨	11:00 AM – 12:00 PM	FCC Cyber Forum for Regulators
▨	12:00 PM – 12:30 PM	Executive Time
▨	12:30 PM – 12:45 PM	Director Easterly's Office Hours
☐	**12:45 PM – 1:00 PM**	**Free**
▨	1:00 PM – 1:30 PM	Touchpoint with **(b)(6)**
▨	1:30 PM – 2:00 PM	Executive Time
▨	2:00 PM – 3:00 PM	Bloomberg Media Interview
▨	3:00 PM – 3:30 PM	Weekly Sync: **(b)(6)**
▨	3:30 PM – 4:00 PM	Executive Time
▨	4:00 PM – 4:30 PM	4:00 Monthly Sync with CISA Director Easterly **New Date/Time**
▨	4:30 PM – 5:00 PM	Executive Time
▨	5:00 PM – 5:15 PM	Quick Sync on PPD-21
▨	5:15 PM – 5:30 PM	Daily Wrap-Up
☐	**5:30 PM – 6:00 PM**	**Free**
☐	**After 6:00 PM**	**Free**

⏶ Wed, Feb 8

☐	**Before 6:30 AM**	**Free**
☐	**6:30 AM – 7:45 AM**	**Free**
▨	7:45 AM – 8:00 AM	Daily Check-In
▨	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
▨	8:15 AM – 9:00 AM	Weekly NSA Intel Brief
▨	9:00 AM – 9:30 AM	9:00 Leadership Weekly

▨	9:30 AM – 10:00 AM	Cyber Services Messaging Discussion
▨	10:00 AM – 10:30 AM	Executive Time
▨	10:30 AM – 11:00 AM	Weekly Touchpoint: EAD Mussington
▨	11:00 AM – 12:00 PM	Executive Time
▨	12:00 PM – 2:00 PM	Block
▨	2:00 PM – 3:00 PM	Weekly Sync with FO Leadership
▨	3:00 PM – 3:30 PM	Executive Time
▨	3:30 PM – 4:00 PM	Weekly Touchpoint: Alaina Clark
▨	4:00 PM – 4:30 PM	CISA/NSC Connect
▨	4:00 PM – 4:30 PM	Touchpoint on PPD-21
▨	4:30 PM – 5:00 PM	*Virtual* Touchpoint with Maria Gilbert
▨	5:00 PM – 5:15 PM	Daily Wrap-Up
☐	**5:15 PM – 6:00 PM**	**Free**
☐	**After 6:00 PM**	**Free**

Thu, Feb 9

☐	**Before 6:30 AM**	**Free**
☐	**6:30 AM – 7:45 AM**	**Free**
▨	7:45 AM – 8:00 AM	Daily Check-In
▨	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
☐	**8:15 AM – 8:30 AM**	**Free**
▨	8:30 AM – 9:30 AM	Cyber Operations Update
▨	9:30 AM – 10:00 AM	Executive Time
▨	10:00 AM – 11:30 AM	Bilateral Exchange with Canadian Leaders
▨	11:30 AM – 12:00 PM	Director Easterly's Office Hours
▨	12:00 PM – 1:00 PM	Bi-Weekly Cyber Threat Call - February 9, 2023
▨	12:00 PM – 1:00 PM	Executive Time & Prep for Town Hall
▨	1:00 PM – 2:00 PM	(Updated) CISA TOWN HALL: Influence is Your Leadership Superpower
▨	2:00 PM – 3:00 PM	**Materials Attached** Q1 DMR Presentation (ISD)
▨	3:00 PM – 4:00 PM	Management Committee Meeting
▨	4:00 PM – 4:30 PM	*New Invite*: Weekly Strategic Engagement Planning
▨	4:30 PM – 5:00 PM	Weekly Touchpoint: AD Mona Harrington
▨	5:00 PM – 5:15 PM	Daily Wrap-Up
☐	**5:15 PM – 6:00 PM**	**Free**
☐	**After 6:00 PM**	**Free**

Fri, Feb 10

☐	All Day	*TBR* Weekly 1:1 with Valerie Cofield
☐	All Day	*TBR*Weekly Sync with U/S Silvers
☐	All Day	[To Be Rescheduled] CISA Intel Team Update

