July 29, 2024 -August 4, 2024

July 2024

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August 2024

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Monday, July 29	Tuesday, July 30
Nonresponsive records (out of date range)	Nonresponsive records (out of date range)
Wednesday, July 31	Thursday, August 1
Nonresponsive records (out of date range)	Last day in office 7:10am - 9:00am Review leadership templates 9:35am - 10:00am Prep for presentation 10:00am - 11:00am Agencies, Boards, and Commissions Presidential Transition POC meeting 1:00pm - 2:00pm Prep (Microsoft Teams Meeting) - Nicole Stein 2:10pm - 3:00pm Check out (Microsoft Teams Meeting) - Shelley K. Finlayson 3:00pm - 3:15pm Teams Meeting (Microsoft Teams Meeting) - Zohair Baig 3:15pm - 4:15pm NEW meeting invite for Leg Team (Microsoft Teams Meeting) - Jennifer Matis ◆ 3:30pm - 4:30pm Check out (Microsoft Teams Meeting) - Shelley K. Finlayson 4:30pm - 5:20pm Hold
Friday, August 2	Saturday, August 3
CWS → 1:00pm - 2:00pm Pride In Federal Service Monthly Member Meeting - Richmond, Orien →	Sunday, August 4

August 5, 2024 -August 11, 2024

August 2024

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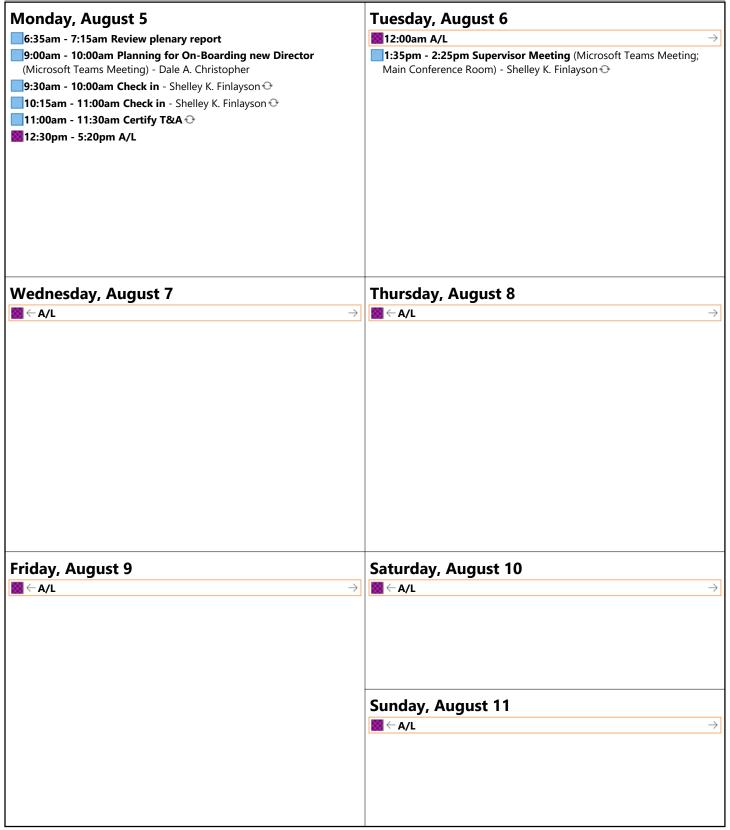
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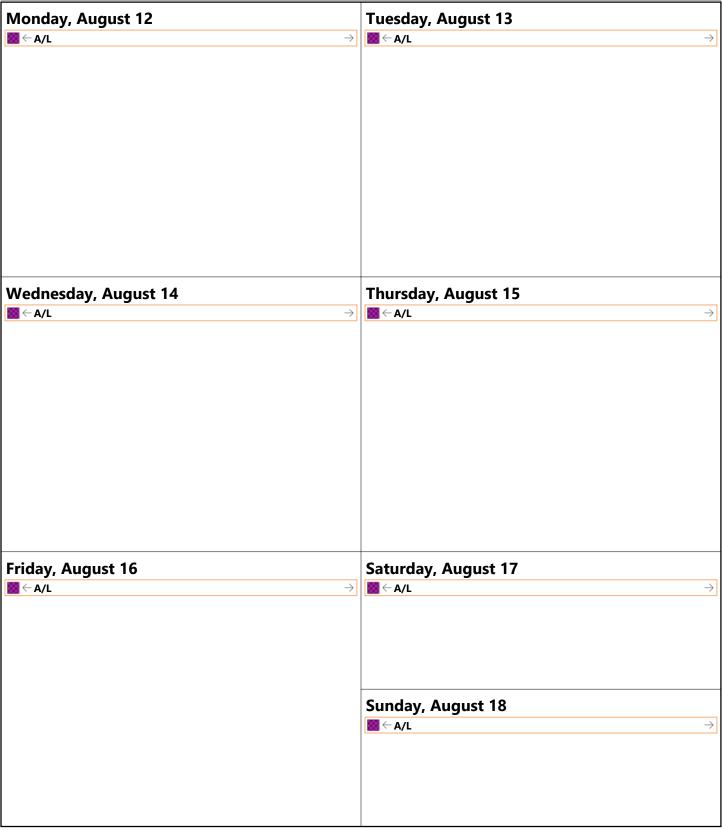


