
From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=43396EAF58FB4A2EBCEF758218E6C040-(b) (6)]
Sent: Mon 2/24/2025 3:39:12 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

The following are few items that I worked on and/or accomplishment last week:

- (b) (5) [REDACTED]
- (b) (6) [REDACTED]
- (b) (6) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]

Sincerely,

(b) (6) | Group Chief/Supervisory Auditor
Experience-Rated Audits Group | Office of Audits
Office of the Inspector General | Office of Personnel Management
(b) (6) @opm.gov | (202) (b) (6) (Office) | (202) (b) (6) (Cell)
1900 E Street NW, (b) (6) | Washington, DC 20415



From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6EECEF8285D249BE866A5A06F7F67E4B-(b) (6)]
Sent: Mon 2/24/2025 3:39:13 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (6)
- (b) (6)
- (b) (6)
- (b) (5)
- (b) (6)

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DF7CD5C669844015A916A93E3385E279-(b) (6)]
Sent: Mon 2/24/2025 3:39:24 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

Please see requested information:

- (b) (5)
- (b) (6)
- Reviewed and advised project managers on actionable items, milestones, and project issues to enhance project efficacy.
- (b) (6)
- (b) (6)

Thank you,

(b) (6)
Lead Human Resources Consultant

U.S. Office of Personnel Management
HR Solutions, Federal Staffing Center, Staff Acquisition
M: 202-(b) (6) | (b) (6) @opm.gov | [OPM.gov](https://www.opm.gov)



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From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
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Sent: Mon 2/24/2025 3:39:39 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

- (b) (5)
- (b) (5)
- (b) (6)
- (b) (6)
- (b) (5)

(b) (6) MSW

Benefit Officers Liaison and Development

(b) (6) @opm.gov
(202) (b) (6) ofc
(202) (b) (6) fax

From: HR <hr@opm.gov>
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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=ABBDB954ABD3414981606193EC40E76B-77DD57FD-23]
Sent: Mon 2/24/2025 3:39:41 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: Re: What did you do last week?

- (b) (5) [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

- Performing other assignments of similar difficulty that have been selected with a view to develop the employee's knowledge of the full scope of the position or assist the organization in meeting customer service and timeliness goals.

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:45 PM
Subject: What did you do last week?

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0080014C11264DE5B12D424143F7D4AC-41CF4117-D2]
Sent: Mon 2/24/2025 3:40:06 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon:

In compliance with your request, I am forwarding my accomplishments for last week.

- (b) (5)

[Redacted]

- (b) (6)

[Redacted]

- (b) (6)

[Redacted]

- (b) (6)

[Redacted]

- Provided timely responses to email action items.

Sincerely,

(b) (6)

HR Specialist (Evaluator)
U.S. Office of Personnel Management
Agency Compliance and Evaluation-Eastern
Merit System Accountability and Compliance

(b) (6) [@opm.gov](mailto:(b)(6)@opm.gov)
[OPM.gov](https://www.opm.gov)



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From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
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Sent: Mon 2/24/2025 3:39:57 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

I accomplished the following last week:

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

(b) (6)

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Sent: Mon 2/24/2025 3:40:05 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (5) [REDACTED]
- (b) (5), (b) (6) [REDACTED]
- (b) (5) [REDACTED]
- (b) (6), (b) (5) [REDACTED]
- (b) (6) [REDACTED]

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From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE
ADMINISTRATIVE GROUP
(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=65056439F5B64118A27F56A422
8FE5EA-(b) (6)]
Sent: Mon 2/24/2025 3:40:12 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

- Ordered and processed incoming cases
- Answered email inquiries from concerned annuitants
- Responded to voicemail inquiries from concerned annuitants
- Reviewed and Processed Cases
- Completed Administrative work for incoming cases

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Sent: Mon 2/24/2025 3:40:14 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6)@opm.gov
Subject: RE: What did you do last week?

Good afternoon,

This past week I performed the following duties.

- I completed all assigned work and requested additional work to ensure timeliness of OPM responses and quality of work.

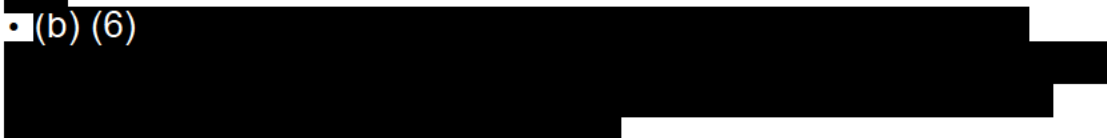
- (b) (5)



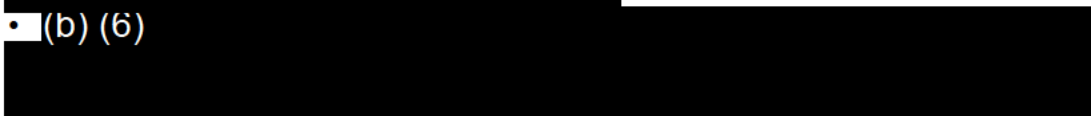
- (b) (6)



- (b) (6)



- (b) (6)



With gratitude,

(b) (6)

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ADMINISTRATIVE GROUP
(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=398963DA0605486982923ABC23
05962C-F622255A-75]
Sent: Mon 2/24/2025 3:40:17 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; (b) (6)
@opm.gov
Subject: RE: What did you do last week?

- (b) (6)
- (b) (5)
- (b) (6)
- (b) (6)
- (b) (6)

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Sent: Mon 2/24/2025 3:40:16 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

(b) (6)

Below is a list of what I believe to be the 5 most common inquiries from last week.

1. Direct deposit changes
2. Health Benefits cancellation/suspension status
3. Mailing address changes
4. Income tax withholding changes
5. Requesting documents by mail.

Thank you

(b) (6)

Contact Representative
Office of Personnel Management
Retirement Operations Center – Retirement Information Office



From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
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Importance: High

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Sent: Mon 2/24/2025 3:40:20 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon.

Last week, I:

- (b) (6)
 - (b) (6)
 - (b) (6)
 - (b) (6)
 - (b) (6)
 - Answered inquiries from internal and external customers.
- (b) (5):
 - (b) (5)
 - (b) (6)
- (b) (5), (b) (6)
- (b) (5), (b) (6)
- (b) (5), (b) (6)

Best regards,

(b) (6)

Program Manager

Retirement Surveys & Students

Retirement Services

U.S. Office of Personnel Management



U.S. Office of
Personnel Management

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*Manage your retirement account anywhere and anytime
at www.servicesonline.opm.gov and www.opm.gov/retire.*

For customer inquiries call 888-767-6738 or email retire@opm.gov

Para asistencia en español: Llame al 888-767-6738 y seleccione la opción 3.

