

# July 1, 2024 - July 7, 2024

July 2024							August 2024						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
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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 1

- PAS info due to OPM
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 12:10pm - 1:00pm Hold
- 1:05pm - 1:30pm Call from Jen re reporting
- 1:30pm - 2:00pm Integrity Check-In (Update) (Microsoft Teams Meeting) - Integrity ↻
- 2:30pm - 3:15pm Internal Controls Survey
- 3:40pm - 4:30pm Check in (Microsoft Teams Meeting) - Shelley K. Finlayson

## Tuesday, July 2

- In office
- 7:00am - 8:50am Budget Justification
- 9:00am - 9:45am General Counsel Exchange Teleconference FY24 (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 10:00am - 11:00am Comms (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein ↻
- 11:00am - 11:55am things to purchase - office (Microsoft Teams Meeting) - Nicole Stein
- 12:10pm - 1:00pm Hold
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson ↻
- 3:00pm - 3:30pm Seth/Shelley Check-in Meeting (Teams Meeting) - Seth Jaffe
- 4:05pm - 4:45pm Hold

## Wednesday, July 3

- 7:15am - 7:45am PCD agenda
- 9:00am - 9:30am Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson ↻
- 9:45am - 10:15am Check in (Microsoft Teams Meeting) - Shelley K. Finlayson
- 10:35am - 11:15am Call w/ Deb
- 11:10am - 12:00pm Hold
- 12:35pm - 1:00pm Call
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein ↻
- 2:45pm - 3:00pm Quick update (Microsoft Teams Meeting) - Shelley K. Finlayson

## Thursday, July 4

- Independence Day (United States)

## Friday, July 5

- CWS ↻

## Saturday, July 6

## Sunday, July 7

# July 8, 2024 - July 14, 2024

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## Monday, July 8

(b)(6)

7:00am - 5:30pm Private Appointment

## Tuesday, July 9

Not in office

- 7:10am - 8:30am Email/docs
- 9:15am - 9:55am check in (Microsoft Teams Meeting) - David J. Apol
- 10:00am - 11:00am Comms (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein
- 11:05am - 12:05pm Program Meeting FDB (Microsoft Teams Meeting) - Megan V. Granahan
- 12:10pm - 1:00pm Hold
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson
- 2:20pm - 2:30pm Reminder
- 2:35pm - 3:15pm Check in (Microsoft Teams Meeting) - Shelley K. Finlayson
- 3:00pm - 4:00pm PIC-PIO Meeting
- 3:05pm - 3:45pm Check in continued

## Wednesday, July 10

- 7:30am - 7:55am records
- 9:00am - 9:30am Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson
- 10:00am - 11:00am ITD Quarterly Meeting with the Director (Microsoft Teams Meeting) - Ty Cooper
- 11:05am - 12:05pm PNB Program Meeting (Microsoft Teams Meeting) - Deborah J. Bortot
- 12:30pm - 1:30pm SAGC Monthly Meeting (Microsoft Teams Meeting) - Brianna Ingram
- 2:00pm - 3:00pm ELPB FY 24 Q3 Performance Meeting (Microsoft Teams Meeting) - Seth Jaffe
- 4:35pm - 5:15pm Hold

## Thursday, July 11

- 7:10am - 8:30am DOT plenary report
- 9:10am - 10:00am Leadership transition template
- 10:00am - 11:00am Program Meeting (hold) (Microsoft Teams Meeting) - Nicole Stein
- 11:00am - 11:30am Certify T&A
- 11:40am - 12:30pm Hold
- 2:00pm - 3:00pm General Counsel Exchange Employment Law Subgroup Call (Microsoft Teams Meeting) - General Counsel Exchange
- 2:05pm - 2:30pm Leadership transition materials (Microsoft Teams Meeting) - Shelley K. Finlayson
- 3:00pm - 4:00pm PRB/AOB Program Meeting (Microsoft Teams Meeting) - Dale A. Christopher
- 4:10pm - 5:00pm CD continued

## Friday, July 12

- CWS
- 9:30am - 10:20am Call with nominee
- 1:00pm - 2:00pm Pride In Federal Service Monthly Member Meeting - Richmond, Orien

## Saturday, July 13

## Sunday, July 14

# July 15, 2024 - July 21, 2024

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## Monday, July 15

- 7:10am - 8:30am Emails/calendaring
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 11:05am - 11:45am Discuss OGE leadership transition prep & election readiness presentation/slides (I'll call) - Shelley K. Finlayson
- 1:05pm - 1:30pm (b)(6)
- 1:30pm - 2:00pm Integrity Check-In (Update) (Microsoft Teams Meeting) - Integrity ↻
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A. Christopher ↻
- 3:40pm - 4:35pm PCD Managers Meeting - Nicole Stein ↻

