

April 29, 2024 - May 5, 2024

April 2024							May 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6				1	2	3	4
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

Monday, April 29

Nonresponsive records (out of date range)

Tuesday, April 30

Nonresponsive records (out of date range)

Wednesday, May 1

- Committee markup
- 7:10am - 8:30am Review documents
- 9:00am - 9:30am Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson ↻
- 9:30am - 12:00pm Strategic Objective Review & Enterprise Risk Management (Microsoft Teams Meeting) - Nicole Stein
- 11:45am - 12:10pm HSGAC Business Mtg/Vote on Nomination (SD-342, Dirksen Senate Office Building 342)
- 12:00pm - 3:00pm HOLD
- 3:15pm - 3:40pm Call w/ LEAP
- 4:05pm - 4:30pm Call w/ CD
- 4:40pm - 5:30pm Event documents

Thursday, May 2

- 7:10am - 9:30am Document review
- 10:00am - 11:30am Operations Security & Privacy Awareness Class 2024 (Microsoft Teams Meeting) - Ty Cooper
- 11:30am - 12:00pm Certify T&A ↻
- 1:00pm - 1:50pm Records Training
- 2:00pm - 3:00pm General Counsel Exchange Employment Law Subgroup Call (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 3:15pm - 4:15pm NEW meeting invite for Leg Team (Microsoft Teams Meeting) - Jennifer Matis ↻
- 4:15pm - 4:30pm 278 report (Microsoft Teams Meeting) - Deborah J. Bortot
- 4:35pm - 5:00pm Reimbursement

Friday, May 3

- CWS ↻
- 1:00pm - 2:00pm OSSPI Workshop: Advancing Participation and Engagement with the Federal Government
 - (b)(5) webconference access info
 - (b)(5) webconference access info
 - (b)(5) webconference access info
 - (b)(5) webconference access info
 - (b)(5) webconference access info

Saturday, May 4

Sunday, May 5

May 6, 2024 - May 12, 2024

May 2024							June 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3	4						1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

Monday, May 6

- 12:00am Public service recognition week →
- Send email to GSA/OMB on GCX
- 7:10am - 8:30am Email/documents
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 11:30am - 12:20pm Hold
- 1:30pm - 2:00pm Integrity Check-In (Update) (Microsoft Teams Meeting) - Integrity ↻
- 2:00pm - 2:30pm Mindful Monday Virtual Meetup (Microsoft Teams Meeting) - Elizabeth D. Horton

Tuesday, May 7

- ← Public service recognition week →
- 7:10am - 8:30am Annual Questionnaire
- 9:00am - 9:45am General Counsel Exchange Teleconference FY24 (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 10:00am - 11:30am Center for Presidential Transition: Agency Transition Roundtable (Virtual)
- 11:40am - 12:30pm Hold
- 1:00pm - 1:25pm May Bimonthly Check-in (Amber Huddle 1 (Washington, DC 20005, US)) - Ethan Davies
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson ↻
- 2:35pm - 3:00pm discuss legislative briefing (Microsoft Teams Meeting) - Shelley K. Finlayson
- 3:00pm - 3:55pm Comms (Microsoft Teams Meeting) - Nicole Stein
- 4:00pm - 5:00pm Chip/Shelley Check in (Chip Calls) - Dale A.

Wednesday, May 8

- ← Public service recognition week →
- 7:40am - 9:00am Review and sign
- 10:00am - 12:00pm Welcome Wednesday (Microsoft Teams Meeting; Main Conference Room; Small Conference Room; Huddle Room) - Elizabeth D. Horton
- 12:10pm - 1:00pm Optional Staff Lunch
- 2:00pm - 4:00pm Discuss FY 25/26 Planned Work (Microsoft Teams Meeting) - Nicole Stein

Thursday, May 9

- ← Public service recognition week →
- 7:10am - 9:30am Edit documents
- 9:35am - 10:00am Call
- 11:30am - 12:00pm Tips and Tricks Thursday (Microsoft Teams Meeting) - Elizabeth D. Horton
- 12:10pm - 1:00pm Hold
- 2:30pm - 4:30pm Interview Hold (Microsoft Teams Meeting) - Nicole Stein
- 4:30pm - 5:00pm 278 report (Microsoft Teams Meeting) - Deborah J. Bortot
- 5:05pm - 5:30pm 278 cont