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Sent: Mon 2/24/2025 3:40:32 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]

(b) (6), DDS, CPH
FEDVIP Program Analysis Officer
(202) (b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
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Sent: Mon 2/24/2025 3:40:32 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- Demonstrated our newly built in-house end-to-end workflow process automation and tracking system to organizational stakeholders and end-users

- (b) (6)
- (b) (5)
- (b) (5)
- (b) (6)
- (b) (6)

(b) (6)
Data Analytics Branch (DAB) Program Manager
U.S. Office of Personnel Management
MSAC/ACE/OPAG/DAB
o: (202) (b) (6)
(b) (6) @opm.gov

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 3:46 PM
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Sent: Mon 2/24/2025 3:40:28 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; (b) (6) @opm.gov
Subject: RE: What did you do last week?

Per the email below, the following are 5 key accomplishments from last week:

- Participated in scheduled training sessions on compliance standards and best practices.
- (b) (5)
- (b) (5)
- (b) (6)
- (b) (5)

Respectfully,

(b) (6)
HR Consultant
U.S. Office of Personnel Management
HR Solutions / Staff Acquisition
Cel:202-(b) (6)
(b) (6) @opm.gov
[OPM.gov](https://www.opm.gov)



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A6B82171-(b) (6)]
Sent: Mon 2/24/2025 3:40:47 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (5)
- (b) (6)
- (b) (5)
- (b) (5)
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Sent: Mon 2/24/2025 3:41:15 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; (b) (6) @opm.gov
Subject: RE: What did you do last week?

1. (b) (5) [REDACTED]
2. (b) (6) [REDACTED]
3. (b) (5) [REDACTED]
4. (b) (5) [REDACTED]
5. (b) (5) [REDACTED]

Respectfully,
(b) (6), Legal Administrative Specialist
Claims 1, Pending Branch 1
Retirement Services
U.S. Office of Personnel Management
1900 E Street NW, Washington, DC 20415-1000
Email: (b) (6) @opm.gov



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Sent: Mon 2/24/2025 3:41:05 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

Five items I completed last week include but are not limited to the following:

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

(b) (6)

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Sent: Mon 2/24/2025 3:41:05 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

1. (b) (5)
2. (b) (6)
3. (b) (5)
4. (b) (5)
5. (b) (5)

(b) (6)
HR Consultant

U.S. Office of Personnel Management
HR Solutions / HR Strategy and Evaluation Solutions
c: (202)(b) (6)
(b) (6) @opm.gov
[OPM.gov](https://www.opm.gov)



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Sent: Mon 2/24/2025 3:41:11 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- Answered Agency Faxes on what they need for the customer
- (b) (6)
- Receive Mail for my department and with attention to Detail distributed Properly
- (b) (6)
- (b) (6)

Thank You

(b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
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From: (b) (6) @opm.gov
Sent: Mon 2/24/2025 3:41:26 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Hello during the three days I worked last week (Monday was a holiday and Friday (b) (6)) I completed the following:

1. (b) (5)
2. (b) (5)
3. (b) (6)
4. (b) (5)
5. (b) (6)

Respectfully,

(b) (6)
Program Analyst (Data Scientist)

U.S. Office of Personnel Management
Strategic Workforce Planning – Forecasting and Methods
Workforce Policy and Innovation
o: (202)(b) (6)
(b) (6) @opm.gov
[OPM.gov](https://www.opm.gov)

(b) (6)



Follow us on [LinkedIn](#) | [Twitter](#) | [YouTube](#)

From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 1:46 PM

Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7E8F0BE58E4D42F38E6DBDAD038F416F-0F924337-E4]
Sent: Mon 2/24/2025 3:41:34 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; (b) (6) @opm.gov; (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (6)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)

Very Respectfully,

(b) (6)
HR Specialist - Evaluator

U.S. Office of Personnel Management
Merit System Accountability and Compliance | Agency Compliance and Evaluation - Eastern
o: (202) (b) (6)
(b) (6) @opm.gov
[OPM.gov](https://www.opm.gov)



Follow us on [LinkedIn](#) | [Twitter](#) | [YouTube](#)

(b) (6)

From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=84E3F91C25C3469DAD6846634111EC55-(b) (6)]
Sent: Mon 2/24/2025 3:41:39 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: Re: What did you do last week?

- (b) (6)
- (b) (5)
- (b) (6)
- (b) (6)
- (b) (5)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:45 PM
Subject: What did you do last week?

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1869B6D565BE455EA2DF5702064FC64E-(b) (6)]
Sent: Mon 2/24/2025 3:41:46 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

In response to the inquiry below. These are some of the tasks and work products I accomplished last week.

- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]

(b) (6)
Appeals and Claims Adjudicator
Agency Compliance and Evaluation
Merit System Accountability and Compliance
U.S. Office of Personnel Management



From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 1:46 PM
Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C2F0931039B24724913815BA55F03634-(b) (6)]
Sent: Mon 2/24/2025 3:41:44 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon
Accomplishment

- **Manage Mail Operations & Team Performance** – Oversaw the efficient processing, sorting, and delivery of incoming and outgoing mail from various vendors. Assigned tasks, ensured accuracy, and maintained timely completion of daily operations.
- **Contract & Compliance Oversight** – Completed the recompetete package for postage meter equipment and mail center support services. Ensured mail practices adhered to agency policies, including hazardous materials and international mailing regulations.
- **Equipment Maintenance & Troubleshooting** – Identified and resolved issues with mail center equipment, performing basic repairs and coordinating with vendors for escalated support. Ensured all machines, including postage meters and tracking devices, operated efficiently.
- **Vendor & Courier Coordination** – Engaged with USPS and private couriers (UPS, DHL, FedEx, Amazon) to facilitate proper mail handling. Attended leadership and vendor meetings to enhance mail center operations.
- **Mail Security & Special Projects** – Maintained security and confidentiality of PII and sensitive mail. Led special projects, collaborating with program offices to ensure timely execution, compliance, and proper finalization of mail processing.

(b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE
ADMINISTRATIVE GROUP
(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E72479B2E2F64242A82BB5A0D
E9E4E49:(b) (6)]
Sent: Mon 2/24/2025 3:42:11 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

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

(b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 3:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BB58BC8A34A9490AA9DA5F04364B9F1F:(b) (6)]
Sent: Mon 2/24/2025 3:41:56 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (6)
- (b) (6), (b) (5)
- (b) (6)
- (b) (6)
- (b) (6)
- (b) (6)
- (b) (6)

(b) (6)
(b) (6)
Physical Security
Senior Security Specialist
Facilities, Security, & Emergency Management
U.S. Office of Personnel Management
Office: (202) (b) (6)
Cell: (202) (b) (6)
Fax: (202) (b) (6)
(b) (6) @opm.gov

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=401AABF849DA47878777A7D2EB78773C-DCED4D9D-DB]
Sent: Mon 2/24/2025 3:42:00 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

“What I Did Last Week”

To whom it may concern,
I would like to start by saying Monday February 17, 2025, was a Federal holiday and OPM was not in office. Please see the 5 bullet points below, these are only 5 of the many duties I perform in a week.