## Tuesday, July 16

- In office
- 7:10am - 8:00am Integrity documents
- 8:10am - 9:00am AQ & performance docs
- 9:00am - 9:45am General Counsel Exchange Teleconference FY24 (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 9:30am - 9:55am September event (Microsoft Teams Meeting) -
- 10:00am - 11:00am Comms (Microsoft Teams Meeting; Small
- 10:00am - 12:00pm CIGIE Member Meeting (1750 H St NW (1750 H
- 11:00am - 11:50am PCD agenda
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting;
- 2:30pm - 2:55pm Pre-DAEO Meeting (Microsoft Teams Meeting) -
- 3:05pm - 3:30pm Continued
- 4:35pm - 5:00pm Election readiness one-pager (Microsoft Teams
- 5:10pm - 6:00pm Leadership briefing template/list

## Wednesday, July 17

- 7:10am - 8:30am Review documents
- 8:30am - 9:00am Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson ↻
- 10:00am - 11:30am LEAP Program Review Meeting (Microsoft Teams Meeting) - Diana Veilleux
- 11:35am - 12:00pm Prep
- 12:15pm - 12:50pm quarterly presentation
- 1:00pm - 1:50pm Awards and recognition (Microsoft Teams Meeting) - Elizabeth D. Horton
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein ↻
- 2:45pm - 2:55pm GAO prep call (Microsoft Teams Meeting) - Elizabeth D. Horton
- 3:00pm - 3:30pm GAO and OGE meeting (107039)
- 4:35pm - 5:15pm Election readiness slides - Shelley K. Finlayson

## Thursday, July 18

- 7:10am - 8:30am Advisory & email
- 9:35am - 10:00am Hold
- 10:00am - 11:30am Quarterly DAEO Meeting w/OGE's Leadership (Microsoft Teams Meeting) - Nicole Stein
- 12:30pm - 1:20pm (b)(6)
- 1:30pm - 5:30pm Leave

## Friday, July 19

CWS ↻

## Saturday, July 20

## Sunday, July 21

# July 22, 2024 - July 28, 2024

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## Monday, July 22

- 7:30am - 9:00am Review documents (program reviews)
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:05am - 10:30am Review/sign advisory
- 11:00am - 11:30am Speaker Prep Call with OGE/NARA/OSC: July 24 Agency Transition Roundtable (Center for Presidential Transition) (Microsoft Teams Meeting) - Sasha Blachman
- 12:35pm - 1:00pm Hold
- 1:00pm - 1:25pm Dry Run - Quarterly All Hands (Technical) (Microsoft Teams Meeting) - Nicole Stein
- 1:30pm - 2:00pm Integrity Check-In (Update) (Microsoft Teams Meeting) - Integrity ↻
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A. Christopher ↻
- 3:40pm - 4:35pm PCD Managers Meeting - Nicole Stein ↻

## Tuesday, July 23

- In office
- Send ATDC slides
- 7:10am - 9:30am Review advisory drafts
- 10:00am - 11:00am Comms (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein ↻
- 10:30am - 11:30am GCLPD manager's Meeting (Teams Meeting) - Seth Jaffe
- 11:30am - 12:30pm Welcome Lunch w/ (b)(6) (250 E St SW (250 E St SW, Washington, District of Columbia 20024)) - Sofia J.
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; Main Conference Room; Small Conference Room) - Shelley K. Finlayson
- 2:45pm - 4:00pm Quarterly All Hands (Microsoft Teams Meeting) - Nicole Stein
- 4:05pm - 4:30pm test (Microsoft Teams Meeting) - Shelley K.
- 5:35pm - 6:00pm (b)(6)

## Wednesday, July 24

- HSGAC markup
- 7:40am - 8:30am Prep for presentation
- 8:35am - 9:00am Hold
- 9:00am - 10:30am Speaker Invitation: Agency Transition Roundtable (virtual) - Center for Presidential Transition
- 10:30am - 11:00am Financial Disclosure Update (Microsoft Teams Meeting) - Deborah J. Bortot
- 11:00am - 11:30am SAC/OMB Monthly Meeting- July 2024 Topics: OMB Updates, Pay Compression
- 11:40am - 12:30pm Hold
- 1:10pm - 2:00pm Review advisory
- 2:15pm - 2:40pm Ways OGE Can Help (Microsoft Teams Meeting) - Nicole Stein
- 3:00pm - 3:30pm Weekly Budget Review (Microsoft Teams Meeting)
- 3:30pm - 4:15pm 278 report (Microsoft Teams Meeting) - Deborah J.

