

**From:** [Nicole Stein](#)  
**To:** [Jenna R. Mazzella](#)  
**Subject:** Re: Proofread  
**Date:** Sunday, April 14, 2024 5:57:34 PM  
**Attachments:** [image001.png](#)

---

Thank you! I'll let you know if I have any questions.

---

**From:** Jenna R. Mazzella <jrmazzel@oge.gov>  
**Sent:** Thursday, April 11, 2024 4:51:59 PM  
**To:** Nicole Stein <nstein@oge.gov>  
**Subject:** RE: Proofread

Hi Nicole,

Thanks for your flexibility on timing! I was able to prioritize this proofread and I completed my review this afternoon. My edits and comments are included in the live version of the document. As a general rule, I have only made changes directly in the text where there were obvious typos with an obvious fix (all in track changes). If there were multiple ways to fix an apparent error, or it was debatable whether something was an error, or I was merely making a stylistic suggestion, I have included those edits in comments in the document, rather than making the change directly to the text.

Please let me know if you have any questions or if it would be helpful to discuss. Thanks!

Best,  
Jenna

Jenna R. Mazzella (Kennedy)  
Assistant Counsel, Ethics Law & Policy Branch  
Office of Government Ethics  
[jenna.mazzella@oge.gov](mailto:jenna.mazzella@oge.gov)  
(202) 482-9201

---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Tuesday, April 9, 2024 6:15 PM  
**To:** Jenna R. Mazzella <jrmazzel@oge.gov>  
**Subject:** RE: Proofread

Yes, that will work. There are tracked changes in the document, if you could keep those and then add your edits on top of that. This way Shelley is receiving a "cleaner" copy. Thanks in advance for your help. (b)(6)

---

**From:** Nicole Stein  
**Sent:** Thursday, April 4, 2024 4:34 PM  
**To:** Jenna R. Mazzella <[jrmazzel@oge.gov](mailto:jrmazzel@oge.gov)>  
**Subject:** RE: Proofread

Let's touch base (b) (6) – and I'll see where we are in the process. Enjoy your time off.

---

**From:** Jenna R. Mazzella <[jrmazzel@oge.gov](mailto:jrmazzel@oge.gov)>  
**Sent:** Thursday, April 4, 2024 4:33 PM  
**To:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Subject:** RE: Proofread

Hi Nicole,

Thanks for sending! As a heads up, (b)(6), I anticipate I'll be able to complete a proof within by Tuesday 4/16. Will that work in your schedule?

Best,  
Jenna


Jenna R. Mazzella (Kennedy)  
Assistant Counsel, Ethics Law & Policy Branch  
Office of Government Ethics  
[jenna.mazzella@oge.gov](mailto:jenna.mazzella@oge.gov)  
(202) 482-9201

---

**From:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Sent:** Thursday, April 4, 2024 4:30 PM  
**To:** Jenna R. Mazzella <[jrmazzel@oge.gov](mailto:jrmazzel@oge.gov)>  
**Subject:** Proofread

Jenna,

I think this will be proofread twice, once now and once after Shelley has reviewed.

 [The Presidential Transition Guide 2024 \(04.2.24\).docx](#)

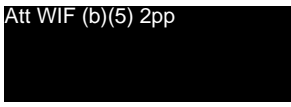
Once you've seen the length of the document (large font) – let me know how long you it will take you to review given your other work.

Thanks in advance. Nicole

**From:** [Suzanne L. Meyer](#)  
**To:** [Nicole Stein](#)  
**Subject:** RE: Proofread  
**Date:** Thursday, March 14, 2024 12:33:37 PM  
**Attachments:** [SLM edited 6 month report.docx](#)

---

Hi Nicole,

Att WIF (b)(5) 2pp  


Please see attached.

Thanks,

Suzanne

---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Thursday, March 14, 2024 11:58 AM  
**To:** Suzanne L. Meyer <slmeyer@oge.gov>  
**Subject:** RE: Proofread

Sorry – for this document it would help me to see the changes in tracked changes.

The autosave is only if a document is already shared to the one drive or if you start with a new word document and you actively turn on autosaving which then saves it to the one drive.

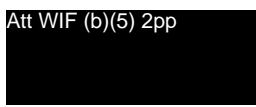
---

**From:** Suzanne L. Meyer <slmeyer@oge.gov>  
**Sent:** Thursday, March 14, 2024 11:13 AM  
**To:** Nicole Stein <nstein@oge.gov>  
**Subject:** RE: Proofread

I don't see my edits. I didn't know if it was automatically updating or not. Please let me know if you need me to do this again and turn on track changes. I removed a hyphen or two, added some commas, added suggested wording, etc.

---

**From:** Suzanne L. Meyer  
**Sent:** Thursday, March 14, 2024 11:12 AM  
**To:** Nicole Stein <nstein@oge.gov>  
**Subject:** RE: Proofread

Att WIF (b)(5) 2pp  


Hi Nicole,

Please see attached.


Thanks,

Suzanne

---

**From:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Sent:** Thursday, March 14, 2024 10:48 AM  
**To:** Suzanne L. Meyer <[slmeyer@oge.gov](mailto:slmeyer@oge.gov)>  
**Subject:** Proofread

Att WIF (b)(5) 2pp

A black rectangular redaction box covers the content of the email attachment.

Suzanne,

Do you have time review this document today, by 4pm? It will be part of a larger report that goes to Congress.

Thanks.

**From:** [Shelley K. Finlayson](#)  
**To:** [Heather A. Jones](#)  
**Subject:** RE: Heather A. Jones shared "The Presidential Transition Guide 2024 - 1.23.24" with you  
**Date:** Thursday, February 1, 2024 11:45:10 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)

Thanks Heather and for your follow up call. This works great for accessing/reviewing the file.

**From:** Heather A. Jones <hajones@oge.gov>  
**Sent:** Wednesday, January 31, 2024 3:06 PM  
**To:** David J. Apol <djapol@oge.gov>; Deborah J. Bortot <djbortot@oge.gov>; Nicole Stein <nstein@oge.gov>; Shelley K. Finlayson <skfinlay@oge.gov>  
**Subject:** Heather A. Jones shared "The Presidential Transition Guide 2024 - 1.23.24" with you



## Heather A. Jones shared a file with you

I have moved it to Election Readiness. Please use this link.



[The Presidential Transition Guide 2024 1.23.24](#)



This link will work for anyone in U.S. Office of Government Ethics.

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**From:** [Heather A. Jones](#)  
**To:** [David J. Apol](#); [Deborah J. Bortot](#)  
**Subject:** RE: Heather A. Jones shared "The Presidential Transition Guide 2024" with you  
**Date:** Monday, January 22, 2024 9:06:58 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)

---

Yes, all of that came from Nicole.

---

**From:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Sent:** Friday, January 19, 2024 7:19 PM  
**To:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Subject:** RE: Heather A. Jones shared "The Presidential Transition Guide 2024" with you

Thanks for moving this!

I've reviewed and left comments. Is the (b) (5) stuff new? I don't see some of the stuff in there.

Give me a call if any of my comments are unclear or need discussion.

Thanks again!

Dave

---

**From:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Sent:** Tuesday, January 16, 2024 3:09 PM  
**To:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Subject:** Heather A. Jones shared "The Presidential Transition Guide 2024" with you



## Heather A. Jones shared a file with you

Dave- Shelley requested a reorganization of the transition guide. I have tried to do that here. The information about setting up the WH ethics office comes from Nicole's edits to the guide.

Thanks,  
Heather



[The Presidential Transition Guide 2024](#)



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**From:** [Heather A. Jones](#)  
**To:** [Deborah J. Bortot](#)  
**Subject:** Heather A. Jones shared "The Presidential Transition Guide 2024" with you  
**Date:** Tuesday, January 2, 2024 5:06:53 PM  
**Attachments:** [AttachedImage](#)  
[AttachedImage](#)  
[AttachedImage](#)  
[AttachedImage](#)



## Heather A. Jones shared a file with you

I think this is ready for your review. I incorporated some of Nicole's content but not all of the organization. Let me know what you think. I based it on our conversation with Shelley.



The Presidential Transition Guide 2024



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**From:** [Nicole Stein](#)  
**To:** [Heather A. Jones](#)  
**Subject:** RE: If you send me the language for the transition guide I can add it in  
**Date:** Monday, April 1, 2024 4:17:25 PM

---

Thanks – I think (b)(5) deliberative is a great way to frame it.

---

**From:** Heather A. Jones <hajones@oge.gov>  
**Sent:** Monday, April 1, 2024 4:09 PM  
**To:** Nicole Stein <nstein@oge.gov>  
**Subject:** RE: If you send me the language for the transition guide I can add it in

I would put it on at the top of page (b) (5) after this section:

(b)(5) deliberative [Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

I might call it “(b)(5) deliberative”

---

**From:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Sent:** Monday, April 1, 2024 4:05 PM  
**To:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Subject:** RE: If you send me the language for the transition guide I can add it in

Can you also let me know where you suggest this is added. Is a transition sentence needed?

---

**From:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Sent:** Monday, April 1, 2024 3:44 PM  
**To:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Subject:** RE: If you send me the language for the transition guide I can add it in

(b)(5) deliberative  
[Redacted]

[Redacted]

[Redacted]

(b)(5) deliberative  
[Redacted]

---

**From:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Sent:** Monday, April 1, 2024 2:28 PM  
**To:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Subject:** If you send me the language for the transition guide I can add it in

Then you don't have to monitor when you are able to open the document

**From:** [Nicole Stein](#)  
**To:** [Shelley K. Finlayson](#)  
**Subject:** In your queue: Transition Guide  
**Date:** Wednesday, April 17, 2024 12:21:40 PM

---

Afternoon,

Was nice to see you and Grant on screen today!