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

Thank You,

(b) (6), CSS

U. S. Office of Personnel Management
Retirement Information Office
Boyers PA 16017



From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=C5ECDD0F3DBE484D9B996126D52B9578-(b) (6)
Sent: Mon 2/24/2025 3:42:05 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

To Whom It May Concern:
I am including these 5 bullets below:

- (b) (5)
- (b) (5)
- (b) (5)
- (b) (6)
- (b) (6)

Regards,
(b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=47CC70BC85304F48AF39E5FFD571C5FD-C3929D09-9E]
Sent: Mon 2/24/2025 3:42:20 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon, here are work priorities from last week (Annual Leave on Thursday 2/21):

- (b) (6)
- (b) (6)
- (b) (5), (b) (6)
- (b) (6)
- (b) (6)

Best,

(b) (6)
Budget & Resources Manager
Federal Executive Boards: National Operations
Office of Workforce Policy and Innovation
U.S. Office of Personnel Management
Eastern Time Zone
c: (202) (b) (6)
(b) (6) @opm.gov



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Follow OPM: [LinkedIn](#) | [Twitter](#) | [YouTube](#)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D92E8EB73FA04574B5E9412ED7BAD716-(b) (6)]
Sent: Mon 2/24/2025 3:42:12 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

- (b) (6)
- (b) (5)
- (b) (6)
- (b) (6)
-

(b) (6), M.S.
Personnel Research Psychologist
U.S. Office of Personnel Management
HR Solutions / Assessment & Evaluation
(b) (6) @opm.gov
[OPM.gov](https://www.opm.gov)



From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=17C5A29A8F734F768C9D4EDB97171869-EF379CE7-A3]
Sent: Mon 2/24/2025 3:42:13 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]; (b) (6) @opm.gov]
Subject: RE: What did you do last week?

To whom it may concern,

Please see list of last weeks accomplishments.

- (b) (5) [REDACTED]
- (b) (6) [REDACTED]
- (b) (6) [REDACTED]
- (b) (6) [REDACTED]
- (b) (5) [REDACTED]
- (b) (6) [REDACTED]
- (b) (6) [REDACTED]
- (b) (6) [REDACTED]
- (b) (5) [REDACTED]

(b) (6)
Human Resources Specialist
Agency Compliance and Evaluation, Western Group

Merit System Accountability and Compliance
US Office of Personnel Management
Teams System Telephone Number: 1-202-(b) (5)
(b) (5) @opm.gov

From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 2:46 PM

Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (5), (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=5011B295319740C39B391D771AB5CC2A-(b) (6)]
Sent: Mon 2/24/2025 3:42:15 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Good afternoon,

Customer Services : taking calls from federal retirees

Helped Annuitants with forms over the phone .

(b) (6)

Report passing of annuitant and send the proper forms out to the Heirs of the deceased .

General question asked by Federal Retired annuitant

Thank you

(b) (6)
Retirement Information Office
U.S Office of Personnel Mangement
Phone: 202 (b) (6)
Email: (b) (6) @opm.gov

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=FA3350A6588449D0885D495F25DED542-860FC7D6-C7]
Sent: Mon 2/24/2025 3:42:19 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (6)
- Reviewed floor space chart, cleaned, and emptied cubicles to make ready for staff members return to office.
- Held weekly check-in meetings with individual team members to do status review of work tasks or projects and provide guidance.
- Reviewed and provided feedback on two audit resolution letters.
- (b) (5)

Best regards,

(b) (6)
Branch Chief - FEHB 2
U.S. Office of Personnel Management
1900 E Street, NW
Washington, DC 20415

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=322D2533B0C24ABEA1F343606B91A21A:(b) (6)]
Sent: Mon 2/24/2025 3:42:49 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

My last week work:

- (b) (6)
- (b) (6)
- (b) (6)
- Converted retirement funds to foreign service retirement system.
- (b) (6)

Thank you

(b) (6)
Customer Service Specialist
Refunds

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=777E05C5288140BF97765278B441A6C0:(b) (6)]
Sent: Mon 2/24/2025 3:42:52 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon:

Please find below a listing of my activity for last week:

- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)

Thank you.

(b) (6)
Deputy Associate Director, Postal Service Insurance Operations
US Office of Personnel Management
Washington, DC 20415
(202) (b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=49A90749A77947B5AFDCB0FCE442085E-BCFC7932-38]
Sent: Mon 2/24/2025 3:42:54 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0E8FC5653D0F4125A344765D7EB083B1:(b) (6)]
Sent: Mon 2/24/2025 3:43:02 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (6)

Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=32D0DF62397F45188B43C843B6914073-(b) (6)]
Sent: Mon 2/24/2025 3:43:03 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

(b) (6)

For last week:

- (b) (6)
- (b) (5)
- (b) (5)
- (b) (5)
- We reviewed office space and equipment to ensure a successful return to the office.

(b) (6)
*Deputy Associate Director
Federal Employees Insurance Operations
Healthcare and Insurance
Office of Personnel Management*
(b) (6) @opm.gov
(202)(b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=68BAD3E100C34EAE82134C8795D3FFD-(b) (6)]
Sent: Mon 2/24/2025 3:43:05 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good day,

Last week I worked on the following items:

- (b) (5)
- Completed and passed Delegated Examining Certification Exam
- (b) (5)
- (b) (5)
- (b) (5)

Thank you,

(b) (6)

Supervisory Human Resources Specialist
Talent Acquisition C
Talent Acquisition, Records & Processing Division (TARP)
Office of the Chief Human Capital Officer

M: 202 (b) (6) |
(b) (6) @opm.gov
(b) (6)
(b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B2D3CF7B0206472B8532A4772D00E59D-E2BCA020-89]
Sent: Mon 2/24/2025 3:43:16 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- Worked with colleagues to plan for transition of core responsibilities ahead of their departure.

- (b) (5)

- (b) (5)

- (b) (5)

- (b) (5)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DEBD877693D3470C99E2DAAF78A054F0:(b) (6)]
Sent: Mon 2/24/2025 3:43:46 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

Last week, I performed the following duties/tasks:

- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- Participated in All-Hands meetings, Staff meetings.
- (b) (6)

Best regards,

(b) (6)
Human Resources Specialist
OCHCO, Workforce Relations
Employee & Labor Relations
(202) (b) (6)



Follow us on [LinkedIn](#) | [Twitter](#) | [YouTube](#)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (5) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=10BCC6B62FCF45D08DBAA29ED2B4038C-FFCEE7A-25]
Sent: Mon 2/24/2025 3:43:36 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: Re: What did you do last week?