August 12, 2024 -August 18, 2024

August 2024

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August 19, 2024 -August 25, 2024

August 2024

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am A/L - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; ofference Room) - Shelley K. Finlayson ↔
ay, August 22
due to me
· 7:30am Candidate reports
8:30am Performance awards
9:00am Leadership note
- 11:35am Performance narratives
- 12:00pm Quick call (I'll call) - Shelley K. Finlayson
ı - 12:30pm Certify T&A ↔
- 1:25pm Election Readiness (Microsoft Teams Meeting) -
ein
- 3:00pm General Counsel Exchange Employment Law
p Call (Microsoft Teams Meeting) - General Counsel Exchange
- 3:50pm GAO report
- 5:20pm Sign performance documents
- 3.20pm Sign performance documents
y, August 24
, August 25
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August 26, 2024 - September 1, 2024

August 2024

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September 2024

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Monday, August 26	Tuesday, August 27
(b)(6)	In office
7:00am - 7:50am Performance review prep	7:10am - 9:00am Document review
9:00am - 10:00am (b)(6) performance review (Microsoft Teams Meeting) - Shelley K. Finlayson	9:00am - 9:45am General Counsel Exchange Teleconference FY24
9:30am - 10:00am Check in - Shelley K. Finlayson ↔	9:05am - 9:30am Picture hanging
10:10am - 11:00am (b)(6) performance review (Microsoft Teams	10:00am - 11:00am Comms (Microsoft Teams Meeting; Small
Meeting) - Shelley K. Finlayson	11:05am - 11:30am Discuss Survey of Ethics Officials (Microsoft
11:10am - 12:00pm (b)(6) performance review (Microsoft Teams	11:35am - 12:00pm Meeting prep 1:00pm - 1:25pm Prep call for Sept 4. Agency Transition
Meeting) - Shelley K. Finlayson	1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting;
1:10pm - 1:30pm Oath of Office (Microsoft Teams Meeting) - Kaneisha T. Cunningham	2:10pm - 3:00pm Travel to ATDC Meeting
1:30pm - 2:00pm Integrity Check-In (Update) (Microsoft Teams	3:00pm - 4:00pm Agency Transition Directors Council (ATDC)
2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A.	3:00pm - 4:00pm Agency Transition Directors' Council meeting
3:40pm - 4:35pm PCD Managers Meeting - Nicole Stein 🕀	4:10pm - 5:00pm Travel back from ATDC Meeting
4:40pm - 5:30pm Sign perf narratives	5:05pm - 5:30pm Sign performance documents
Wednesday, August 28	Thursday, August 29
7:10am - 9:00am Document review	7:10am - 8:30am Document review
9:00am - 9:30am Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson •	8:30am - 9:00am SGE LA Discussion (Microsoft Teams Meeting) - Seth Jaffe
