

	Tue 9/1	Wed 9/2	Thu 9/3
8am	JH Leave 7:40am - 4:10pm		
9am			
10am	NARA/Leo Daly Design for GPO 7th Floor @ GPO Building, 700 North		
	NARA TO2 - Conference Call-in Information Below @ Webex/Call-in		
	OGIS Staff Meeting 10am - 12pm		
11am		HOLD (Mtg w/ Rick Blum) 11am - 12pm	FOIA-FACA Admin Meeting Prep @ OGIS 10:30am - 11:30am
	Sunshine Week meeting 11:30am -		Meeting with Kim Keravuori re OGIS regs @ All - Conference room 4100 11:30am - 12:30pm
12pm		HOLD - OPM updates and changes @ Archives II 12pm - 4pm	
1pm			Meeting with Kimm Richards on GAO rec. @ conference room 3500 - All 1:30pm - 2:30pm
		SES Performance System Training @ Archives II - Lecture Room B 1pm - 3pm	
2pm			
3pm			
4pm			
5pm	(b) (6)		
6pm		(b) (6)	
7pm			

Fri 9/4

Sat 9/5

Sun 9/6

8am

 AL
8am - 9am

9am

(b) (6)


10am

11am

Conversation w/ Socrata - NARA's
transparency initiatives
11am - 11 30am

12pm

1pm

 Annual Leave
12 30pm - 1 30pm

2pm

OGIS Case
201500895
2pm - 3pm

AVI)Conference
Room
2pm - 2 30pm

3pm

4pm

(b) (6)

5pm

6pm

(b) (6)

7pm

	Mon 9/7	Tue 9/8	Wed 9/9
9am			Sunshine Week - March 2016 @ Telecon (James will call JT) 9am - 10am
10am		OGIS Staff Meeting 10am - 12pm	Planning and Goals & Objective Meeting Follow-up @ OGIS Conference Room 10 30am - 12pm
11am			
12pm			
1pm		Social Media conversation - NGC @ call 72928 1pm - 1 30pm	
2pm		A Managers Meeting 1 30pm - 3pm	
3pm			
4pm		Official Photo 3 30pm - 4pm	
5pm		(b) (6)	
6pm	(b) (6)		(b) (6)
7pm		(b) (6)	
8pm			

	Thu 9/10	Fri 9/11	Sat 9/12
		AWS	(b) (6)
7am			
8am			(b) (6)
9am			
10am	FOIA Advisory Committee Administrative Meeting @ Suite 795 - 800 North Capitol St NW, Washington, D.C., DC 20002, United States 10am - 12pm		
11am			
12pm	2015 OGIS report 12pm - 1pm		
1pm			
2pm	OGIS and External Engagement @ MP will call JH 2pm - 3pm		
3pm			
4pm		(b) (6)	
5pm			
6pm			

Sun 9/13

Mon 9/14

Tue 9/15

(b) (6) Annual Leave- (b) (6)

9am

Weekly Update Meeting @ Director
Holzer's Office
8 30am - 9am

10am

OGIS Staff Meeting
10am - 12pm

11am

12pm

Lunch with DHS OGC
12pm - 2pm

1pm

2pm

FEMA Compliance Report Discussion w/J.
Holzer, NARA @ Privacy Office - 650 Mass
Ave., NW, 3rd Floor
2pm - 3pm

3pm

4pm

(b) (6)

5pm

6pm

(b) (6)

7pm

Wed 9/16

Thu 9/17

Fri 9/18

(b) (6) (b) (6)

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

6pm

7pm

8pm

COFO Meet @ Telecon
9 30am - 11 30am

Coalition of Federal Ombudsman - Call In @ Call In
9 30am - 11 30am

Submit T&A
10am - 10 30am

Planning Meeting - Follow-up @ OGIS Conference Room
10 30am - 12 30pm

Coffee with MN
12 30pm - 1 30pm

Call james
3pm - 4pm

Coffee w/James @ James will come to PRIV
10am - 11am

(b) (6) (b) (6)

(b) (6) (b) (6)

Sat 9/19

Sun 9/20

Mon 9/21

7am

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

6pm

**Weekly Update Meeting @ Director
Holzer's Office**
8 30am - 9am

**OGIS
records
managem
ent briefing
and records
scheduling**
9am - 3pm

**Compliance Team (USCG
Report)**
10 30am - 11 30am

**Meet with
SGI (Rick
Blum) @
OGIS**
12pm - 1pm

**Lunch with
Rick Blum**
At 12pm

**Staff Meeting - Short @
OGIS Conference Room**
2pm - 2 30pm

T&A
3pm - 3 30pm

(b) (6)

Tue 9/22

Wed 9/23

Thu 9/24

7:30am - Holzer: Teleworking @ Offsite

AL

10am

Social Security Meeting - Call In @ Call In
10am - 11am

Goals & Objectives
Follow-up Meeting
- Conference Call @
Conference Call -
Kirsten will Lead
10am - 12 30pm

11am

OGIS Regs @ Conference Call Number:
866-753-1083 Passcode: 72819257
11 30am - 1pm

12pm

Lifecycle of
Records @ A2 -
4207 (Deb's office)
12pm - 12 45pm

1pm

SAVE THE DATE: September Managers
and Supervisors (M&S) Forum @ A2-
Lecture Rooms B,C ,& D, A1- Adams
Conference Room; field- various
1pm - 2 30pm

2pm

3pm

4pm

5pm

(b) (6)

6pm

(b) (6)

7pm

8pm

Fri 9/25

Sat 9/26

Sun 9/27

(b) (6) AWS

8am

9am

10am

11am

12pm

1pm

2pm

3pm

4pm

5pm

6pm

Meet w/DoD (Jim Hogan) @ OGIS - 800 Capitol Avenue Northeast, Washington, DC, United States 10am - 11am

Meeting with Jim Hogan @ TBD 10am - 11am

(b) (6)

(b) (6) - Leave @ OGIS 2:10pm - 3:10pm

(b) (6)

	Mon 9/28	Tue 9/29	Wed 9/30
7am			COFO Conference @ U.S. Patent and Trademark Office 7am - 4pm
8am		(b) (6) Leave @ OGIS 7 30am - 4pm	
9am	Weekly Update Meeting @ Director Holzer's Office 8 30am - 9am	(b) (6) SkillPath Training @ Washington, DC, USA 9am - 4pm	Call with DOS 9am - 10am
10am	"Kick-Off" Meeting For NARA OFR and OGIS Construction @ GPO, 732 North Capitol Street, Schwenk Conference Room A717B 10am - 12pm		OGIS Staff Meeting 10am - 12pm
11am			
12pm			
1pm			OGIS Communications Plan Mtg 1pm - 2pm
2pm	Still interested letters @ OGIS conference room 2pm - 3pm		SORN chat (IRS) 2pm - 3pm
3pm			Conflict Resolution Month @ Telecon 3pm - 4pm
4pm			
5pm		(b) (6)	
6pm	(b) (6)		(b) (6)
7pm			