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

Legal Administrative Specialist
U.S. Office of Personnel Management
Retirement Services, Claims 1 Branch 1
(b) (6) @opm.gov



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From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:45 PM
Subject: What did you do last week?

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=63391CDE2ED34A36BBD83D2B1C10DDED-(b) (6)]
Sent: Mon 2/24/2025 3:43:47 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; (b) (6) @opm.gov
Subject: RE: What did you do last week?

Five bullets of last week's accomplishments:

- (b) (6)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
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Importance: High

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=74279CB27E41499389D0C04CD06A7067-(b) (6)]
Sent: Mon 2/24/2025 3:43:58 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; (b) (6) @opm.gov
Subject: RE: What did you do last week? 2/18/25 – 2/21/25
Attachment: (b) (6)

Status 2/17/25 – 2/21/25

- (b) (6)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (6)
- (b) (5)
- (b) (5)
- (b) (6)
- Meetings (b) (6)

(b) (6)

Kind Regards,

(b) (6)

Chief, Quality Assurance Branch

U.S. Office of Personnel Management

Office of the Chief Information Officer | FITBS | RSITPMO

Office: 202(b) (6)

(b) (6) [@opm.gov](mailto:(b) (6)@opm.gov) | [OPM.gov](https://www.opm.gov)



U.S. Office of
Personnel Management

From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

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Deadline is this Monday at 11:59pmEST.

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=81388696B6AB4443A266E7CDA42D9D36-(b) (6)]
Sent: Mon 2/24/2025 3:44:02 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

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

(b) (6)
Federal Employees Health Insurance
(FEHB) 3 Program Manager
U.S. Office of Personnel Management
Healthcare and Insurance
(b) (6) [@opm.gov](mailto:(b) (6)@opm.gov)

c: 202-(b) (6)
o: 202-(b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E4175EA9911F4FD390F075DC5CA77341-(b) (6)]
Sent: Mon 2/24/2025 3:44:03 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; (b) (6) @opm.gov; (b) (6) @opm.gov
Subject: RE: What did you do last week?

Accomplishments for the week of 2-17-2025

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

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9DCCFF00AC1046319B1A24B3D5C7BC7C-8789FE13-99]
Sent: Mon 2/24/2025 3:44:28 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- Utilized my current knowledge from Phase 1 training receiving incoming calls from annuitants and survivors regarding their tax documents, and answering various questions regarding their life insurance, retirement and various other benefits
- Answering inquiries from annuitants and survivors resolving questions using available resources
- Provided customers with forms available through our online document system
- Provided customers with assistance navigating their services online accounts including the use of step-by-step instructions and password resets
- Assisted customers by explaining and answering questions about forms and assisting them with completing forms

(b) (6), CSS
Office of Personnel Management
Retirement Information Office



From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=374E28F9B7A04232A34E1FE871B2E60A-(b) (6)]
Sent: Mon 2/24/2025 3:44:17 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Hello,

Below are the requested accomplishments:

- (b) (6)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)

Best,

(b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 3:46 PM
Subject: What did you do last week?
Importance: High

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E7982D1D83844FDC97B595CE57AC6A4D-(b) (6)]
Sent: Mon 2/24/2025 3:44:27 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; (b) (6) @opm.gov
Subject: RE: What did you do last week?

Per Your Request:

- Audited and Reviewed Initial Decisions
- Performed Financial Analysis
- Researched Title 5 Laws and Regulations Pertaining to Retirement Benefits
- Drafted Final Determinations for Reconsideration Requests, and Remanded Cases to Take Corrective Action
- Communicated with Annuitants to Address All Concerns

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9F40C33D3C86451E844AF806DDC5E242-(b) (6)]
Sent: Mon 2/24/2025 3:44:41 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

1. (b) (5)
2. (b) (5)
3. (b) (5)
4. (b) (6)
5. (b) (6)

(b) (6), Ph.D.
Lead Personnel Research Psychologist
U.S. Office of Personnel Management
HR Solutions / Assessment & Evaluation
202-(b) (6)
(b) (6) @opm.gov
OPM.gov



From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 2:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

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Sent: Mon 2/24/2025 3:44:41 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

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

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Importance: High

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Sent: Mon 2/24/2025 3:44:36 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (5)
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(b) (6)

U.S. Office of Personnel Management (OPM) | Workforce Policy & Innovation (WPI)
Strategic Workforce Planning (SWP) | Business Administration Team (BAT)
o: 202(b) (6) | e: (b) (6) @opm.gov



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From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
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Importance: High

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From: (b) (5) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0E3C39BCDCCA4CF28B83F98AED99FFF4(b) (6)]

Sent: Mon 2/24/2025 3:44:44 PM (UTC-05:00)

To: HR10[HR10@opm.gov]

Subject: Re: What did you do last week?

Attachment: (b) (6)

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=27B288CA3AB14278971C79249A78C1A8:(b) (6)]
Sent: Mon 2/24/2025 3:45:10 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

As requested, please see below 5 bullets of things I accomplished last week.

- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (6) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]

Thanks,

(b) (6) | Budget Analyst
U.S. Office of Personnel Management
Healthcare and Insurance / Operations & Resource Management
Ph: (202) (b) (6)
Email: (b) (6) @opm.gov
[OPM.gov](https://www.opm.gov)

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Subject: What did you do last week?
Importance: High

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0515799AFF854E2A99F1ACBED B270F16-(b) (6)]
Sent: Mon 2/24/2025 3:45:03 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Last week I performed the following tasks:

- (b) (5)
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v/r

(b) (6)

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Sent: Mon 2/24/2025 3:45:17 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Per your request:

- . Audited and reviewed initial decisions.
- . Performed financial analysis.
- . Researched Title 5 laws and regulations pertaining to retirement benefits.
- . (b) (6)
- . (b) (6)
- . Communicated with annuitants to address concerns.

(b) (6)

Legal Administrative Specialist
Retirement Services
U.S. Office of Personnel Management
1900 E Street N.W.
Washington, DC 20415



From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

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Sent: Mon 2/24/2025 3:45:41 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; (b) (6) opm.gov]
Subject: RE: What did you do last week?

Good afternoon,

Per request, here are several accomplishments from the week of February 17, 2025.

