

# April 1, 2024 - April 7, 2024

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

## Monday, April 1

- Private Appointment
- 1:00pm - 1:30pm Transition Guide (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 2:15pm Tech practice
- 2:30pm - 2:55pm Continuation of Micro Agency Discussion (Microsoft Teams Meeting) - Nicole Stein
- 3:00pm - 3:25pm IEG Session (Microsoft Teams Meeting) - Nicole Stein
- 3:40pm - 4:40pm PCD Supervisors Meeting - Nicole Stein

## Tuesday, April 2

- Check for samsung updates
- 8:00am - 4:00pm DOI University Confirmation: Communication Skills: Managing Difficult Crucial Conversations (b)(5) - webconference access info - Sherelle Abernathy
- 8:00am - 4:00pm Nicole (training) (Microsoft Teams Meeting) - Nicole Stein
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson
- 6:30pm - 6:55pm (b)(6)

## Wednesday, April 3

- DAEO/ADAEO Welcome Letters
- 8:00am - 4:30pm Nicole in Training (Microsoft Teams Meeting) - Nicole Stein
- 8:00am - 4:00pm DOI University Confirmation: Communication Skills: Managing Difficult Crucial Conversations (b)(5) - webconference access info - Sherelle Abernathy
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein
- 6:30pm - 6:55pm (b)(6)

## Thursday, April 4

- Private Appointment
- 7:30am - 7:55am (b)(6)
- 8:00am - 9:00am AAB Program Meeting (Microsoft Teams Meeting) - Nicole Stein
- 10:00am - 10:25am Session Coordinator- Summer Sessions (Microsoft Teams Meeting) - Nicole Stein
- 11:00am - 12:00pm M23-22 Action 4 follow up meeting (Microsoft Teams Meeting) - Zohair Baig
- 1:00pm - 2:00pm Website Check-In (Microsoft Teams Meeting) - Nicole Stein
- 2:30pm - 3:00pm LAWG-Manager Meeting (AAB) (Microsoft Teams Meeting) - Christopher J. Swartz
- 3:00pm - 3:25pm Equity Action #1 (Microsoft Teams Meeting) -
- 3:30pm - 4:00pm AQ Discussion (Microsoft Teams Meeting) -
- 5:00pm - 5:25pm (b)(6)

## Friday, April 5

- CWS (Supervisor Calendar) - Nicole Stein

## Saturday, April 6

- 

## Sunday, April 7

-

# April 8, 2024 - April 14, 2024

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

## Monday, April 8

- 9:00am - 9:30am Bernadette (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 10:00am - 10:30am Dawn (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 1:30pm - 1:55pm Elise 1:1 (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 2:30pm Chris 1:1 (Microsoft Teams Meeting) - Nicole Stein
- 2:30pm - 3:00pm tiffany (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 3:20pm - 4:00pm (b)(6)
- 4:00pm - 5:00pm PCD Supervisors Meeting - Nicole Stein

## Tuesday, April 9

- Private Appointment
- 9:30am - 9:55am staffing - desk officer (Microsoft Teams Meeting) -
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein
- 11:00am - 11:25am Election Readiness (Microsoft Teams Meeting) -
- 11:30am - 12:00pm Website redesign - OGE - Kristen Lohman - IUC
- 12:30pm - 1:00pm Commerce training (Microsoft Teams Meeting) -
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) -
- 2:00pm - 3:00pm PIC-PIO Meeting
- 2:30pm - 2:55pm ERM Part I (Microsoft Teams Meeting) - Nicole
- 3:00pm - 3:30pm June 5 networking event (Microsoft Teams
- 3:00pm - 4:00pm First No Fear Act Q & A (Teams invite to follow if
- 3:30pm - 3:55pm Anna (1:1) (Microsoft Teams Meeting) - Nicole
- 4:00pm - 4:30pm Patrick (1:1) (Microsoft Teams Meeting) - Nicole

More Items... **See rest of entries on last page**

## Wednesday, April 10

(b)(6)

## Thursday, April 11

(b)(6)

- 10:30am - 11:30am 2nd No Fear Act Q & A (Microsoft Teams Meeting) - Dale A. Christopher
- 1:00pm - 2:00pm Time Change//CDO Council: Small Agency Committee - Council Meeting Support
- 3:00pm - 4:00pm Evidence Act Councils Briefing on SPD 15 - Council Meeting Support

