

# August 28, 2023 - September 3, 2023

August 2023							September 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

## Monday, August 28

- (b)(6) - personal
- 7:00am - 8:00am Doc review/building
- 9:15am - 10:00am Annual Performance review - Shelley K. Finlayson
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:30am - 11:00am Check in - Shelley K. Finlayson ↻
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A. Christopher ↻
- 3:40pm - 4:40pm PCD Supervisors Meeting (Teams Meeting) - Nicole Stein ↻

## Tuesday, August 29

- Movers
- 11:00am - 11:45am Annual Performance Review - Shelley K. Finlayson
- 11:45am - 12:15pm Perf discussion
- 4:00pm - 5:00pm Election Readiness Planning
- (b)(5) - conference bridge access
- (b)(5) - conference - Nicole Stein

## Wednesday, August 30

- 7:00am - 8:30am Files/documents
- 9:00am - 9:30am Budget Update (Shelley's Office) - Gilbert Carlson ↻
- 10:00am - 11:30am FW: Webex meeting changed: GC Staff Meeting
- 11:30am - 12:00pm Move to 250 All-hands Pre-meeting (Webex to follow) - Dale A. Christopher
- 11:30am - 12:00pm Webex meeting invitation: Monthly All-hands Pre-meeting
- 12:00pm - 12:30pm Review report
- 2:00pm - 2:45pm Year 2 Equity Action Plan
- (b)(5) - conference bridge access
- 3:00pm - 3:30pm Move to 250 E Street Monthly All-hands Meeting
- 3:00pm - 3:30pm Webex meeting invitation: Move to 250 E Street Monthly All-hands Meeting
- 4:00pm - 4:30pm Odds and Ends - Nicole Stein

## Thursday, August 31

- ALL PERF AWARDS MUST BE IN
- (b)(6) - personal
- 3:00pm - 3:30pm Candidate Report (WebEX to follow) - Deborah J. Bortot
- 3:00pm - 3:30pm Webex meeting invitation: Candidate Report
- (b)(5) - conference bridge access
- (b)(5) - conference - OGE WebEx Services

## Friday, September 1

- CWS ↻
- 8:30am - 9:30am (b)(6) - personal
- 9:30am - 10:00am (b)(6) - personal
- 10:00am - 10:30am (b)(6) - personal
- 11:00am - 12:00pm (b)(6) - personal

## Saturday, September 2

## Sunday, September 3

# September 4, 2023 - September 10, 2023

September 2023							October 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

## Monday, September 4

- HOLIDAY**
- Labor Day** (United States)

## Tuesday, September 5

- 7:00am - 8:00am Performance bonuses
- 8:00am - 8:30am AAB check in - Shelley K. Finlayson
- 9:30am - 10:00am Check in - Shelley K. Finlayson
- 11:00am - 11:30am Review report
- 11:30am - 12:00pm Check in - Shelley K. Finlayson
- 3:10pm - 3:40pm Comms - Shelley K. Finlayson
- 4:00pm - 4:30pm candidate report (WebEx to follow) - Deborah J. Bortot
- 4:00pm - 4:30pm Webex meeting invitation: Candidate Report
- (b)(5) - conference bridge access
- (b)(5) - conference bridge access - OGE Webex Services

## Wednesday, September 6

- 7:00am - 8:30am HR Manual
- 8:30am - 9:00am PCD agenda
- 9:00am - 9:30am Budget Update (Shelley's Office) - Gilbert Carlson
- 2:00pm - 3:00pm PCD meeting - PCD Calendar
- 4:00pm - 4:30pm IEG Update - Nicole Stein
- 4:30pm - 5:00pm Budget Team Check-In
- (b)(5) - conference bridge access
- (b)(5) - conference bridge access - Nicole Stein

