

January 29, 2024 - February 4, 2024

January 2024

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February 2024

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Monday, January 29

nonresponsive records (out of date range)



Tuesday, January 30

nonresponsive records (out of date range)



Wednesday, January 31

nonresponsive records (out of date range)



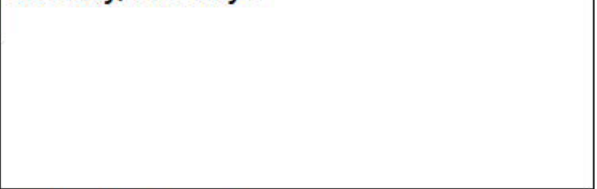
Thursday, February 1

- tweet
- 8:00am - 8:30am GAO Prep
- 9:30am - 9:55am Org Health (Microsoft Teams Meeting) - Nicole Stein
- 10:00am - 10:30am DOE Desk Officer Hand-off (Microsoft Teams Meeting) - Marjorie R. Levine
- 11:00am - 11:30am OGE and GAO Data Call (Rescheduled)
 - (b)(5) - webconference access info
 - Tucker, Emily L
- 1:00pm - 3:00pm SB Debrief (Microsoft Teams Meeting) - Michele Worthington
- 3:15pm - 3:40pm AQ (Microsoft Teams Meeting) - Nicole Stein
- 4:15pm - 4:45pm various items (Microsoft Teams Meeting) - Deborah J. Bortot
- 5:00pm - 5:15pm PRC interview request (Seth w/call) - Seth Jaffe

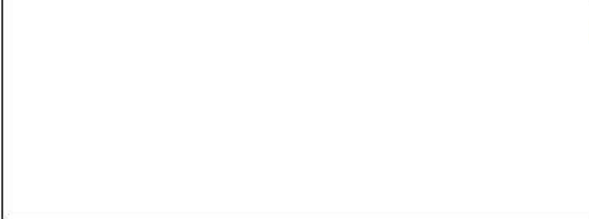
Friday, February 2

- CWS (Supervisor Calendar) - Nicole Stein
- 8:00am - 8:15am Check for samsung updates

Saturday, February 3



Sunday, February 4



February 5, 2024 - February 11, 2024

February 2024

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March 2024

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Monday, February 5

- 12:00am (b)(6) - personal (Microsoft Teams Meeting) - Nicole Stein
- AQ Phone follow-up
- Pay Day
- 3:40pm - 4:40pm PCD Supervisors Meeting - Nicole Stein

Tuesday, February 6

- 12:00am (b)(6) - personal (Microsoft Teams Meeting) - Nicole Stein
- (b)(6) - personal
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson

Wednesday, February 7

- 9:30am - 10:00am AQ (Microsoft Teams Meeting) - Nicole Stein
- 10:00am - 10:30am Desk Officer Responsibilities (Microsoft Teams Meeting) - Nicole Stein
- 10:30am - 11:00am Desk Officer Responsibilities (Microsoft Teams Meeting) - Nicole Stein
- 11:00am - 12:00pm Check-In (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 2:00pm Website Check-In (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein
- 3:05pm - 3:30pm Equity Team Meeting (Microsoft Teams Meeting) - Nicole Stein
- 3:30pm - 3:55pm Overview of Nominee Process (Optional)
- 4:00pm - 4:30pm Quick call on budget transmission to OMB
- 4:30pm - 5:00pm Org Health - ITD (Microsoft Teams Meeting) - Nicole Stein

Thursday, February 8

- Validate Time Card
- 7:00am - 7:30am (b)(6) - personal
- 10:00am - 11:00am CDO Monthly Meeting (Microsoft Teams Meeting) - Nicole Stein
- 11:00am - 11:30am Waiver training (Microsoft Teams Meeting) - Cheryl L. Kane-Piasecki
- 1:00pm - 1:20pm interview request (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 2:30pm Org Health (Microsoft Teams Meeting) - Nicole Stein
- 3:00pm - 4:00pm CDO Council: Small Agency Committee - Council Meeting Support
- 4:00pm - 4:30pm review transition guide
- 5:30pm - 6:00pm (b)(6) - personal

Friday, February 9

- CWS (Supervisor Calendar) - Nicole Stein

Saturday, February 10

Sunday, February 11

February 12, 2024 - February 18, 2024

February 2024							March 2024						
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Monday, February 12

