

# January 29, 2024 - February 4, 2024

January 2024

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February 2024

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## Monday, January 29

Nonresponsive records (out of date range)

## Tuesday, January 30

Nonresponsive records (out of date range)

## Wednesday, January 31

Nonresponsive records (out of date range)

## Thursday, February 1

- Send BHM Email
- 7:10am - 8:30am Review policy, CBJ, and data
- 8:30am - 9:25am Call w/ Nicole
- 10:05am - 10:30am FEVS, award policy
- 11:00am - 12:00pm OGE and GAO Data Call (Rescheduled)
- (b)(5) - webconference access info  
(b)(5) - webconference access info - Tucker, Emily L
- 12:00pm - 1:15pm HOLD ↻
- 3:15pm - 4:15pm NEW meeting invite for Leg Team (Microsoft Teams Meeting) - Jennifer Matis ↻

## Friday, February 2

- CWS ↻
- Groundhog Day (United States)
- 1:00pm - 2:00pm Pride In Federal Service Monthly Member Meeting - Richmond, Orien ↻

## Saturday, February 3

## Sunday, February 4

# February 5, 2024 - February 11, 2024

February 2024							March 2024						
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## Monday, February 5

- **7:00am - 9:00am Review SOC LN, Summit registration, Transition guide draft** (Microsoft Teams Meeting)
- **9:30am - 10:00am Check in** - Shelley K. Finlayson ↻
- **10:15am - 11:00am Check in** - 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 - 4:40pm PCD Supervisors Meeting** - Nicole Stein ↻

## Tuesday, February 6

- **7:00am - 9:00am CBJ/APP** (Microsoft Teams Meeting)
- **10:00am - 11:00am Comms** (Microsoft Teams Meeting) - Nicole Stein ↻
- **1:35pm - 2:25pm Supervisor Meeting** (Microsoft Teams Meeting) - Shelley K. Finlayson ↻
- **2:30pm - 3:00pm Staffing Issue** (Microsoft Teams Meeting) - Seth Jaffe
- **3:05pm - 3:30pm Check in** - Shelley K. Finlayson

## Wednesday, February 7

- **7:10am - 8:00am CBJ**
- **9:00am - 9:30am Weekly Budget Review** (Microsoft Teams Meeting) - Gilbert Carlson ↻
- **11:00am - 12:00pm Check-In** (Microsoft Teams Meeting) - Nicole Stein
- **2:00pm - 3:00pm PCD Staff Meeting** (Microsoft Teams Meeting) - Nicole Stein ↻
- **3:05pm - 3:30pm Equity Team Meeting** (Microsoft Teams Meeting) - Nicole Stein
- **4:00pm - 4:30pm Quick call on budget transmission to OMB** (Microsoft Teams Meeting) - Shelley K. Finlayson

## Thursday, February 8

- **7:10am - 9:00am Transition guide**
- **9:00am - 10:00am HOLD: Office Hours** (Microsoft Teams Meeting)
- **9:30am - 10:00am Today or someday soon** (Teams or a Call) - Christopher Brown
- **10:00am - 11:00am CDO Monthly Meeting** (Microsoft Teams Meeting) - Nicole Stein
- **11:00am - 12:00pm ITD Staff Meeting** (Microsoft Teams Meeting) - Ty Cooper ↻
- **12:00pm - 1:15pm HOLD** ↻
- **2:00pm - 3:00pm General Counsel Exchange Employment Law Subgroup Call** (Microsoft Teams Meeting) - General Counsel Exchange ↻
- **3:00pm - 3:30pm Certify T&A** ↻
- **4:00pm - 4:30pm Dashboard** (Microsoft Teams Meeting)

## Friday, February 9

■ **CWS** ↻

## Saturday, February 10

## Sunday, February 11

# February 12, 2024 - February 18, 2024

February 2024							March 2024						
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## Monday, February 12