## Thursday, September 7

- Final Budget Documents completed
- 7:00am - 8:00am Hold for CBJ/APP
- 9:30am - 10:00am PCD Mgr Check In - Shelley K. Finlayson
- 10:15am - 11:00am (b)(6) - personal
- 11:00am - 12:00pm (b)(6) - personal
- 1:00pm - 2:00pm (b)(6) - personal
- 2:00pm - 2:30pm (b)(6) - personal
- 2:00pm - 3:00pm General Counsel Exchange Employment Law Subgroup Call (Microsoft Teams Meeting) - General Counsel Exchange
- 2:30pm - 3:00pm Certify T&A
- 3:15pm - 4:15pm Webex meeting changed: Leg Team (Jen)
- 4:00pm - 4:30pm Advisory SOP (WebEx to Follow) - Christopher J.
- 4:00pm - 4:30pm Webex meeting changed: Advisory SOP
- 4:45pm - 5:15pm Status of FY2023 Ethics Program Reviews (Doug)

## Friday, September 8

- CWS**
- 9:30am - 10:30am Hold - Nom Call
- 9:30am - 10:15am Webex meeting scheduled: Nominee Meeting
- (b)(5) - conference bridge access
- (b)(5) - conference bridge access Cisco Webex
- 3:00pm - 4:30pm (b)(6) - personal

## Saturday, September 9

## Sunday, September 10

# September 11, 2023 - September 17, 2023

September 2023							October 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

## Monday, September 11

- 7:00am - 8:00am Review SORN materials
- 8:00am - 8:30am Review candidate report
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 11:00am - 11:30am candidate report (WebEx to follow) - Deborah J. Bortot
- 11:00am - 11:30am Webex meeting invitation: 278 report  
(b)(5) - conference bridge access
- 11:30am - 12:00pm Oath of Office for Kenetta Ennis (Webex to follow) - Kaneisha T. Cunningham
- 11:30am - 12:00pm Webex meeting invitation: Oath of Office - Kenetta Ennis
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A. Christopher ↻
- 3:40pm - 4:40pm PCD Supervisors Meeting (Teams Meeting) -

## Tuesday, September 12

- 12:00am Movers →
- 7:00am - 8:30am Review documents
- 2:35pm - 3:00pm Election Readiness - Training Schedule - Nicole Stein
- 4:00pm - 4:30pm Candidate Report (Webex to Follow) - Heather A. Jones
- 4:00pm - 4:30pm Webex meeting invitation: Candidate Report  
(b)(5) - conference bridge access
- (b)(5) - conference bridge access - OGE Webex Services
- 5:00pm - 6:00pm Unavailable

## Wednesday, September 13

- ← 12:00am Movers
- 8:00am - 9:00am OGE FY2023 Full Year Review as of 8.31.23 (Microsoft Teams Meeting) - Misty Ricque Goddard
- 9:00am - 9:30am Budget Update (Shelley's Office) - Gilbert Carlson ↻
- 11:00am - 11:30am Regather and Reconnect  
(b)(5) - OGE internal network status and access information - Nicole Stein
- 12:30pm - 1:30pm SAGC Monthly Meeting (Microsoft Teams Meeting) - Brianna Ingram ↻
- 2:00pm - 3:00pm Interagency comments to OGE/GOVT-1 (webex) - Jennifer Matis
- 2:00pm - 3:00pm Webex meeting invitation: Interagency comments to OGE/GOVT-1  
(b)(5) - conference bridge access
- (b)(5) - conference bridge - OGE Webex Services
- 5:00pm - 6:00pm Unavailable