- 9:30am - 10:00am Bernadette (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 10:30am - 11:00am Suzanne (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 11:00am - 12:00pm Demo of AIMS proof of concept (Microsoft Teams Meeting) - Roger Kraus | VA (EST)
- 1:00pm - 1:30pm Kehli (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 1:30pm - 1:55pm Elise 1:1 (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 2:30pm Chris 1:1 (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 2:30pm tiffany (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 3:00pm - 3:30pm Patrick (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 3:40pm - 4:40pm PCD Supervisors Meeting - Nicole Stein

Tuesday, February 13

- 9:30am - 10:00am Anna (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein
- 11:15am - 11:45am Dawn (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 1:30pm Michele (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson
- 2:00pm - 3:00pm PIC-PIO Meeting
- (b)(6) - personal
- 2:15pm - 2:45pm Nicole (b)(6) - pers (Microsoft Teams Meeting) - Nicole Stein
- 4:30pm - 5:00pm Pre-Meeting (Microsoft Teams Meeting) - Nicole Stein

Wednesday, February 14

- 8:00am - 9:30am (b)(6) - personal (Microsoft Teams Meeting) - Nicole Stein
- 10:00am - 10:30am New to the Review of 278 (Microsoft Teams Meeting) - Dawn Feick
- 11:30am - 12:00pm Cheryl (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 2:00pm Website Check-In (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 2:30pm Staffing (Microsoft Teams Meeting) - Deborah J. Bortot
- 2:30pm - 3:15pm Regulatory Benchmarking Assessment Interview: Office of Government Ethics (Microsoft Teams Meeting) - Kate Colwell
- 6:30pm - 7:00pm

Thursday, February 15

- voicemail - end of the day
- 8:15am - 8:35am AQ (agency question) - Nicole Stein
- 10:00am - 11:00am Special Emphasis Program - Observance for National Black History Month (Microsoft Teams Meeting) - David M. Levenson
- 11:30am - 12:00pm IEG Check-In (Recurring Meeting) (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 3:00pm OMB / Agency Performance Teams [Monthly check-in] (OMB / Agency Performance Teams [Monthly check-in]) - Crump, Julie EOP/OMB
- 3:30pm - 3:55pm interior - AQ (Microsoft Teams Meeting) - Nicole Stein

Friday, February 16

- CWS (Supervisor Calendar) - Nicole Stein

Saturday, February 17

Sunday, February 18

February 19, 2024 - February 25, 2024

February 2024						March 2024							
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Monday, February 19

- Presidents Day**
- Pay Day

Tuesday, February 20

- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein
- 1:05pm - 1:30pm PCD Managers check in (Microsoft Teams Meeting)
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson
- 3:00pm - 4:00pm APR
- 3:45pm - 4:15pm New Recruit Received and Assigned, Request # 391349, Government Ethics Specialist, GS-0301-13 (Microsoft Teams Meeting) - Tracy M. Mills
- 4:30pm - 5:00pm Mid-year performance review - Shelley K. Finlayson

Wednesday, February 21

- 11:00am - 11:45am Regroup - Waiver Posting (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 2:00pm Website Check-In (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein
- 4:00pm - 4:55pm Performance Highlights (Microsoft Teams Meeting) - Nicole Stein

Thursday, February 22

- Validate Time Card
- 9:30am - 9:55am Org Health Check-In (Microsoft Teams Meeting) - Nicole Stein
- 10:00am - 11:00am AIMS demo part 2 (Microsoft Teams Meeting) - Roger Kraus | VA (EST)
- 2:00pm - 3:00pm Invitation: CDO Council Meeting @ Thu Feb 22, 2024 2pm - 3pm (EST) (nstein@oge.gov) - Council Meeting Support
- 3:00pm - 3:25pm AQ Check-In (Microsoft Teams Meeting) - Nicole Stein
- 4:00pm - 4:30pm Teams audio (Microsoft Teams Meeting) - Suzanne L. Meyer

Friday, February 23

- CWS (Supervisor Calendar) - Nicole Stein

Saturday, February 24

Sunday, February 25

February 26, 2024 - March 3, 2024

February 2024							March 2024						
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Monday, February 26

- 10:30am - 10:55am waivers (Microsoft Teams Meeting) - Nicole Stein
- 1:30pm - 1:40pm Quick mtg discuss comms (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 2:30pm AAB/ELPB (Microsoft Teams Meeting) - Nicole Stein
- 2:30pm - 2:55pm prep ☑
- 3:00pm - 3:15pm Follow-up to our discussion from last week (Microsoft Teams Meeting) - Nicole Stein
- 3:40pm - 4:40pm PCD Supervisors Meeting - Nicole Stein ☑
- 4:45pm - 5:30pm Setting up a new agency (Microsoft Teams Meeting) - Tracy Hurston
- 6:00pm - 6:30pm (b)(6) - personal

