# April 29, 2024 - May 5, 2024

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## Monday, April 29

Nonresponsive records (out of date range)

## Tuesday, April 30

Nonresponsive records (out of date range)

## Wednesday, May 1

(b)(6) personal

- ☐ **9:00am - 9:25am Prep**
- ☐ **9:30am - 12:00pm Strategic Objective Review & Enterprise Risk Management** (Microsoft Teams Meeting) - Nicole Stein
- ☐ **12:00pm - 12:25pm Email Budget Materials**

## Thursday, May 2

(b)(6) personal

- ☐ **Private Appointment** 🔄 🔒

## Friday, May 3

- ☐ **CWS** (Supervisor Calendar) - Nicole Stein 🔄

## Saturday, May 4

## Sunday, May 5

# May 6, 2024 - May 12, 2024

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## Monday, May 6

- **10:00am - 10:30am Process for reports** (Microsoft Teams Meeting) - Deborah J. Bortot
- **11:30am - 12:00pm Mindful Monday Virtual Meetup** (Microsoft Teams Meeting) - Elizabeth D. Horton
- **2:00pm - 2:30pm Mindful Monday Virtual Meetup** (Microsoft Teams Meeting) - Elizabeth D. Horton

## Tuesday, May 7

- **Private Appointment** 🔒
- **11:30am - 11:55am Transition Guide** (Microsoft Teams Meeting) - Nicole Stein
- **1:35pm - 2:25pm Supervisor Meeting** (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson ↻
- **3:00pm - 3:55pm Comms** (Microsoft Teams Meeting) - Nicole Stein
- **5:30pm - 6:00pm test** (Microsoft Teams Meeting) - Nicole Stein

## Wednesday, May 8

- **In-Office**
- **10:00am - 12:00pm Welcome Wednesday** (Microsoft Teams Meeting; Main Conference Room; Small Conference Room; Huddle Room) - Elizabeth D. Horton
- **2:00pm - 4:00pm Discuss FY 25/26 Planned Work** (Microsoft Teams Meeting) - Nicole Stein
- **4:45pm - 5:10pm Transition Guide** (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein

## Thursday, May 9

- **$$ training $$**
- **Private Appointment** 🔒
- **translation - two languages**
- **Update JAA - Initiate**
- **9:30am - 9:55am Check-In** (Microsoft Teams Meeting) - Nicole Stein
- **10:00am - 10:55am Website** (Microsoft Teams Meeting) - Nicole Stein
- **11:30am - 12:00pm Tips and Tricks Thursday** (Microsoft Teams Meeting) - Elizabeth D. Horton
- **1:00pm - 1:25pm Check-In: Various Summer Presentations** (Microsoft Teams Meeting) - Nicole Stein
- **2:00pm - 2:30pm Webinar** (Microsoft Teams Meeting) - Nicole Stein
- **2:30pm - 4:30pm Interview Hold** (Microsoft Teams Meeting) - Nicole Stein
- **3:00pm - 4:00pm CDO Council: Small Agency Committee** - Council
- **4:35pm - 5:00pm Request from PRC** (Microsoft Teams Meeting) -

## Friday, May 10

- **CWS** (Supervisor Calendar) - Nicole Stein ↻

## Saturday, May 11

## Sunday, May 12

# May 13, 2024 -
# May 19, 2024

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## Monday, May 13

- ☐ **Private Appointment** 🔄 🔒
- ☐ **Private Appointment** 🔒
- 🟦 **8:00am - 8:25am** (Microsoft Teams Meeting) - Nicole Stein
- 🟦 **9:00am - 9:30am Bernadette (1:1)** (Microsoft Teams Meeting) - Nicole Stein 🔄
- 🟦 **9:30am - 9:55am Transition Guide** (Microsoft Teams Meeting) - Nicole Stein
- 🟦 **11:15am - 11:45am Shannon (1:1)** (Microsoft Teams Meeting) - Nicole Stein 🔄
- 🟦 **12:00pm - 12:25pm Logistics Review - Annual 278 Posting: Pres and VP** (Microsoft Teams Meeting) - Nicole Stein
- 🟦 **1:00pm - 1:30pm Kehli (1:1)** (Microsoft Teams Meeting) - Nicole Stein 🔄
- 🟦 **1:30pm - 1:55pm Elise 1:1** (Microsoft Teams Meeting) - Nicole Stein
- 🟦 **5:00pm - 5:30pm tiffany (1:1)** (Microsoft Teams Meeting) - Nicole