☐	**Before 6:30 AM**	**Free**
☐	**6:30 AM – 8:00 AM**	**Free**
▓	8:00 AM – 8:15 AM	[EXDIR Led] 8:00 Daily Leadership Sync
☐	**8:15 AM – 8:30 AM**	**Free**
▓	8:30 AM – 11:00 AM	Executive Time
▓	11:00 AM – 11:30 AM	*Virtual* CMU Discussion
▓	11:30 AM – 12:00 PM	Executive Time
▓	12:00 PM – 12:30 PM	Touchpoint with Sally Donnelly
☐	**12:30 PM – 1:00 PM**	**Free**
▓	1:00 PM – 1:45 PM	Touchpoint: CISA & Foley Foundation
☐	**1:45 PM – 2:45 PM**	**Free**
▓	2:45 PM – 3:30 PM	Travel to Marriott Marquis – Washington, D.C.
▓	3:30 PM – 5:30 PM	Council of Governors
▓	5:30 PM – 6:00 PM	Travel to Glebe
☐	**After 6:00 PM**	**Free**

▲ Sat, Feb 11 – Sun, Feb 12

☐	**All Day**	**Free**

▲ Mon, Feb 13

☐	All Day	CoS - ONCR afternoon
☐	All Day	*TBR*Quarterly SC2
☐	**Before 6:30 AM**	**Free**
☐	**6:30 AM – 7:45 AM**	**Free**
▓	7:45 AM – 8:00 AM	Daily Check-In
▓	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
▓	8:00 AM – 4:00 PM	CISA Leadership Institute (CLI) Intro to CISA Leader Development
▓	8:15 AM – 8:30 AM	CLI Intro to CISA Leader Development Pilot Course (Remarks)
▓	8:30 AM – 9:00 AM	[DDIR Led] Daily Intel Brief
▓	8:30 AM – 9:00 AM	New Employee Orientation (Remarks)
▓	9:00 AM – 9:30 AM	[Internal Invite]S1 Leadership Weekly
▓	9:00 AM – 9:30 AM	9:00 Leadership Weekly
▓	9:30 AM – 9:45 AM	Quick Sync during Visit: DIR & NSA Rob Joyce
▓	9:45 AM – 10:00 AM	Touchpoint with NCR DHS Leeann Hora and Director Easterly
▓	10:00 AM – 10:30 AM	Executive Time
▓	10:30 AM – 11:00 AM	*Virtual* Prep for 2023 EI GCC/NASS/NASED Winter Meetings
▓	11:00 AM – 12:00 PM	*Hybrid* Weekly Sync with FO Leadership
▓	12:00 PM – 12:30 PM	Monthly CIRCIA Update
▓	12:30 PM – 1:00 PM	Executive Time
▓	1:00 PM – 1:30 PM	Weekly Touchpoint: Alaina Clark

1:30 PM – 1:45 PM	Office Hours: DIR &	(b)(6)
2:00 PM – 2:30 PM	Internal Touchpoint: CDET Discussion	
2:30 PM – 3:00 PM	Executive Time	
3:00 PM – 3:30 PM	Touchpoint with	(b)(6)
3:30 PM – 4:00 PM	Executive Time	
4:00 PM – 5:00 PM	Sensing Session w/ the Director	
5:00 PM – 5:15 PM	Daily Wrap-Up	
5:15 PM – 6:00 PM	**Free**	
After 6:00 PM	**Free**	

