

From:	(b)(6)	
To:		
Subject:	Fwd: Statement of Purpose	
Date:	2016/03/04 09:00:25	
Type:	Note	

Begin forwarded message:

From: (b)(6)
Date: March 4, 2016 at 12:47:27 AM EST
To: (b)(6)
Subject: Fwd: Statement of Purpose

There are three goals I have set for myself and my team for the rest of the year. The first is for the Homeland Security Advisory Council (HSAC) staff to help our subcommittees complete their final reports and coordinate with leadership in the Department to implement the recommendations the HSAC provides to the Secretary. The HSAC's Cybersecurity Subcommittee and Countering Violent Extremism Subcommittee are both operating on aggressive timelines and are on track to provide recommendations to the Secretary in the coming months. The HSAC staff is working with the leadership of the subcommittees to think big and address both focus areas in thoughtful and non-traditional ways.

It is our responsibility to help the subcommittees produce reports that are insightful and put forth fresh ideas and actionable items for the Department and the Secretary. The biggest obstacle to fully achieving this goal is the lack of time left in the Administration. The subcommittees will complete their work but it will be a challenge to implement any recommendations when there is potential staff attrition and turnover in Department leadership due to a change in Administrations.

The second goal is for everyone on the HSAC team to stay focused and energized knowing there is a tremendous amount of work to do until the end of the year. Our team is not letting up on the level of engagement we have with our members and we have a full slate of meetings scheduled with our subcommittees and the full HSAC until the end of the year. We will continue to facilitate bi-directional communication between the HSAC members and the Department and keep them fully engaged.

The third goal is to make sure that everything is left in good shape for the new Administration staff. This includes passing on procedural guidance and best practices and making sure the HSAC has the proper staff in place to help transition a new leadership team.

I believe the President's Leadership Workshop will help provide new perspectives on how to be a more effective leader and help me achieve the goals I have set for the rest of the year. Engaging with a diverse group of staff from across the Administration is an excellent way to collaborate and share best practices for how to stay focused and inspire co-workers. By participating in the workshop, I hope to set an example for my colleagues that I am fully committed to the Administration until the end of the term and that we should all take advantage of professional growth opportunities in the months that are remaining.

Prior to joining the Administration, I worked in the U.S. Senate for several years as an Executive Assistant and Scheduler. It was in this role that I was presented an opportunity to make changes in my work environment and implement new practices that yielded positive results and increased effectiveness.

I was serving as a scheduler to a Senator and was in my position a short time before my supervisor, the Executive Assistant, announced her departure. I had only been working in the office for three months and had to absorb my supervisor's portfolio until we identified someone to replace her.

After an extensive search, I was asked to keep doing both jobs rather than hire someone to fill the empty spot. I was very excited to take on the extra responsibility on a permanent basis and saw an opportunity to make several changes to the structure and procedures used by the scheduling team.

My first suggestion was that the office create a position for a Deputy Scheduler to assist the Senator. With this person's help, I was able to work more closely with legislative staff to get recommendations on meetings and events for the Senator and be better apprised of who they were meeting with that would be of interest to the Senator. By adding a new person to the scheduling team, I was able to spend time collaborating with the Chief of Staff and District staff to be proactive and strategic regarding the Senator's time. I was also able to lead more scheduling meetings with senior staff and the Senator which helped reduce the volume of outstanding requests and allowed the scheduling team to be more responsive to constituents in a timely manner.

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help (b)(6)

Date: Thu, Mar 3, 2016 at 3:56 PM

Subject: Statement of Purpose

To: (b)(6)

Statement of Purpose

There are several priorities the Homeland Security Advisory Council (HSAC) is focusing on for the remainder of the year. One of the largest undertakings is to help our subcommittees complete their final reports and recommendations and ensure that all follow up and coordination within the Department has been addressed. The Cybersecurity Subcommittee and Countering Violent Extremism Subcommittee have both been operating under an aggressive timeline and they are both on track to present their findings in October. The leadership for both subcommittees have a strong understanding that those issues are high priority for the Department and are committed to producing a report that is thoughtful, insightful and creates fresh ideas and actionable items for the Department and the Secretary.

The HSAC will also place

Sender:	(b)(6)	
Recipient:		
Sent Date:	2016/03/04 08:59:56	
Delivered Date:	2016/03/04 09:00:25	