- (b) (5)
- (b) (5), (b) (6)
- (b) (5), (b) (6)
- (b) (5)
- (b) (6)
- (b) (6)

Thank you,
(b) (6)

(b) (6)
OPM HR Solutions, Federal Staffing Center, USA Hire
(b) (6) @opm.gov | www.opm.gov/hrs/fsc/usahire

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

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Sent: Mon 2/24/2025 3:45:33 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

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

(b) (6)
Account Manager
OPM HR Solutions, USA Performance

1900 E St. NW, Suite 2469, Washington, DC 20415
P: 202-(b) (6) | (b) (6) [@opm.gov](mailto:(b) (6)@opm.gov)



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Sent: Saturday, February 22, 2025 4:46 PM
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Sent: Mon 2/24/2025 3:45:44 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (5)
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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=2D5D7DC6FC604B70891B3F2F94A74D4D-(b) (6)]
Sent: Mon 2/24/2025 3:45:52 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; (b) (6) @opm.gov
Subject: RE: What did you do last week?

Here is what I did last week:

- (b) (5)
- (b) (5)
- (b) (6)
- (b) (5)
- (b) (5)

(b) (6)
Human Resources Specialist - Evaluator

U.S. Office of Personnel Management
Agency Compliance and Evaluation | Eastern Group
Merit System Accountability and Compliance

202-(b) (6)
(b) (6) @opm.gov

[OPM.gov](https://www.opm.gov)



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Sent: Saturday, February 22, 2025 3:46 PM
Subject: What did you do last week?
Importance: High

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Sent: Mon 2/24/2025 3:46:13 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

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

(b) (6), M.A.
Personnel Research Psychologist

U.S. Office of Personnel Management
HR Solutions / Assessment & Evaluation
c: (202)(b) (6)
(b) (6) @opm.gov
[OPM.gov](https://opm.gov)



From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

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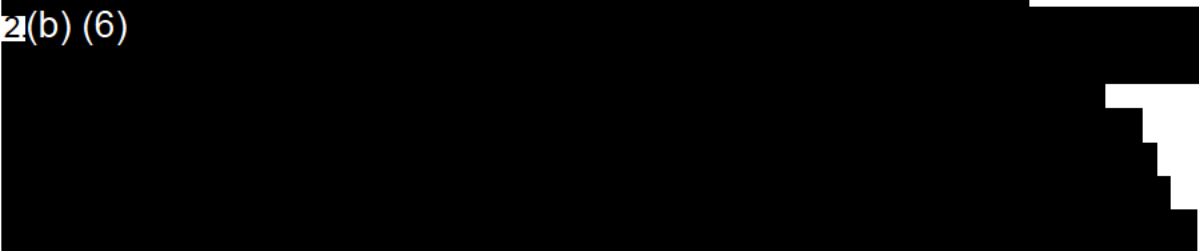
Deadline is this Monday at 11:59pmEST.

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To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

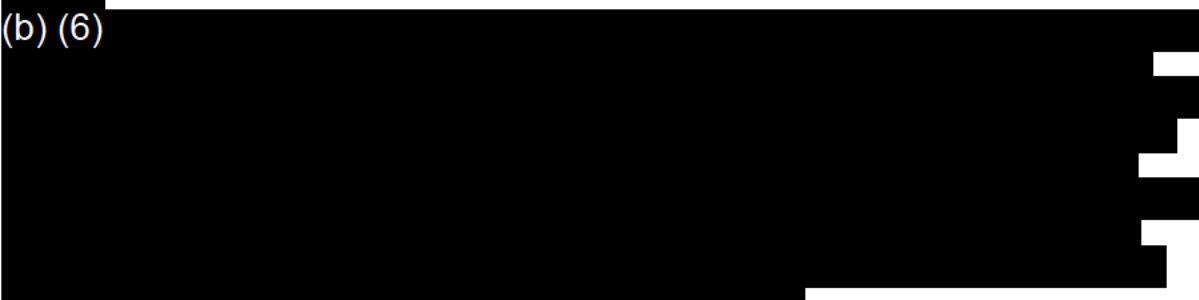
1.(b) (6)



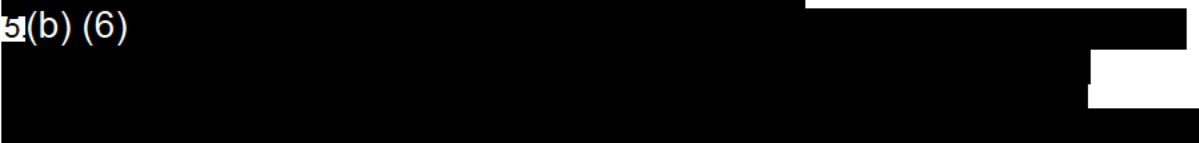
2.(b) (6)



(b) (6)



5.(b) (6)



6.(b) (6)



Sincerely

(b) (6)

Retirement Specialist
Office of Personnel Management



From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: [REDACTED] [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B40351ECF8FD43979B23EA9732FDE917-E437933D-1B]
Sent: Mon 2/24/2025 3:46:01 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

Bullets email response for the week of February 16, 2025:

- (b) (6) [REDACTED]
- (b) (6) [REDACTED]
- (b) (6) [REDACTED]
- (b) (6) [REDACTED]
- (b) (6) [REDACTED]

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=22A5B001798444B0978CE505209E0023-E004599F-10]
Sent: Mon 2/24/2025 3:46:09 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (5)

- (b) (5)

- (b) (5)

- (b) (5)

- (b) (5)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

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Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F1ECBB65E0064B9D875ACD9E20F9D615-(b) (6)]
Sent: Mon 2/24/2025 3:46:09 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Here is what I accomplished:

- (b) (6)
- (b) (6)
- Providing excellent Customer Service
- (b) (6)
- Sending documents to the address on file to include, Annuity Statements, 1099R's, Life Insurance Policies, pamphlets, designation of beneficiary forms, etc.

Sincerely,

(b) (6)
Retirement Services-RIO

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=69BACD7E868E4150AD25C28544FD82A5-(b) (6),]
Sent: Mon 2/24/2025 3:46:10 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (5)
- (b) (6)
- Setup automatic communications for upcoming trainings
- (b) (5)
- (b) (6)

(b) (6)
Management Analyst

U.S. Office of Personnel Management
HR Solutions / Center for Leadership Development
(202)(b) (6)
(b) (6) @opm.gov
[OPM.gov](https://www.opm.gov)



Follow us on [LinkedIn](#) | [X \(Formerly Twitter\)](#) | [YouTube](#)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
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Importance: High

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7AE60EA923164FF19F4155DBA E902122-(b) (6)]
Sent: Mon 2/24/2025 3:46:10 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

These are my accomplishments,

Mail Sorting:

- Systematically sorted and categorized incoming mail to ensure accurate and efficient distribution, supporting seamless agency communications.

Mail Delivery:

- Executed timely and precise delivery of mail to designated recipients and departments, ensuring critical documents and correspondence reached their intended destinations without delay.

Mail Preparation:

- Organized and prepped outgoing mail for processing, verifying accuracy and readiness for postage application to maintain compliance with agency mailing procedures.

