

# May 27, 2024 - June 2, 2024

May 2024							June 2024							
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## Monday, May 27

Nonresponsive records (out of date range)

## Tuesday, May 28

Nonresponsive records (out of date range)

## Wednesday, May 29

Nonresponsive records (out of date range)

## Thursday, May 30

Nonresponsive records (out of date range)

## Friday, May 31

Nonresponsive records (out of date range)

## Saturday, June 1

## Sunday, June 2

# June 3, 2024 - June 9, 2024

June 2024							July 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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## Monday, June 3

- 7:10am - 9:00am Email, review docs
- 9:05am - 9:30am Call
- 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 - 4:35pm PCD Managers Meeting - Nicole Stein ↻

## Tuesday, June 4

- GAO Appropriations Law Forum
- 7:05am - 7:45am Review budget materials
- 8:00am - 8:30am Weekly Budget Review (Microsoft Teams Meeting)
- 8:35am - 9:00am PCD agenda
- 9:00am - 9:45am General Counsel Exchange Teleconference FY24
- 9:10am - 10:00am 3 Month report
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein
- 11:00am - 11:25am 3 month report (Microsoft Teams Meeting) -
- 11:35am - 12:00pm Hold
- 1:05pm - 1:30pm Program advisory
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting;
- 2:35pm - 3:00pm Program advisory
- 3:40pm - 4:30pm Remarks
- 4:45pm - 5:15pm Chip/Shelley Checki-in (Chip will call) - Dale A.

## Wednesday, June 5

- FSGG Markup
- Save the Date - Hybrid Summit Event (Schedule of Events in this appoint) (Registration Details will be sent at a later date) (Department of the Interior Museum (1849 C St NW, Washington, DC 20240)) - Nicole Stein
- 7:10am - 8:00am Travel to event
- 8:00am - 5:00pm Summit Event (Election Readiness)
- 5:30pm - 6:00pm Web apps server (Microsoft Teams Meeting) - Zohair Baig

## Thursday, June 6

- 7:10am - 8:00am Security documents
- 8:00am - 9:20am Prep for presentation
- 9:30am - 10:00am Information Request From Senate Approps (Microsoft Teams Meeting) - Diana Veilleux
- 10:00am - 10:55am Office hours
- 11:00am - 11:30am Meet & Greet: PCD Welcomes (b)(6) (Microsoft Teams Meeting) - Megan V. Granahan
- 11:40am - 12:30pm Hold
- 12:30pm - 1:30pm OMB/"OGE 101" Meeting - Schroeder, Eric A. EOP/OMB
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein ↻
- 3:15pm - 4:15pm NEW meeting invite for Leg Team (Microsoft Teams Meeting) - Jennifer Matis ↻
- 5:00pm - 5:30pm Web Application Server Update (Microsoft Teams

## Friday, June 7

- CWS ↻
- 1:00pm - 2:00pm Pride In Federal Service Monthly Member Meeting - Richmond, Orien ↻
- 4:30pm - 5:00pm Spring Guidance - Schroeder, Eric A. EOP/OMB

## Saturday, June 8

## Sunday, June 9

# June 10, 2024 - June 16, 2024

June 2024							July 2024						
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## Monday, June 10

- 7:10am - 8:00am Review advisory
- 8:05am - 8:30am Review program advisory
- 8:40am - 9:30am Review report
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 11:10am - 11:40am Hold
- 1:05pm - 1:30pm Security document
- 1:30pm - 2:00pm Integrity Check-In (Update) (Microsoft Teams Meeting) - Integrity ↻
- 2:00pm - 2:20pm Followup conversation (Microsoft Teams Meeting)
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A. Christopher ↻
- 3:50pm - 4:50pm GAO Statement of Facts and exit interview prep (Microsoft Teams Meeting) - Elizabeth D. Horton
- 5:00pm - 5:30pm Forms (Microsoft Teams Meeting) - Deborah J.

## Tuesday, June 11

- In office
- 7:10am - 8:00am Review draft advisory
- 8:10am - 9:00am Security documents
- 9:00am - 9:25am Waiver Advisory (Microsoft Teams Meeting) - Nicole Stein
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein ↻
- 11:00am - 12:00pm GAO Exit Conference with OGE (107039)  
(b)(5) webconference access info
- 12:10pm - 1:00pm Hold
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting;)
- 2:30pm - 3:00pm Welcome to ACE - Patrick Shepherd
- 3:00pm - 4:00pm PIC-PIO Meeting
- 3:35pm - 4:30pm Security document
- 5:05pm - 5:30pm Security document