## Thursday, September 14

- 7:00am - 7:30am Purge old materials
- 7:30am - 8:00am Send constitution day email
- 8:00am - 9:00am Review docs
- 9:30am - 10:00am Select staff for PCD project for next week's staff meeting - Shelley K. Finlayson
- 9:30am - 11:00am Office hours
- 1:00pm - 2:00pm Webex (Tabletop Breach Exercise (option 2)) -
- 1:00pm - 2:00pm Webex meeting invitation: Tabletop exercise
- 2:00pm - 2:30pm Presidential Candidate Extension (WebEx to
- 2:00pm - 2:30pm Webex meeting invitation: Presidential
- 2:30pm - 3:30pm Discuss IPA Projects (Webex invite forthcoming) -
- 2:30pm - 3:30pm Webex meeting invitation: Discuss IPA Detailee
- 4:00pm - 4:30pm Send Nation Hisp Heritage Email
- 4:30pm - 5:30pm Leave

## Friday, September 15

- (b)(6) - personal UNAVAILABLE

## Saturday, September 16

## Sunday, September 17

# September 18, 2023 - September 24, 2023

September 2023							October 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

## Monday, September 18

- 7:00am - 8:00am Review email/docs
- 8:30am - 9:00am Send PCD staff emails
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 11:00am - 12:00pm Big 4 Smalls Quarterly Meeting  
 (b)(5) - conference bridge access  
 (b)(5) - conference bridge - Spencer, William
- 1:30pm - 2:00pm Webex meeting scheduled: PCD Pals Meet Up  
 (b)(5) - conference bridge access  
 (b)(5) - conference bridge access - Cisco Webex
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A. Christopher ↻
- 3:40pm - 4:40pm PCD Supervisors Meeting (Teams Meeting) - Nicole Stein ↻

## Tuesday, September 19

- 12:00am Movers →
- 7:00am - 9:00am Review draft LA and report
- 9:30am - 10:00am PCD agenda
- 10:30am - 11:30am GCLPD manager's Meeting (Seth will call people in) - Seth Jaffe
- 11:30am - 12:00pm Mtg
- 3:00pm - 3:30pm Regather and Reconnect  
 (b)(5) - OGE internal network status and access information - Nicole Stein
- 3:35pm - 4:05pm Legal Advisory Review; Cryptocurrency 208 Analysis (WebEx to Follow) - Christopher J. Swartz
- 3:35pm - 4:05pm Webex meeting invitation: Crypto LA Briefing  
 (b)(5) - conference bridge access
- 4:30pm - 5:00pm Presidential Candidate Certification Review:
- 4:30pm - 5:00pm Webex meeting invitation: Candidate Report
- 5:30pm - 6:30pm Unavailable

## Wednesday, September 20

- 12:00am Movers ←
- 7:00am - 8:00am Review draft
- 8:30am - 10:00am General Counsel Exchange September Convening (600 14th St NW; Microsoft Teams Meeting) - General Counsel Exchange
- 11:40am - 11:50am quick idea to run by you - Nicole Stein
- 3:30pm - 4:15pm Year 2 Equity Plan  
 (b)(5) - conference bridge access  
 (b)(5) - conference bridge access - Nicole Stein

## Thursday, September 21

- Nom outreach
- 7:00am - 9:00am Review/edit documents
- 9:00am - 9:30am Budget Update (Shelley's Office) - Gilbert Carlson ↻
- 9:30am - 9:50am odds and ends - Nicole Stein
- 10:00am - 10:30am Webex meeting invitation: Personal Social
- 10:30am - 11:00am Office hours (I will call you) - Elizabeth D. Horton
- 11:00am - 11:30am Call
- 12:00pm - 12:30pm Hold
- 1:00pm - 2:30pm [PIC-NONCFOACT] Meeting invite for OrgH&P
- 1:15pm - 1:45pm Lapse response (I'll call) - Shelley K. Finlayson
- 2:00pm - 3:00pm General Counsel Exchange Employment Law
- 3:00pm - 3:30pm Certify T&A ↻
- 4:00pm - 4:55pm Fall Quarterly GCX Executive Committee Meeting
- 5:30pm - 6:30pm Unavailable

