April 1, 2024 - April 7, 2024

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Monday, April 1

- **7:10am - 8:30am Email, PCD agenda, reports**
- **9:30am - 10:00am Check in** - Shelley K. Finlayson
- **10:15am - 11:00am Check in** - Shelley K. Finlayson
- **11:00am - 11:30am FY24 Budget Projections** (Microsoft Teams Meeting) - Gilbert Carlson
- **11:40am - 12:30pm HOLD**
- **1:00pm - 1:30pm Transition Guide** (Microsoft Teams Meeting) - Nicole Stein
- **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, April 2

- **7:10am - 8:30am Email, schedules, job aid**
- **8:30am - 10:00am Records**
- **10:00am - 11:00am Comms** (Microsoft Teams Meeting) - Nicole Stein
- **12:40pm - 1:30pm HOLD**
- **1:35pm - 2:25pm Supervisor Meeting** (Microsoft Teams Meeting) - Shelley K. Finlayson

Wednesday, April 3

- **8:30am - 9:30am PRB/Admin Program Meeting** (Microsoft Teams Meeting) - Dale A. Christopher
- **10:00am - 11:00am ITD Quarterly Meeting with the Director** (Microsoft Teams Meeting) - Ty Cooper
- **11:10am - 12:10pm ELPB Performance Meeting** (Microsoft Teams Meeting) - Seth Jaffe
- **12:40pm - 1:30pm HOLD**
- **2:00pm - 3:00pm PCD meeting** - PCD Calendar
- **2:00pm - 3:00pm PCD Staff Meeting** (Microsoft Teams Meeting) - Nicole Stein
- **3:00pm - 4:00pm Employee Recognition Focus Group** (Microsoft Teams Meeting) - Elizabeth D. Horton
- **3:30pm - 4:30pm PNB Program Meeting** (Microsoft Teams Meeting) - Deborah J. Bortot

Thursday, April 4

- **8:00am - 9:00am AAB Program Meeting** (Microsoft Teams Meeting) - Nicole Stein
- **9:00am - 11:00am Quarterly Meeting (LEAP I and II)** (Microsoft Teams Meeting) - Diana Veilleux
- **11:00am - 11:30am Certify T&A**
- **11:40am - 1:30pm HOLD**
- **2:00pm - 3:00pm Program Meeting: IFDB (Megan, Dave)** (4/4: 2-3 - IFDB (Megan, Dave)) - Megan V. Granahan
- **3:15pm - 4:15pm NEW meeting invite for Leg Team** (Microsoft Teams Meeting) - Jennifer Matis
- **4:30pm - 5:00pm Ethics Semi Annual Program Review** (Microsoft Teams Meeting) - David J. Apol

Friday, April 5

- **CWS**
- **1:00pm - 2:00pm Pride In Federal Service Monthly Member Meeting** - Richmond, Orien

Saturday, April 6

Sunday, April 7

April 8, 2024 - April 14, 2024

April 2024

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May 2024

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Monday, April 8

- Receive draft policy questionnaire
- **9:30am - 10:00am Check in** - Shelley K. Finlayson
- **10:15am - 11:00am Check in** - Shelley K. Finlayson
- **11:10am - 12:00pm Policy questionnaire**
- **12:35pm - 1:00pm Call on questionnaire**
- **1:30pm - 2:00pm Integrity Check-In (Update)** (Microsoft Teams Meeting) - Integrity
- **2:00pm - 2:25pm GCX May Bimonthly Prep** (Microsoft Teams Meeting) - Ethan Davies
- **2:30pm - 3:30pm Chip/Shelley Check In** (Shelley's Office) - Dale A. Christopher
- **4:00pm - 5:00pm PCD Supervisors Meeting** - Nicole Stein

Tuesday, April 9

- **7:10am - 8:00am Revised advisory**
- **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 - 11:25am Election Readiness** (Microsoft Teams Meeting) - Nicole Stein
- **11:00am - 12:00pm Employee Recognition Focus Group** (Microsoft Teams Meeting) - Elizabeth D. Horton
- **12:00pm - 1:00pm Nominee Prep** (Microsoft Teams Meeting) - Diana Veilleux
- **1:35pm - 2:25pm Supervisor Meeting** (Microsoft Teams Meeting) -
- **2:00pm - 3:00pm PIC-PIO Meeting**
- **2:30pm - 2:55pm ERM Part I** (Microsoft Teams Meeting) - Nicole
- **3:00pm - 4:00pm First No Fear Act Q & A** (Teams invite to follow if