## Wednesday, June 12

- 7:10am - 8:00am Review position description
- 8:10am - 9:00am Security documents
- 9:00am - 9:30am Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson ↻
- 9:30am - 10:20am FOIA training
- 10:30am - 12:00pm FY2026 Budget Brief to Executive Budget Team (Microsoft Teams Meeting) - Gilbert Carlson
- 12:30pm - 1:30pm SAGC Monthly Meeting (Microsoft Teams Meeting) - Brianna Ingram ↻
- 1:00pm - 2:00pm Beyond Words: Mindfully Connecting with Others
- 2:30pm - 2:55pm Review Advisory Proofread edits (Microsoft Teams Meeting) - Nicole Stein
- 3:30pm - 4:20pm Hold
- 4:30pm - 4:55pm PCD Belatedly Welcomes (b)(6) (Microsoft Teams)

## Thursday, June 13

- HAppFSGG Markup
- 8:10am - 2:00pm Annual Leave
- 11:00am - 12:00pm Working Smarter Session: OneDrive and Sharing Documents (Microsoft Teams Meeting) - Ty Cooper
- 2:00pm - 3:00pm General Counsel Exchange Employment Law Subgroup Call (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 3:00pm - 3:30pm Certify T&A ↻
- 3:35pm - 4:25pm Check out (Microsoft Teams Meeting) - Shelley K. Finlayson
- 4:30pm - 5:00pm John Havranek Meeting w/ OGE (Microsoft Teams Meeting) - General Counsel Scheduler

## Friday, June 14

- CWS ↻
- Flag Day (United States)

## Saturday, June 15

## Sunday, June 16

- Father's Day (United States)

# June 17, 2024 - June 23, 2024

June 2024							July 2024						
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## Monday, June 17

- 12:00am A/L →
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻

## Tuesday, June 18

- 12:00am A/L ←

## Wednesday, June 19

- Juneteenth (United States)

## Thursday, June 20

- APR/APP drafts available
- 7:10am - 8:30am Email/document review
- 8:40am - 11:30am Review APR
- 12:00pm - 12:50pm Hold
- 1:10pm - 4:00pm Review APP
- 4:00pm - 4:55pm Summer Quarterly GCX Executive Committee Meeting (Microsoft Teams Meeting) - Ethan Davies
- 4:10pm - 5:00pm Security and other documents

## Friday, June 21

- CWS ↻
- 12:40pm - 1:30pm Private Appointment 🔒

## Saturday, June 22

## Sunday, June 23

# June 24, 2024 - June 30, 2024

June 2024							July 2024						
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## Monday, June 24

- 7:10am - 8:00am Review email/documents
- 8:10am - 9:00am CBJ
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:00am - 11:00am 2024 Presidential Transition POC Kick-off Meeting
- 11:15am - 11:45am Check in - Shelley K. Finlayson ↻
- 12:10pm - 1:00pm 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 - 4:35pm PCD Managers Meeting (Microsoft Teams Meeting) ↻
- 4:30pm - 5:30pm 2nd Round Interview: Supervisory Management and Program Analyst- (b)(6) (Microsoft Teams Meeting) -

## Tuesday, June 25

- In office
- 7:10am - 8:30am Emails/docs
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein ↻
- 11:45am - 12:45pm Hold for lunch with new ethics official
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson ↻
- 2:35pm - 3:00pm Travel to meeting
- 3:00pm - 4:00pm Agency Transition Directors Council (ATDC) Monthly Meeting (Secretary of War Suite Room 230A, EEOB (Hybrid)) -
- 3:00pm - 4:00pm Special Emphasis Program Observance - LGBTQIA+ Heritage Month (Microsoft Teams Meeting) - David M.
- 4:05pm - 4:30pm Travel
- 4:45pm - 5:45pm 2nd Round Interview: Supervisory Management
- 6:05pm - 6:30pm Emails, leave, calendars

## Wednesday, June 26

- 7:10am - 8:30am CBJ/PCD agenda
- 9:00am - 9:30am Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson ↻
- 9:30am - 9:55am EDP Survey (DEIA Action Item) (Microsoft Teams Meeting) - Nicole Stein
- 10:00am - 11:00am DEIA Monthly Meeting (Microsoft Teams Meeting) - Dale A. Christopher ↻
- 12:00pm - 1:00pm 2nd Round Interview: Supervisory Management and Program Analyst- (b)(6) (Microsoft Teams Meeting) -
- 1:10pm - 2:00pm Hold
- 2:00pm - 3:00pm PCD Staff Meeting + Ethics (Microsoft Teams Meeting) - Nicole Stein ↻
- 3:30pm - 4:15pm Equity Team Meeting (Microsoft Teams Meeting) -
- 5:05pm - 5:30pm Hold
- 5:35pm - 6:00pm NS - email questions