The next draft of the Transition Guide is ready for your review. I've saved a mostly clean copy for you – at this point I think that will be the easiest to review. Section 1 – incorporates the few additions Deb, Heather and Dave suggested. Section 2 and 3 have been significantly updated since you last saw the draft and include edits from Chris, Seth, and Dave. I left a few comments in for discussion/consideration. Diana/Tracy also reviewed the document. The document has also been proofread by Jenna (and edits incorporated) and I worked on the overall formatting of the document.

I have a draft with comments/tracked changes if that is helpful to see.

After your review/edits – I think we'll need everyone to read after the final proofread to make sure no errors/misstatements have been introduced since so many people have been in the document.

Last note: Dave/Seth/Chris recommend keeping (b)(5) deliberative since there is a distinction between (b)(5) deliberative . Happy to discuss.

(b)(5) internal OGE network address

Reminder – since its saved to the (b)(5) internal OGE, autosave is not on.

Nicole

**From:** [Seth Jaffe](#)  
**To:** [Heather A. Jones](#)  
**Cc:** [Deborah J. Bortot](#)  
**Subject:** RE: Items for Review  
**Date:** Monday, December 4, 2023 2:06:17 PM

---

Thank you very much, Heather.

---

**From:** Heather A. Jones <hajones@oge.gov>  
**Sent:** Monday, December 4, 2023 12:39 PM  
**To:** David J. Apol <djapol@oge.gov>; Seth Jaffe <sjaffe@oge.gov>  
**Cc:** Deborah J. Bortot <djbortot@oge.gov>  
**Subject:** Items for Review

Dave and Seth:

Here is a link to the LA on the Public Financial Disclosure Guide for your review:

**(b)(5) internal OGE network address**

Deb can confirm, but I think the Guide is likely to be finished in January. She has reviewed the LA.

Dave-

I also wanted to remind you that you have the following for review:

LA on Robo-Advisor Accounts: **(b)(5) internal OGE network address**

The Transition Guide: **(b)(5) internal OGE network address**

Thanks,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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**From:** [Shelley K. Finlayson](#)  
**To:** [Nicole Stein](#)  
**Subject:** RE: link to transition guide  
**Date:** Thursday, April 18, 2024 11:32:18 AM

---

Let's try for 3

---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Thursday, April 18, 2024 11:24 AM  
**To:** Shelley K. Finlayson <skfinlay@oge.gov>  
**Subject:** RE: link to transition guide

I do have time. I was going to (b)(6) from 2-3 but am otherwise free.

---

**From:** Shelley K. Finlayson <skfinlay@oge.gov>  
**Sent:** Thursday, April 18, 2024 11:09 AM  
**To:** Nicole Stein <nstein@oge.gov>  
**Subject:** RE: link to transition guide

Do you have time this afternoon to have a conversation about this? (b)(5) deliberative  
(b)(5) deliberative . I am wondering if design could help with some of it or whether it need more revision.

---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Thursday, April 18, 2024 8:30 AM  
**To:** Shelley K. Finlayson <skfinlay@oge.gov>  
**Subject:** RE: link to transition guide

(b)(5) internal OGE network address

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**From:** Shelley K. Finlayson <skfinlay@oge.gov>  
**Sent:** Thursday, April 18, 2024 8:26 AM  
**To:** Nicole Stein <nstein@oge.gov>  
**Subject:** link to transition guide

GM –

Will you please re-send me the link to the current transition guide?

Thanks,  
Shelley

**From:** [Christopher J. Swartz](#)  
**To:** [Nicole Stein](#); [Diana Veilleux](#); [Tracy Hurston](#); [David J. Apol](#); [Seth Jaffe](#); [Deborah J. Bortot](#); [Heather A. Jones](#); [Megan V. Granahan](#)  
**Subject:** RE: Next Steps: Transition Guide  
**Date:** Thursday, April 18, 2024 9:52:57 PM  
**Attachments:** [image001.png](#)

---

I've reviewed and provided a few technical comments as well as suggestions to part 3 to make the section more forceful re: (b)(5) deliberative. Thanks, Nicole!

Christopher J. Swartz  
Senior Associate Counsel  
U.S. Office of Government Ethics

(202) 482-9267  
Follow OGE @OfficeGovEthics

---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Thursday, April 18, 2024 5:43 PM  
**To:** Diana Veilleux <dveilleu@oge.gov>; Tracy Hurston <thurston@oge.gov>; David J. Apol <djapol@oge.gov>; Seth Jaffe <sjaffe@oge.gov>; Deborah J. Bortot <djbortot@oge.gov>; Heather A. Jones <hajones@oge.gov>; Christopher J. Swartz <cjswartz@oge.gov>; Megan V. Granahan <mvgranah@oge.gov>  
**Subject:** Next Steps: Transition Guide

Good evening,

The document is nearing final. Shelley has reviewed, and at this point, her comments will be addressed thru the design process. I am asking everyone to read the document one more time to identify any inaccuracies or lingering grammatical errors that may have been introduced in the editing/proofing (the document was proofread by Jenna) process. Also, if you have a reaction/ideas to a few ideas for a new title, please respond to the comment bubble. By the end of next week, please let me know if anything is "wrong" and what your suggested edit is to correct the sentence.

Note: The colors are placeholders so I can show Tiffany the concept of three color schemes.

In the meantime, I will begin to work with Tiffany on some of the design elements.

 [The Presidential Transition Guide 2024 \(04.16.24\)\(SKF\).docx](#)

Have a nice weekend. Nicole

**From:** [Nicole Stein](#)  
**To:** [Christopher J. Swartz](#)  
**Subject:** Nicole Stein mentioned you in "The Presidential Transition Guide 2024 (04.2.24)".  
**Date:** Thursday, April 4, 2024 2:10:06 PM  
**Attachments:** [AttachedImage](#)  
[AttachedImage](#)  
[AttachedImage](#)  
[AttachedImage](#)  
[AttachedImage](#)

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The Presidential Transition Guide 2024 (04.2.24).docx



You left a comment



Nicole Stein mentioned you

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[Why am I receiving this notification from Office?](#)



**From:** [Christopher J. Swartz](#)  
**To:** [Nicole Stein](#); [David J. Apol](#)  
**Subject:** RE: Nicole Stein shared "The Presidential Transition Guide 2024 (04.2.24)" with you  
**Date:** Monday, April 15, 2024 11:16:06 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)  
[image008.png](#)  
[image009.png](#)

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Nicole-

I have reviewed and made changes based on Dave's comments. I added / modified a few sentences to increase (b)(5) deliberative [REDACTED] I addressed a few of Jenna's comments but didn't make the typographical suggestions as I assume those are being dealt with at a higher level (maybe Jenna should make them?). When we are talking about (b)(5) deliberative [REDACTED] ?

Christopher J. Swartz  
Senior Associate Counsel  
U.S. Office of Government Ethics

(202) 482-9267  
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---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Monday, April 15, 2024 8:50 AM  
**To:** David J. Apol <djapol@oge.gov>  
**Cc:** Christopher J. Swartz <cjswartz@oge.gov>  
**Subject:** Re: Nicole Stein shared "The Presidential Transition Guide 2024 (04.2.24)" with you

Chris, can you also review and address any you think you are able to. Thanks.

---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Monday, April 15, 2024 7:59:19 AM  
**To:** David J. Apol <djapol@oge.gov>  
**Cc:** Christopher J. Swartz <cjswartz@oge.gov>  
**Subject:** Re: Nicole Stein shared "The Presidential Transition Guide 2024 (04.2.24)" with you

Thanks, I will review today or tomorrow and follow up as needed.

---

**From:** David J. Apol <djapol@oge.gov>  
**Sent:** Sunday, April 14, 2024 10:32:24 PM  
**To:** Nicole Stein <nstein@oge.gov>  
**Cc:** Christopher J. Swartz <cjswartz@oge.gov>

**Subject:** FW: Nicole Stein shared "The Presidential Transition Guide 2024 (04.2.24)" with you

I've added my comments to the transition guide. They are quite limited, but I do think that our (b)(5) deliberative need to be a little stronger.

Dave

**From:** Nicole Stein <nstein@oge.gov>

**Sent:** Tuesday, April 2, 2024 7:12 PM

**To:** Christopher J. Swartz <cjswartz@oge.gov>; David J. Apol <djapol@oge.gov>; Deborah J. Bortot <djbortot@oge.gov>; Diana Veilleux <dveille@oge.gov>; Heather A. Jones <hajones@oge.gov>; Megan V. Granahan <mvgranah@oge.gov>; Seth Jaffe <sjaffe@oge.gov>; Tracy Hurston <thurston@oge.gov>

**Subject:** Nicole Stein shared "The Presidential Transition Guide 2024 (04.2.24)" with you



## Nicole Stein invited you to access a file

Moving this back over to One Drive, (b)(5) deliberative rproated the edits we discussed and a few other edits, streamlined teh (b)(5) deliberative section, took a pass a tthe table of contents. Dave, I'll check in with you tomorrow to see if you had any other edits/comments to share. Still need to compile the ideas for (b)(5) deliberative



[The Presidential Transition Guide 2024 \(04.2.24\)](#)



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**From:** [Nicole Stein](#)  
**To:** [Christopher J. Swartz](#); [Seth Jaffe](#)  
**Subject:** Nicole Stein shared "WH Ethics Program" with you  
**Date:** Monday, March 4, 2024 5:32:47 PM  
**Attachments:** [AttachedImage](#)  
[AttachedImage](#)  
[AttachedImage](#)  
[AttachedImage](#)



## Nicole Stein shared a file with you

For Wednesday, I pulled out the WH content into a separate document- I think it will be easier to review as a separate from the nominee content.