Tue, Feb 14

All Day	CoS - ONCR afternoon	
All Day	*To be rescheduled*	
Before 6:30 AM	**Free**	
6:30 AM – 8:00 AM	**Free**	
8:00 AM – 8:15 AM	8:00 Daily Leadership Sync	
8:15 AM – 8:30 AM	**Free**	
8:30 AM – 9:00 AM	Daily Intel Brief	
9:00 AM – 9:30 AM	Weekly Touchpoint:	(b)(6)
9:30 AM – 10:00 AM	Weekly Touchpoint:	(b)(6)
10:00 AM – 10:30 AM	Executive Time	
10:30 AM – 11:00 AM	*Hybrid* 2nd Prep for 2023 EI GCC/NASS/NASED Winter Meetings	
11:00 AM – 2:00 PM	Executive Time	
2:00 PM – 2:15 PM	**Free**	
2:15 PM – 2:30 PM	{Internal} 2:15 Classified Leadership	
2:15 PM – 2:30 PM	2:15 Classified Leadership Weekly *updated in-person location/time*	
2:30 PM – 3:00 PM	Weekly Touchpoint:	(b)(6)
3:00 PM – 3:30 PM	Touchpoint with	(b)(6)
3:30 PM – 4:00 PM	Touchpoint with	(b)(6)
4:00 PM – 4:30 PM	Weekly Sync:	(b)(6)
4:30 PM – 5:00 PM	Executive Time	
5:00 PM – 5:15 PM	Daily Wrap-Up	
5:15 PM – 6:00 PM	**Free**	
After 6:00 PM	**Free**	

Wed, Feb 15

All Day	CoS - ONCR afternoon	
Before 6:30 AM	**Free**	
6:30 AM – 7:45 AM	**Free**	
7:45 AM – 8:00 AM	Daily Check-In	

▓	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
▓	8:15 AM – 9:00 AM	Transit to Grand Hyatt in DC
▓	9:00 AM – 2:15 PM	NASS/NASED Speaking Engagement & 1x1s
▓	2:15 PM – 3:00 PM	Transit to FLETC
▓	3:00 PM – 4:00 PM	OCIO Offsite (DIR & DDIR)
▓	4:00 PM – 4:30 PM	Transit to Glebe
▓	4:30 PM – 5:00 PM	Executive Time
▓	5:00 PM – 5:15 PM	Daily Wrap-Up
☐	**5:15 PM – 6:00 PM**	**Free**
☐	**After 6:00 PM**	**Free**

⌂ Thu, Feb 16

☐	All Day	CoS - ONCR afternoon
☐	**Before 6:30 AM**	**Free**
☐	**6:30 AM – 7:15 AM**	**Free**
▓	7:15 AM – 8:00 AM	Transit to Grand Hyatt
▓	8:00 AM – 8:15 AM	[DDIR Led] 8:00 Daily Leadership Sync
▓	8:00 AM – 12:00 PM	9:10 - 9:35 NASS Panel
▓	12:00 PM – 12:30 PM	Transit to Glebe
▓	12:30 PM – 1:00 PM	Executive Time & Prep for Town Hall
▓	1:00 PM – 2:00 PM	(Updated) CISA Town Hall: Black History Month Program
▓	2:00 PM – 2:30 PM	Executive Time
▓	2:30 PM – 3:30 PM	[In-Person] Bi-Weekly Division Leads Meeting
▓	3:30 PM – 4:00 PM	Touchpoint with Lieutenant General Evans and Director Easterly
▓	4:00 PM – 4:30 PM	Executive Time
▓	4:30 PM – 4:45 PM	Daily Wrap-Up
☐	**4:45 PM – 5:30 PM**	**Free**
▓	5:30 PM – 6:15 PM	Transit to Grand Hyatt
▓	6:15 PM – 8:00 PM	President's Reception
▓	8:00 PM – 8:30 PM	Return to Glebe
☐	**After 8:30 PM**	**Free**

⌂ Fri, Feb 17

☐	All Day	CoS - ONCR afternoon
☐	**Before 6:30 AM**	**Free**
☐	**6:30 AM – 8:00 AM**	**Free**
▓	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
☐	**8:15 AM – 8:30 AM**	**Free**
▓	8:30 AM – 9:00 AM	[EXDIR Led] Daily Intel Brief
▓	9:00 AM – 11:00 AM	Executive Time

▓		11:00 AM – 11:30 AM	Monthly Touchpoint with Ambassador Fick
▓		11:30 AM – 12:00 PM	Executive Time
▓		12:00 PM – 12:30 PM	Touchpoint with Chair Gensler and Director Easterly
▓		12:30 PM – 2:00 PM	Monthly Touchpoint with Imagination Fellows (February - Building Trust as a Leader)
▓		2:00 PM – 2:30 PM	U.S. Telecommunications Insecurity Report Discussion
▓		2:30 PM – 3:00 PM	Executive Time
▓		3:00 PM – 3:30 PM	Prep for CMU
☐		**3:30 PM – 4:00 PM**	**Free**
▓		4:00 PM – 4:30 PM	Executive Time
▓		4:30 PM – 4:45 PM	Daily Wrap-Up
☐		**4:45 PM – 6:00 PM**	**Free**
☐		**After 6:00 PM**	**Free**

