

August 26, 2024 - September 1, 2024

August 2024							September 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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25	26	27	28	29	30	31	29	30					

Monday, August 26

Nonresponsive records (out of date range)

Tuesday, August 27

Nonresponsive records (out of date range)

Wednesday, August 28

Nonresponsive records (out of date range)

Thursday, August 29

Nonresponsive records (out of date range)

Friday, August 30

Nonresponsive records (out of date range)

Saturday, August 31

Nonresponsive records (out of date range)

Sunday, September 1

September 2, 2024 - September 8, 2024

September 2024							October 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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29	30						27	28	29	30	31		

Monday, September 2

- Labor Day** (United States)

Tuesday, September 3

- 7:10am - 8:30am Email/documents**
- 8:35am - 9:00am Create ITD performance document and sign**
- 9:00am - 9:25am Weekly check in meeting (due to holiday)**
(Microsoft Teams Meeting) - Shelley K. Finlayson
- 9:30am - 9:55am PCD Managers Meeting** - Nicole Stein ↻
- 10:00am - 11:00am Comms** (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein ↻
- 11:05am - 11:45am Weekly check in (due to holiday)** (Microsoft Teams Meeting) - Shelley K. Finlayson
- 1:00pm - 2:30pm Kick Off and Overview** (Microsoft Teams Meeting) - Teresa L. Williamson
- 1:35pm - 2:25pm Supervisor Meeting** (Microsoft Teams Meeting; Main Conference Room; Small Conference Room) - Shelley K. Finlayson
- 3:35pm - 4:00pm PCD agenda**
- 4:10pm - 5:00pm Prepare for presentation**

Wednesday, September 4

- 8:00am - 8:50am Travel to Meeting**
- 9:00am - 11:00am Speaker Invitation: Agency Transition Roundtable - Center for Presidential Transition [In-person]** (600)
- 11:05am - 12:00pm Travel back from meeting**
- 12:30pm - 12:55pm Call with Nicole**
- 1:05pm - 1:30pm Weekly Budget Review** (Microsoft Teams Meeting) - Gilbert Carlson ↻
- 2:00pm - 3:00pm PCD Staff Meeting** (Microsoft Teams Meeting) - Nicole Stein ↻
- 2:40pm - 3:00pm GAO Prep** (Microsoft Teams Meeting) - Elizabeth D. Horton
- 3:00pm - 3:30pm M365 policy** (Microsoft Teams Meeting) - Jennifer Matis
- 3:35pm - 4:00pm Prep**
- 4:00pm - 5:00pm OGE Meeting re: GAO Report on Federal**

Thursday, September 5

- Awards due to BFS**
- 7:10am - 8:30am Document review**
- 9:00am - 10:00am Call re election readiness** (I'll call) - Shelley K. Finlayson
- 10:30am - 11:00am Touch base, re: (b)(5)** (Microsoft Teams)
- 11:05am - 11:30am OPM and OMB memos**
- 12:30pm - 1:00pm Discussion Items: ATO Extension and Due Date**
- 1:00pm - 1:30pm Certify T&A** ↻
- 1:35pm - 2:30pm Call with Deb**
- 2:00pm - 3:00pm General Counsel Exchange Employment Law**
- 2:35pm - 3:00pm FOIA appeal**
- 3:15pm - 4:15pm NEW meeting invite for Leg Team** (Microsoft)
- 4:30pm - 4:45pm Call** (Conference call) - Shelley K. Finlayson
- 5:05pm - 5:30pm Check out** (I'll call) - Shelley K. Finlayson

Friday, September 6

- CWS** ↻
- Transmit FY26 Budget to OMB**
- 1:00pm - 2:00pm Pride In Federal Service Monthly Member Meeting** - Richmond, Orien ↻

Saturday, September 7

Sunday, September 8

September 9, 2024 - September 15, 2024

September 2024							October 2024						
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29	30						27	28	29	30	31		

