





# November 27, 2023 - December 3, 2023

| November 2023 |    |    |    |    |    |    | December 2023 |    |    |    |    |    |    |   |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|---|
| Su            | Mo | Tu | We | Th | Fr | Sa | Su            | Mo | Tu | We | Th | Fr | Sa |   |
|               |    |    |    | 1  | 2  | 3  | 4             |    |    |    |    |    | 1  | 2 |
| 5             | 6  | 7  | 8  | 9  | 10 | 11 | 3             | 4  | 5  | 6  | 7  | 8  | 9  |   |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 | 10            | 11 | 12 | 13 | 14 | 15 | 16 |   |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 | 17            | 18 | 19 | 20 | 21 | 22 | 23 |   |
| 26            | 27 | 28 | 29 | 30 |    |    | 24            | 25 | 26 | 27 | 28 | 29 | 30 |   |
|               |    |    |    |    |    |    | 31            |    |    |    |    |    |    |   |




## Monday, November 27

- Private Appointment  
- 10:00am - 10:30am Check In- Feedback on 14 principles (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 2:00pm Skill Builder Technical Dry-Run (Microsoft Teams Meeting) - Michele Worthington
- 3:40pm - 4:40pm PCD Supervisors Meeting (Teams Meeting) - Nicole Stein 



## Tuesday, November 28

- 8:00am - 12:00pm DOI Presents Writing in Plain Language (Zoom Meeting) - ptr webinars
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson 
- 2:35pm - 3:35pm Observance for National Native American Heritage Month (Microsoft Teams Meeting) - David M. Levenson

## Wednesday, November 29

- 10:00am - 10:30am Education Materials on Website (Microsoft Teams Meeting) - Nicole Stein
- 11:00am - 12:00pm Overview of Website, AIMS, Desk Officer Resources (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 2:00pm Website Check-In (Microsoft Teams Meeting) - Nicole Stein 
- 2:00pm - 2:45pm OGE - Mentor Resources (b)(5) teleconference access information - Kristen Kasje 
- 3:00pm - 4:00pm Comms (Microsoft Teams Meeting) - Nicole Stein 
- 5:30pm - 8:00pm Partnership Election Readiness Kick Off Event (600 14th Street NW - Penthouse, Washington, 20005, DC, USA) - Shelley K. Finlayson

## Thursday, November 30

- Private Appointment  
- 10:00am - 10:30am HSGAC Hearing
- 10:00am - 10:30am PEP Application (Back-end) (Microsoft Teams Meeting) - Nicole Stein
- 11:00am - 11:30am AQ Triggers (Microsoft Teams Meeting) - Nicole Stein

## Friday, December 1

- CWS (Supervisor Calendar) - Nicole Stein 

## Saturday, December 2

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

## Sunday, December 3

# December 4, 2023 - December 10, 2023

| December 2023 |    |    |    |    |    |    | January 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa | Su           | Mo | Tu | We | Th | Fr | Sa |
|               |    |    |    |    | 1  | 2  |              | 1  | 2  | 3  | 4  | 5  | 6  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  | 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 | 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 | 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 | 28           | 29 | 30 | 31 |    |    |    |
| 31            |    |    |    |    |    |    |              |    |    |    |    |    |    |

## Monday, December 4

- 10:00am - 10:15am pre-call, bfs and data (Microsoft Teams Meeting)
- 11:30am - 12:30pm Report/Data Discussion (Microsoft Teams Meeting) - HRreports
- 1:00pm - 2:00pm Desk Officer Team Meeting (Microsoft Teams Meeting) - Nicole Stein
- 3:40pm - 4:40pm PCD Supervisors Meeting (Teams Meeting) - Nicole Stein

## Tuesday, December 5

- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein
- 12:00pm - 12:30pm DEIA Check-in (Microsoft Teams Meeting) - Dale A. Christopher
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson
- 2:35pm - 3:35pm OGE Observance for National Disability Employment Awareness Month (Microsoft Teams Meeting) - David M. Levenson
- 3:35pm - 4:05pm Comms - Leadership Note (Microsoft Teams Meeting) - Nicole Stein
- 4:05pm - 4:25pm agency assignments (Microsoft Teams Meeting) - Nicole Stein

## Wednesday, December 6

- 9:00am - 9:30am Discuss feedback on Summit doc (Microsoft Teams Meeting) - Nicole Stein
- 11:00am - 12:00pm Practice website overview (Microsoft Teams Meeting) - Nicole Stein
- 12:30pm - 1:00pm Informal Gathering (Microsoft Teams Meeting) - Nicole Stein
- 1:15pm - 2:00pm Website Check-In (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein
- 3:05pm - 3:15pm teams feature (Microsoft Teams Meeting) - Nicole Stein
- 3:30pm - 6:25pm (b)(6) - personal (Microsoft Teams Meeting) - Nicole Stein

## Thursday, December 7

- Private Appointment
- 11:30am - 12:00pm IEG Check-In (Recurring Meeting) (Microsoft Teams Meeting) - Nicole Stein
- 2:00pm - 2:55pm Monday's event (Microsoft Teams Meeting) - Nicole Stein
- 4:00pm - 4:30pm email desk officer assignmnets