10:00am - 11:00am DEIA Monthly Meeting (Microsoft Teams Meeting) - Dale A. Christopher ↔	9:15am - 9:30am Legislation Update (Microsoft Teams Meeting) - Christopher J. Swartz
11:15am - 11:45am SAC/OMB Monthly Meeting- August 2024	9:35am - 10:00am Prep
Topics: OMB Updates-Transition Planning/HX Memo, Building Occupancy Metrics	10:00am - 11:00am Agencies, Boards, and Commissions Presidential Transition POC meeting
1:00pm - 1:30pm JK Discussion (Jody will call SF) - Jody Keegan	11:00am - 12:00pm Tabletop Exercise (Microsoft Teams Meeting) -
2:05pm - 2:30pm Quick call to discuss meeting with NARA	Jennifer Matis
(Microsoft Teams Meeting) - Shelley K. Finlayson	1:30pm - 1:55pm Election Readiness Monthly Meeting (Microsoft
3:15pm - 3:45pm Touch base, re: House VA, Statement for the	2:00pm - 3:00pm OGE Full Year Review as of 7.31.24 (Microsoft
Record (Microsoft Teams Meeting) - Grant Anderson	3:35pm - 4:00pm GAO report
4:00pm - 5:00pm GAO (Microsoft Teams Meeting) - Nicole Stein	2:00pm - 4:50pm Hold
5:05pm - 5:30pm GAO	5:00pm - 5:25pm Discuss September Event (Microsoft Teams
Friday, August 30	Saturday, August 31
 CWS ↔	
10:30am - 11:00am VA Leg (Microsoft Teams Meeting) - Christopher J. Swartz	
	Sunday, September 1

Nonresponsive records (out of date range)

August 21, 2024

Wednesday

August 2024

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	WEDNESDAY	Notes
	21	
	21	
7 ^{AM}	Email	
8	Check in; Microsoft Teams Meeting; Shelley K. Finlayson	
	Check in; Microsoft Teams Meeting; Shelley K. Finlayson	
9	Weekly Budget Review; Microsoft Teams Meeting; Gilbert Carlson	
	Check in; Microsoft Teams Meeting; Shelley K. Finlayson	
10		
	Check in; Microsoft Teams Meeting; Shelley K. Finlayson	
11	Hold	
12 PM		
	Shelley/Seth/GCLPD Check-in; Microsoft Teams Meeting; Seth Jaffe	
1	PCD agenda	
2	PCD Staff Meeting Microsoft Teams Meeting Nicole Stein	
3	Review reports	
4	Candidate Report Microsoft Teams Meeting Heather A. Jones	
5		
6		

August 29, 2024

Thursday

August 2024

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	THURSDAY	Notes
	29	
7 ^{AM}	Document review	
8		
	SGE LA Discussion; Microsoft Teams Meeting; Seth Jaffe	
9	Legislation Update ; Microsoft Teams Meeting; Christopher J. Swartz	
	Prep	
10	Agencies, Boards, and Commissions Presidential Transition POC meeting (b)(5) webconference access info DavidAFrye	
11	Tabletop Exercise Microsoft Teams Meeting Jennifer Matis	
12 PM		
1	Election Readiness Monthly Meeting; Microsoft Teams Meeting; Nicole Stein	
2	OGE Full Year Review as of 7.31.24	
2	Microsoft Teams Meeting Shawna L. Cale	
3		
	GAO report	
4	Hold	
5	Discuss September Event ; Microsoft Teams Meeting; Nicole Stein	
6		
	Einlaycon	11/9/2024 2:00 PM