WH Ethics Program



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**From:** [Heather A. Jones](#)  
**To:** [Diana Veilleux](#)  
**Cc:** [Deborah J. Bortot](#)  
**Subject:** Question about Integrity for the Transition Guide  
**Date:** Friday, October 13, 2023 12:50:30 PM

---

Diana-

The Transition Guide currently says this about Integrity:  
If a prospective nominee is not already an *Integrity* user, the PTT or the White House creates a cloaked account for them. The cloaked account ensures that the prospective nominee's real identity is not added to the MAX.gov User Directory and instead uses a system-generated email address to maintain confidentiality. Cloaked accounts have been used since the launch of *Integrity* in 2015 and are a regular part of the nominee review process.

I understand that Max is ending or that Integrity won't be in Max. Will we need to change this language for the next transition? If so, do you have suggested language?

Thanks,  
Heather

Heather Jones  
Senior Counsel  
(202) 482-9316  
U.S. Office of Government Ethics

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**From:** [Megan V. Granahan](#)  
**To:** [Heather A. Jones](#)  
**Cc:** [Deborah J. Bortot](#)  
**Subject:** RE: Section for Transition Guide  
**Date:** Thursday, December 21, 2023 11:19:05 AM

---

Hi Heather,  
I think it's good as is, but suggested a couple tweaks just because the second and third sentences were very similar. Also added a few missing words.  
Thanks,  
m

---

**From:** Heather A. Jones <hajones@oge.gov>  
**Sent:** Wednesday, December 20, 2023 5:30 PM  
**To:** Megan V. Granahan <mvgranah@oge.gov>  
**Cc:** Deborah J. Bortot <djbortot@oge.gov>  
**Subject:** Section for Transition Guide

I'm drafting something about the review of WH reports for the Transition Guide. Does this seem okay? Please edit at will:

(b)(5) deliberative



Thanks,  
Heathre

Heather Jones (she/her/hers)

Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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**From:** [Megan V. Granahan](#)  
**To:** [Heather A. Jones](#)  
**Cc:** [Deborah J. Bortot](#)  
**Subject:** RE: Section for Transition Guide  
**Date:** Thursday, December 21, 2023 9:47:32 AM

---

I will get back to you shortly with any comments!

---

**From:** Heather A. Jones <hajones@oge.gov>  
**Sent:** Wednesday, December 20, 2023 5:30 PM  
**To:** Megan V. Granahan <mvgranah@oge.gov>  
**Cc:** Deborah J. Bortot <djbortot@oge.gov>  
**Subject:** Section for Transition Guide

I'm drafting something about the review of WH reports for the Transition Guide. Does this seem okay? Please edit at will:

(b)(5) deliberative



Thanks,  
Heathre

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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Follow OGE on X: [@OfficeGovEthics](https://twitter.com/OfficeGovEthics)



**From:** [Nicole Stein](#)  
**To:** [Shelley K. Finlayson](#)  
**Subject:** RE: Shelley K. Finlayson shared "The Presidential Transition Guide (skf)(nes)" with you  
**Date:** Thursday, March 14, 2024 9:41:45 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)  
[image006.png](#)  
[image007.png](#)

---

I've reviewed – I like your additional edits. I took a rough pass at two of your comments that asked for more content.

Once its shared back with everyone - I'll continue, with Seth/Chris, to work on the WH Ethics Program. I think it will be a little easier once they see the edits we've made.

---

**From:** Shelley K. Finlayson <[skfinlay@oge.gov](mailto:skfinlay@oge.gov)>  
**Sent:** Thursday, March 14, 2024 9:03 AM  
**To:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Subject:** RE: Shelley K. Finlayson shared "The Presidential Transition Guide (skf)(nes)" with you

Yes, you can.

---

**From:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Sent:** Thursday, March 14, 2024 8:59 AM  
**To:** Shelley K. Finlayson <[skfinlay@oge.gov](mailto:skfinlay@oge.gov)>  
**Subject:** RE: Shelley K. Finlayson shared "The Presidential Transition Guide (skf)(nes)" with you

Sure, can I accept changes/delete non-relevant comments to make the documents cleaner?

---

**From:** Shelley K. Finlayson <[skfinlay@oge.gov](mailto:skfinlay@oge.gov)>  
**Sent:** Thursday, March 14, 2024 8:51 AM  
**To:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Subject:** Shelley K. Finlayson shared "The Presidential Transition Guide (skf)(nes)" with you



**Shelley K. Finlayson invited you to access a file**

I have taken a pass. Will you please take a quick look and see what you think? I t

tried to further cut/consolidate and tried to make the 3rd section a little more parallel/added some ideas.



[The Presidential Transition Guide \(skf\)\(nes\)](#)



This invite will only work for you and people with existing access.

Open

Share



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UNITED STATES OFFICE OF  
GOVERNMENT ETHICS

**From:** [Heather A. Jones](#)  
**To:** [Deborah J. Bortot](#)  
**Subject:** RE: supervisor meeting  
**Date:** Tuesday, February 13, 2024 11:03:35 AM

---

Yes

---

**From:** Deborah J. Bortot <djbortot@oge.gov>  
**Sent:** Tuesday, February 13, 2024 10:55 AM  
**To:** Heather A. Jones <hajones@oge.gov>  
**Subject:** supervisor meeting

Heather,

Is the transition guide still with Shelley?

Thanks,  
Deb

**From:** [Heather A. Jones](#)  
**To:** [Shelley K. Finlayson](#)  
**Cc:** [Deborah J. Bortot](#)  
**Subject:** The Presidential Transition Guide - Proposed New Structure for 2024v2.docx  
**Date:** Tuesday, December 19, 2023 2:21:13 PM  
**Attachments:** [The Presidential Transition Guide - Proposed New Structure for 2024v2.docx](#)

---

Attachment WIF (b)(5) 39 pp

Here is the version currently available in your folder.

**From:** [Heather A. Jones](#)  
**To:** [Nicole Stein](#); [Deborah J. Bortot](#)  
**Cc:** [Shelley K. Finlayson](#)  
**Subject:** Re: The Presidential Transition Guide - Proposed New Structure for 2024v3.docx  
**Date:** Wednesday, December 27, 2023 3:21:11 PM

---

Thanks, I did significant work on it last week. I will send it around after Deb has a chance to look at it

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Wednesday, December 27, 2023 11:51:09 AM  
**To:** Deborah J. Bortot <djbortot@oge.gov>; Heather A. Jones <hajones@oge.gov>  
**Cc:** Shelley K. Finlayson <skfinlay@oge.gov>  
**Subject:** The Presidential Transition Guide - Proposed New Structure for 2024v3.docx

Attachment WIF (b)(5)  
24 pp

Good morning,

I took a rough pass at grouping the content by the three time periods and an attempt at pulling out action items for each section. See attached.

I significantly updated the WH ethics program section and combined the resources/contacts based on feedback Shelley provided.

Hope this helps move the ball forward on this document.

Nicole

**From:** [Seth Jaffe](#)  
**To:** [Nicole Stein](#)  
**Subject:** RE: The Presidential Transition Guide 2024 (03.14.24).docx  
**Date:** Monday, March 25, 2024 6:29:24 PM

---

Hi Nicole,

Thanks, and I look forward to our discussion tomorrow.

Thanks again,  
eth

---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Monday, March 25, 2024 5:23 PM  
**To:** Seth Jaffe <sjaffe@oge.gov>; Christopher J. Swartz <cjswartz@oge.gov>; David J. Apol <djapol@oge.gov>  
**Subject:** RE: The Presidential Transition Guide 2024 (03.14.24).docx

Attachment named "The Presidential Transition Guide 2024 (SHJ)(nes) (03.25.24).docx" WIF (b)(5) 44 pp

+my edits. I echo Seth's comments. I think we have a really strong draft/updated framework to work from.

---

**From:** Seth Jaffe <sjaffe@oge.gov>  
**Sent:** Monday, March 25, 2024 5:01 PM  
**To:** Christopher J. Swartz <cjswartz@oge.gov>; Nicole Stein <nstein@oge.gov>; David J. Apol <djapol@oge.gov>  
**Subject:** RE: The Presidential Transition Guide 2024 (03.14.24).docx

Attachment named "The Presidential Transition Guide 2024 (SHJ) (03.25.24).docx" WIF (b)(5) 48 pp

Der folks,

I have attached my comments, edits, redlines to Part 2 of the excellent draft that Chris circulated on 3/19/24.

Thanks, and I lo forward to our discussion tomorrow at 3:30pm.

Seth

---

**From:** Christopher J. Swartz <cjswartz@oge.gov>  
**Sent:** Tuesday, March 19, 2024 12:31 PM  
**To:** Nicole Stein <nstein@oge.gov>; David J. Apol <djapol@oge.gov>; Seth Jaffe <sjaffe@oge.gov>  
**Subject:** The Presidential Transition Guide 2024 (03.14.24).docx

Nicole, Dave, Seth-

I have updated the transition guide with a rough draft of Part 2. I didn't update the resources yet, as I wanted to get your comments back. Dave & Seth have not reviewed and right now we are scheduled to do so on Friday. So the draft is not ready, in any regard, for prime time. However, I wanted to get it out to you so that you can provide structural/macro-comments back.

-Chris

**From:** [Christopher J. Swartz](#)  
**To:** [Nicole Stein](#); [Seth Jaffe](#); [David J. Apol](#)  
**Subject:** RE: The Presidential Transition Guide 2024 (03.14.24).docx  
**Date:** Monday, March 25, 2024 7:29:19 PM

---

Thanks, Nicole & Seth-

I look forward to talking tomorrow afternoon. I don't plan on making updates until after we have spoken, however, all the changes you have so far suggested are completely do-able.