Monday, September 9

- 7:10am - 8:00am Email/calendar
- 8:40am - 9:30am Call w/ Deb
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 11:10am - 12:00pm Section 508 awareness course
- 1:30pm - 2:00pm Integrity Check-In (Update) (Microsoft Teams Meeting) - Integrity ↻
- 2:05pm - 2:30pm Call w/ Diana
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A. Christopher ↻
- 3:40pm - 4:35pm PCD Managers Meeting - Nicole Stein ↻

Tuesday, September 10

- 9:00am - 9:45am General Counsel Exchange Teleconference FY24 (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 9:35am - 10:00am Review ER Note (Microsoft Teams Meeting) - Nicole Stein
- 10:00am - 11:00am Comms (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein ↻
- 11:30am - 1:00pm Hold
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson ↻
- 2:35pm - 3:15pm CR Email response
- 4:05pm - 4:30pm Slides (Microsoft Teams Meeting) - Shelley K. Finlayson
- 5:00pm - 5:25pm EDP (Nicole) (Microsoft Teams Meeting) - Nicole Stein

Wednesday, September 11

- 7:10am - 8:00am Review documents
- 8:05am - 9:00am Prepare for briefing
- 9:05am - 9:55am OPM Memo on Remote Work (Microsoft Teams Meeting) - Shelley K. Finlayson
- 10:05am - 10:30am Contact for PRB
- 11:40am - 12:30pm Hold
- 12:35pm - 1:00pm Prep
- 1:00pm - 2:00pm Partner agencies briefing with Candidate Team
(b)(5) webconference access info
- 2:00pm - 2:25pm GRECO (Microsoft Teams Meeting) - Elizabeth D. Horton
- 3:30pm - 4:00pm 278 report (Microsoft Teams Meeting) - Deborah J. Bortot
- 4:15pm - 4:40pm GRECO
- 5:00pm - 5:15pm Finalize ER Note (Microsoft Teams Meeting) -

Thursday, September 12

- 7:10am - 8:30am Review/sign documents
- 9:00am - 9:30am Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson ↻
- 10:00am - 11:00am Election Readiness - OGE's Transition Resources (Microsoft Teams Meeting) - Nicole Stein
- 11:30am - 12:00pm Shelley/ (b)(6) (re)Meet and Greet (Microsoft Teams Meeting) - Dale A. Christopher
- 12:00pm - 12:25pm HR Policy (Microsoft Teams Meeting) - Nicole Stein
- 12:35pm - 1:00pm Hold
- 1:00pm - 2:00pm Aimee/Shelley Connect - Aimee Whiteman - WPR
- 2:05pm - 2:45pm Election readiness - operational considerations
- 3:35pm - 4:00pm Call w/ Liz
- 4:00pm - 5:00pm Hiring Policy Discussion, con't. (Microsoft Teams)
- 5:10pm - 5:50pm Private Appointment 🔒

Friday, September 13

- CWS ↻
- OGE succession plan certification due

Saturday, September 14

Sunday, September 15

September 16, 2024 - September 22, 2024

September 2024

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October 2024

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Monday, September 16

- 7:10am - 8:30am Email, presentation, calendar
- 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
- 2:00pm - 2:25pm Election readiness slides, pre-meeting, etc (Microsoft Teams Meeting) - Shelley K. Finlayson
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A. Christopher
- 3:40pm - 4:35pm PCD Managers Meeting - Nicole Stein

Tuesday, September 17

- 7:05am - 7:30am Send Constitution email
- 7:40am - 8:30am Calendaring
- 9:00am - 10:00am OGE Full Year Review as of 8.31.24 (Microsoft Teams Meeting) - Shawna L. Cale
- 10:00am - 11:00am Comms (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein
- 11:05am - 11:25am Review September Event (Microsoft Teams Meeting) - Nicole Stein
- 11:30am - 12:00pm Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting;)
- 2:30pm - 3:30pm Election Readiness (Microsoft Teams Meeting;)
- 3:35pm - 4:00pm Calendaring (Microsoft Teams Meeting) - Nicole
- 5:05pm - 5:30pm Hold
- 5:40pm - 7:00pm Private Appointment