Postage Processing:

- Operated and managed the postage metering system, applying accurate postage based on weight, size, and delivery urgency to optimize cost efficiency and timely dispatch.

Mail Research & Resolution:

- Conducted thorough research on misaddressed or unclaimed mail, identifying the appropriate recipient or department to prevent delays in critical communications and operational workflows.

Thank you,

(b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE
ADMINISTRATIVE GROUP
(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=01E677818C084A3BB0F8536539
5C9195-1603E04C-1F]
Sent: Mon 2/24/2025 3:46:13 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

- (b) (5), (b) (6)
- (b) (6)
- (b) (6)
- (b) (6)
- (b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=840467CDA30A4EA2881B8A5C67EDCBFA-445A747A-8C]
Sent: Mon 2/24/2025 3:46:28 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; (b) (6) @opm.gov; (b) (6) @opm.gov
Subject: RE: What did you do last week?

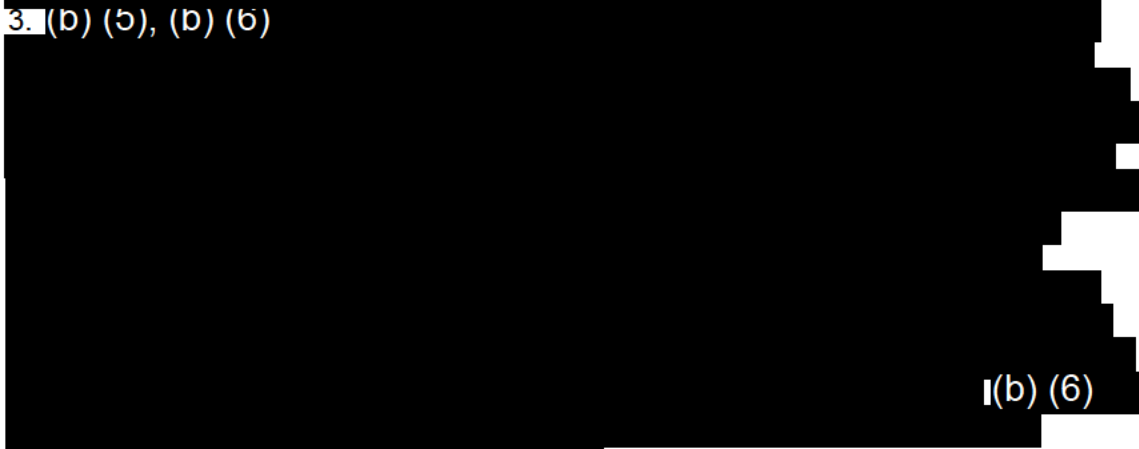
1. (b) (5), (b) (6)

A large rectangular area of the document is completely redacted with black ink, covering approximately the first half of the page content.

2. (b) (5)

A rectangular area of the document is redacted with black ink, covering approximately the second half of the page content.

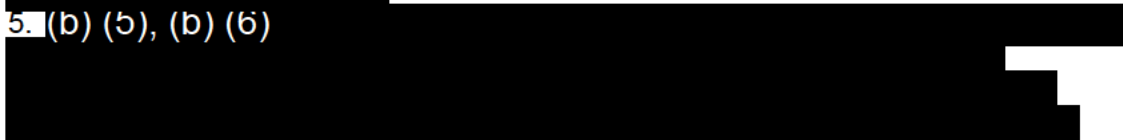
3. (b) (5), (b) (6)

A large rectangular area of the document is redacted with black ink, covering approximately the third half of the page content.

4. (b) (5)

A rectangular area of the document is redacted with black ink, covering approximately the fourth half of the page content.

5. (b) (5), (b) (6)

A rectangular area of the document is redacted with black ink, covering approximately the fifth half of the page content.

(b) (6)



From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 3:46 PM

Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=96E5CBBE221F4D2B843648745 DEB4F81-(b) (6)]
Sent: Mon 2/24/2025 3:46:27 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (6)
- (b) (5)
- (b) (5), (b) (6)
- (b) (6)
- (b) (5)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=81388696B6AB4443A266E7CDA42D9D36-(b) (6)]
Sent: Mon 2/24/2025 3:46:43 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Resending with supervisor copied.

From: Hansen, Barbara A.
Sent: Monday, February 24, 2025 3:44 PM
To: HR10 <HR10@opm.gov>
Subject: RE: What did you do last week?

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

(b) (6)
Federal Employees Health Insurance
(FEHB) 3 Program Manager
U.S. Office of Personnel Management
Healthcare and Insurance
(b) (6) @opm.gov

c: 202-(b) (6)
o: 202-(b) (6)

From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D593A5D2421544749E29FA4E42174012-67E0E877-67]
Sent: Mon 2/24/2025 3:46:35 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Dear HR,

As you requested, here is a bulleted list of five things I accomplished last week:

- I responded and resolved customer inquiries calling about the status of their retirement claims, life insurance, deferred retirement, former spouse retirement benefits, and other post retirement issues.
- I reviewed incoming files (including congressional inquiries) and distributed correspondence so they are properly logged in and processed.

- (b) (6)

- (b) (6)

- (b) (6)

(b) (6)

Sincerely,

(b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=99033C8BFC624281A3BD19B604D12BA3-F31A1B90-4A]
Sent: Mon 2/24/2025 3:46:40 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

Accomplishment

Mail Sorting & Distribution

- Effectively and efficiently sorted and routed all incoming mail to designated delivery points, ensuring timely and accurate distribution across OPM. Proactively identified and redirected improperly addressed mail to the correct office for seamless processing.

Mail Processing

- Managed the daily operation of the agency's mail meter machine, accurately processing outgoing mail, including high-priority and time-sensitive materials, while ensuring compliance with postal regulations and special handling requirements.

Accountable Mail Management

- Oversaw the secure handling of accountable mail, including registered, insured, and specialty items addressed to OPM. Retrieved and documented required signatures to maintain chain-of-custody integrity and regulatory compliance.

Mail Delivery & Pickup

- Executed daily mail transport operations by delivering outgoing mail and parcels to USPS and retrieving incoming mail and packages for prompt processing, ensuring uninterrupted communication and operational efficiency within the agency.

Reporting & Record-Keeping

- Generated and maintained detailed daily and monthly reports on mail processing volumes, including high-priority categories such as permits, Special Pay, international mail, and 1099R documents. Tracked and documented accountable mail received from office departments to support agency-wide record-keeping and audit readiness.