- 7:10am - 9:00am Review: forms renewal, fiscal & NDAA memos, note
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 1:00pm - 1:30pm MS Planner -PRB (Microsoft Teams Meeting) - Zohair Baig
- 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 - 4:40pm PCD Supervisors Meeting - Nicole Stein ↻

## Tuesday, February 13

- 9:00am 2024 Senior Executive Leadership Summit: Leading Beyond Boundaries  
(b)(5) - webconference access info
- 8:55am - 6:05pm Executive summit
- 9:00am - 9:45am General Counsel Exchange Teleconference FY24 (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein ↻
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson ↻
- 2:00pm - 3:00pm PIC-PIO Meeting  
(b)(5) - webconference access info  
(b)(5) - webconference access info - Council Meeting Support ↻
- 3:00pm - 4:30pm PIC-PIO Meeting (In person at GSA HQ (1800 F St., NW, rooms 1460/1461); online at  
(b)(5) - webconference access info

## Wednesday, February 14

- < 2024 Senior Executive Leadership Summit: Leading Beyond Boundaries  
(b)(5) - webconference access info  
(b)(5) - webconference access info - Partnership for Public Service
- Valentine's Day (United States)
- 7:10am - 8:00am Review PRA documents
- 8:00am - 8:30am Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson ↻
- 8:55am - 4:35pm Executive summit
- 12:00pm - 12:50pm Hold

## Thursday, February 15

- < 3:00pm 2024 Senior Executive Leadership Summit: Leading Beyond Boundaries  
(b)(5) - webconference access info
- FY24 Q1 Budget Report Deadline (Possibly include Baseline Report) - PCD Calendar
- 7:35am - 8:00am SEP remarks
- 8:15am - 8:35am AQ (agency question) - Nicole Stein
- 8:50am - 3:50pm Executive Summit
- 10:00am - 11:00am Special Emphasis Program - Observance for National Black History Month (Microsoft Teams Meeting) - David M.
- 11:35am - 12:00pm Review
- 12:00pm - 1:15pm HOLD ↻
- 2:00pm - 3:00pm ELPB Monthly Meeting (Microsoft Teams Meeting) - Seth Jaffe
- 3:35pm - 4:00pm Reminder: A.P.

## Friday, February 16

- CWS ↻
- (b)(6) - personal

## Saturday, February 17

## Sunday, February 18

# February 19, 2024 - February 25, 2024

February 2024							March 2024						
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## Monday, February 19

Presidents' Day (United States)

## Tuesday, February 20

- 7:10am - 8:00am Email/document review
- 8:35am - 9:00am Chip check in (due to holiday) (Microsoft Teams Meeting) - Shelley K. Finlayson
- 9:30am - 10:00am Check in - Shelley K. Finlayson ☺
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein ☺
- 10:00am - 12:00pm CIGIE Member Meeting (1750 H St NW (1750 H St NW, Washington, District of Columbia 20006)) - Andrew Cannarsa ☺
- 11:00am - 11:20am Check in - Shelley K. Finlayson ☺
- 1:05pm - 1:30pm PCD Managers check in (Microsoft Teams Meeting)
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson ☺
- 2:40pm - 4:00pm Prepare for midyear performance reviews
- 4:30pm - 5:00pm Mid-year performance review - Shelley K. Finlayson

## Wednesday, February 21

- 7:05am - 8:00am (b)(6)
- 8:00am - 8:25am (b)(6)
- 8:35am - 9:00am (b)(6)
- 9:00am - 9:30am Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson ☺
- 9:45am - 10:15am Mid-year performance review - Shelley K. Finlayson
- 10:45am - 11:15am Mid-year performance review - Shelley K. Finlayson
- 12:00pm - 1:00pm S of C Briefing After Call w/OMB (Microsoft Teams Meeting) - Seth Jaffe
- 1:35pm - 2:00pm Prep
- 2:00pm - 3:00pm PCD Staff Meeting (Microsoft Teams Meeting) - Nicole Stein ☺
- 4:00pm - 4:55pm Performance Highlights (Microsoft Teams)

