

February 26, 2024 - March 3, 2024

February 2024

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March 2024

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Monday, February 26

Nonresponsive records (out of date range)

Tuesday, February 27

Nonresponsive records (out of date range)

Wednesday, February 28

Nonresponsive records (out of date range)

Thursday, February 29

Nonresponsive records (out of date range)

Friday, March 1

- 7:10am - 8:00am Sign letters
- 8:05am - 8:30am Send WHM email
- 9:05am - 9:45am Review documents
- 12:10pm - 3:00pm Private Appointment 

Saturday, March 2

Sunday, March 3

March 4, 2024 - March 10, 2024

March 2024							April 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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Monday, March 4

- 7:10am - 8:30am Email/documents
- 9:30am - 10:00am Check in - Shelley K. Finlayson ☺
- 10:15am - 11:00am Check in - Shelley K. Finlayson ☺
- 11:40am - 12:30pm Hold
- 1:30pm - 2:00pm Integrity Check-In (Update) (Microsoft Teams Meeting) - Integrity ☺
- 2:05pm - 2:30pm Discuss GAO request - Shelley K. Finlayson
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A. Christopher ☺
- 3:40pm - 4:40pm PCD Supervisors Meeting - Nicole Stein ☺

Tuesday, March 5

- 7:10am - 8:00am ERM review
- 8:10am - 9:00am PCD agenda/award
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein ☺
- 11:15am - 11:45am Review June 5 Schedule of Events - Nicole Stein
- 11:50am - 12:50pm Hold
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson ☺
- 2:30pm - 3:00pm APP/APR Production (Microsoft Teams Meeting) - Nicole Stein
- 3:05pm - 3:30pm Discuss SOR/ERM Approach - Nicole Stein

Wednesday, March 6

- 7:10am - 8:30am GAO, TW data call, election readiness
- 9:15am - 9:55am Telework Data Call (Microsoft Teams Meeting) - Shelley K. Finlayson
- 10:05am - 10:50am MOVE (Catch-up/Status Review) Discussion (Microsoft Teams Meeting) - Gilbert Carlson
- 11:00am - 11:30am Election Readiness (Microsoft Teams Meeting) - Nicole Stein
- 11:35am - 12:00pm Waiver posting - Nicole Stein
- 12:15pm - 1:15pm Hold
- 2:00pm - 3:00pm PCD meeting - PCD Calendar ☺
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein ☺
- 3:00pm - 3:30pm GAO response (Microsoft Teams Meeting) -
- 3:35pm - 4:00pm GAO response
- 4:45pm - 5:30pm HOLD

Thursday, March 7

- 7:05am - 7:30am Messages
- 8:10am - 9:30am Document review
- 9:35am - 10:00am Prep
- 10:00am - 10:30am OGE/USDA - Discuss opportunity for
- 10:30am - 11:00am Certify T&A ☺
- 11:00am - 11:30am Equity Team Meeting (Microsoft Teams Meeting)
- 12:00pm - 1:15pm HOLD ☺
- 12:00pm - 12:45pm Pride event
- 1:00pm - 2:00pm Special Emphasis Program - Observance for
- 2:00pm - 3:00pm General Counsel Exchange Employment Law
- 3:15pm - 4:15pm NEW meeting invite for Leg Team (Microsoft
- 4:05pm - 4:30pm Waivers (Microsoft Teams Meeting) - Shelley K.
- 4:35pm - Send message
- 5:40pm - 7:30pm Private Appointment 🔒

Friday, March 8

- CWS ☺

Saturday, March 9

Sunday, March 10

March 11, 2024 - March 17, 2024

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Monday, March 11

- 7:10am - 9:00am Review documents
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 11:40am - 12:30pm Hold
- 1:30pm - 2:00pm Integrity Check-In (Update) (Microsoft Teams Meeting) - Integrity ↻
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A. Christopher ↻
- 4:30pm - 5:30pm Annual Leave

Tuesday, March 12

- 7:10am - 8:00am Review draft LA
- 8:10am - 9:00am Respond to requests
- 9:00am - 9:45am General Counsel Exchange Teleconference FY24 (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein ↻
- 11:30am - 12:30pm Director Review - Spring 2024 Unified Agenda (Microsoft Teams Meeting) - Melba Melton
- 12:40pm - 1:30pm Hold
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson ↻
- 2:00pm - 3:00pm PIC-PIO Meeting
(b)(5) webconference access info
- 3:00pm - 3:30pm GAO Response (Microsoft Teams Meeting) -
- 3:30pm - 3:55pm Election Readiness Materials (Microsoft Teams Meeting)

Wednesday, March 13

- PIV appt
- 7:10am - 9:00am Review LA and Guide
- 9:35am - 10:20am Travel to appt
- 10:40am - 11:00am PIV Credential
- 11:10am - 12:00pm Hold
- 12:05pm - 12:30pm Travel back from appt
- 2:00pm - 2:50pm Managed account LA
- 3:35pm - 4:35pm Finalize DEIA Strategic Plan (Microsoft Teams Meeting) - Dale A. Christopher
- 5:05pm - 5:15pm quick discussion about my edits/approach (Microsoft Teams Meeting) - Nicole Stein

Thursday, March 14

- 7:10am - 9:30am Edit Guide
- 8:05am - 8:30am Send email re DEIA pay equity webinar
- 10:00am - 10:25am Review 6 month report (GSA) (Microsoft Teams Meeting) - Nicole Stein
- 10:35am - 11:00am Transition Guide
- 11:20am - 11:55am ITD staff meeting
- 12:00pm - 1:15pm HOLD ↻
- 2:05pm - 2:30pm GAO response edits/call
- 3:10pm - 4:00pm Edit remarks
- 4:00pm - 4:55pm Spring Quarterly GCX Executive Committee Meeting (Microsoft Teams Meeting) - Ethan Davies