Wednesday, September 18

- 8:30am - 10:00am General Counsel Exchange September Convening (Microsoft Teams Meeting) - General Counsel Exchange
- 10:15am - 11:00am Private Appointment
- 11:00am - 11:50am Private Appointment
- 12:15pm - 1:05pm Private Appointment
- 1:10pm - 2:00pm Private Appointment
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein
- 3:00pm - 4:00pm Fall 2024 Unified Agenda: Director Review (Microsoft Teams Meeting) - Melba Melton
- 4:00pm - 5:30pm Check-In (Microsoft Teams Meeting) - Nicole Stein

Thursday, September 19

- 7:10am - 8:30am Email, SES documents
- 10:00am - 10:30am Certify T&A
- 10:35am - 11:00am Hold
- 11:00am - 1:00pm IEG - ACE Morning Session (Microsoft Teams Meeting) - Ace
- 1:00pm - 2:00pm Election Readiness Meeting (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 3:00pm General Counsel Exchange Employment Law Subgroup Call (Microsoft Teams Meeting) - General Counsel Exchange
- 4:00pm - 4:25pm Close out FY 24 Equity/Discuss FY 25 Equity Plan (Microsoft Teams Meeting) - Nicole Stein
- 4:35pm - 5:00pm presentation outline (Microsoft Teams Meeting) - Shelley K. Finlayson

Friday, September 20

- CWS
- 2:00pm - 3:00pm Partner Agencies Briefing with Candidate Team (b)(5) webconference access info - DavidAFrye

Saturday, September 21

Sunday, September 22

September 23, 2024 - September 29, 2024

September 2024							October 2024						
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29	30						27	28	29	30	31		

Monday, September 23

- 7:10am - 8:00am Review LA
- 8:05am - 8:30am Campaign follow up
- 9:05am - 9:30am Discuss and sign EDP (Phone call) - Shelley K. Finlayson
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 1:00pm - 1:20pm Reasonable Accommodation Request (Microsoft Teams Meeting) - (b)(6)
- 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, September 24

- 9:00am - 9:45am General Counsel Exchange Teleconference FY24 (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 10:00am - 11:00am Comms (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein ↻
- 11:00am - 11:25am Recognition Event - Review your roles (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein
- 11:30am - 11:55am EDP Survey (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein
- 12:10pm - 1:30pm Hold (Microsoft Teams Meeting) - Shelley K. Finlayson
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein
- 2:15pm - 3:00pm Travel to meeting
- 3:00pm - 4:00pm Agency Transition Directors Council (ATDC)
- 4:00pm - 4:50pm Travel from meeting
- 5:00pm - 5:30pm Candidate Report (Microsoft Teams Meeting) -

Wednesday, September 25

- 8:10am - 9:00am Travel to event
- 9:00am - 4:15pm SAVE THE DATE: Annual Employee Recognition Event (Ronald Reagan Building in Washington, D.C.) - Director of OGE

Thursday, September 26

- 7:35am - 8:00am Prep
- 8:00am - 9:30am OGE Briefing with Candidate Team (Microsoft Teams Meeting) - Nicole Stein
- 9:30am - 9:45am debrief (Microsoft Teams Meeting) - Heather A. Jones
- 10:00am - 11:30am OGE Briefing with Candidate Team (Microsoft Teams Meeting) - Nicole Stein
- 11:35am - 12:15pm Call with Diana
- 12:40pm - 1:30pm Call with Nicole
- 2:05pm - 2:30pm Calendar
- 3:30pm - 4:00pm Pre-meeting re: LEF meeting w/NGO on 10/1 (Microsoft Teams Meeting) - Seth Jaffe