## Thursday, July 25

- (b)(6) Travel to personal appt
- 8:05am - 9:00am Private Appointment 🔒
- (b)(6) Travel back from personal appt
- 9:10am - 5:00pm MS365 Training
- 2:00pm - 3:00pm General Counsel Exchange Employment Law Subgroup Call (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 5:00pm - 5:30pm Certify T&A ↻

## Friday, July 26

- CWS ↻

## Saturday, July 27

## Sunday, July 28

# July 29, 2024 - August 4, 2024

July 2024							August 2024						
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28	29	30	31				25	26	27	28	29	30	31

## Monday, July 29

- Sign quarterly budget letters?
- 7:10am - 9:00am Review and sign documents
- 9:30am - 10:00am Check in - Shelley K. Finlayson
- 10:30am - 11:50am OGE leadership materials (Microsoft Teams Meeting) - Shelley K. Finlayson
- 1:30pm - 2:00pm Integrity Check-In (Update) (Microsoft Teams Meeting) - Integrity
- 2:30pm - 3:30pm Chip/Shelley Check In (Shelley's Office) - Dale A. Christopher
- 3:40pm - 4:35pm PCD Managers Meeting - Nicole Stein
- 4:00pm - 4:25pm Supreme Court Roundup - Planning Sync (Microsoft Teams Meeting) - Ethan Davies

## Tuesday, July 30

- 7:10am - 10:00am Review draft advisories
- 10:00am - 11:00am Comms (Microsoft Teams Meeting; Small Conference Room) - Nicole Stein
- 11:00am - 12:00pm Prep (Microsoft Teams Meeting) - Nicole Stein
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting; Main Conference Room) - Shelley K. Finlayson
- 2:10pm - 3:00pm Travel to ADTC meeting
- 3:00pm - 4:00pm Agency Transition Directors Council (ATDC) Monthly Meeting (Diplomatic Reception Room, EEOB 212; (b)(5) webconference access info)
- 3:00pm - 4:00pm Agency Transition Directors' Council meeting (b)(5) webconference access info - Maher, Sophie C. EOP/OMB
- 4:05pm - 5:00pm Travel from ATDC meeting
- 5:05pm - 5:45pm Email/call

## Wednesday, July 31

- 7:10am - 9:00am Review materials
- 9:00am - 9:30am Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson
- 10:00am - 10:30am 203/205 advisory feedback (Microsoft Teams Meeting) - Seth Jaffe
- 11:00am - 12:00pm GCX Virtual Login: Supreme Court Roundup Conversation with Prof. Walker (Microsoft Teams Meeting) - General
- 1:00pm - 2:00pm Aimee/Shelley - Aimee Whiteman - WPR
- 2:00pm - 3:00pm OGE Full Year Review as of 6.30.24 (Microsoft Teams Meeting) - Shawna L. Cale
- 2:45pm - 3:30pm Work (Microsoft Teams Meeting) - Shelley K. Finlayson
- 3:30pm - 4:25pm Election Readiness (Microsoft Teams Meeting) - Nicole Stein
- 4:30pm - 5:30pm Prep (Microsoft Teams Meeting) - Nicole Stein

## Thursday, August 1

Nonresponsive records (out of date range)

## Friday, August 2

Nonresponsive records (out of date range)

## Saturday, August 3

Nonresponsive records (out of date range)

## Sunday, August 4

Nonresponsive records (out of date range)

# July 9, 2024

Tuesday

July 2024

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August 2024

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TUESDAY		Notes
9	Not in office	
7 <sup>AM</sup>	<b>Email/docs</b>	
8		
9	<b>check in</b> Microsoft Teams Meeting; David J. Apol	
10	<b>Comms</b> Microsoft Teams Meeting; Small Conference Room Nicole Stein	
11	<b>Program Meeting FDB</b> Microsoft Teams Meeting Megan V. Granahan	
12 <sup>PM</sup>	<b>Hold</b>	
1		
2	<b>Supervisor Meeting</b> Microsoft Teams Meeting; Main Conference Shelley K. Finlayson	<b>Reminder</b>
3	<b>Check in</b> Microsoft Teams Meeting; S	<b>PIC-PIO Meeting</b> (b)(5) webconference access info Council Meeting Support
		<b>Check in continued</b>
4		
5		
6		

# July 24, 2024

Wednesday

July 2024

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August 2024

Su	Mo	Tu	We	Th	Fr	Sa
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18	19	20	21	22	23	24
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WEDNESDAY		Notes
	24	
	HSGAC markup	
7 <sup>AM</sup>		
	<b>Prep for presentation</b>	
8		
	<b>Hold</b>	
9	<b>Speaker Invitation: Agency Transition Roundtable (virtual) - Center for Presidential Transition</b> (b)(5) webconference access info Sasha Blachman	
10	<b>Financial Disclosure Update;</b> Microsoft Teams Meeting; Deborah J. Bortot	
11	<b>SAC/OMB Monthly Meeting- July 2024 Topics: OMB Updates, Pay Compression;</b> h	
	<b>Hold</b>	
12 <sup>PM</sup>		
1	<b>Review advisory</b>	
2	<b>Ways OGE Can Help</b> Microsoft Teams Meeting; Nicole Stein	
3	<b>Weekly Budget Review;</b> Microsoft Teams Meeting; Gilbert Carlson <b>278 report</b> Microsoft Teams Meeting; Deborah J. Bortot	
4		
5		
6		