

Flippo, Ian

From: Homer, Rachel (b)(6)
Sent: Thursday, August 05, 2010 10:45 AM
To: Campbell, Sandra L; PLCY Exec Sec; Bertucci, Nicole M; MGMT Exec Sec; Smith, Stephanie; Duvall, John; Koczera, Kristin, OGC Exec Sec; Yackshaw, Agnes; Atkins, Miranda; Bevel, Janice; I&A Exec Sec; Chandler, Matthew; Cooper, Tarrah; Fetcher, Adam; Howard, Tammy; Keegan, Michael; Kuban, Sara; Kudwa, Amy; Lacivita, Brendan; Michaelidis, Gregory, OPA Exec Sec; Ortman, Chris; Sheehy, Kathleen; Slaven, Michael; Stevens, Clark; Stiffel, Ted; Whithorne, Bobby; Worman, Maya; Collier, Erin; Done, Ryan K; Hosmer, Mark; McCormick, Ryan; Pringle, Veronica; StPierre, Tracey; TSAExecSec
Cc: BriefingStaffA; Brown, Mary Ellen
Subject: S1BB - 08.11.10 - Flight Attendant Behavior Detection Training Announcement - (Due: 08.09.10, 1700)
Attachments: S1 Bio Template (Updated 09-08-09).doc, S1 BM Template (Updated 09.08.09).doc
Follow Up Flag: Follow up
Flag Status: Flagged

SECRETARY BRIEFING BOOK TASKING

Event Date	Wednesday, 08.11.10 (0900-0930)
Event Name	Flight Attendant Behavior Detection Training Announcement
Lead Component	OPA
Required Coordination	PLCY, MGMT, OGC, I&A, TSA
Product	Briefing Memo, Talking Points (if appropriate), Bios (if appropriate)
Notes	Details TBD Attendees: S1 Others TBD Location: DCA OGC Coordination: Please ensure that briefing materials have been fully coordinated with OGC. OGC coordination is essential. Meeting Classification: Please include bullet in background section of briefing memorandum if the meeting or any of the briefing materials are classified. (i.e., "This meeting [or any of the briefing materials] are classified"). Please note that all materials being shown to the Secretary must be passed through Exec Sec first. Please do not bring anything to the meeting ES has not seen (classified or unclassified) without prior approval. If a presentation is to be made, Lead Component is responsible for providing an appropriate number of handouts at the meeting. (15 if the meeting takes place in Rm. 5110D; 25 if in Rm. 5107.)
Due	Monday, 08.09.10 (1700)

DHS Briefing Book Standards and Procedures (including links to template and example) are located on the DHS intranet at:
<https://dhsonline.dhs.gov/portal/html/dc/sf.html?doid=22440>

All final, cleared briefing materials should be transmitted to BriefingStaffA and BriefingStaffB.

Rachel Homer

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Secretary's Briefing Book
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