Christopher J. Swartz  
Senior Associate Counsel  
U.S. Office of Government Ethics

(202) 482-9267  
Follow OGE [@OfficeGovEthics](#)

---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Monday, March 25, 2024 5:23 PM  
**To:** Seth Jaffe <sjaffe@oge.gov>; Christopher J. Swartz <cjswartz@oge.gov>; David J. Apol <djapol@oge.gov>  
**Subject:** RE: The Presidential Transition Guide 2024 (03.14.24).docx

+my edits. I echo Seth's comments. I think we have a really strong draft/updated framework to work from.

---

**From:** Seth Jaffe <sjaffe@oge.gov>  
**Sent:** Monday, March 25, 2024 5:01 PM  
**To:** Christopher J. Swartz <cjswartz@oge.gov>; Nicole Stein <nstein@oge.gov>; David J. Apol <djapol@oge.gov>  
**Subject:** RE: The Presidential Transition Guide 2024 (03.14.24).docx

Der folks,

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Thanks, and I lo forward to our discussion tomorrow at 3:30pm.

Seth

---

**From:** Christopher J. Swartz <cjswartz@oge.gov>  
**Sent:** Tuesday, March 19, 2024 12:31 PM  
**To:** Nicole Stein <nstein@oge.gov>; David J. Apol <djapol@oge.gov>; Seth Jaffe <sjaffe@oge.gov>  
**Subject:** The Presidential Transition Guide 2024 (03.14.24).docx

Nicole, Dave, Seth-

I have updated the transition guide with a rough draft of Part 2. I didn't update the resources yet, as I



wanted to get your comments back. Dave & Seth have not reviewed and right now we are scheduled to do so on Friday. So the draft is not ready, in any regard, for prime time. However, I wanted to get it out to you so that you can provide structural/macro-comments back.

-Chris

**From:** [Christopher J. Swartz](#)  
**To:** [Nicole Stein](#)  
**Subject:** RE: The Presidential Transition Guide 2024 (03.14.24).docx  
**Date:** Thursday, March 21, 2024 9:14:14 AM

---

Sounds great, thank you!

Christopher J. Swartz  
Senior Associate Counsel  
U.S. Office of Government Ethics

(202) 482-9267  
Follow OGE @OfficeGovEthics

---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Thursday, March 21, 2024 9:01 AM  
**To:** Christopher J. Swartz <cjswartz@oge.gov>  
**Subject:** RE: The Presidential Transition Guide 2024 (03.14.24).docx

Overall – I really like the approach you took and think captured the key items. I'll send over a few comments next week before we all meet to discuss.

---

**From:** Christopher J. Swartz <cjswartz@oge.gov>  
**Sent:** Tuesday, March 19, 2024 12:31 PM  
**To:** Nicole Stein <nstein@oge.gov>; David J. Apol <djapol@oge.gov>; Seth Jaffe <sjaffe@oge.gov>  
**Subject:** The Presidential Transition Guide 2024 (03.14.24).docx

Nicole, Dave, Seth-

I have updated the transition guide with a rough draft of Part 2. I didn't update the resources yet, as I wanted to get your comments back. Dave & Seth have not reviewed and right now we are scheduled to do so on Friday. So the draft is not ready, in any regard, for prime time. However, I wanted to get it out to you so that you can provide structural/macro-comments back.

-Chris

**From:** [Nicole Stein](#)  
**To:** [Seth Jaffe](#); [David J. Apol](#)  
**Subject:** RE: The Presidential Transition Guide 2024 (03.14.24).docx  
**Date:** Tuesday, March 19, 2024 12:57:54 PM

---

Thank you!

---

**From:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>  
**Sent:** Tuesday, March 19, 2024 12:58 PM  
**To:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>; David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Subject:** RE: The Presidential Transition Guide 2024 (03.14.24).docx

Hi Nicole,

That is fine with me and now that the 3/26 meeting w/Shelley has been pushed back until 4/1 the premeeting should be able to be moved until next week. Let's meet at 3:30pm on the 26<sup>th</sup> now that is available. I will send out a meeting invite.

Thanks,  
Seth

---

**From:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Sent:** Tuesday, March 19, 2024 12:49 PM  
**To:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>  
**Subject:** RE: The Presidential Transition Guide 2024 (03.14.24).docx

Dave and Seth,

Can I be included in that meeting – possible to reschedule to next week? I think that might make the process smoother if we can all discuss/provide feedback at the same time.

Nicole

---

**From:** Christopher J. Swartz <[cjswartz@oge.gov](mailto:cjswartz@oge.gov)>  
**Sent:** Tuesday, March 19, 2024 12:31 PM  
**To:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>; David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>  
**Subject:** The Presidential Transition Guide 2024 (03.14.24).docx

Nicole, Dave, Seth-

I have updated the transition guide with a rough draft of Part 2. I didn't update the resources yet, as I wanted to get your comments back. Dave & Seth have not reviewed and right now we are scheduled to do so on Friday. So the draft is not ready, in any regard, for prime time. However, I wanted to get it out to you so that you can provide structural/macro-comments back.

-Chris

**From:** [Christopher J. Swartz](#)  
**To:** [Nicole Stein](#); [David J. Apol](#); [Seth Jaffe](#)  
**Subject:** The Presidential Transition Guide 2024 (03.14.24).docx  
**Date:** Tuesday, March 19, 2024 12:31:33 PM  
**Attachments:** [The Presidential Transition Guide 2024 \(03.14.24\).docx](#)

---

Attachment WIF (b)(5) 48 pp

Nicole, Dave, Seth-

I have updated the transition guide with a rough draft of Part 2. I didn't update the resources yet, as I wanted to get your comments back. Dave & Seth have not reviewed and right now we are scheduled to do so on Friday. So the draft is not ready, in any regard, for prime time. However, I wanted to get it out to you so that you can provide structural/macro-comments back.

-Chris

**From:** [Nicole Stein](#)  
**To:** [Christopher J. Swartz](#); [Seth Jaffe](#)  
**Cc:** [David J. Apol](#)  
**Subject:** RE: The Presidential Transition Guide 2024 (SHJ)(nes)(03.26.24).docx  
**Date:** Thursday, March 28, 2024 9:15:36 AM

---

I like your suggested edit. I'll add that in. Seth, I made an edit to address your comment. I am cleaning up the document, making sure we always say WH and OVP and adding the acronyms where we have it spelled out. I'll also add in the resources you suggested

Dave, would you like to review the draft one more time before it is sent to Shelley.

---

**From:** Christopher J. Swartz <cjswartz@oge.gov>  
**Sent:** Thursday, March 28, 2024 9:06 AM  
**To:** Seth Jaffe <sjaffe@oge.gov>; Nicole Stein <nstein@oge.gov>  
**Cc:** David J. Apol <djapol@oge.gov>  
**Subject:** RE: The Presidential Transition Guide 2024 (SHJ)(nes)(03.26.24).docx

Nicole-

I looked at the changes quickly. I think they all make sense, except I wonder about where we

(b) (5)  
[Redacted]

(b) (5)  
[Redacted]

[Redacted]

I am on the fence about (b) (5)  
[Redacted]?

If we cut discussion of (b) (5) [Redacted], then no link to that.

Christopher J. Swartz  
Senior Associate Counsel  
U.S. Office of Government Ethics

(202) 482-9267  
Follow OGE @OfficeGovEthics

---

**From:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>  
**Sent:** Thursday, March 28, 2024 8:55 AM  
**To:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Cc:** Christopher J. Swartz <[cjswartz@oge.gov](mailto:cjswartz@oge.gov)>; David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Subject:** RE: The Presidential Transition Guide 2024 (SHJ)(nes)(03.26.24).docx

Attachment named "The Presidential Transition Guide 2024 (nes)(SHJ)3.28.docx" WIF per (b)(5)–deliberative draft

Hi Nicole,

I have reviewed and I added my (minor) comments (see attached).

Chris – Excellent job.

Thanks,  
Seth

---

**From:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Sent:** Wednesday, March 27, 2024 5:24 PM  
**To:** Christopher J. Swartz <[cjswartz@oge.gov](mailto:cjswartz@oge.gov)>; David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>  
**Subject:** RE: The Presidential Transition Guide 2024 (SHJ)(nes)(03.26.24).docx

Seth/Dave – see my proposed edits in tracked changes.

Chris, while we are reviewing this content – do you want to look at the resources and see if there is anything else you want to suggest?

---

**From:** Christopher J. Swartz <[cjswartz@oge.gov](mailto:cjswartz@oge.gov)>  
**Sent:** Wednesday, March 27, 2024 12:30 PM  
**To:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>; Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Subject:** The Presidential Transition Guide 2024 (SHJ)(nes)(03.26.24).docx

Please see the updated version of the PTG here. I amended the first section (b)(5) deliberative to match our discussion. I had to move things around a little, but I think it flows nicely now. I updated the (b)(5) deliberative; I updated the (b)(5) deliberative; and I added the (b)(5) deliberative language to the front of applicable narrative sections. Please let me know your thoughts and what other changes you would like.  
-Chris

**From:** [Seth Jaffe](#)  
**To:** [Nicole Stein](#); [Christopher J. Swartz](#); [David J. Apol](#)  
**Subject:** RE: The Presidential Transition Guide 2024 (SHJ)(nes)(03.26.24).docx  
**Date:** Wednesday, March 27, 2024 6:30:59 PM

---

Nicole,

Thank you. I will try to review tomorrow.

Thanks again,  
Seth

---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Wednesday, March 27, 2024 5:24 PM  
**To:** Christopher J. Swartz <cjswartz@oge.gov>; David J. Apol <djapol@oge.gov>; Seth Jaffe <sjaffe@oge.gov>  
**Subject:** RE: The Presidential Transition Guide 2024 (SHJ)(nes)(03.26.24).docx

Seth/Dave – see my proposed edits in tracked changes.

Chris, while we are reviewing this content – do you want to look at the resources and see if there is anything else you want to suggest?