Sat, Feb 18

☐		All Day	CoS - ONCR afternoon
☐		**Before 7:15 AM**	**Free**
▓		7:15 AM – 8:00 AM	Travel to Grand Hyatt
▓		8:00 AM – 9:00 AM	NASED Pull Asides
▓		9:00 AM – 11:00 AM	NASED Event with Amy Cohen
▓		11:00 AM – 11:30 AM	Travel to Glebe
☐		**After 11:30 AM**	**Free**

Sun, Feb 19

☐		**All Day**	**Free**

Mon, Feb 20

☐		**Before 6:30 AM**	**Free**
☐		**6:30 AM – 8:00 AM**	**Free**
▓		8:00 AM – 5:00 PM	President's Day Holiday
☐		**5:00 PM – 6:00 PM**	**Free**
☐		**After 6:00 PM**	**Free**

Tue, Feb 21

☐		**Before 6:30 AM**	**Free**
☐		**6:30 AM – 7:45 AM**	**Free**
▓		7:45 AM – 8:00 AM	Daily Check-In
▓		8:00 AM – 8:15 AM	8:00 Daily Leadership Sync

☐	**8:15 AM – 8:30 AM**	**Free**
▨	8:30 AM – 9:00 AM	Daily Intel Brief
▨	9:00 AM – 9:30 AM	Weekly Sync with FO Leadership
▨	9:30 AM – 10:00 AM	Executive Time
▨	10:00 AM – 10:30 AM	CMU Speech Prep
▨	10:30 AM – 11:00 AM	*Updated* 1-1 with Paul Irwin
▨	11:00 AM – 1:00 PM	Transit to DCA
▨	1:00 PM – 2:30 PM	DCA to LGA (Delta 5641)
☐	**2:30 PM – 6:00 PM**	**Free**
☐	**After 6:00 PM**	**Free**

Wed, Feb 22

☐	**Before 6:30 AM**	**Free**
☐	**6:30 AM – 8:00 AM**	**Free**
▨	8:00 AM – 8:15 AM	[EXDIR Led] 8:00 Daily Leadership Sync
☐	**8:15 AM – 8:30 AM**	**Free**
▨	8:30 AM – 7:30 PM	1952 Distinguished Lecturer at West Point
▨	7:30 PM – 9:00 PM	LGA to DCA (Delta 5651)
▨	9:00 PM – 9:30 PM	Transit to Glebe
☐	**After 9:30 PM**	**Free**

Thu, Feb 23

☐	**Before 6:30 AM**	**Free**
☐	**6:30 AM – 7:45 AM**	**Free**
▨	7:45 AM – 8:00 AM	Daily Check-In
▨	8:00 AM – 8:15 AM	8:00 Daily Leadership Sync
☐	**8:15 AM – 8:30 AM**	**Free**
▨	8:30 AM – 9:00 AM	Cyber Operations Update
▨	9:00 AM – 9:30 AM	Touchpoint with Tom Filippone
▨	9:30 AM – 10:00 AM	[Internal] 9:30 Leadership Weekly
▨	9:30 AM – 10:00 AM	9:30 Leadership Weekly
▨	10:00 AM – 10:30 AM	Weekly Touchpoint: AD Mona Harrington
▨	10:30 AM – 11:00 AM	*New Invite*: Weekly Strategic Engagement Planning
▨	11:00 AM – 12:00 PM	Mandatory Director ESR All-Hands
▨	12:00 PM – 12:30 PM	Touchpoint with Phil Gordon
▨	12:30 PM – 1:00 PM	Executive Time & Prep for Town Hall
▨	1:00 PM – 2:00 PM	(Updated) CISA Culture Core Principle Town Hall: Play Chess
▨	2:00 PM – 3:00 PM	Transit to TSA HQ
▨	3:00 PM – 4:00 PM	Meeting with TSA Administrator Pekoske and INGAA Executives
▨	4:00 PM – 5:00 PM	Transit to Reception