Friday, September 27

- CWS ↻
- 10:10am - 11:00am PTT LA

Saturday, September 28

Sunday, September 29

September 30, 2024 - October 6, 2024

September 2024

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October 2024

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Monday, September 30

- 7:10am - 9:00am Email/document review
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:05am - 10:30am SES/PRB
- 11:00am - 11:15am OGE Full Year Review as of 9.24.24 (Microsoft Teams Meeting) - Shawna L. Cale
- 11:40am - 12:30pm Hold
- 1:30pm - 2:00pm Integrity Check-In (Update) (Microsoft Teams Meeting) - Integrity ↻
- 2:05pm - 3:00pm PCD Managers Meeting - Nicole Stein ↻

Tuesday, October 1

Nonresponsive records (out of date range)

Wednesday, October 2

Nonresponsive records (out of date range)

Thursday, October 3

Nonresponsive records (out of date range)

Friday, October 4

Nonresponsive records (out of date range)

Saturday, October 5

Nonresponsive records (out of date range)

Sunday, October 6

Nonresponsive records (out of date range)

September 4, 2024

Wednesday

September 2024

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October 2024

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WEDNESDAY		Notes
	4	
7 ^{AM}		
8	Travel to Meeting	
9	Speaker Invitation: Agency Transition Roundtable - Center for Presidential Transition [In-person] 600 14th St NW (600 14th St NW, Washington, District of Columbia 20005, United States) Sasha Blachman	
10		
11	Travel back from meeting	
12 ^{PM}		
	Call with Nicole	
1	Weekly Budget Review; Microsoft Teams Meeting; Gilbert Carlson	
2	PCD Staff Meeting Microsoft Teams Meeting Nicole Stein	GAO Prep; Microsoft Teams Meeting; Eliza
3	M365 policy; Microsoft Teams Meeting; Jennifer Matis	
	Prep	
4	OGE Meeting re: GAO Report on Federal Financial Disclosure Program Microsoft Teams Meeting Cooper, Jazzmin R	
5		
6		

September 11, 2024


Wednesday

September 2024

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October 2024

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WEDNESDAY		Notes
	11	
7 ^{AM}	Review documents	
8	Prepare for briefing	
9	OPM Memo on Remote Work Microsoft Teams Meeting Shelley K. Finlayson	
10	Contact for PRB	
11		
	Hold	
12 ^{PM}	Prep	
1	Partner agencies briefing with Candidate Team <div style="background-color: black; color: white; padding: 2px;">(b)(5) webconference access info</div> DavidAFrye 	
2	GRECO ; Microsoft Teams Meeting; Elizabeth D. Horton	
3	278 report ; Microsoft Teams Meeting; Deborah J. Bortot	
4	GRECO	
5	Finalize ER Note ; Microsoft Teams Meeting; Nicole Stein	
6		

September 24, 2024

Tuesday

September 2024

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October 2024

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TUESDAY		Notes
	24	
7 ^{AM}		
8		
9	General Counsel Exchange Teleconference FY24 Microsoft Teams Meeting; General Counsel Exchange	
10	Comms Microsoft Teams Meeting; Small Conference Room Nicole Stein	
11	Recognition Event - Review your roles; Microsoft Teams Meeting; Small Conference Room EDP Survey; Microsoft Teams Meeting; Small Conference Room; Nicole Stein	
12 ^{PM}	Hold Microsoft Teams Meeting Shelley K. Finlayson	
1		
2	Supervisor Meeting Microsoft Teams Meeting; Main Conference Shelley K. Finlayson	Travel to meeting
3	Agency Transition Directors Council (ATDC) Monthly Meeting Secretary of War Suite, Room 230A, EEOB (Hybrid Option - Webex) Maher, Sophie C. EOP/OMB	
4	Travel from meeting	
5	Candidate Report; Microsoft Teams Meeting; Heather A. Jones	
6		