---

**From:** Christopher J. Swartz <cjswartz@oge.gov>  
**Sent:** Wednesday, March 27, 2024 12:30 PM  
**To:** David J. Apol <djapol@oge.gov>; Seth Jaffe <sjaffe@oge.gov>; Nicole Stein <nstein@oge.gov>  
**Subject:** The Presidential Transition Guide 2024 (SHJ)(nes)(03.26.24).docx

Please see the updated version of the PTG here. I amended the first section (b)(5) deliberative to match our discussion. I had to move things around a little, but I think it flows nicely now. I updated the (b)(5) deliberative; I updated the (b)(5) deliberative; and I added the (b)(5) deliberative language to the front of applicable narrative sections. Please let me know your thoughts and what other changes you would like.

-Chris

**From:** [Nicole Stein](#)  
**To:** [Christopher J. Swartz](#); [David J. Apol](#); [Seth Jaffe](#)  
**Subject:** RE: The Presidential Transition Guide 2024 (SHJ)(nes)(03.26.24).docx  
**Date:** Wednesday, March 27, 2024 5:24:06 PM  
**Attachments:** [The Presidential Transition Guide 2024 \(nes\)3.27.docx](#)

Attachment WIF (b)(5)  
45pp

---

Seth/Dave – see my proposed edits in tracked changes.

Chris, while we are reviewing this content – do you want to look at the resources and see if there is anything else you want to suggest?

---

**From:** Christopher J. Swartz <cjswartz@oge.gov>  
**Sent:** Wednesday, March 27, 2024 12:30 PM  
**To:** David J. Apol <djapol@oge.gov>; Seth Jaffe <sjaffe@oge.gov>; Nicole Stein <nstein@oge.gov>  
**Subject:** The Presidential Transition Guide 2024 (SHJ)(nes)(03.26.24).docx

Please see the updated version of the PTG here. I amended the first section (b)(5) deliberative (b)(5) ) to match our discussion. I had to move things around a little, but I think it flows nicely now. I updated the (b)(5) (b)(5) ; I updated the (b)(5) ; and I added the (b)(5) ” language to the front of applicable narrative sections. Please let me know your thoughts and what other changes you would like.  
-Chris



**From:** [Nicole Stein](#)  
**To:** [Christopher J. Swartz](#); [David J. Apol](#); [Seth Jaffe](#)  
**Subject:** Re: The Presidential Transition Guide 2024 (SHJ)(nes)(03.26.24).docx  
**Date:** Wednesday, March 27, 2024 4:41:24 PM

---

Thanks Chris. I'll review this evening.

---

**From:** Christopher J. Swartz <cjswartz@oge.gov>  
**Sent:** Wednesday, March 27, 2024 12:29:57 PM  
**To:** David J. Apol <djapol@oge.gov>; Seth Jaffe <sjaffe@oge.gov>; Nicole Stein <nstein@oge.gov>  
**Subject:** The Presidential Transition Guide 2024 (SHJ)(nes)(03.26.24).docx

Please see the updated version of the PTG here. I amended the first section (b)(5) deliberative to match our discussion. I had to move things around a little, but I think it flows nicely now. I updated the (b)(5) deliberative; I updated the (b)(5) deliberative; and I added the (b)(5) deliberative language to the front of applicable narrative sections. Please let me know your thoughts and what other changes you would like.  
-Chris

**From:** [Christopher J. Swartz](#)  
**To:** [David J. Apol](#); [Seth Jaffe](#); [Nicole Stein](#)  
**Subject:** The Presidential Transition Guide 2024 (SHJ)(nes)(03.26.24).docx  
**Date:** Wednesday, March 27, 2024 12:30:03 PM  
**Attachments:** [The Presidential Transition Guide 2024 \(SHJ\)\(nes\)\(03.26.24\).docx](#)

Attachment WIF (b)(5)  
45pp

---

Please see the updated version of the PTG here. I amended the first section (b)(5) deliberative  
(b)(5) deliberative ) to match our discussion. I had to move things around a little, but I think it flows  
nicely now. I updated the (b)(5) deliberative  
(b)(5) deliberative ”; I updated the (b)(5) deliberative  
(b)(5) deliberative ”; and I added the  
(b)(5) deliberative ” language to the front of applicable narrative sections. Please let me know your  
thoughts and what other changes you would like.  
-Chris

**From:** [Tracy Hurston](#)  
**To:** [Deborah J. Bortot](#)  
**Subject:** Tracy Hurston replied to a comment in "The Presidential Transition Guide 2024 - 2.24"  
**Date:** Tuesday, February 27, 2024 6:04:43 PM  
**Attachments:** [037fe21f-2173-4108-8b86-9fce041341ca](#)  
[37b42661-e55c-4401-9ec8-b4d164134b52](#)  
[3761feee-3780-40aa-861c-e025ca075f28](#)  
[655de756-8bed-4676-8582-09a41355e888](#)  
[77ab01d9-a850-47d1-ab2e-7b7018fb313b](#)  
[4332de31-b0ae-434b-b81d-7cf4c2164291](#)  
[00d0db55-e377-46a2-ab3c-83b672cd2fa7](#)  
[c8f3b0e6-6586-4df4-b994-0703ac373d17](#)  
[c55d1892-6da5-48e4-ba42-25bd31521d8f](#)  
[e69f87e9-bc64-4a3c-95f4-2009448f9398](#)  
[16478d88-cece-4ee4-8f75-275dbb793f35](#)  
[ccc4705b-48a5-4903-824c-4514c1b72be0](#)  
[99dbaa4c-ee1f-4b19-a744-777d1bad6eb6](#)  
[d4ef9369-3f7e-40b4-9b38-b986e38d7ab4](#)

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The Presidential Transition Guide 2024 - 2.24.docx



You left a comment



David J. Apol left a comment



Heather A. Jones left a comment



Tracy Hurston replied


[Go to comment](#)

[Why am I receiving this notification from Office?](#)

**From:** [Nicole Stein](#)  
**To:** [Shelley K. Finlayson](#)  
**Subject:** RE: Transition Guide  
**Date:** Thursday, April 4, 2024 4:36:12 PM  
**Attachments:** [image001.png](#)

---

Nevermind, (b) (6). I know your plate is full – but here is the latest version in case you want to look at it next week. Dave’s comments are incorporated into Section I, just not Section II and III.

 [The Presidential Transition Guide 2024 \(04.2.24\).docx](#) (definitely open in the word application, the spacing is different there then the browser).

If not, I can ask Seth to ping Dave (since him and I wont overlap next week).

Nicole

---

**From:** Nicole Stein  
**Sent:** Thursday, April 4, 2024 4:29 PM  
**To:** Shelley K. Finlayson <skfinlay@oge.gov>  
**Subject:** Transition Guide

Still waiting to hear back from Dave. In the meantime, I was thinking I could ask Jenna to do a first round of proofreading so the version you receive has already had an initial review.

**From:** [Nicole Stein](#)  
**To:** [Nicole Stein](#)  
**Subject:** Transition Guide  
**Date:** Thursday, March 28, 2024 9:51:24 AM

---

I noticed that Deb added comments and a few proposed edits. If you have time you may be able to review/accept them before the meeting next week.

In the draft is also the latest version of Section 2. I've asked Dave for his final review and then it will be ready.

**(b)(5) internal OGE network address**

I think there are a few editorial decisions that can be discussed at the meeting – spell out WH and OVP - is it WHO or WH.

I propose we then ask everyone to read Sec

**From:** [Heather A. Jones](#)  
**To:** [Deborah J. Bortot](#)  
**Subject:** RE: Transition Guide  
**Date:** Monday, March 11, 2024 11:21:25 AM

---

Yes, I can do that.

---

**From:** Deborah J. Bortot <djbortot@oge.gov>  
**Sent:** Monday, March 11, 2024 11:20 AM  
**To:** Heather A. Jones <hajones@oge.gov>  
**Subject:** Transition Guide

Heather,

I'm done with the Transition Guide. Did we want to make Nicole's change on (b) (5)

█? I'm fine with her suggestions.

Thanks,  
Deb

**From:** [Heather A. Jones](#)  
**To:** [Tracy Hurston](#); [Diana Veilleux](#); [Deborah J. Bortot](#)  
**Cc:** [David J. Apol](#); [Nicole Stein](#); [Shelley K. Finlayson](#)  
**Subject:** RE: Transition Guide  
**Date:** Friday, March 8, 2024 11:36:39 AM  
**Attachments:** [image002.png](#)

---

Thanks for letting me know.

---

**From:** Tracy Hurston <[thurston@oge.gov](mailto:thurston@oge.gov)>  
**Sent:** Friday, March 8, 2024 11:36 AM  
**To:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; Diana Veilleux <[djveille@oge.gov](mailto:djveille@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Cc:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>; Shelley K. Finlayson <[skfinlay@oge.gov](mailto:skfinlay@oge.gov)>; Tracy Hurston <[thurston@oge.gov](mailto:thurston@oge.gov)>  
**Subject:** RE: Transition Guide

Hi Heather,

Diana and I had reviewed the other document and it appears those changes and comments were copied onto this version, so, our reviews/edits are complete.

Thanks,

Tracy Hurston

*INTEGRITY* Manager

[Integrity@oge.gov](mailto: Integrity@oge.gov)

[Integrity User Resources](#)

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CONTROLLED

---

**From:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Sent:** Thursday, March 7, 2024 4:46 PM  
**To:** Diana Veilleux <[djveille@oge.gov](mailto:djveille@oge.gov)>; Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>; Tracy Hurston <[thurston@oge.gov](mailto:thurston@oge.gov)>  
**Cc:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>; Shelley K. Finlayson <[skfinlay@oge.gov](mailto:skfinlay@oge.gov)>  
**Subject:** Transition Guide

All-

I made a Nominee only version of the Transition Guide. The previous version is still in the team files. Please make comments about the Nominee portion in this

document. Diane, Deb, and Tracy, can you please let me know when you have completed your edits to the document.