## Friday, September 22

- CWS ↻
- 1:00pm - 2:00pm Pride in Federal Service Monthly Member Meetings 2023 (Zoom Meeting) - Richmond, Orien ↻
- 2:00pm - 2:30pm (b)(6) - personal
- 2:30pm - 3:00pm (b)(6) - personal
- 3:00pm - 3:30pm (b)(6) - personal

## Saturday, September 23

## Sunday, September 24

# September 25, 2023 - October 1, 2023

September 2023							October 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
					1	2	1	2	3	4	5	6	7
3	4	5	6	7	8	9	8	9	10	11	12	13	14
10	11	12	13	14	15	16	15	16	17	18	19	20	21
17	18	19	20	21	22	23	22	23	24	25	26	27	28
24	25	26	27	28	29	30	29	30	31				

## Monday, September 25

- 7:00am - 8:00am Review LA
- 8:00am - 9:00am Doc review
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A. Christopher ↻
- 3:40pm - 4:40pm PCD Supervisors Meeting (Teams Meeting) - Nicole Stein ↻

## Tuesday, September 26

- Send equity emails
- 7:00am - 8:00am OMB budget presentation slides
- 11:30am - 12:30pm Webex meeting invitation: meeting  
(b)(5) - conference bridge access
- (b)(5) - conference - OGE Webex Services
- 11:30am - 12:00pm Discuss meetings with new DAEOs (cabinet agencies) - Nicole Stein
- 3:00pm - 3:15pm Move check-in/All-hands prep  
(b)(5) - conference bridge access
- (b)(5) - conference - Dale A. Christopher
- 3:30pm - 4:00pm Invitation: OGE 7th Floor Build-Out @ Tue Sep 26, 2023 3:30pm - 4pm (EDT) (skfinlay@oge.gov) -  
(b)(6) - Lisa Hunter's email address
- 4:00pm - 4:30pm GSA call
- 4:30pm - 5:30pm Review documents

## Wednesday, September 27

- 7:00am - 7:45am Pull shredding for truck today
- 8:00am - 9:00am OGE FY2023 Full Review as of 9.25.23 (Microsoft Teams Meeting) - Shawna L. Cale
- 9:00am - 9:30am Budget Update (Shelley's Office) - Gilbert Carlson ↻
- 11:00am - 11:30am SAC/OMB Monthly Meeting- Topic: OMB Guidance on Organizational Health & Performance
- 11:00am - 11:30am SAC/OMB Monthly Meeting  
(b)(5) - conference bridge access
- 1:00pm - 2:00pm DEIA Training and Discussion (WebEx Invitation Forthcoming) - Dale A. Christopher
- 1:00pm - 2:00pm Webex meeting invitation: DEIA Training and Discussion
- 2:00pm - 2:30pm Webex meeting invitation: Move to 250 E Street
- 2:30pm - 4:00pm Discuss Election Readiness Materials
- 4:30pm - 5:00pm Budget

## Thursday, September 28

- Send whole hog
- 7:00am - 8:00am Document review
- 8:00am - 8:45am Lapse plan
- 9:00am - 9:45am Prep
- 10:00am - 11:00am OGE FY25 Budget Briefing for OMB
- 11:00am - 12:00pm National Hispanic Heritage Month Observance
- 11:00am - 12:00pm Webex meeting invitation: National Hispanic
- 12:00pm - 12:30pm Hold
- 1:00pm - 1:30pm Documents
- 1:30pm - 2:00pm Prep
- 2:00pm - 2:45pm Agency Transition Guide Interview: Shelley K.
- 2:30pm - 3:30pm Webex meeting invitation: ITD Staff Meeting
- 3:30pm - 4:00pm HOLD: ACE Conclusion
- More Items...

## Friday, September 29

- CWS ↻
- Send disability month email
- 11:30am - 12:00pm OMB Lapse Call with Small Agency Council  
(b)(5) - conference bridge access
- (b)(5) - conference bridge access - Rich, Jeffrey S.

## Saturday, September 30

## Sunday, October 1