Tuesday, February 27

- 7:00am - 8:00am (b)(6) - personal
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein ☑
- 1:00pm - 1:25pm Performance Highlights two pager (Microsoft Teams Meeting) - Nicole Stein
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson ☑
- 3:00pm - 3:55pm Desk Officer Team (Microsoft Teams Meeting) - Nicole Stein
- 4:30pm - 4:55pm Org Health (Microsoft Teams Meeting) - Nicole Stein
- 5:00pm - 5:10pm quick budget question - Nicole Stein
- 6:30pm - 6:55pm (b)(6) - personal

Wednesday, February 28

- 9:30am - 11:00am Year-two DEIA Strat Plan Discussion (Microsoft Teams Meeting) - Dale A. Christopher
- 2:00pm - 3:00pm Check-in for annual 278 training (Microsoft Teams Meeting) - Brandon Bunderson
- 3:00pm - 3:30pm Move to 250 E Street Monthly All-hands Meeting
- 4:00pm - 4:45pm Review APP/APR Edits (Microsoft Teams Meeting) - Nicole Stein
- 6:30pm - 6:55pm (b)(6) - personal

Thursday, February 29

- 11:00am - 11:25am Posting Waivers (Microsoft Teams Meeting) - Nicole Stein
- 11:30am - 12:00pm IEG Check-In (Recurring Meeting) (Microsoft Teams Meeting) - Nicole Stein ☑
- 2:30pm - 2:55pm AQ Check-In (Microsoft Teams Meeting) - Nicole Stein
- 3:00pm - 3:30pm Strategy Discussion (Microsoft Teams Meeting) - Nicole Stein
- 3:30pm - 3:55pm Review JOA
- 5:30pm - 5:55pm (b)(6) - personal

Friday, March 1

Saturday, March 2

nonresponsive records (out of date range) nonresponsive records (out of date range)

Sunday, March 3

nonresponsive records (out of date range)

From: [Nicole Stein](#)
To: [Nicole Stein](#)
Bcc: [who.eop.gov Ethics email address](#)
Subject: Anti-Trafficking Training Resources
Date: Tuesday, February 13, 2024 4:19:09 PM
Attachments: [J3TA-US1328-A CTIP GeneralAwareness StoryBoards FINAL.pdf](#) Attachment referred to DoD (58 pages)

Good afternoon,

At the DAEO meeting, I mentioned I would resend an email I sent last summer that includes training resources from other agencies in support of the Trafficking Victims Prevention and Protection Reauthorization Act of 2022 (Public Law 117-348)—see below. Apologies for the delay in sending.

---- (sent June 2023)----

Good afternoon DAEOs, ADAEOs, and POCs,

As promised, OGE has worked with agencies with expertise in human trafficking to provide your agency with the training resources linked below/attached in support of the Trafficking Victims Prevention and Protection Reauthorization Act of 2022 (Public Law 117-348)(described on page two of [LA-23-04: Summary of Ethics Legislation \(117th Congress\)](#)). Although OGE cannot verify that the content in the training provided below meets the requirements of the law, OGE shares these as a courtesy from the departments listed below:

1. DHS: The DHS Blue Campaign, which recently became part of the DHS Center for Countering Human Trafficking, has a wide variety of resources and training materials available:
 - [General Awareness Trainings/Videos](#)
 - [Broader Training Resources](#)
 - [Document Library \(Info Sheets, Toolkits, etc.\)](#)
 - [Request Blue Campaign Materials at no-cost](#)
 - [Resources Available for Victims](#)

The Blue Campaign also mentioned the possibility of scheduling virtual or in-person trainings for interested organizations. The Blue Campaign can be reached at bluecampaign@hq.dhs.gov

2. DoD: Storyboard of Annual Training (attached)

Reminders: because this is DoD-specific training: 1) the references/authorities may not apply to your workforce; and 2) please remove the DoD contact information before distributing.

If your agency has anti-trafficking training you would like distributed to the ethics community, please email me at nstein@oge.gov.

From: [Nicole Stein](#)
To: ["Social Media Community"](#)
Subject: RE: Social media policies and guidance for employees and senior leadership
Date: Thursday, February 29, 2024 1:02:51 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Good afternoon,

I would also note that my agency, the Office of Government Ethics, has guidance on these two topics.