## Thursday, February 22

- 7:10am - 8:00am Document review
- 8:10am - 9:00am Review draft LA
- 9:30am - 9:55am Org Health Check-In (Microsoft Teams Meeting) - Nicole Stein
- 10:10am - 11:00am Office Hours
- 11:00am - 12:00pm OGE Full Year Review as of 1.31.24 (Microsoft Teams Meeting) - Shawna L. Cale
- 12:00pm - 1:15pm HOLD ☺
- 1:30pm - 2:00pm Certify T&A ☺
- 2:00pm - 3:00pm DEIA Learning Community Webinar: Making Black History, Building Black Futures (b)(5) - webconference access info (b)(5) - webconference access info
- 3:35pm - 4:00pm SEC Supplemental
- 4:35pm - 5:15pm SORN

## Friday, February 23

CWS ☺

## Saturday, February 24

## Sunday, February 25

# February 26, 2024 - March 3, 2024

February 2024						
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March 2024						
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## Monday, February 26

- 7:10am - 8:30am Review/edit SORN
- 9:30am - 10:00am Check in - Shelley K. Finlayson ↻
- 10:15am - 11:00am Check in - Shelley K. Finlayson ↻
- 11:10am - 12:00pm Call on new agencies in Integrity
- 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 - 4:40pm PCD Supervisors Meeting - Nicole Stein ↻
- 4:45pm - 5:30pm Setting up a new agency (Microsoft Teams Meeting) - Tracy Hurston
- 5:35pm - 6:00pm Mtg cont.

## Tuesday, February 27

- 7:10am - 8:00am Review comms
- 8:05am - 8:30am Edit SORN
- 9:00am - 9:45am General Counsel Exchange Teleconference FY24 (Microsoft Teams Meeting) - General Counsel Exchange ↻
- 10:00am - 11:00am Comms (Microsoft Teams Meeting) - Nicole Stein ↻
- 11:30am - 11:45am oge/govt-1 (Microsoft Teams Meeting) - Jennifer Matis
- 12:10pm - 1:00pm HOLD
- 1:35pm - 2:25pm Supervisor Meeting (Microsoft Teams Meeting) - Shelley K. Finlayson ↻
- 3:10pm - 4:00pm Cultural competency training
- 4:00pm - 4:30pm Uninstall Office Suite from OGE's laptop (not VDI) (I will call you to give Quick Assist code) - Nishtar Saleem
- 5:00pm - 5:10pm quick budget question - Nicole Stein

## Wednesday, February 28

- 7:05am - 7:30am Final review of SORN
- 7:40am - 8:30am Review DEIA materials
- 9:00am - 9:30am Weekly Budget Review (Microsoft Teams Meeting) - Gilbert Carlson ↻
- 9:30am - 11:00am Year-two DEIA Strat Plan Discussion (Microsoft Teams Meeting) - Dale A. Christopher
- 11:00am - 11:30am SAC/OMB Monthly Meeting- February 2024 Topics: Tech Talent Hiring Surge; SAC Report on Organizational Health (continued)
- 11:00am - 11:30am SAC/OMB Monthly Meeting (b)(5) - webconference access info
- 11:45am - 12:45pm HOLD
- 3:00pm - 3:30pm Move to 250 E Street Monthly All-hands Meeting
- 4:00pm - 4:45pm Review APP/APR Edits (Microsoft Teams Meeting) - Nicole Stein

## Thursday, February 29

- CWS ↻
- 12:00pm - 1:15pm HOLD ↻
- 2:40pm - 5:30pm Private Appointment 🔒

## Friday, March 1

Nonresponsive records (out of date range)

## Saturday, March 2

Nonresponsive records (out of date range)

## Sunday, March 3

Nonresponsive records (out of date range)