## Friday, April 12

CWS (Supervisor Calendar) - Nicole Stein

## Saturday, April 13

## Sunday, April 14

# April 15, 2024 - April 21, 2024

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

## Monday, April 15

- Private Appointment
- 10:00am - 2:00pm Meeting at CIA
- 11:00am - 11:25am meeting starts
- 3:00pm - 3:25pm catch-up (Microsoft Teams Meeting) - Nicole Stein
- 3:30pm - 4:00pm (b) (5) (Microsoft Teams Meeting) - Christopher J. Swartz
- 4:15pm - 4:40pm Japan US- AQ (Microsoft Teams Meeting) - Kehli Cage
- 4:45pm - 5:30pm PCD Supervisors Meeting - Nicole Stein

## Tuesday, April 16

- 8:00am - 8:30am listserv - heaing time moved to 930am
- 9:30am - 9:55am check in: communicating with new leaders (Microsoft Teams Meeting) - Nicole Stein
- 10:00am - 11:30am Operations Security & Privacy Awareness Class 2024 (Microsoft Teams Meeting) - Ty Cooper
- 11:45am - 12:10pm Review Resumes (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 1:25pm Chris (AQ) (Microsoft Teams Meeting) - Nicole Stein
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson
- 3:00pm - 4:30pm OMB Memo (Microsoft Teams Meeting) - Nicole Stein

## Wednesday, April 17

- 9:30am - 11:00am Private Appointment
- 1:00pm - 2:00pm Website Check-In (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein
- 3:00pm - 4:30pm Dry Run for OGE 278e Debrief Exercise (Microsoft Teams Meeting) - Dawn Feick
- 4:30pm - 4:55pm Michele (1:1) (Microsoft Teams Meeting) - Nicole Stein

## Thursday, April 18

- Private Appointment
- 10:15am - 10:45am Kehli (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 11:00am - 11:25am Agencies (Microsoft Teams Meeting) - Nicole Stein
- 11:30am - 12:00pm IEG Check-In (Recurring Meeting) (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 3:00pm DEIA Learning Community Webinar: Uncovering and Supporting Neurodiverse Talent (b)(5) - webconference access info (b)(5) - webconference access info
- 2:00pm - 3:00pm OMB / Agency Performance Teams [Monthly check-in] (OMB / Agency Performance Teams [Monthly check-in]) - Crump, Julie EOP/OMB
- 3:00pm - 3:25pm Transition Guide (Microsoft Teams Meeting) - Nicole Stein

## Friday, April 19

- CWS (Supervisor Calendar) - Nicole Stein

## Saturday, April 20

## Sunday, April 21

# April 22, 2024 - April 28, 2024

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

## Monday, April 22

- 9:00am - 10:00am June 5th Event - Planning
- 11:00am - 12:00pm Big 4 smalls (Microsoft Teams Meeting) - Jeffries, Michael
- 1:00pm - 1:25pm PCD All Hands - Practice (Microsoft Teams Meeting) - Nicole Stein
- 1:35pm - 1:50pm Quick Chat: IEG PC in-office (Microsoft Teams Meeting) - Patrick Shepherd
- 2:05pm - 2:30pm Check-In (Nicole) (Microsoft Teams Meeting) - Nicole Stein
- 2:45pm - 3:10pm June 5 event - quick chat (Microsoft Teams Meeting) - Nicole Stein

**(b)(6)**

- 3:40pm - 4:40pm PCD Supervisors Meeting - Nicole Stein

## Tuesday, April 23

- 9:30am - 9:55am All Hands - tech practice (Microsoft Teams Meeting) - Nicole Stein
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein
- 11:30am - 11:55am FY 26 Budget/Performance Kick-Off (Microsoft Teams Meeting) - Nicole Stein
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson
- 2:35pm - 3:05pm Transition Guide: Design (Microsoft Teams Meeting) - Nicole Stein

**(b)(6)**

## Wednesday, April 24

- In-Person
- 8:30am - 8:55am ERM
- 10:00am - 11:00am SOR Prep (Microsoft Teams Meeting) - Nicole Stein
- 10:00am - 10:25am test (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein
- 2:00pm - 2:45pm Interview debrief (Microsoft Teams Meeting) - Anna Wheeler
- 3:00pm - 3:25pm Website (Microsoft Teams Meeting) - Nicole Stein

