

February 26, 2024 - March 3, 2024

February 2024

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March 2024

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Monday, February 26

Nonresponsive records (out of date range)

Tuesday, February 27

Nonresponsive records (out of date range)

Wednesday, February 28

Nonresponsive records (out of date range)

Thursday, February 29

Nonresponsive records (out of date range)

Friday, March 1

CWS (Supervisor Calendar) - Nicole Stein

Saturday, March 2

8:00am - 8:15am Check for samsung updates

Sunday, March 3

March 4, 2024 - March 10, 2024

March 2024							April 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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Monday, March 4

- Pay Day
- 3:00pm - 3:55pm Send documents to Diana.
- 3:40pm - 4:40pm PCD Supervisors Meeting - Nicole Stein
- 6:30pm - 7:00pm (b)(6) - personal

Tuesday, March 5

- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein
- 11:15am - 11:45am Review June 5 Schedule of Events - Nicole Stein
- 12:00pm - 12:30pm One drive overview (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 1:30pm Shannon (Mid-Year Appraisal) (Microsoft Teams Meeting) - Nicole Stein
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson
- 2:30pm - 3:00pm APP/APR Production (Microsoft Teams Meeting) - Nicole Stein
- 3:05pm - 3:30pm Discuss SOR/ERM Approach - Nicole Stein

Wednesday, March 6

- 9:15am - 9:55am Telework Data Call (Microsoft Teams Meeting) - Shelley K. Finlayson
- 10:00am - 11:00am Transition Guide (Microsoft Teams Meeting) - Nicole Stein
- 11:00am - 11:30am Election Readiness (Microsoft Teams Meeting) - Nicole Stein
- 11:35am - 12:00pm Waiver posting - Nicole Stein
- 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 - 3:30pm GAO response (Microsoft Teams Meeting) - Elizabeth D. Horton
- 4:00pm - 4:30pm EEO Meeting (Microsoft Teams Meeting) - David M. Levenson

Thursday, March 7

- Validate Time Card
- 8:00am - 8:25am prep
- 10:00am - 10:30am OGE/USDA - Discuss opportunity for collaboration (Microsoft Teams Meeting) - Nicole Stein
- 10:30am - 11:00am IEG 2.0 Strategy and Staffing (Microsoft Teams Meeting) - Patrick Shepherd
- 11:00am - 11:30am Equity Team Meeting (Microsoft Teams Meeting) - Nicole Stein
- 11:30am - 11:55am Check-In (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 2:00pm Special Emphasis Program - Observance for National Women's History Month (Microsoft Teams Meeting) - David
- 2:00pm - 2:30pm DOI AQ Follow Up (Microsoft Teams Meeting) -
- 2:30pm - 3:30pm Coaching (Microsoft Teams Meeting) - Nicole Stein
- 4:05pm - 4:30pm Waivers (Microsoft Teams Meeting) - Shelley K.

Friday, March 8

- CWS (Supervisor Calendar) - Nicole Stein

Saturday, March 9

Sunday, March 10

March 11, 2024 - March 17, 2024

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Monday, March 11

Tuesday, March 12

- 8:00am - 9:00am Welcome Letters
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein
- 11:15am - 11:45am My meeting with Nicole Stein (Microsoft Teams Meeting) - Christopher Brown
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson
- 2:00pm - 3:00pm PIC-PIO Meeting
(b)(5) - webconference access info
(b)(5) - webconference access info - Council Meeting Support
- 3:00pm - 3:30pm GAO Response (Microsoft Teams Meeting) - Elizabeth D. Horton
- 3:30pm - 3:55pm Election Readiness Materials (Microsoft Teams Meeting) - Nicole Stein

Wednesday, March 13

- 11:30am - 11:55am (b)(6) person
- 3:35pm - 4:35pm Finalize DEIA Strategic Plan (Microsoft Teams Meeting) - Dale A. Christopher
- 5:05pm - 5:15pm quick discussion about my edits/approach (Microsoft Teams Meeting) - Nicole Stein

Thursday, March 14

- assign someone for webcontetn review
- Review elise's checklist
- 10:00am - 10:25am Review 6 month report (GSA) (Microsoft Teams Meeting) - Nicole Stein
- 11:00am - 11:25am New Workbook (Microsoft Teams Meeting) - Nicole Stein
- 11:30am - 12:00pm IEG Check-In (Recurring Meeting) (Microsoft Teams Meeting) - Nicole Stein
- 1:30pm - 1:55pm call michelle - political conversions
- 3:00pm - 4:00pm CDO Council: Small Agency Committee - Council Meeting Support