Wednesday, April 10

- Nomination practice session
- Submit policy questionnaire to HSGAC
- **9:00am - 12:00pm M. Board at 250** (Microsoft Teams Meeting) - Dale A. Christopher
- **2:00pm - 4:00pm Private Appointment** 🔒

Thursday, April 11

- **8:10am - 10:00am Review SOC Mod**
- **10:30am - 11:30am 2nd No Fear Act Q & A** (Microsoft Teams Meeting) - Dale A. Christopher
- **11:35am - 12:00pm HSGAC call on nomination**
- **12:40pm - 1:30pm Nomination logistics**
- **2:00pm - 3:00pm Employee Recognition Focus Group** (Microsoft Teams Meeting) - Elizabeth D. Horton
- **3:05pm - 3:30pm call**
- **3:35pm - 4:15pm nomination**

Friday, April 12

- **CWS**

Saturday, April 13

Sunday, April 14

April 15, 2024 - April 21, 2024

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Monday, April 15

- **7:10am - 8:30am Email, docs, budget**
- **9:30am - 10:00am Check in** - Shelley K. Finlayson
- **10:15am - 11:00am Check in** - Shelley K. Finlayson
- **1:30pm - 2:00pm Integrity Check-In (Update)** (Microsoft Teams Meeting) - Integrity
- **1:30pm - 2:00pm Travel to Capitol Hill**
- **2:05pm - 2:30pm Meet up/check in for interview**
- **2:30pm - 4:30pm Staff interview**
- **2:30pm - 3:30pm DH HSGAC staff interview** (HSGAC hearing room (SD-342)) - Grant Anderson
- **4:45pm - 5:30pm PCD Supervisors Meeting** - Nicole Stein

Tuesday, April 16

- **7:10am - 8:00am PCD agenda**
- **8:05am - 8:30am ERM**
- **9:05am - 9:55am Check in** (Microsoft Teams Meeting) - Shelley K. Finlayson
- **10:00am - 12:00pm CIGIE Member Meeting** (1750 H St NW (1750 H St NW, Washington, District of Columbia 20006)) - Andrew Cannarsa
- **1:35pm - 2:25pm Supervisor Meeting** (Microsoft Teams Meeting) - Shelley K. Finlayson
- **2:35pm - 3:00pm OMB memo**
- **4:05pm - 4:30pm Data call**

Wednesday, April 17

- **8:00am - 11:50am HSGAC Nomination Hearing** (342 Dirksen Senate Office Building)
- **2:00pm - 3:00pm PCD Staff Meeting** (Microsoft Teams Meeting) - Nicole Stein

Thursday, April 18

- **Receive QFRs**
- **7:10am - 8:00am Program review report**
- **8:10am - 9:00am Guide**
- **9:35am - 10:00am Budget**
- **10:30am - 11:00am Certify T&A**
- **11:10am - 12:00pm HOLD**
- **1:10pm - 2:00pm Financial disclosure**
- **2:00pm - 3:00pm General Counsel Exchange Employment Law Subgroup Call** (Microsoft Teams Meeting) - General Counsel Exchange
- **3:00pm - 3:25pm Transition Guide** (Microsoft Teams Meeting) - Nicole Stein
- **3:40pm - 4:30pm Guide and check in**

Friday, April 19

- **CWS**

Saturday, April 20

Sunday, April 21

April 22, 2024 - April 28, 2024

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Monday, April 22

- **8:10am - 9:00am PA and drafts**
- **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** (Microsoft Teams Meeting) - Jeffries, Michael
- **1:00pm - 1:25pm PCD All Hands - Practice** (Microsoft Teams Meeting) - Nicole Stein
- **1:30pm - 2:00pm Integrity Check-In (Update)** (Microsoft Teams Meeting) - Integrity
- **2:05pm - 2:30pm Check-In (Nicole)** (Microsoft Teams Meeting) - Nicole Stein
- **2:30pm - 3:30pm Chip/Shelley Check In** (Shelley's Office) - Dale A. Christopher
- **3:40pm - 4:40pm PCD Supervisors Meeting** - Nicole Stein

