

# July 29, 2024 - August 4, 2024

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

## Monday, July 29

Nonresponsive records (out of date range)

## Tuesday, July 30

Nonresponsive records (out of date range)

## Wednesday, July 31

Nonresponsive records (out of date range)

## Thursday, August 1

- 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

- CWS
- 1:00pm - 2:00pm Pride In Federal Service Monthly Member Meeting - Richmond, Ori

## Saturday, August 3

## Sunday, August 4

# August 5, 2024 - August 11, 2024

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

## Monday, August 5

- 6:35am - 7:15am Review plenary report
- 9:00am - 10:00am Planning for On-Boarding new Director (Microsoft Teams Meeting) - Dale A. Christopher
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 11:00am - 11:30am Certify T&A ↻
- 12:30pm - 5:20pm A/L

## Tuesday, August 6

- 12:00am A/L →
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson ↻

## Wednesday, August 7

- < A/L →

## Thursday, August 8

- < A/L →

## Friday, August 9

- < A/L →

## Saturday, August 10

- < A/L →

## Sunday, August 11

- < A/L →

# August 12, 2024 - August 18, 2024

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

## Monday, August 12

 < A/L →

## Tuesday, August 13

 < A/L →

## Wednesday, August 14

 < A/L →

## Thursday, August 15

 < A/L →

## Friday, August 16

 < A/L →

## Saturday, August 17

 < A/L →

## Sunday, August 18

 < A/L →

# August 19, 2024 - August 25, 2024

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

## Monday, August 19

< A/L →

## Tuesday, August 20

< 12:00am A/L

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

## Wednesday, August 21

- 7:10am - 8:00am Email
- 8:05am - 8:30am Check in (Microsoft Teams Meeting) - Shelley K. Finlayson
- 8:35am - 9:00am Check in (Microsoft Teams Meeting) - Shelley K. Finlayson
- 9:00am - 9:30am Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson ↻
- 9:35am - 10:00am Check in (Microsoft Teams Meeting) - Shelley K.
- 10:35am - 11:00am Check in (Microsoft Teams Meeting) - Shelley K.
- 11:10am - 11:45am Hold
- 12:30pm - 1:00pm Shelley/Seth/GCLPD Check-in (Microsoft Teams Meeting)
- 1:05pm - 1:30pm PCD agenda
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) -
- 3:00pm - 4:00pm Review reports
- 4:00pm - 5:00pm Candidate Report (Microsoft Teams Meeting) -

## Thursday, August 22

- Awards due to me
- 7:05am - 7:30am Candidate reports
- 7:30am - 8:30am Performance awards
- 8:35am - 9:00am Leadership note
- 9:00am - 11:35am Performance narratives
- 11:35am - 12:00pm Quick call (I'll call) - Shelley K. Finlayson
- 12:00pm - 12:30pm Certify T&A ↻
- 1:00pm - 1:25pm Election Readiness (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 3:00pm General Counsel Exchange Employment Law Subgroup Call (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 3:00pm - 3:50pm GAO report
- 4:30pm - 5:20pm Sign performance documents

## Friday, August 23

- CWS ↻
- 10:20am - 11:10am Private Appointment 🔒

## Saturday, August 24

## Sunday, August 25

# August 26, 2024 - September 1, 2024

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

## Monday, August 26

- (b)(6)
- 7:00am - 7:50am Performance review prep
- 9:00am - 10:00am (b)(6) performance review (Microsoft Teams Meeting) - Shelley K. Finlayson
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:10am - 11:00am (b)(6) performance review (Microsoft Teams Meeting) - Shelley K. Finlayson
- 11:10am - 12:00pm (b)(6) performance review (Microsoft Teams Meeting) - Shelley K. Finlayson
- 1:10pm - 1:30pm Oath of Office (Microsoft Teams Meeting) - Kaneisha T. Cunningham
- 1:30pm - 2:00pm Integrity Check-In (Update) (Microsoft Teams Meeting)
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A.
- 3:40pm - 4:35pm PCD Managers Meeting - Nicole Stein ↻
- 4:40pm - 5:30pm Sign perf narratives

## Tuesday, August 27

- In office
- 7:10am - 9:00am Document review
- 9:00am - 9:45am General Counsel Exchange Teleconference FY24
- 9:05am - 9:30am Picture hanging
- 10:00am - 11:00am Comms (Microsoft Teams Meeting; Small)
- 11:05am - 11:30am Discuss Survey of Ethics Officials (Microsoft)
- 11:35am - 12:00pm Meeting prep
- 1:00pm - 1:25pm Prep call for Sept 4. Agency Transition
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting;)
- 2:10pm - 3:00pm Travel to ATDC Meeting
- 3:00pm - 4:00pm Agency Transition Directors Council (ATDC)
- 3:00pm - 4:00pm Agency Transition Directors' Council meeting
- 4:10pm - 5:00pm Travel back from ATDC Meeting
- 5:05pm - 5:30pm Sign performance documents

## Wednesday, August 28

- 7:10am - 9:00am Document review
- 9:00am - 9:30am Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson ↻
- 10:00am - 11:00am DEIA Monthly Meeting (Microsoft Teams Meeting) - Dale A. Christopher ↻
- 11:15am - 11:45am SAC/OMB Monthly Meeting- August 2024 Topics: OMB Updates-Transition Planning/HX Memo, Building Occupancy Metrics
- 1:00pm - 1:30pm JK Discussion (Jody will call SF) - Jody Keegan
- 2:05pm - 2:30pm Quick call to discuss meeting with NARA (Microsoft Teams Meeting) - Shelley K. Finlayson
- 3:15pm - 3:45pm Touch base, re: House VA, Statement for the Record (Microsoft Teams Meeting) - Grant Anderson
- 4:00pm - 5:00pm GAO (Microsoft Teams Meeting) - Nicole Stein
- 5:05pm - 5:30pm GAO

## Thursday, August 29

- 7:10am - 8:30am Document review
- 8:30am - 9:00am SGE LA Discussion (Microsoft Teams Meeting) - Seth Jaffe
- 9:15am - 9:30am Legislation Update (Microsoft Teams Meeting) - Christopher J. Swartz
- 9:35am - 10:00am Prep
- 10:00am - 11:00am Agencies, Boards, and Commissions Presidential Transition POC meeting
- 11:00am - 12:00pm Tabletop Exercise (Microsoft Teams Meeting) - Jennifer Matis
- 1:30pm - 1:55pm Election Readiness Monthly Meeting (Microsoft)
- 2:00pm - 3:00pm OGE Full Year Review as of 7.31.24 (Microsoft)
- 3:35pm - 4:00pm GAO report
- 4:00pm - 4:50pm Hold
- 5:00pm - 5:25pm Discuss September Event (Microsoft Teams)

## Friday, August 30

- CWS ↻
- 10:30am - 11:00am VA Leg (Microsoft Teams Meeting) - Christopher J. Swartz

## Saturday, August 31

## Sunday, September 1

Nonresponsive records (out of date range)

# August 21, 2024



Wednesday

August 2024

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25	26	27	28	29	30	31

September 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					

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

# August 29, 2024

Thursday

August 2024

Su	Mo	Tu	We	Th	Fr	Sa
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18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 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					

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