Friday, May 10

- ← 12:00am Public service recognition week
- CWS ↻

Saturday, May 11

Sunday, May 12

- Mother's Day (United States)

May 13, 2024 - May 19, 2024

May 2024							June 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
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Monday, May 13

- 7:10am - 8:00am Review security documents
- 8:00am - 8:25am (Microsoft Teams Meeting) - Nicole Stein
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 12:00pm - 12:25pm Logistics Review - Annual 278 Posting: Pres and VP (Microsoft Teams Meeting) - Nicole Stein
- 1:30pm - 2:00pm Integrity Check-In (Update) (Microsoft Teams Meeting) - Integrity ↻
- 3:05pm - 3:30pm PCD agenda

Tuesday, May 14

- 7:10am - 8:00am Review policy
- 9:00am - 11:00am Interview Hold (Microsoft Teams Meeting) - Nicole Stein
- 12:05pm - 12:30pm Quick call (Microsoft Teams Meeting) - Shelley K. Finlayson
- 12:30pm - 1:20pm Hold
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson ↻
- 3:00pm - 4:00pm PIC-PIO Meeting
(b)(5) webconference access info
(b)(5) webconference access info - Council Meeting Support ↻
- 3:30pm - 4:30pm Comms (Microsoft Teams Meeting) - Nicole Stein
- 4:15pm - 5:45pm Hold

Wednesday, May 15

- FY24 Q2 Budget Report Deadline - PCD Calendar
- 7:00am - 7:30am (b)(6) personal
- 7:30am - 8:30am Private Appointment 🔒
- 8:30am - 9:00am (b)(6) personal
- 9:35am - 10:00am Budget call
- 10:00am - 11:30am Role-Based Operations Security & Privacy Awareness (Microsoft Teams Meeting) - Ty Cooper
- 11:40am - 12:30pm Review documents
- 1:35pm - 2:00pm Review/sign reports
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein ↻
- 2:40pm - 3:05pm Lunch and Download (Microsoft Teams Meeting) - Nicole Stein
- 4:00pm - 4:25pm Inclusive Style Guide (Finalize) (Microsoft Teams Meeting) - Nicole Stein

Thursday, May 16

- 7:10am - 8:30am Review documents
- 8:30am - 9:20am Prep for briefing
- 9:00am - 10:00am Office Hours
- 10:00am - 10:30am Certify T&A ↻
- 11:10am - 12:30pm HOLD
- 12:30pm - 1:30pm Congressional Budget Briefing (Microsoft Teams Meeting) - Diana Veilleux
- 2:00pm - 3:00pm General Counsel Exchange Employment Law Subgroup Call (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 3:15pm - 3:45pm Briefing Materials for House Approps (Microsoft Teams Meeting) - Diana Veilleux
- 4:35pm - 5:00pm Quick call (Microsoft Teams Meeting) - Shelley K. Finlayson

Friday, May 17

- CWS ↻
- 8:35am - 9:00am Sign LA
- 9:05am - 9:30am send agencywide email
- 9:40am - 10:30am CRA materials

Saturday, May 18

Sunday, May 19

May 20, 2024 - May 26, 2024

May 2024							June 2024						
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19	20	21	22	23	24	25	16	17	18	19	20	21	22
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Monday, May 20

- 7:10am - 9:00am Security, SES, LAWG documents
- 9:35am - 10:00am Prep materials
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 11:05am - 11:45am Remarks/content for election readiness meetings (I'll call) - Shelley K. Finlayson
- 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 ↻
- 5:05pm - 5:30pm Hold

Tuesday, May 21

- 7:10am - 8:30am Review documents
- 9:00am - 9:45am General Counsel Exchange Teleconference FY24 (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 10:00am - 11:00am Election Readiness (Microsoft Teams Meeting) - Nicole Stein
- 11:10am - 12:00pm Review Sec Docs
- 1:00pm - 1:20pm Discuss AQ Edits (Microsoft Teams Meeting) - Nicole Stein
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson ↻
- 3:00pm - 3:55pm Comms (Microsoft Teams Meeting) - Nicole Stein