## Friday, December 8

- CWS (Supervisor Calendar) - Nicole Stein



## Saturday, December 9

## Sunday, December 10




# December 11, 2023 - December 17, 2023

| December 2023 |    |    |    |    |    |    | January 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa | Su           | Mo | Tu | We | Th | Fr | Sa |
|               |    |    |    |    | 1  | 2  |              | 1  | 2  | 3  | 4  | 5  | 6  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  | 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 | 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 | 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 | 28           | 29 | 30 | 31 |    |    |    |
| 31            |    |    |    |    |    |    |              |    |    |    |    |    |    |


## Monday, December 11

- Private Appointment  
- Save the Date: All-hands Event at OGE (1201 New York Avenue) - Dale A. Christopher
- 9:30am - 2:30pm All-hands Event Invite for Distant Remote Workers (Microsoft Teams Meeting) - Dale A. Christopher
- 9:30am - 11:55am Supervisor's Meeting: All Hands (Microsoft Teams Meeting) - Nicole Stein




## Tuesday, December 12

- 8:00am - 8:30am Send CDO Letter
- 9:00am - 9:30am PCD Supervisors Meeting (Teams Meeting) - Nicole Stein 
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein 
- 11:00am - 1:30pm (b)(6) (Microsoft Teams Meeting) - Nicole Stein
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson 
- 3:00pm - 6:25pm (b)(6) Nicole - Nicole Stein

## Wednesday, December 13

- 9:35am - 9:55am Summit - Save the Year (Microsoft Teams Meeting) - Nicole Stein
- 10:30am - 10:55am check in (Microsoft Teams Meeting) - Nicole Stein
- 11:15am - 12:00pm Equity Team Meeting - Nicole Stein
- 12:00pm - 12:25pm Practice website
- 1:00pm - 2:00pm Website Check-In (Microsoft Teams Meeting) - Nicole Stein 
- 2:00pm - 3:30pm Overview of OGE's Website (Microsoft Teams Meeting) - Nicole Stein
- 4:00pm - 4:30pm talk (I will call you) - Jennifer Matis

## Thursday, December 14

- 14 principle tweets (set up)
- add ER spreadsheet
- Private Appointment  
- 10:00am - 11:30am CONFIRMED: Center for Presidential Transition Agency Transition Roundtable (Virtual) (b)(5) teleconference access information
- 11:30am - 12:00pm Discuss Edits (Microsoft Teams Meeting) - Nicole Stein
- 1:00pm - 1:55pm Election Readiness Monthly Meeting (Microsoft Teams Meeting) - Nicole Stein
- 3:00pm - 3:45pm OGE - Mentor Resources (b)(5) teleconference access information - Kristen Kasje 
- 4:30pm - 4:55pm Discuss edits (Microsoft Teams Meeting) - Nicole Stein

## Friday, December 15

- CWS (Supervisor Calendar) - Nicole Stein 

## Saturday, December 16

- Private Appointment 

## Sunday, December 17

# December 18, 2023 - December 24, 2023

December 2023

| 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 |
| 31 |    |    |    |    |    |    |

January 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 | 31 |    |    |    |

## Monday, December 18

- 11:05am - 11:30am finalize next leadership note - Shelley K. Finlayson
- 11:30am - 11:55am Comms (Microsoft Teams Meeting) - Nicole Stein ↻
- 1:00pm - 1:30pm Training Program Discussion (Microsoft Teams Meeting) - David M. Levenson
- 2:00pm - 3:00pm IEG Check-In (Recurring Meeting) (Microsoft Teams Meeting) - Nicole Stein ↻
- 3:05pm - 3:35pm discuss PIA (Microsoft Teams Meeting) - Jennifer Matis
- 3:40pm - 4:40pm PCD Supervisors Meeting (Teams Meeting) - Nicole Stein ↻

## Tuesday, December 19

- 12:00am Nicole (A/L) - Nicole Stein →

## Wednesday, December 20

- ← Nicole (A/L) - Nicole Stein →
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein ↻

## Thursday, December 21

- ← 12:00am Nicole (A/L) - Nicole Stein →

## Friday, December 22

- CWS (Supervisor Calendar) - Nicole Stein ↻

## Saturday, December 23

## Sunday, December 24

# December 25, 2023 - December 31, 2023

| December 2023 |    |    |    |    |    |    | January 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa | Su           | Mo | Tu | We | Th | Fr | Sa |
|               |    |    |    |    | 1  | 2  |              | 1  | 2  | 3  | 4  | 5  | 6  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  | 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 | 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 | 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 | 28           | 29 | 30 | 31 |    |    |    |
| 31            |    |    |    |    |    |    |              |    |    |    |    |    |    |


## Monday, December 25

Christmas Day (United States)

Private Appointment  

## Tuesday, December 26

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

1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson 

## Wednesday, December 27

12:00am Contactoge coverage 

7:00am - 7:25am Start Early

10:00am - 10:55am Call Monica - Interior

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

5:30pm - 5:55pm End Early

## Thursday, December 28

< 12:00am Contactoge coverage

Private Appointment  

10:00am - 10:55am Quarterly All-Hands Meeting (Microsoft Teams Meeting) - Nicole Stein

11:00am - 11:45am OGE - Mentor Resources (b)(5) teleconference access information - Kristen Kasje 

2:00pm - 2:30pm LN Chat (Microsoft Teams Meeting) - Patrick Shepherd

## Friday, December 29

CWS (Supervisor Calendar) - Nicole Stein 

## Saturday, December 30

## Sunday, December 31