Friday, March 15

- CWS (Supervisor Calendar) - Nicole Stein
- (b)(6) - personal to OGE

Saturday, March 16

Sunday, March 17

March 18, 2024 - March 24, 2024

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Monday, March 18

- Pay Day**
- 10:00am - 10:30am Summit Event - Discuss Day Of** (Microsoft Teams Meeting) - Nicole Stein
- 11:30am - 12:00pm Transition Guide Check-in** (Microsoft Teams Meeting) - Christopher J. Swartz
- 1:00pm - 1:25pm Flash Networking at DOI** (Microsoft Teams Meeting) - Nicole Stein
- 3:40pm - 4:40pm PCD Supervisors Meeting** - Nicole Stein

Tuesday, March 19

- 10:00am - 11:00am Comms** (Microsoft Teams Meeting) - Nicole Stein
- 1:35pm - 2:25pm Supervisor Meeting** (Microsoft Teams Meeting) - Shelley K. Finlayson
- 2:30pm - 2:55pm Discuss All Hands Presentation** (Microsoft Teams Meeting) - Nicole Stein
- 4:30pm - 4:45pm Discuss Speaking Request** (Microsoft Teams Meeting) - Nicole Stein

Wednesday, March 20

- 8:30am - 8:55am Depart for DOI**
- 9:00am - 10:00am Walk thru at interior**
- 10:00am - 10:25am Travel back home**
- 11:30am - 11:55am AQ Update** (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 2:00pm Website Check-In** (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 3:00pm PCD Staff Meeting** (Microsoft Teams Meeting) - Nicole Stein

Thursday, March 21

- Validate Time Card**
- 11:00am - 11:25am Travel to Event**
- 11:30am - 12:30pm On-Site at Interior**
- 12:30pm - 4:55pm Save the Date: In-Person Summit Day** (Department of the Interior Museum (1849 C St NW, Washington, DC 20240-0001)) - Nicole Stein

Friday, March 22

- CWS (Supervisor Calendar)** - Nicole Stein

Saturday, March 23

Sunday, March 24

March 25, 2024 - March 31, 2024

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Monday, March 25

- 10:00am - 12:00pm Part 1: New DAEO and ADAEO Orientation (Microsoft Teams Meeting) - Michele Worthington
- 10:00am - 10:15am Opening Remarks - DAEO/ADAEO (Hold) - Nicole Stein
- 3:40pm - 4:40pm PCD Supervisors Meeting - Nicole Stein
- 5:00pm - 5:25pm m23-22 prep

Tuesday, March 26

- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein
- 11:30am - 11:55am aq (Microsoft Teams Meeting) - Nicole Stein
- 12:35pm - 1:30pm Discuss GAO questions (Microsoft Teams Meeting) - Shelley K. Finlayson
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson
- 3:00pm - 3:30pm Equity Strategy #1 (Microsoft Teams Meeting) - Nicole Stein
- 3:30pm - 4:30pm Transition Guide: Part 2 - WHO Ethics Program (Microsoft Teams Meeting) - Seth Jaffe
- 4:30pm - 4:55pm AAB/ELPB (Microsoft Teams Meeting) - Nicole Stein

Wednesday, March 27

- 9:00am - 9:45am Professional Development
- 10:00am - 11:00am M23-22 Action 4 creating questions (Microsoft Teams Meeting) - Zohair Baig
- 11:30am - 11:55am Check-In (Mentorship Program) (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 2:00pm Website Check-In (Microsoft Teams Meeting) - Nicole Stein
- 2:05pm - 3:00pm Desk Officer Monthly Meeting (Microsoft Teams Meeting) - Nicole Stein
- 3:00pm - 3:30pm GAO planning meeting (Microsoft Teams Meeting)
- 3:35pm - 4:05pm Move to 250 E Street Monthly All-hands Meeting

Thursday, March 28

- 10:00am - 10:25am Review Q3 calendar (Microsoft Teams Meeting) - Nicole Stein
- 10:30am - 10:55am Check-out (Microsoft Teams Meeting) - Nicole Stein
- 11:30am - 12:00pm IEG Check-In (Recurring Meeting) (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 2:00pm 2024 Annual 278 Training Discussion (Microsoft Teams Meeting) - Marian Lemont
- 2:00pm - 2:25pm Discuss Risk Registry Results (Microsoft Teams Meeting) - Nicole Stein

Friday, March 29

- CWS (Supervisor Calendar) - Nicole Stein

Saturday, March 30

Sunday, March 31