Friday, March 15

- CWS ↻

Saturday, March 16

Sunday, March 17

- St. Patrick's Day (United States)

March 18, 2024 - March 24, 2024

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Monday, March 18

- 7:10am - 9:00am Email, documents, calendar
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 11:40am - 12:30pm HOLD
- 1:30pm - 2:00pm Integrity Check-In (Update) (Microsoft Teams Meeting) - Integrity ↻
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A. Christopher ↻
- 3:40pm - 4:40pm PCD Supervisors Meeting - Nicole Stein ↻

Tuesday, March 19

- SES bullets due COB
- 7:10am - 9:30am Review/edit documents
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein ↻
- 10:00am - 12:00pm CIGIE Member Meeting (1750 H St NW (1750 H St NW, Washington, District of Columbia 20006)) - Andrew Cannarsa ↻
- 11:40am - 12:30pm HOLD
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson ↻
- 2:40pm - 4:00pm Review materials

Wednesday, March 20

- Last day
- 8:30am - 10:00am General Counsel Exchange March Convening (600 14th St NW; and Microsoft Teams) - General Counsel Exchange
- 11:40am - 1:00pm Hold
- 1:00pm - 2:00pm ATDC Core Team Monthly Meeting
- (b)(5) webconference access info
- (D)(C) webconference
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein ↻
- 3:30pm - 5:30pm Private Appointment 🔒

Thursday, March 21

- 7:10am - 8:30am Review legal advisories
- 10:05am - 10:30am Send lapse email
- 10:30am - 11:00am Certify T&A ↻
- 11:00am - 12:20pm Travel to event
- 12:30pm - 4:55pm Save the Date: In-Person Summit Day (Department of the Interior Museum (1849 C St NW, Washington, DC 20240-0001)) - Nicole Stein

Friday, March 22

- CWS ↻
- 11:30am - 12:00pm VIRTUAL: SAC Call (Potential Lapse) - Schulman, Loren D. EOP/OMB

Saturday, March 23

Sunday, March 24

March 25, 2024 - March 31, 2024

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Monday, March 25

- 7:10am - 9:00am Email, remarks, documents, mid-years
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:00am - 12:00pm Part 1: New DAEO and ADAEO Orientation (Microsoft Teams Meeting) - Michele Worthington
- 10:00am - 10:15am Opening Remarks - DAEO/ADAEO (Hold) - Nicole Stein
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 11:05am - 11:45am Mid-Year Review (Microsoft Teams Meeting) - Shelley K. Finlayson
- 12:30pm - 1:20pm Hold
- 1:30pm - 2:00pm Integrity Check-In (Update) (Microsoft Teams Meeting) - Integrity ↻
- 2:05pm - 2:45pm Mid-Year Review (Microsoft Teams Meeting) -
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A.
- 3:40pm - 4:40pm PCD Supervisors Meeting - Nicole Stein ↻

Tuesday, March 26

- 7:10am - 8:00am Review draft LA
- 8:10am - 9:00am No FEAR Act training
- 9:00am - 9:45am General Counsel Exchange Teleconference FY24 (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein ↻
- 11:00am - 11:50am Hold
- 12:35pm - 1:30pm Discuss GAO questions (Microsoft Teams Meeting) - Shelley K. Finlayson
- 1:30pm - 2:30pm Employee Recognition Focus Group (Microsoft Teams Meeting) - Elizabeth D. Horton
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) -
- 3:00pm - 3:30pm Quick Update - IT Services Contract - Cloud
- 3:35pm - 4:15pm GAO review
- 4:35pm - 5:25pm Budget review

Wednesday, March 27

- 7:10am - 8:30am Bill analysis
- 10:15am - 10:45am Exec MOVE Team (Microsoft Teams Meeting) - Gilbert Carlson
- 11:00am - 11:30am SAC/OMB Monthly Meeting- March 2024 Topics: OMB Updates, Presidential Transition Planning, Public Service Recognition Week
- 11:00am - 11:30am SAC/OMB Monthly Meeting (b)(5) webconference access info (b)(5) webconference - Brianna Ingram ↻
- 12:00pm - 12:25pm Comms call
- 12:30pm - 1:20pm Hold
- 1:45pm - 2:15pm Catch Up Meeting (I will call you) - Diana Veilleux
- 3:00pm - 3:30pm GAO planning meeting (Microsoft Teams Meeting) - Elizabeth D. Horton
- 3:35pm - 4:05pm Move to 250 E Street Monthly All-hands Meeting

Thursday, March 28

- 7:10am - 8:30am Email, records, doc review
- 9:15am - 10:15am Director Nomination (Microsoft Teams Meeting) - Diana Veilleux
- 10:00am - 11:00am OGE Full Year Review as of 2.29.24 (Microsoft Teams Meeting) - Shawna L. Cale
- 10:45am - 11:10am LRM
- 12:00pm - 1:15pm HOLD ↻
- 1:30pm - 1:55pm IT assistance
- 2:00pm - 2:25pm Discuss Risk Registry Results (Microsoft Teams Meeting) - Nicole Stein
- 3:00pm - 4:30pm GAO Interview with OGE (107039) (b)(5) webconference access info
- 4:35pm - 5:00pm Call on Leg issues (Microsoft Teams Meeting) - Shelley K. Finlayson
- 5:15pm - 5:45pm A brief chat (Microsoft Teams Meeting) - Cheryl L.

Friday, March 29

- CWS ↻

Saturday, March 30

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Sunday, March 31

- Easter Day (United States)