☐	**5:00 PM – 5:15 PM**	**Free**	
▨	5:15 PM – 7:15 PM	NSC Reunion and "HAND-OFF" Reception	
☐	**7:15 PM – 7:30 PM**	**Free**	
▨	7:30 PM – 8:00 PM	Return to Glebe	
☐	**After 8:00 PM**	**Free**	

Fri, Feb 24

▨	All Day	ADONSA
☐	All Day	*TBR* Touchpoint on Abraham Accords
☐	All Day	*TBR* Weekly Sync with U/S Silvers
☐	All Day	[To Be Rescheduled] CNN Interview
☐	All Day	[To Be Rescheduled] Peter Bergen Podcast
▨	8:00 AM – 8:15 AM	[EXDIR Led] 8:00 Daily Leadership Sync
▨	8:30 AM – 1:00 PM	Executive Time
▨	1:00 PM – 1:30 PM	CMU Rehearsal
▨	1:45 PM – 2:00 PM	Daily Wrap-Up
▨	2:00 PM – 5:00 PM	Executive Time

Sat, Feb 25

☐	**All Day**	**Free**

Sun, Feb 26

▨	All Day	DIR CMU - Pittsburg
▨	11:00 AM – 11:30 AM	Transit to Dulles

Mon, Feb 27

▨	All Day	DIR CMU - Pittsburg
☐	All Day	*TBR* Weekly Sync with FO Leadership
☐	All Day	*TBR*Monthly Touchpoint: D/CCI
▨	8:00 AM – 8:15 AM	[DDIR Led] 8:00 Daily Leadership Sync
▨	8:30 AM – 9:00 AM	[DDIR Led] New Employee Orientation (Remarks)
▨	8:30 AM – 9:00 AM	[EXDIR Led] Daily Intel Brief
▨	4:00 PM – 4:30 PM	Sync: DIR/EXDIR/COS
▨	9:00 PM – 9:30 PM	Return to Glebe

Tue, Feb 28

☐	All Day	*TBR* Return to Glebe
☐	All Day	*TBR* Transit to Capitol Hill
☐	All Day	*TBR* Visit to Hill - Ranking Member Cuellar
☐	All Day	*TBR* Weekly Touchpoint: EAD Mussington
☐	**Before 6:30 AM**	**Free**
☐	**6:30 AM – 8:00 AM**	**Free**
▨	8:00 AM – 8:15 AM	[DDIR Led] 8:00 Daily Leadership Sync
☐	**8:15 AM – 8:30 AM**	**Free**
▨	8:30 AM – 9:00 AM	{DDIR Led} Daily Intel Brief
☐	**9:00 AM – 9:15 AM**	**Free**
▨	9:15 AM – 10:00 AM	Transit to Capitol Hill
▨	10:00 AM – 10:30 AM	Senator Murphy Meeting
▨	10:30 AM – 11:15 AM	Return to Glebe
☐	**11:15 AM – 11:30 AM**	**Free**
▨	11:30 AM – 12:00 PM	Monthly CSAC Call w/ Tom Fanning & Ron Green
▨	12:00 PM – 12:30 PM	SLTPS Program Briefing
▨	12:30 PM – 1:00 PM	Touchpoint with Helen Patton
▨	1:00 PM – 1:30 PM	Executive Time
▨	1:30 PM – 2:15 PM	Internal Touchpoint: DIR & CPO
☐	**2:15 PM – 2:30 PM**	**Free**
▨	2:30 PM – 3:00 PM	Offsite Discussion
▨	3:00 PM – 3:15 PM	CISO Event Touchpoint
☐	**3:15 PM – 3:30 PM**	**Free**
▨	3:30 PM – 4:00 PM	Sync with EAD Goldstein
▨	4:00 PM – 4:30 PM	Executive Time
☐	**4:30 PM – 4:45 PM**	**Free**
▨	4:45 PM – 5:00 PM	4:45 Huddle *new date/time*
▨	5:00 PM – 5:15 PM	Daily Wrap-Up
☐	**5:15 PM – 6:00 PM**	**Free**
☐	**After 6:00 PM**	**Free**