

**Mon, Sep 30**

- 6:15 AM – 6:45 AM Depart Residence, en route DOL
- 8:00 AM – 8:30 AM Ethics Briefing
- 8:30 AM – 8:45 AM Meeting with Sandy Allison (OSEC)
- 8:45 AM – 9:00 AM Daily Staff Meeting
- 9:00 AM – 9:20 AM Overview Meeting
- 9:45 AM – 10:15 AM Records Management Briefing
- 10:30 AM – 11:00 AM Meeting with Stephen Willertz, OLMS
- 11:10 AM – 11:30 AM OPA Social Media Meeting
- 11:30 AM – 11:50 AM Scheduling Overview Meeting
- 12:00 PM – 1:00 PM Lunch
- 1:20 PM – 1:35 PM Depart DOL, en route WH
- 2:00 PM – 3:00 PM WH: Swearing In
- 3:00 PM – 3:15 PM Depart WH, en route DOL
- 3:20 PM – 3:45 PM Human Resources Briefing
- 4:00 PM – 4:15 PM FYI: All Employee Email & Personnel Press Release
- 4:00 PM – 4:30 PM Agency Head Meeting
- 4:40 PM – 4:45 PM Depart Secretary's Office, en route OPA Studio
- 4:45 PM – 5:00 PM Official and Passport Photo
- 5:00 PM – 5:05 PM Depart OPA Studio, en route Secretary's Office
- 5:15 PM – 5:45 PM Meeting with Brenda Russell (OSEC)
- 6:00 PM – 6:20 PM Wrap Up Meeting
- 7:00 PM – 7:30 PM Depart DOL, en route Residence