Tuesday, April 23

- **7:40am - 8:30am Prep session**
- **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 - 11:55am FY 26 Budget/Performance Kick-Off** (Microsoft Teams Meeting) - Nicole Stein
- **1:35pm - 2:25pm Supervisor Meeting** (Microsoft Teams Meeting) - Shelley K. Finlayson

Wednesday, April 24

- **Administrative Professionals Day** (United States)
- **In Office**
- **9:00am - 9:30am Weekly Budget Review** (Microsoft Teams Meeting) - Gilbert Carlson
- **10:00am - 11:00am SOR Prep** (Microsoft Teams Meeting) - Nicole Stein
- **11:00am - 11:30am SAC/OMB Monthly Meeting- April 2024 Topics: OMB Updates, Pathways Update, Category Management Brief** (b)(5) webconference access info (b)(5) webconference access info) - Rich, Jeffrey S.
- **12:10pm - 1:00pm Admin prof day lunch**
- **1:10pm - 3:00pm Receive draft QFR responses**

Thursday, April 25

- **7:10am - 8:30am Review draft advisories**
- **9:00am - 9:30am Meeting w/ Margaret** (Microsoft Teams Meeting) - Margaret E. Dylus-Yukins
- **10:00am - 11:00am Nominee Team Meeting #2** (Microsoft Teams Meeting) - Teresa L. Williamson
- **11:05am - 11:30am Call with Nominee**
- **1:05pm - 1:30pm Tech problems**
- **1:30pm - 2:45pm Quarterly All-Hands Meeting** (Microsoft Teams Meeting) - Nicole Stein
- **3:30pm - 4:00pm Pre-Meeting (DAEO Meetng)** (Microsoft Teams Meeting) - Nicole Stein
- **4:05pm - 4:30pm Parental leave** (Microsoft Teams Meeting) - Shelley K. Finlayson
- **4:30pm - 4:45pm quick demo in teams - budget/performance season** (Microsoft Teams Meeting) - Nicole Stein

Friday, April 26

- **CWS**
- **QFRs due to committee @ noon**
- **10:30am - 11:30am Call with Liz**
- **11:45am - 12:00pm Call with Diana**
- **12:05pm - 12:30pm Call with Tony**
- **1:00pm - 1:25pm Student chat**

Saturday, April 27

Sunday, April 28

April 29, 2024 - May 5, 2024

April 2024							May 2024						
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Monday, April 29

- **7:35am - 8:00am Budget review**
- **9:30am - 10:00am Check in** - Shelley K. Finlayson ↻
- **10:15am - 11:00am Check in** - Shelley K. Finlayson ↻
- **11:00am - 12:00pm OGE Full Year Review as of 3.31.24** (Microsoft Teams Meeting) - Shawna L. Cale
- **1:00pm - 1:30pm 2024 ATDC Core Team - April 29, 2024** ((b)(5) webconference access info (b)(5) webconference access info) - DavidAFrye
- **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 ↻
- **4:30pm - 5:30pm Hold**

Tuesday, April 30

- **In office**
- **7:05am - 7:30am Office**
- **8:10am - 9:00am Prep**
- **10:00am - 11:15am Quarterly DAEO Meeting** (Microsoft Teams Meeting; Main Conference Room; Small Conference Room) - Nicole Stein
- **11:40am - 12:30pm Prep for open house**
- **1:35pm - 2:25pm Supervisor Meeting** (Microsoft Teams Meeting) - Shelley K. Finlayson ↻
- **4:00pm - 5:00pm Financial Disclosure Forms** (Microsoft Teams Meeting) - Heather A. Jones
- **5:05pm - 5:30pm Forms (contd)**

Wednesday, May 1

Nonresponsive records (out of date range)

Thursday, May 2

Nonresponsive records (out of date range)

Friday, May 3

Nonresponsive records (out of date range)

Saturday, May 4

Nonresponsive records (out of date range)

Sunday, May 5

Nonresponsive records (out of date range)