 [The Presidential Transition Guide 2024 - \(Nominees\).docx](#)

Thanks,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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**From:** [Deborah J. Bortot](#)  
**To:** [Heather A. Jones](#); [David J. Apol](#)  
**Subject:** RE: Transition Guide  
**Date:** Wednesday, January 31, 2024 9:31:16 AM  
**Attachments:** [image001.png](#)

---

Dave,

Shelley asked about the transition guide yesterday. She wants to make sure staff is not putting too much work into it before she looks at the restructuring. I think she is expecting to see it back with her soon.

Thanks,  
Deb

---

**From:** Heather A. Jones <hajones@oge.gov>  
**Sent:** Monday, January 29, 2024 9:10 AM  
**To:** David J. Apol <djapol@oge.gov>  
**Cc:** Deborah J. Bortot <djbortot@oge.gov>  
**Subject:** Transition Guide

Dave-

Chris and Seth have made their edits and comments to the transition guide. I think it would be helpful for you to look at their changes and my responses to your comments before returning the Guide to Shelley. You can find it here: [The Presidential Transition Guide 2024 - 1.23.24.docx](#)

Thanks,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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**From:** [Deborah J. Bortot](#)  
**To:** [Heather A. Jones](#)  
**Subject:** RE: Transition Guide  
**Date:** Wednesday, January 31, 2024 9:27:49 AM

---

Okay. I'll let him know Shelley is asking about it.

---

**From:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Sent:** Wednesday, January 31, 2024 9:18 AM  
**To:** Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Subject:** RE: Transition Guide

It is not much stuff to look at, so I think (b)(5) deliberative  
[REDACTED].

---

**From:** Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Sent:** Tuesday, January 30, 2024 5:45 PM  
**To:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Subject:** Transition Guide

Heather,

Shelley said we should send the Transition Guide back to her before making too many changes in case she wants to restructure it. Should we send it back to her now or should we have Dave look at all the changes? I would say that if (b)(5) deliberative  
[REDACTED].


Thanks,  
Deb

**From:** [Christopher J. Swartz](#)  
**To:** [Heather A. Jones](#); [David J. Apol](#); [Seth Jaffe](#)  
**Subject:** RE: Transition Guide  
**Date:** Thursday, January 25, 2024 4:01:58 PM  
**Attachments:** [image001.png](#)


---

Heather-

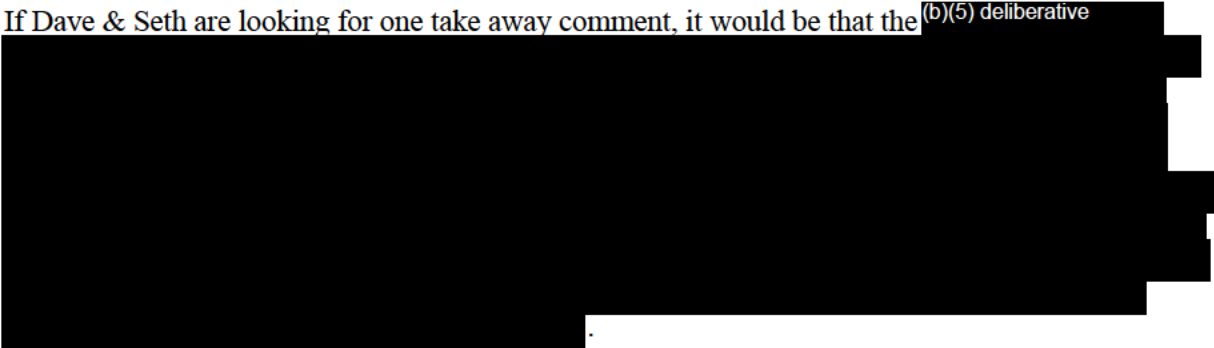
Thank you for asking me to look at the guide. As I understand it, the guide will be released publicly on our website and (b)(5) deliberative



(b)(5) deliberative



If Dave & Seth are looking for one take away comment, it would be that the (b)(5) deliberative



Otherwise, please see my comments and red lines.

Here is the link:  [The Presidential Transition Guide 2024 - 1.23.24.docx](#)

Thanks again,

Christopher J. Swartz  
Senior Associate Counsel  
U.S. Office of Government Ethics

(202) 482-9267  
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---

**From:** Heather A. Jones <hajones@oge.gov>  
**Sent:** Tuesday, January 23, 2024 2:26 PM  
**To:** David J. Apol <djapol@oge.gov>; Seth Jaffe <sjaffe@oge.gov>; Christopher J. Swartz <cjswartz@oge.gov>

**Subject:** Transition Guide

**Importance:** High

Dave-

I have addressed your comments or made the changes suggested. Please take a look at the revised Guide.

Seth and Chris-

Dave would like you to look at portions of the Guide.

Seth – There is an empty section about (b)(5) deliberative ” that is your to draft and include any information that you would like the transition team to know. It is on page

(b)(5)

Seth and Chris – There are sections about establishing the WH ethics program that Dave would like you to review. They are on page (b)(5) and the whole section starting on page (b)(5). Most of the information in these sections was drafted by Nicole.

Here is the link: [The Presidential Transition Guide 2024 - 1.23.24.docx](#)

Thanks,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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**From:** [Deborah J. Bortot](#)  
**To:** [Heather A. Jones](#)  
**Subject:** RE: Transition Guide  
**Date:** Tuesday, January 16, 2024 3:06:23 PM

---

I think it should go to Dave first in case he has changes.

---

**From:** Heather A. Jones <hajones@oge.gov>  
**Sent:** Tuesday, January 16, 2024 2:57 PM  
**To:** Deborah J. Bortot <djbortot@oge.gov>  
**Subject:** RE: Transition Guide

I have accepted all of your edits. Do you think we need to go back to Shelley/Nicole for a meeting at this point or should I send it to Dave?

---

**From:** Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Sent:** Friday, January 12, 2024 3:28 PM  
**To:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Subject:** Transition Guide

Heather,

I have reviewed and made changes/comments to the Presidential Transition Guide 2024 in the Teams file.

Thanks,  
Deb

**From:** [Shelley K. Finlayson](#)  
**To:** [Nicole Stein](#)  
**Subject:** Transition guide  
**Date:** Thursday, December 21, 2023 7:49:25 AM

---

Hi Nicole –

(b) (6)

I spent a couple of hours working on the transition guide, but unfortunately due to technical problems across the agency and my own failure with the new saving requirements, lost all of my work. What I realized in the course of all that work though is that we need a different way of organizing the information. I had a quick meeting with Heather and Deb and conveyed my idea to reorg the document (b)(5) deliberative . It's then much easier to sort and emphasize what top items we want them to do and the timeline for each. Heather is going to take a pass at that. I think replicating the model of (b)(5) deliberative .

With that new structure in mind, please review the document for where you think various pieces would go and, if you have time, to please think through/pull together existing content/resources about the White House standing up a new ethics program and the post-inauguration support pieces/ongoing ethical leadership etc. Ideally, we'd be able to shorten the document and make it easier to navigate.

On a couple of specific points, I agree with eliminating the (b)(5) deliberative (and told Heather that). I'd like to replace it with the (b)(5) deliberative we use in our (b)(5) deliberative , but keep the (b)(5) deliberative . As we discussed, I'd also like to get rid of the (b)(5) deliberative ) and move the content to a (b)(5) deliberative page. Content-wise, the Integrity training pieces need work to address (b)(5) deliberative , but hopefully most of the rest is just a matter of reorganizing (although I was making inline edits that I lost).

I don't think Heather is (b) (6) but wanted you to have my thoughts so you can work on the pieces you can if you have time.

Thanks and happy new year!

Shelley

Shelley K. Finlayson (she/her)  
Acting Director  
U.S. Office of Government Ethics  
1201 New York Ave NW, Suite 500  
Washington, DC 20005  
(202) 482-9250

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**From:** [Heather A. Jones](#)  
**To:** [Deborah J. Bortot](#)  
**Subject:** Transition Guide  
**Date:** Wednesday, December 13, 2023 2:14:04 PM

---

Deb-

Dave had very few comments on the Guide. Should it go to Shelley next?

Thanks,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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**From:** [Heather A. Jones](#)  
**To:** [Deborah J. Bortot](#)  
**Subject:** Transition Guide  
**Date:** Friday, October 13, 2023 5:41:14 PM  
**Attachments:** [The Presidential Transition Guide - Proposed New Structure for 2024.docx](#)  
[2024 Transistion Guide v1.docx](#)

W/F (b)(5) first att  
35pp / second 46pp

---

Deb-

I'm giving you two documents. One that shows the text redlined against the previous guide and one that shows my new proposed structure. Let me know what you think.

Thanks,  
Heather

Heather Jones  
Senior Counsel  
(202) 482-9316  
U.S. Office of Government Ethics

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**From:** [Nicole Stein](#)  
**To:** [Christopher J. Swartz](#); [Seth Jaffe](#)  
**Subject:** WH Ethics Program  
**Date:** Thursday, March 14, 2024 8:34:42 AM

---

I haven't been back in touch because I've been helping Shelley with the edits to the nominee part of the guide. Those are nearly done - I think it will be easier to start editing the WH ethics program so we can match the tone/style/length of content.

**From:** [Nicole Stein](#)  
**To:** [Christopher J. Swartz](#); [Seth Jaffe](#)  
**Subject:** RE: Transition Guide  
**Date:** Thursday, February 29, 2024 3:53:29 PM

---

I'll look at everyone's calendars. I defer to both you of what's (b)(5) deliberative [REDACTED]. I don't have as much experience with (b)(5) deliberative [REDACTED].