## Thursday, April 25

- 278 listserv (review)
- create budget/performance channel and update dates
- Equity project
- FEVS comms
- integrity - data call - followup
- small-micro agencies
- 12:20pm - 12:50pm Transition Guide Concepts (TEAMS) - Tiffany M. Fenix
- 1:30pm - 2:45pm Quarterly All-Hands Meeting (Microsoft Teams Meeting) - Nicole Stein
- 3:00pm - 3:30pm DOI Enforcement Discussion (Microsoft Teams Meeting) - Alec Brenneman
- 3:30pm - 4:00pm Pre-Meeting (DAEO Meetng) (Microsoft Teams Meeting) - Nicole Stein
- 4:30pm - 4:45pm quick demo in teams - budget/performance
- 5:30pm - 6:55pm **(b)(6)**

## Friday, April 26

- CWS (Supervisor Calendar) - Nicole Stein

## Saturday, April 27

## Sunday, April 28

# April 29, 2024 - May 5, 2024

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

## Monday, April 29

- Private Appointment
- 10:30am - 11:00am Suzanne (1:1) (Microsoft Teams Meeting) - Nicole Stein
- 11:00am - 12:00pm OGE Full Year Review as of 3.31.24 (Microsoft Teams Meeting) - Shawna L. Cale
- 11:30am - 12:00pm test (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 1:25pm AQ (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 2:25pm Discuss Fall Training (Microsoft Teams Meeting) - Nicole Stein
- 2:45pm - 3:15pm Second round interview prep (Microsoft Teams Meeting) - Anna Wheeler
- 3:40pm - 4:40pm PCD Supervisors Meeting - Nicole Stein
- 5:00pm - 5:30pm Guide Concept Review - Tiffany M. Fenix

## Tuesday, April 30

- In-Office
- 8:30am - 9:05am Teams Meeting (Microsoft Teams Meeting) - Nicole Stein
- 9:30am - 9:55am Meeting Prep
- 10:00am - 11:15am Quarterly DAEO Meeting (Microsoft Teams Meeting; Main Conference Room; Small Conference Room) - Nicole Stein
- 1:00pm - 1:25pm (b) (5) Program Risks (Microsoft Teams Meeting) - Nicole Stein
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson
- 2:00pm - 3:00pm Working Group Meeting - Mid-career Ethics
- 3:10pm - 3:25pm AQ Check in (Microsoft Teams Meeting) -
- 3:30pm - 4:00pm IEG Check-In (Recurring Meeting) (Microsoft
- 4:00pm - 4:15pm Canceled: (b) (6)
- 5:00pm - 5:30pm May calendar

## Wednesday, May 1

Nonresponsive records (out of date range)

## Thursday, May 2

Nonresponsive records (out of date range)

## Friday, May 3

Nonresponsive records (out of date range)

## Saturday, May 4

Nonresponsive records (out of date range)

## Sunday, May 5

Nonresponsive records (out of date range)

# April 9, 2024

Tuesday

April 2024

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

May 2024

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

TUESDAY		Notes
	9	
	Private Appointment	
7 <sup>AM</sup>		
8		
9	staffing - desk officer; Microsoft Teams Meeting; Nicole Stein	
10	Comms Microsoft Teams Meeting Nicole Stein	
11	Election Readiness; Microsoft Teams Meeting; Nicole Stein Website redesign - OGE ; Kristen Lohman - IUC	
12 <sup>PM</sup>	Commerce training ; Microsoft Teams Meeting; Leah C. Stromberg	
1	Supervisor Meeting Microsoft Teams Meeting; Main Conference Shelley K. Finlayson	
2	ERM Part I; Microsoft Teams Meeting; Nicole Stein	PIC-PIO Meeting (b)(5) - webconference access info Council Meeting Support
3	June 5 networking event; Microsoft Teams Meeting; Anna (1:1) ; Microsoft Teams Meeting;	First No Fear Act Q & A Teams invite to follow if this time works Dale A. Christopher
4	Patrick (1:1); Microsoft Teams Meeting; Nicole Stein	
	Shannon (1:1); Microsoft Teams Meeting; Nicole Stein	
5	Review resumes	
6		