Sincerely,

(b) (6)

Mail Assistant

Facilities, Security, and Emergency Management

U.S. Office of Personnel Management

Office: 202:(b) (6)

Email: (b) (6) [@opm.gov](mailto:(b) (6)@opm.gov)

From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

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Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE
ADMINISTRATIVE GROUP
(FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6BF9A677BBD345DBA198EAAB
3FE5EFD5-F22850CA-91]
Sent: Mon 2/24/2025 3:46:48 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

To whom it may concern:

Here is a sample of some of the ways I spent the week of 2/17/2025:

1. (b) (6)
2. (b) (6)
3. Assisted with how to log onto the Servicesonline.opm.gov web site, why it is necessary and how to link it with the Login.gov site, provided assistance with the login.gov site and/or phone number, processed password changes
4. (b) (6)
5. Assisted with forms necessary to submit for a variety of reasons such as, to apply for death benefits, apply for retirement and/or refund benefits, post retirement marriages, etc.

Sincerely,

(b) (6)
Customer Service Specialist
OPM Retirement Information Office



From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?

Importance: High

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=33BD3902AF7A48E3B587221ED78A0C9-B6FFEA31-21]
Sent: Mon 2/24/2025 3:46:53 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- Training

(b) (6), J.D., M.B.A.
Human Resources Specialist
Agency Compliance and Evaluation – Eastern
Merit System Accountability and Compliance
U.S. Office of Personnel Management
O: 202-(b) (6)
(b) (6) @opm.gov
[OPM.gov](https://www.opm.gov)



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From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 3:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8B181E2304EF4229951062214DCBFA7B-05CF081F-9F]
Sent: Mon 2/24/2025 3:46:58 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; (b) (6) @opm.gov
Subject: RE: What did you do last week?

1. (b) (5)

2. (b) (5)

(b) (5)

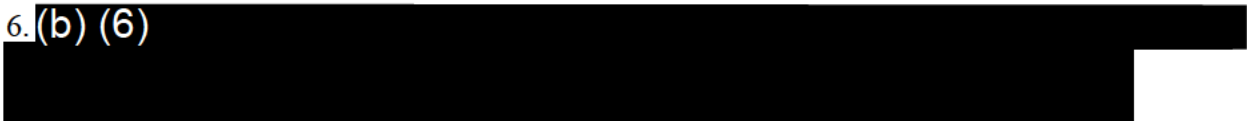
(b) (5)

(b) (6)

(b) (5)

5. General Correspondence & Administrative Tasks: Throughout the week, I managed and responded to multiple correspondences related to my ongoing responsibilities, ensuring smooth communication and progress on various initiatives.

6. (b) (6)



From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=2CD94CE4A06D4CD895F6D6354440DCD8-(b) (6)]
Sent: Mon 2/24/2025 3:46:59 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

Here are my accomplishments for last week:

- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (6)

(b) (6), Special Agent
Office of Investigations
Office of Inspector General
U.S. Office of Personnel Management
Email: (b) (6) @opm.gov
Phone: (469) (b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 1:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=866997D00E974F4C82B2E9C342E8E2E4-(b) (6)]
Sent: Mon 2/24/2025 3:46:59 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Greetings

Below are my primary accomplishments for the week of February 17 in my part-time position in the OCHCO.

1. (b) (5) [REDACTED]
2. (b) (5) [REDACTED]
3. (b) (5) [REDACTED]
4. (b) (5) [REDACTED]
5. (b) (6) [REDACTED]

(b) (6)
Senior Advisor
U.S. Office of Personnel Management
Office of the Chief Human Capital Officer



From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=5E8A60F32BC545BDB987F7E2E82B3B53:(b) (6)]
Sent: Mon 2/24/2025 3:47:22 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

(b) (5)

(b) (5)

(b) (5)

(b) (5)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=2E61044CAC5F4B69A981606DFE1F5D61:(b) (6)]
Sent: Mon 2/24/2025 3:47:33 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

- (b) (5)
- (b) (6)
- (b) (5)
- (b) (6)
- (b) (6)
- Attended meetings (staff and All hands)
- Answered customer calls and responded to customer inquiries

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D8BA8F6D745740779185E22AC32B7CC0-(b) (6)]
Sent: Mon 2/24/2025 3:47:46 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good Afternoon,

My bullet points are as follows:

1. (b) (6)
[Redacted]
3. (b) (5)
[Redacted]
4. (b) (5)
[Redacted]
5. (b) (6)
[Redacted]

Respectfully,

(b) (6)
Operations Supervisor
U.S. Office of Personnel Management
Agency Compliance and Evaluation-Eastern
Merit System Accountability and Compliance
C: (845)(b) (6) O: (202)(b) (6)
(b) (6) @opm.gov
[OPM.gov](https://opm.gov)



Follow us on [LinkedIn](#) | [Twitter](#) | [YouTube](#)

From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=3548312B65D742E1B49B6CE338 AF9720:(b) (6)]
Sent: Mon 2/24/2025 3:48:10 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

In accordance with the Inspector General Act of 1978, as amended:

- (b) (6)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (6)
- (b) (6)
- (b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7B0A5C97CB354A7EBB2F0FA441E4C63A-A50A352A-46]
Sent: Mon 2/24/2025 3:48:33 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

To whom it concerns,

Please see the following bullets regarding my accomplishments from last week:

- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (6)

Respectfully,

(b) (6)
Management Analyst
U.S. Office of Personnel Management
HR Solutions / Assessment and Evaluation
c: 202-(b) (6)
o: 202-(b) (6)
(b) (6) @opm.gov



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From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 2:46 PM

Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=039008DB4EFF4043A3445DE95858E08A-29418F3C-06]
Sent: Mon 2/24/2025 3:48:13 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: Re: What did you do last week?

Hello! Below are my accomplishments for the last week:

- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)

Thank you,

(b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:45 PM
Subject: What did you do last week?

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E879F7605BBD4914BA836B92B6F7E2F3:(b) (6)]
Sent: Mon 2/24/2025 3:48:29 PM (UTC-05:00)
To: HR10[HR10@opm.gov]; HR[HR@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Hello,

Here are the duties I completed last week

- (b) (6)
- (b) (6)
- (b) (5)
- (b) (5)
- (b) (5)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=5DD5B2ACB3264A0A88BCCF02B10D2169-E1F8A0D1-9C]
Sent: Mon 2/24/2025 3:48:27 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

My activities for the week of February 18th through February 21st:

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

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DACE43726F4443E89AD82DF5D4032D3E-28D929A4-26]
Sent: Mon 2/24/2025 3:48:37 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Hello,

(b) (6)
Please see below a list of the calls I receive and handle each day for the Federal retirees that call in.

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

Thank you,

(b) (6)
Customer Service Specialist

U.S. Office of Personnel Management
Retirement Information Services
(888)(b) (6)
(b) (6) @opm.gov



From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=B655AA73397543498133D522AEB80CBF-(b) (6)]
Sent: Mon 2/24/2025 3:48:43 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good Afternoon:

Listed below are the items requested.