Nicole

---

**From:** Christopher J. Swartz <cjswartz@oge.gov>  
**Sent:** Thursday, February 29, 2024 3:51 PM  
**To:** Nicole Stein <nstein@oge.gov>; Seth Jaffe <sjaffe@oge.gov>  
**Subject:** RE: Transition Guide

I am happy to meet at a time that works for both of you. I plan on looking it over tomorrow more closely. Seth is out tomorrow, I understand.

Christopher J. Swartz  
Senior Associate Counsel  
U.S. Office of Government Ethics

(202) 482-9267  
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---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Thursday, February 29, 2024 3:50 PM  
**To:** Seth Jaffe <sjaffe@oge.gov>; Christopher J. Swartz <cjswartz@oge.gov>  
**Subject:** Transition Guide

Thoughts on having a meeting next week to work on this— I wonder if its helpful to pull out the WH Ethics Program content, restructure it for (b)(5) deliberative [REDACTED] and then drop it back in the document.

I know Shelley was more concerned about getting the structure of the document set and then moving toward editing.

Nicole

**From:** [Heather A. Jones](#)  
**To:** [Nicole Stein](#)  
**Subject:** RE: Transition Guide - Next Steps  
**Date:** Monday, April 1, 2024 4:24:10 PM

---

Do we want to call them – (b)(5) deliberative ?

---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Monday, April 1, 2024 1:47 PM  
**To:** Heather A. Jones <hajones@oge.gov>; David J. Apol <djapol@oge.gov>; Seth Jaffe <sjaffe@oge.gov>; Christopher J. Swartz <cjswartz@oge.gov>; Tracy Hurston <thurston@oge.gov>; Diana Veilleux <djveille@oge.gov>; Deborah J. Bortot <djbortot@oge.gov>; Megan V. Granahan <mvgranah@oge.gov>  
**Cc:** Shelley K. Finlayson <skfinlay@oge.gov>  
**Subject:** RE: Transition Guide - Next Steps

+ Diana. Megan and Deb. I hit send too quickly.

---

**From:** Nicole Stein  
**Sent:** Monday, April 1, 2024 1:46 PM  
**To:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>; Christopher J. Swartz <[cjswartz@oge.gov](mailto:cjswartz@oge.gov)>; Tracy Hurston <[thurston@oge.gov](mailto:thurston@oge.gov)>  
**Cc:** Shelley K. Finlayson <[skfinlay@oge.gov](mailto:skfinlay@oge.gov)>  
**Subject:** Transition Guide - Next Steps

With a goal of sending a revised draft to Shelley by Thursday, I believe these are the remaining action items.

#### Section 1

- Heather will add language on (b)(5) deliberative

#### Section 2

- Dave will notify Seth, Dave, me, Chris when he is finished with his review (by tomorrow COB) so we have time to incorporate edits.
- Need to change heading to (b)(5) deliberative (Nicole)
- Need to double check integrity to make sure the timeline is consistent with (b)(5) deliberative (Nicole)

#### Section 3

- Please review and make any suggested edits by Wednesday, COB

#### Overall Editorial

- Keep short action sentences - Nicole will remove the blurbs
- Make sure we mention both (b)(5) deliberative
- Will discuss acronym with Shelley

Proofreading: Seth – is Jenna available to proofread this document, when we are ready for that?

Other

- Using a different phrase than (b)(5) deliberative [REDACTED]. Thoughts on phrasing.

Ex: (b)(5) deliberative [REDACTED]

**From:** [Diana Veilleux](#)  
**To:** [Heather A. Jones](#); [Tracy Hurston](#)  
**Cc:** [Deborah J. Bortot](#)  
**Subject:** RE: Transition Guide Input  
**Date:** Wednesday, February 21, 2024 5:34:59 PM

---

Got it. Thanks!

---

**From:** Heather A. Jones <hajones@oge.gov>  
**Sent:** Wednesday, February 21, 2024 5:12 PM  
**To:** Diana Veilleux <djveille@oge.gov>; Tracy Hurston <thurston@oge.gov>  
**Cc:** Deborah J. Bortot <djborot@oge.gov>  
**Subject:** Transition Guide Input

Diana and Tracy-

I would like to get your input on the Integrity sections of the Transition Guide. Shelley has made some comments about what she would like to section to address, however, because Deb and I were not involved in this part of the process in 2016 and 2020, we are not certain we are hitting all of the important points. The information we would like you to review and provide feedback about is on page **(b) (5)** and pages **(b) (5) deliberativ**

The document is in Onedrive. Here is the link: [The Presidential Transition Guide 2024 - 2.24.docx](#)

Deb and I are happy to answer any questions that you may have.

Thanks,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics

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**From:** [Jenna R. Mazzella](#)  
**To:** [Seth Jaffe](#)  
**Cc:** [Nicole Stein](#)  
**Subject:** RE: Transition Guide Proofreading  
**Date:** Monday, April 1, 2024 2:36:38 PM

---

Will do. Thanks for the heads up, Seth!

Jenna R. Mazzella (Kennedy)  
Assistant Counsel, Ethics Law & Policy Branch  
Office of Government Ethics  
[jenna.mazzella@oge.gov](mailto:jenna.mazzella@oge.gov)  
(202) 482-9201

---

**From:** Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>  
**Sent:** Monday, April 1, 2024 2:36 PM  
**To:** Jenna R. Mazzella <[jrmazzel@oge.gov](mailto:jrmazzel@oge.gov)>  
**Cc:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Subject:** Transition Guide Proofreading

Hi Jenna,

Many of us in GCLPD/PCD are currently working on a transition guide for use by a potential Presidential Transition Team. When a complete draft of the document is ready, Nicole and I would greatly appreciate it if you could please proofread the draft guide. Nicole will reach out to you when the draft is ready for proofreading – which may be fairly soon (a week to a few weeks)

Thank you in advance and please Nicole or I know if you have any questions/issues you would like to raise.

Thanks,  
Seth

**From:** [Nicole Stein](#)  
**To:** [Shelley K. Finlayson](#)  
**Subject:** updated draft  
**Date:** Wednesday, March 13, 2024 10:43:44 AM  
**Attachments:** [image001.png](#)

---

Something I did required me to save a new draft (still has tracked changes). I set aside a few minute later this afternoon for me to walk you though the changes.

 [The Presidential Transition Guide \(skf\)\(nes\).docx](#)

**From:** [Deborah J. Bortot](#)  
**To:** [Heather A. Jones](#)  
**Subject:** (b)(5) page  
**Date:** Friday, March 15, 2024 3:15:09 PM  
**Attachments:** [Pages from \(b\)\(5\).pdf](#) Attachment WIF (b)(5) one page

---

I deleted the header and footer



**From:** [Nicole Stein](#)  
**To:** [Christopher J. Swartz](#); [Seth Jaffe](#)  
**Subject:** RE: WH Ethics Program  
**Date:** Monday, March 11, 2024 11:31:57 AM

---

Let's hold off any edits until after we meet with Shelley and get buy off on the general organization. Then we can go back to editing.

---

**From:** Christopher J. Swartz <cjswartz@oge.gov>  
**Sent:** Monday, March 11, 2024 11:31 AM  
**To:** Nicole Stein <nstein@oge.gov>; Seth Jaffe <sjaffe@oge.gov>  
**Subject:** RE: WH Ethics Program

Nicole,  
Thanks. Would you like for me to edit, or suggest edits, to the attached? If so, when would you like them back?  
V/r  
Chris

Christopher J. Swartz  
Senior Associate Counsel  
U.S. Office of Government Ethics

(202) 482-9267  
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---

**From:** Nicole Stein <nstein@oge.gov>  
**Sent:** Monday, March 11, 2024 11:27 AM  
**To:** Seth Jaffe <sjaffe@oge.gov>; Christopher J. Swartz <cjswartz@oge.gov>  
**Subject:** WH Ethics Program

Chris, at our election readiness team meeting we discussed separating the content into two guides (I spoke to soon at our meeting).

Shelley said it would be helpful for her to have seen a rough draft of what we plan to discuss at our meeting this week. I took a quick pass at some clean up, adding an intro, adding more content for the (b)(5) deliberative and a resources section.

Here is the version I am going to share with Shelley.

[https://usogegov.sharepoint.com/:w:/s/ElectionReadiness2024/EW2UJpdtX5RNkYE4QFY3pLQBtAQmXlFysnp\\_sypVmi1AVw?e=U1hSue](https://usogegov.sharepoint.com/:w:/s/ElectionReadiness2024/EW2UJpdtX5RNkYE4QFY3pLQBtAQmXlFysnp_sypVmi1AVw?e=U1hSue)

**From:** [Nicole Stein](#)  
**To:** [Shelley K. Finlayson](#)  
**Subject:** RE: WH Ethics Program - rough pass at guide  
**Date:** Monday, March 11, 2024 3:48:25 PM

---

We'll also discuss some pros/cons to Attachment WIF (b)(5) one page  
that we thought of since the idea was surfaced last week.

---

**From:** Nicole Stein  
**Sent:** Monday, March 11, 2024 11:35 AM  
**To:** Shelley K. Finlayson <[skfinlay@oge.gov](mailto:skfinlay@oge.gov)>  
**Subject:** RE: WH Ethics Program - rough pass at guide

Yes, it is.

---

**From:** Shelley K. Finlayson <[skfinlay@oge.gov](mailto:skfinlay@oge.gov)>  
**Sent:** Monday, March 11, 2024 11:34 AM  
**To:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Subject:** RE: WH Ethics Program - rough pass at guide

Thanks. I will take a look. Is the meeting the 30-minute one on my calendar tomorrow at 3:30 – election readiness materials?

---

**From:** Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>  
**Sent:** Monday, March 11, 2024 11:31 AM  
**To:** Shelley K. Finlayson <[skfinlay@oge.gov](mailto:skfinlay@oge.gov)>  
**Subject:** WH Ethics Program - rough pass at guide

Based on the conversation, this is a rough draft of separate guide for you to read prior to the meeting with me, seth and chris.

