

Agenda for bi-Weekly Operational Meeting with the Office of the Assistant Secretary for _____

[DATE]

[TIME]

[Bureau/Office 1]

Administration Priorities and Secretary's Orders

_____ [continue as necessary but do not invent items]

Hot/Controversial Topics:

Meeting Awareness/Upcoming Travel by leadership (within 30 days)

Surname packages:

[Bureau/Office 2, add as components exist]

Administration Priorities and Secretary's Orders

_____ [continue as necessary but do not invent items]

Hot/Controversial Topics:

Meeting Awareness/Upcoming Travel by leadership (within 30 days)

Surname packages:

Internal or External Topics/Potential Issues Awareness:

Miscellaneous Items:

Internal working document...do not distribute publicly.