

From:	(b)(6)
To:	(b)(6) "Wollenhaupt, Charles L <(b)(6)> (b)(6)
CC:	(b)(6)
Subject:	FYI: S1BB - 5.3.16 - Trip to Philadelphia, PA (Due: 4.27.16, 1300)
Date:	2016/04/14 11:12:56
Due Date:	2016/04/18 20:00:00
Priority:	Normal
Type:	Note

S1 is traveling to Phila. In early May, and OCP is drafting a BB for a CVE-related engagement. They've been asked to run those drafts by OPE before they send them to the front office. See attached tasker.

(b)(6)

From: (b)(6)

Sent: Wednesday, April 13, 2016 6:10 PM

(b)(6)

(b)(6)

Subject: S1BB - 5.3.16 - Trip to Philadelphia, PA (Due: 4.27.16, 1300)

Good afternoon,

Attached is the briefing book tasker for the Secretary's upcoming trip to Philadelphia, Pennsylvania. Please see the attached tasker for required products. Event details are subject to change. **This tasking is due on Wednesday, April 27, 2016 at 1:00pm.** We will send an updated town hall employee engagement template package by COB today.

- **All Components:** Per new ESEC policy, materials should be in the updated international engagement template where indicated, and must be submitted on time.
- **Coordinating Components:** Please send your POCs to the lead component's ExecSec as soon as possible.
- **For Classified Materials:**
 - If a product is classified, you must submit by the above deadline on the appropriate Lan, and inform BriefingStaffA on A-Lan once it has been sent.
 - Please submit classified products to all of the following: (b)(6) (b)(6) and SBS-ALL.
- **OGC Coordination:** **OGC coordination is essential. Please ensure that briefing materials have been fully coordinated with OGC. Lead components are now required to coordinate with their Component Counsel and identify in their OGC submission of briefing materials, who in their component counsel office reviewed and cleared.**
- **Note:** Thank you notes are due 48 hours after conclusion of the event.

Questions: Please contact (b)(6) and BriefingStaffA.

(b)(6)

Office of the Executive Secretary
Office of the Secretary
U.S. Department of Homeland Security

(b)(6)

Sender:	(b)(6)
Recipient:	(b)(6)
"Wollenhaupt, Charles L <(b)(6)>	

(b)(6)

Sent Date: 2016/04/14 11:12:56

BRIEFING BOOK TASKER: TRIP TO PHILADELPHIA, PENNSYLVANIA

To: Distribution List

From: Executive Secretary Kim O'Connor

Event Date: May 3, 2016

ESEC Briefing Book Coordinator: Sheyda Aboii (202) 447-3438

Due to ESEC: Wednesday, April 27, 2016 at 1:00pm

Overview

This Briefing Book Tasking is in support of the Secretary's trip to **Philadelphia, Pennsylvania**. Papers, fully coordinated at the action level (especially with OGC), and approved by Component Head, Deputy, or COS should be sent to **BriefingStaffA** by **Wednesday, April 27, 2016 at 1:00pm**

Please indicate in the transmittal e-mail's subject line that the paper has been cleared and the Ref# (e.g., "[CLEARED: BM 1-1] S1BB – 07.06.09 – BM – Meeting with U.S. Amb. to Russia"). Each paper has one identified drafting Component and possibly several coordinating Components. **It is the responsibility of both the drafting and coordinating Components to work together to ensure that all relevant Department equities are reflected in the paper before the paper is returned to Briefing Book Coordinator by the above deadline.** Please alert the list of contacts above if you believe an unlisted Component should be added as required coordination. If a Component believes that a tasking has been incorrectly assigned, contact ESEC immediately.

This tasker is for unclassified products with exceptions as noted. If a Component believes a tasking can only be responded to in a classified form, they must immediately notify ESEC and send the product to **SBS-all**(b)(6)

(b)(6)

Revisions to this tasker may occur as event details are finalized.

General Drafting Guidance:

- Papers should be concise. Ensure in your transmittal email to ESEC to note the person who cleared the materials (Component Head, Component Deputy, or Component COS).

I. Materials Required

Item	Drafter	Coordination	Required Product/Notes	Tracking Code
Philadelphia, Pennsylvania				
Town Hall Employee Engagement	MGMT	OGC, PLCY, I&A, OPA	Briefing Memo, Local Employee Concerns, Local Employee Background, Local Employee Footprint, FEVS Survey, Employee Recognition; Biographies (as necessary)	BM 1-1
CVE Engagement	OCP	OGC, PLCY, MGMT, I&A, CRCL, OPE, OPA	Briefing Memo; Talking Points; Biographies (as necessary);	BM 1-2

Follow-up Thank-you Notes (via IQ process)	Drafting Components		All principals	Due to ESEC: Thursday, May 5, 2016
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