[LA-23-03: The Standards of Conduct and 18 U.S.C. § 208 as Applied to Official Social Media Use](#)

[LA-15-03: The Standards of Conduct as Applied to Personal Social Media Use](#)

If you haven't already, I also suggest consulting with your agency's ethics official as you draft the updated policy.

Regards,

Nicole

Nicole Stein

Chief, Agency Assistance Branch

U.S. Office of Government Ethics

nstein@oge.gov

(202) 482-9255

Referral to NIST

Referral to NIST

Referral to GSA

Referral to GSA

Referral to GSA

Referral to GSA

Referral to GSA

From: [Nicole Stein](#)
To: [Nicole Stein](#)
Bcc: (b)(6) ethics officials' email addresses
(b)(6) ethics officials' email addresses; John Phillips' email address;
(b)(6) ethics officials' email addresses;
(b)(6) ethics officials' email addresses
White House Ethics email address; Nasrinda Bargie's email address; Erica Songer's email address;
Anjali Phillips' email address; (b)(6) ethics officials' email addresses
(b)(6) ethics officials' email addresses; Sean Crouy's email address; Usasumwen Dorsey's email address;
Subject: Summit on Election Readiness: Register to Attend an In-Person Event or Save the Date for the Virtual Live Stream on March 21, 2024
Date: Thursday, February 8, 2024 8:09:36 AM
Attachments: [image001.png](#)
[image002.png](#)

To DAEOs, ADAEOs, POCS:

OGE invites your agency to register at least two attendees for an in-person event as part of OGE’s 2024 Summit on Election Readiness. The event includes two plenary sessions and a flash networking session. The event will also be live streamed for virtual attendees.

When: March 21, 2024, from 1:00 p.m. – 5:15 p.m.

Where: Yates Auditorium and Bison Bistro, Department of the Interior, 1849 C Street NW, Washington DC and online at a link that will be provided closer to the event.

Schedule of Events:

12:30 – 1:00: **Check-In**

1:00 – 1:10: **Opening Remarks**, Shelley Finlayson, Acting Director, U.S. Office of Government Ethics

1:15 – 2:15: **Amendments to The Standards of Conduct**, David Apol, General Counsel, U.S. Office of Government Ethics and Seth Jaffe, Chief of the Ethics Law and Policy Branch, U.S.

Office of Government Ethics

OGE is amending the Standards of Ethical Conduct for Employees of the Executive Branch (Standards). The final rule will update the Standards based on OGE's experience gained from application of the regulation since its inception. The final rule also incorporates past interpretive guidance, adds, and updates regulatory examples, improves clarity, updates citations, and makes technical corrections. In this session, OGE's General Counsel, David Apol, and OGE's Chief of the Ethics Law and Policy Branch, Seth Jaffe, will review these amendments and answer questions.

2:15 – 2:30: **Break**

2:30 – 3:30: **Transition Transparency: Nominee Records and the FOIA**, Jen Matis, Associate Counsel, U.S. Office of Government Ethics

There has been increased public interest in executive branch nominee ethics during recent Presidential transitions, resulting in a surge of Freedom of Information Act (FOIA) requests for nominee and other ethics records. The trend is likely to continue following the next Presidential election, whether or not there is a change in administration. This session is intended to prepare ethics officials to better collaborate with their FOIA offices in responding to such requests. The session will also provide the opportunity for participants to share how their agencies approach various issues and discuss best practices.

3:45 – 5:15: **Flash Networking (in-person only/not live streamed)**

Come make new connections and build your professional network by engaging with colleagues at conversation tables, discussing a variety of ethics topics, and playing Networking Bingo.

Registration for In-Person Attendance: During the first round of registration, each agency may register two individuals. On 02/20/24, OGE will send a listserv announcing the availability of the remaining approximately 200 in-person spots, which will be filled on a first-come, first served basis. Use this link to register your agency's attendees:

<https://www.surveymonkey.com/r/BMC6XP8>

Virtual Attendance: For those wishing to attend virtually, each session will be live streamed via a link that will be sent on OGE's listserv closer to the event. The sessions will also be recorded for future viewing.

This program qualifies for one Professional Ethics Practitioner (PEP) credit towards an annual PEP certificate. You can earn credits by attending qualifying virtual training events, workshops, and other educational offerings with OGE. To learn more about PEP, please review [this page](#).