Wednesday, May 22

- CRA materials
- Submit briefing materials to House FSGG
- 7:40am - 8:30am Prep/travel
- 8:30am - 10:00am General Counsel Exchange May Convening (600 14th St NW; and Microsoft Teams) - General Counsel Exchange
- 10:00am - 10:30am Travel to office
- 10:30am - 11:00am Discuss EDP Draft (Microsoft Teams Meeting) - Dale A. Christopher
- 11:00am - 11:30am SAC/OMB Monthly Meeting- May 2024 Topics: OMB Updates, Agency Telework/Remote Work, FY 2025 Pay Raise
- 12:00pm - 12:30pm Weekly Budget Review (Microsoft Teams)
- 1:00pm - 1:50pm EEO State of the Agency Briefing (Microsoft
- 2:00pm - 3:00pm OGE Full Year Review as of 4.30.24 (Microsoft
- 3:00pm - 4:00pm GAO Pre-meeting (Microsoft Teams Meeting) -
- 5:10pm - 6:00pm HOLD

Thursday, May 23

- HOLD
- 7:10am - 10:00am Review documents
- 10:35am - 11:00am Call
- 12:30pm - 1:00pm Pre-Meet for ATDC - GSA/OMB/DOJ/DOT/OGE/OPM
(b)(5) webconference access info
(b)(5) webconference access info - DavidAFrye
- 2:00pm - 2:15pm State and Local Entities LA - Feedback Discussion
- 2:40pm - 3:30pm Hold

Friday, May 24

- CWS ↻

Saturday, May 25

Sunday, May 26

May 27, 2024 - June 2, 2024

May 2024							June 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
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Monday, May 27

- Memorial Day** (United States)
- 1:30pm - 2:00pm Integrity Check-In (Update)** (Microsoft Teams Meeting) - Integrity

Tuesday, May 28

- 7:10am - 8:15am Review documents**
- 8:20am - 8:50am Chip/Shelley Check In** (Shelley's Office) - Dale A. Christopher
- 10:00am - 11:00am Comms** (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein
- 11:00am - 12:00pm Special Emphasis Program Observance - AA and NHPH Heritage Month** (Microsoft Teams Meeting) - David M. Levenson
- 1:05pm - 1:30pm Check in** - Shelley K. Finlayson
- 1:35pm - 2:25pm Supervisor Meeting** (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson
- 2:40pm - 3:30pm HOLD**

Wednesday, May 29

- 7:05am - 7:30am Check EPP**
- 7:40am - 8:30am Review documents**
- 9:00am - 9:30am Weekly Budget Review** (Microsoft Teams Meeting) - Gilbert Carlson
- 9:30am - 10:00am Check in** - Shelley K. Finlayson
- 10:00am - 11:00am DEIA Monthly Meeting** (Microsoft Teams Meeting) - Dale A. Christopher
- 11:00am - 11:30am Certify T&A**
- 12:35pm - 1:00pm Travel to meeting site**
- 1:00pm - 2:00pm Agency Transition Directors Council (ATDC) Meeting** (Secretary of War Suite Room 230A, EEOB (Hybrid)) - Miller,
- 2:05pm - 2:30pm Travel to worksite**
- 2:30pm - 5:30pm HOLD**
- 3:00pm - 3:45pm Private Appointment**
- 6:00pm - 7:00pm Private Appointment**

Thursday, May 30

- Private Appointment**
- 9:15am - 9:40am Private Appointment**
- 10:00am - 10:25am Private Appointment**
- 2:00pm - 3:00pm General Counsel Exchange Employment Law Subgroup Call** (Microsoft Teams Meeting) - General Counsel Exchange

Friday, May 31

- CWS**
- 9:05am - 9:30am Send email**
- 9:35am - 10:00am Respond to emails**

Saturday, June 1

Nonresponsive records (out of date range)

Sunday, June 2

Nonresponsive records (out of date range)