## Tuesday, May 14

- 🟦 **9:00am - 11:00am Interview Hold** (Microsoft Teams Meeting) - Nicole Stein

(b)(6) personal

- 🟦 **12:05pm - 12:30pm Quick call** (Microsoft Teams Meeting) - Shelley K. Finlayson
- 🟦 **12:30pm - 1:00pm Pres Tran Checkin** (Microsoft Teams Meeting) - Tiffany M. Fenix
- 🟦 **1:00pm - 1:30pm Michele (1:1)** (Microsoft Teams Meeting) - Nicole
- 🟦 **1:35pm - 2:25pm Supervisor Meeting** (Microsoft Teams Meeting;
- 🟦 **2:30pm - 3:00pm Dawn (1:1)** (Microsoft Teams Meeting) - Nicole
- 🟦 **3:00pm - 3:30pm Patrick (1:1)** (Microsoft Teams Meeting) - Nicole
- 🟦 **3:00pm - 4:00pm PIC-PIO Meeting**
- 🟦 **3:30pm - 4:30pm Comms** (Microsoft Teams Meeting) - Nicole Stein
- 🟦 **4:30pm - 4:55pm Transition Guide** (Microsoft Teams Meeting) -

## Wednesday, May 15

- ☐ **In Person**
- 🟦 **9:30am - 9:55am Chris 1:1** (Microsoft Teams Meeting) - Nicole Stein 🔄
- 🟦 **10:00am - 10:30am Round 2 Interview followup** (Microsoft Teams Meeting) - Anna Wheeler
- 🟦 **10:30am - 10:55am AAB/ELPB Pre-Meeting** (Microsoft Teams Meeting) - Nicole Stein
- 🟦 **11:00am - 11:25am Equity Team Check-In** (Microsoft Teams Meeting) - Nicole Stein
- 🟦 **11:35am - 12:05pm Anna (1:1)** (Microsoft Teams Meeting) - Nicole
- 🟦 **1:00pm - 2:00pm Strategic Planning Working Group Kick-off**
- 🟦 **2:00pm - 3:00pm PCD Staff Meeting** (Microsoft Teams Meeting) -
- 🟦 **2:40pm - 3:05pm Lunch and Download** (Microsoft Teams Meeting) -
- 🟦 **3:10pm - 4:05pm Website** (Microsoft Teams Meeting) - Nicole Stein
- 🟦 **4:00pm - 4:25pm Inclusive Style Guide (Finalize)** (Microsoft Teams

## Thursday, May 16

- 🟪 **6:30pm** →
- ☐ **Private Appointment** 🔄 🔒
- 🟦 **9:30am - 9:55am Waivers** (Microsoft Teams Meeting) - Nicole Stein
- 🟩 **10:00am - 11:00am Desk Officer Team Meeting** (Microsoft Teams Meeting) - Nicole Stein
- 🟦 **11:15am - 11:45am September P2P** (Microsoft Teams Meeting) - Bernadette Tolson
- 🟦 **12:30pm - 1:30pm Congressional Budget Briefing** (Microsoft Teams Meeting) - Diana Veilleux
- 🟦 **3:00pm - 3:15pm Nom Training** (Microsoft Teams Meeting) - Nicole Stein
- 🟦 **3:30pm - 3:55pm Reference Check**
- 🟦 **4:00pm - 4:25pm Reference Check**
- 🟦 **4:35pm - 5:00pm Quick call** (Microsoft Teams Meeting) - Shelley K. Finlayson

## Friday, May 17

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- 🟥 **CWS** (Supervisor Calendar) - Nicole Stein 🔄