## Thursday, June 27

- 7:10am - 9:00am CBJ
- 9:05am - 9:30am Call Jen
- 10:00am - 11:00am OGE's Pilot Mentoring Program Closing Ceremony (TEAMS) - Kehli Cage
- 11:00am - 12:00pm OGE Full Year Review as of 5.31.24 (Microsoft Teams Meeting) - Shawna L. Cale
- 12:10pm - 1:00pm Hold
- 1:00pm - 2:00pm Election Readiness Monthly Meeting (Microsoft Teams Meeting) - Nicole Stein
- 3:00pm - 3:30pm Certify T&A ↻
- 3:30pm - 4:30pm 2nd Round Interview: Supervisory Management and Program Analyst- (b)(6) (Microsoft Teams Meeting) - General\_Mailbox\_Line
- 4:35pm - 5:30pm Discuss candidates (Microsoft Teams Meeting) - Shelley K. Finlayson

## Friday, June 28

■ CWS ↻

## Saturday, June 29

## Sunday, June 30

# June 4, 2024





Tuesday

June 2024

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July 2024

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TUESDAY		Notes
	4	
	GAO Appropriations Law Forum	
7 <sup>AM</sup>	<b>Review budget materials</b>	
8	<b>Weekly Budget Review;</b> Microsoft Teams Meeting; Gilbert Carlson 	
	<b>PCD agenda</b>	
9	<b>General Counsel Exchange Teleconferenc</b> Microsoft Teams Meeting; General Council  <b>3 Month report</b>	
10	<b>Comms</b> Microsoft Teams Meeting; Small Conference Room Nicole Stein 	
11	<b>3 month report;</b> Microsoft Teams Meeting; Nicole Stein	
	<b>Hold</b>	
12 <sup>PM</sup>		
1	<b>Program advisory</b>	
	<b>Supervisor Meeting</b> Microsoft Teams Meeting; Main Conference Room Shelley K. Finlayson 	
2	<b>Program advisory</b>	
3		
	<b>Remarks</b>	
4		
	<b>Chip/Shelley Checki-in;</b> Chip will call; Dale A. Christopher	
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# June 6, 2024

Thursday

June 2024

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July 2024

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21	22	23	24	25	26	27
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THURSDAY		Notes
	6	
7 <sup>AM</sup>	<b>Security documents</b>	
8	<b>Prep for presentation</b>	
9	<b>Information Request From Senate Approps; Microsoft Teams Meeting; Diana Veilleux</b>	
10	<b>Office hours</b>	
11	<b>Meet &amp; Greet: PCD Welcomes (b)(6); Microsoft Teams Meeting; Megan V. Granal</b>	
12 <sup>PM</sup>	<b>Hold</b>	
1	<b>OMB/"OGE 101" Meeting</b> Schroeder, Eric A. EOP/OMB	
2	<b>PCD Staff Meeting</b> Microsoft Teams Meeting Nicole Stein	
3	<b>NEW meeting invite for Leg Team</b> Microsoft Teams Meeting Jennifer Matis	
4		
5	<b>Web Application Server Update; Microsoft Teams Meeting; Ty Cooper</b>	
6		

# June 10, 2024






Monday

June 2024

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July 2024

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MONDAY		Notes
	10	
7 <sup>AM</sup>	<b>Review advisory</b>	
8	<b>Review program advisory</b>	
	<b>Review report</b>	
9	<b>Check in;</b> Shelley K. Finlayson 	
10	<b>Check in</b> Shelley K. Finlayson 	
11	<b>Hold</b>	
12 <sup>PM</sup>		
1	<b>Security document</b>	
	<b>Integrity Check-In (Update);</b> Microsoft Teams Meeting; Integrity  	
2	<b>Followup conversation ;</b> Microsoft Teams Meeting; Nicole Stein	
	<b>Chip/Shelley Check In</b> Shelley's Office	
3	Dale A. Christopher 	
4	<b>GAO Statement of Facts and exit interview prep</b> Microsoft Teams Meeting Elizabeth D. Horton	
5	<b>Forms;</b> Microsoft Teams Meeting; Deborah J. Bortot	
6		



# June 12, 2024





Wednesday

June 2024

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July 2024

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WEDNESDAY		Notes
	12	
7 <sup>AM</sup>	<b>Review position description</b>	
8	<b>Security documents</b>	
9	<b>Weekly Budget Review;</b> Microsoft Teams Meeting; Gilbert Carlson 	
	<b>FOIA training</b>	
10	<b>FY2026 Budget Brief to Executive Budget Team</b>	
	Microsoft Teams Meeting Gilbert Carlson	
11		
12 <sup>PM</sup>		
	<b>SAGC Monthly Meeting</b> Microsoft Teams Meeting Brianna Ingram  	
1	<b>Beyond Words: Mindfully Connecting with</b> (b)(5) webconference access info FOH Webinars 	
2		
	<b>Review Advisory Proofread edits ;</b> Microsoft Teams Meeting; Nicole Stein	
3		
	<b>Hold</b>	
4		
	<b>PCD Belatedly Welcomes (b)(6);</b> Microsoft Teams Meeting; Nicole Stein	
5		
6		