I took a pass at adding an (b)(5) deliberative . There are placeholders for content we want to discuss including in the guide.

[https://usogegov.sharepoint.com/:w:/s/ElectionReadiness2024/EW2UJpdtX5RNkYE4QFY3pLQBtAQmXIFysnp\\_sypVmi1AVw?e=U1hSue](https://usogegov.sharepoint.com/:w:/s/ElectionReadiness2024/EW2UJpdtX5RNkYE4QFY3pLQBtAQmXIFysnp_sypVmi1AVw?e=U1hSue)

**From:** [Heather A. Jones](#)  
**To:** [Deborah J. Bortot](#)  
**Subject:** When you have a minute  
**Date:** Wednesday, December 13, 2023 3:28:58 PM

---

Can I talk to you about both the transition guide and the PFD Guide LA?

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure  
(202) 482-9316  
U.S. Office of Government Ethics


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**From:** [Heather A. Jones](#)  
**To:** [David J. Apol](#)  
**Cc:** [Deborah J. Bortot](#)  
**Subject:** RE: FOR REVIEW: 2024 Transition Guide  
**Date:** Wednesday, December 13, 2023 2:17:12 PM

---

Dave-

I will make your edits to the Guide. You asked if Integrity was set up the way it is described in the Guide. The answer is that yes, it is. So even if the (b) (5)



Thanks,  
Heather

---

**From:** David J. Apol <djapol@oge.gov>  
**Sent:** Tuesday, December 12, 2023 6:09 PM  
**To:** Heather A. Jones <hajones@oge.gov>  
**Cc:** Deborah J. Bortot <djbortot@oge.gov>  
**Subject:** RE: FOR REVIEW: 2024 Transition Guide


This looks really good. I made very few comments. Thanks!

---

**From:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>  
**Sent:** Monday, November 20, 2023 12:49 PM  
**To:** David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>  
**Cc:** Deborah J. Bortot <[djbortot@oge.gov](mailto:djbortot@oge.gov)>  
**Subject:** FOR REVIEW: 2024 Transition Guide  
**Importance:** High

Dave:

The 2024 Transition Guide content is ready for your review. We are proposing a reorganized structure. You can find the draft here: (b)(5) internal OGE network address



Here is a link to the 2020 Guide if you would like to compare the structure:

[https://www.oge.gov/web/oge.nsf/0/29BDCA10DAA7FFC6852585BA006B6ACC/\\$FILE/Transition%20Guide\\_2020.pdf](https://www.oge.gov/web/oge.nsf/0/29BDCA10DAA7FFC6852585BA006B6ACC/$FILE/Transition%20Guide_2020.pdf)

Please let me know if you have questions,  
Heather

Heather Jones (she/her/hers)  
Senior Counsel for Financial Disclosure

(202) 482-9316  
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From: [Nicole Stein](#)  
To: [Tracy Hurston](#)  
Subject: RE: For Review: Revised Transition Guide  
Date: Wednesday, April 3, 2024 2:00:28 PM  
Attachments: [image007.png](#)

I think in this case we are making a recommendation so (b) (5)

From: Tracy Hurston <thurston@oge.gov>  
Sent: Wednesday, April 3, 2024 1:49:34 PM  
To: Nicole Stein <nstein@oge.gov>  
Cc: Tracy Hurston <thurston@oge.gov>  
Subject: RE: For Review: Revised Transition Guide

Hi Nicole,

Agencies name their groups differently. During the agency setup we discuss with them the workflow of reports and that all PAS and DAEO reports need to be assigned to a group with a PAS/DAEO filing type. The recommended way to ensure it's done correctly is to have one group for General 278 Filing Type and another group for PAS/DAEO 278 Filing Type. Then, as long as you are assigning the Filer to the correct group, they'll be assigned the right type of report.

(b)(5) deliberative

SAMPLE AGENCY 2024, GROUP 2

Save Cancel

Basic Information Group Staff Filers Notices

Add a Filer Bulk Add Filers Notify Filers Transfer Filers Remove Filers

5 records per page Search:

NAME	EMAIL	DEFAULT FILING TYPE	CURRENT FILER CATEGORY	CURRENT FILER STATUS	ACTION
<input type="checkbox"/> Testfiler, Integrity	rdeleon@oge.gov	General 278			Select an Action
<input type="checkbox"/> TR_OGE_0006, testFirst m	TR_OGE_0006@training.integrity.gov	PAS/DAEO 278	Schedule C	Full-Time	Select an Action

Showing 1 to 2 of 2 entries Previous 1 Next

Thanks,

Tracy Hurston  
Integrity Manager  
[Integrity@oge.gov](#)  
[Integrity User Resources](#)  
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CONTROLLED

From: Nicole Stein <nstein@oge.gov>  
Sent: Tuesday, April 2, 2024 6:49 PM  
To: Tracy Hurston <thurston@oge.gov>  
Subject: FW: For Review: Revised Transition Guide

Tracy – see below? Do you know the name of the group (b)(5) deliberative

From: Megan V. Granahan <mgranah@oge.gov>  
Sent: Monday, April 1, 2024 12:26 PM  
To: Nicole Stein <nstein@oge.gov>  
Subject: RE: For Review: Revised Transition Guide

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From: Nicole Stein <nstein@oge.gov>  
Sent: Thursday, March 28, 2024 9:43 AM  
To: David J. Apol <dapol@oge.gov>; Megan V. Granahan <mgranah@oge.gov>  
Cc: Christopher J. Swartz <cswartz@oge.gov>; Seth Jaffe <sjaffe@oge.gov>  
Subject: RE: For Review: Revised Transition Guide

Good morning, again.

I've added our revised content back into the current draft of the document. Dave, please use this version to add any additional edits in tracked changes.

Link to document (b)(5) network address

+Megan, if you have a chance can you review the financial disclosure section. You'll note that we discuss (b)(5) deliberative generally in the (b)(5) section but then have a (b)(5) deliberative I took a pass at simply describing the process, it is correct. Anything you'd want to add, remembering we are recommending (b)(5)

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**From:** Shelley K. Finlayson <[sfinlay@oge.gov](mailto:sfinlay@oge.gov)>

**Sent:** Thursday, March 14, 2024 5:45 PM

**To:** Heather A. Jones <[hajones@oge.gov](mailto:hajones@oge.gov)>; David J. Apol <[djapol@oge.gov](mailto:djapol@oge.gov)>; Deborah J. Bortot <[dbortot@oge.gov](mailto:dbortot@oge.gov)>; Megan V. Granahan <[mgranah@oge.gov](mailto:mgranah@oge.gov)>; Diana Velleux <[dvelleu@oge.gov](mailto:dvelleu@oge.gov)>; Tracy Hurston <[thurston@oge.gov](mailto:thurston@oge.gov)>; Seth Jaffe <[sjaffe@oge.gov](mailto:sjaffe@oge.gov)>; Christopher J. Swartz <[cswartz@oge.gov](mailto:cswartz@oge.gov)>; Nicole Stein <[nstein@oge.gov](mailto:nstein@oge.gov)>

**Subject:** For Review: Revised Transition Guide

Good afternoon all -

Please find a significantly reduced/reorganized draft Transition Guide at this link: (b)(5) network address [I am providing a link to the (b) because the web version of the document significantly alters the formatting.]

Please review the overall approach, whether it simply and clearly communicates the key actions we want them to take, eliminates redundancy, and includes the correct level of specificity (including whether any needed points are missing) in Section 1. Section 2 content is still being developed. Draft/partial language is included to provide an opportunity to see the topics being developed and (b)(5) Section 3 is (b)(5) and structured to (b)(5)

Thank you to Nicole, Seth, and Chris for their insights during our meeting this week and work on the overall structure and specific content for Section 2. I will send a meeting invitation for the week after next. Please come prepared to discuss the document and next steps to complete it.

Thanks,  
Shelley

Shelley K. Finlayson (she/her)  
Acting Director  
U.S. Office of Government Ethics  
1201 New York Ave NW, Suite 500  
Washington, DC 20005  
(202) 482-9250

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**From:** Nicole Stein  
**To:** Tracy Hurston  
**Subject:** RE: For Review: Revised Transition Guide  
**Date:** Wednesday, April 3, 2024 1:53:31 PM  
**Attachments:** [image007.png](#)

For this

**From:** Tracy Hurston <thurston@oge.gov>  
**Sent:** Wednesday, April 3, 2024 1:49:34 PM  
**To:** Nicole Stein <nstein@oge.gov>  
**Cc:** Tracy Hurston <thurston@oge.gov>  
**Subject:** RE: For Review: Revised Transition Guide

Hi Nicole,

Agencies name their groups differently. During the agency setup we discuss with them the workflow of reports and that all PAS and DAEO reports need to be assigned to a group with a PAS/DAEO filing type. The recommended way to ensure it's done correctly is to have one group for General 278 Filing Type and another group for PAS/DAEO 278 Filing Type. Then, as long as you are assigning the Filer to the correct group, they'll be assigned the right type of report.

(b)(5) deliberative

SAMPLE AGENCY 2024, GROUP 2

Save Cancel

Basic Information Group Staff Filers Notices

Add a Filer Bulk Add Filers Notify Filers Transfer Filers Remove Filers

5 records per page Search:

NAME	EMAIL	DEFAULT FILING TYPE	CURRENT FILER CATEGORY	CURRENT FILER STATUS	ACTION
<input type="checkbox"/> Testfiler, Integrity	rdeleon@oge.gov	General 278			Select an Action
<input type="checkbox"/> TR_OGE_0006, testFirst m	TR_OGE_0006@training.integrity.gov	PAS/DAEO 278	Schedule C	Full-Time	Select an Action

Showing 1 to 2 of 2 entries

← Previous 1 Next →

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