## Saturday, May 18

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## Sunday, May 19

- 🟪 ← **12:00pm**

# May 20, 2024 - May 26, 2024

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## Monday, May 20

**11:05am - 11:45am Remarks/content for election readiness meetings** (I'll call) - Shelley K. Finlayson

**1:00pm - 1:25pm Transition Guide - Check-In** (Microsoft Teams Meeting) - Nicole Stein

**1:30pm - 1:45pm EO** (Microsoft Teams Meeting) - Nicole Stein

**2:00pm - 2:25pm AQ Check IN** (Microsoft Teams Meeting) - Nicole Stein

## Tuesday, May 21

**9:15am - 9:30am EO Follow-Up** (Microsoft Teams Meeting) - Nicole Stein

**10:00am - 11:00am Election Readiness** (Microsoft Teams Meeting) - Nicole Stein

**11:00am - 11:30am Website** (Microsoft Teams Meeting) - Nicole Stein

**1:00pm - 1:20pm Discuss AQ Edits** (Microsoft Teams Meeting) - Nicole Stein

**1:35pm - 2:25pm Supervisor Meeting** (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson

**2:30pm - 2:55pm Website Presentation** (Microsoft Teams Meeting) - Nicole Stein

**3:00pm - 3:55pm Comms** (Microsoft Teams Meeting) - Nicole Stein

## Wednesday, May 22

**In Office**

**SEP (June Comms Due to Me)**

**11:15am - 12:15pm OGE Training Discussion** (Microsoft Teams Meeting) - Thomas, William D., OIG DoD

**1:30pm - 1:55pm Hold**

**2:00pm - 3:30pm Overview of OGE's website** (Microsoft Teams Meeting) - Michele Worthington

**4:00pm - 4:30pm Pres Transition Guide Checkin** (Old School Phone Booth) - Tiffany M. Fenix

## Thursday, May 23

**8:30am - 8:55am Meeting Prep**

**9:00am - 9:30am Follow Up Discussion: OGE - Postal Regulatory Commission Benchmarking Assessment** (Microsoft Teams Meeting) - Katherine Wagner

**10:00am - 11:00am IEG Refresh Focus Group Followup** (Microsoft Teams Meeting) - Anna Wheeler

**11:30am - 11:55am Transition Guide** - Nicole Stein

**12:00pm - 12:25pm Private Appointment** 🔒

**2:00pm - 3:00pm CDO Council Meeting** - Council Meeting Support

**5:30pm - 6:00pm Presidential guide check in** - Tiffany M. Fenix

**5:30pm - 6:00pm Transition Guide + Teams Invite** (Microsoft Teams Meeting) - Nicole Stein

## Friday, May 24

**CWS** (Supervisor Calendar) - Nicole Stein

## Saturday, May 25

## Sunday, May 26

# May 27, 2024 - June 2, 2024

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## Monday, May 27

**Holiday**

**Private Appointment** 🔓

## Tuesday, May 28

**8:00am - 8:25am Review Emails**

**10:00am - 11:00am Comms** (Microsoft Teams Meeting) - Nicole Stein

**11:00am - 12:00pm Special Emphasis Program Observance - AA and NHPI Heritage Month** (Microsoft Teams Meeting) - David M.

**11:00am - 12:00pm Canceled: Save the Date - Special Emphasis Program Observance for AANHPI Heritage Month!** (Microsoft

**12:30pm - 12:55pm** (b)(6) personal

**1:35pm - 2:25pm Supervisor Meeting** (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson

**3:00pm - 3:30pm My meeting with Nicole Stein** (AQ Discussion) - Christopher Brown

**4:00pm - 4:30pm Presidential Transition Guide Checkin** - Tiffany M.

**5:00pm - 5:25pm June 5th Networking Event** (Microsoft Teams

**6:00pm - 6:30pm Webinar** (Microsoft Teams Meeting) - Nicole Stein

## Wednesday, May 29

**In office**

**10:00am - 11:00am DEIA Monthly Meeting** (Microsoft Teams Meeting) - Dale A. Christopher

**11:00am - 11:30am OMB M22-23 Action 5** (Microsoft Teams Meeting) - Zohair Baig

**1:00pm - 2:00pm Website** (Microsoft Teams Meeting) - Nicole Stein

**3:00pm - 3:30pm Chat about Meet and Greet with NMB DAEO** (Microsoft Teams Meeting) - Dawn Feick

**4:00pm - 4:25pm Transition Guide** (Microsoft Teams Meeting) - Nicole Stein

**4:15pm - 4:30pm style guide - quick chat** (Your office) - Nicole Stein

## Thursday, May 30

**Private Appointment** 🔓

**10:00am - 11:00am Dry Run for What to Expect in a Program Review** (Microsoft Teams Meeting) - Dawn Feick

**10:00am - 10:30am Discuss revamping FOIA web pages** (Microsoft Teams Meeting) - Jennifer Matis

**11:00am - 11:25am Discuss SOC Implementation (Training/Updating Resources)** (Microsoft Teams Meeting) - Nicole Stein

**11:30am - 11:55am Status Update: Summer Sessions** (Microsoft Teams Meeting) - Nicole Stein

**1:30pm - 1:55pm** (b)(6) personal (Microsoft Teams Meeting) - Nicole Stein

**2:00pm - 3:00pm Nicole** (b)(6) personal (Microsoft Teams Meeting) - Nicole Stein

## Friday, May 31

**CWS** (Supervisor Calendar) - Nicole Stein

## Saturday, June 1

Nonresponsive records (out of date range)

## Sunday, June 2

Nonresponsive records (out of date range)