- (b) (5)
- (b) (5)
- (b) (5)
- Continued 508 Compliance training (ongoing).
- (b) (5)

(b) (6)
Administrative Assistant
U.S. Office of Personnel Management
Merit Systems Accountability & Compliance
o: (202) (b) (6)
(b) (6) @opm.gov



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From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 3:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=728EA99956BC45859ACF807E9BE36B9B-(b) (6)]
Sent: Mon 2/24/2025 3:48:55 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Hello,

1. Received incoming calls from our retired and survivor annuitants regarding all aspects of the retirement process.
2. (b) (6)
3. (b) (5)
4. Sent forms for processing life insurance, health benefits, death, and divorce.
(b) (6)

Thank you for your time,
(b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=FE638A37ABFA48568BE55D3231546DFC-E4CF392E-8B]
Sent: Mon 2/24/2025 3:49:12 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: Re: What did you do last week?

- Responded to internal and external customer inquiries concerning former spouse retirement benefits and adjudications in a timely manner
- (b) (6)
- (b) (6)
- (b) (6)
- Reviews and screen cases to ensure it has the correct documents to process a case in a timely and prompt manner

(b) (6)
Paralegal Specialist
Office of Personnel Management
Court Ordered Benefits Branch (COBB)
P.O. Box 17
Washington, DC 20044
Tel. 202-(b) (6)
Fax. 202-(b) (6)

From: (b) (6) @opm.gov>
Sent: Monday, February 24, 2025 3:41 PM
To: HR10 <HR10@opm.gov>
Subject: Re: What did you do last week?

- (b) (6)
- (b) (6)
- (b) (5)
- (b) (6)

• (b) (6)

(b) (6)

Paralegal Specialist
Office of Personnel Management
Court Ordered Benefits Branch (COBB)
P.O. Box 17
Washington, DC 20044
Tel. 202-(b) (6)
Fax. 202-(b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:45 PM
Subject: What did you do last week?

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DB757688EDF04565B7E2CC9AA A503AD6-(b) (6)]
Sent: Mon 2/24/2025 3:49:14 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: Re: What did you do last week?

My accomplishments last week included, but were not restricted to the following:

(b) (5) [REDACTED]
(b) (5) [REDACTED]
(b) (5) [REDACTED]
(b) (5) [REDACTED]
(b) (5) [REDACTED]
(b) (5) [REDACTED]

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:45 PM
Subject: What did you do last week?

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=055ABE590D96407B86940F3D4BEF4972-(b) (6)]
Sent: Mon 2/24/2025 3:49:00 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

5 Bullets as Requested

- ASSISTED ANNUITANTS, SURVIVORS, AND FAMILY MEMBERS THAT CONTACT RIO VIA TELEPHONE AND EMAIL FOR ASSISTANCE WITH THEIR BENEFITS AND GENERAL QUESTIONS AND CONCERNS
- (b) (6)
- MAINTAINED EXCEPTIONAL CUSTOMER SERVICE ASSISTANCE WITH HEALTH BENEFIT NEEDS AND PROMOTE A POSITIVE, COURTEOUS ATTITUDE AND BUSINESS LIKE DEMEANOR WITH ALL CONTACTS AT THE HIGHEST CALIBER.
- GUARANTEED SUCCESSFUL OUTCOME FOR THE CALLER. EXCEED CUSTOMER SERVICE AND PROCEED OVER AN BEYOND THEIR NEEDS. PROVIDED DETAILED INFORMATION AND EXPLAINED OPTIONS AND SOLUTIONS USING OPM POLICIES AND PROCEDURES.
- ASSIST IN THE MOST DIFFICULT CIRCUMSTANCE FOR DISABLED AND BEREAVED SURVIVORS TO RECEIVE THE UTMOST CARE REGARDING THE DEATH PROCESS. EXPLAIN VARIOUS EXPECTS OF THE PROCESS TO RELIEVE CALLERS OF UNNECESSARY STRESS-OBTAIN EXCEED FULLY SUCESSFUL STATS.

(b) (6)

Contact Representative
U.S. Office of Personnel Management
Retirement Information Office
(202) (b) (6)
(b) (6) @opm.gov
OPM.gov



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From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: [REDACTED] /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=80BFF2028CC741EFA6B22275F87DF9CA-[REDACTED]
Sent: Mon 2/24/2025 3:49:06 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: [REDACTED]@opm.gov
Subject: RE: What did you do last week?

Good Afternoon All,

Please see the below list of accomplishments but are not limited to the following.

- (b) (6)
[REDACTED]
- Ensures the reconciliations are performed timely; discrepancies are identified and resolved promptly.
- (b) (6)
[REDACTED]
- (b) (6)
[REDACTED]
- Successfully reviewed the Accounts Receivables Subledger transactions for final posting the General Ledger.

(b) (6)
[REDACTED]

(b) (6)
Supervisor, Reclamations Unit
CFO/FS/TFM/Receivables Mgmnt
Office of Personnel Management
1900 E Street, NW, Room 5455Z
Washington, DC 20415
202-(b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=71B6291F807041E5B31B0E71D55D1146-01A414DF-A0]
Sent: Mon 2/24/2025 3:49:05 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

- Completed several tasks and duties required by my position description.
- Coordinated and strategized shifting priorities with the team regarding team deliverables.
- Provided deliverables as requested of me by my supervision.
- (b) (6)
- (b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=5A0A322A45714FA4AB7F9F113EEC9F18-46CDCD68-6B]
Sent: Mon 2/24/2025 3:49:10 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

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

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1EEE5FF88AAF4A40A09D0BC410EA4E1B-(b) (6)]
Sent: Mon 2/24/2025 3:49:16 PM (UTC-05:00)
To: HR[HR@opm.gov]; HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Resending to add HR10.

Katina

From: (b) (6)
Sent: Monday, February 24, 2025 1:17 PM
To: HR <HR@opm.gov>
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

As requested,

1. (b) (6)
2. (b) (5)
3. (b) (6)
4. (b) (5)
5. (b) (5)

(b) (6)

(b) (6)
Executive Officer / Chief, OCFO Resources Management Officer

U.S. Office of Personnel Management
Office of the Chief Financial Officer
O: 202 (b) (6) , M: 202 (b) (6)

(b) (6) @opm.gov



From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=FD1EE448C4A5480BB518A49D6A088069-(b) (6)]
Sent: Mon 2/24/2025 3:49:30 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: Re: What did you do last week?

5 Things I Accomplished Last Week:

- (b) (5) [REDACTED]
- (b) (6) [REDACTED]
- (b) (6) [REDACTED]
- (b) (6) [REDACTED]
- (b) (5) [REDACTED]

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:45 PM
Subject: What did you do last week?

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=31634DA7BA2144079C71CCFF80D0DFFE-16733083-54]
Sent: Mon 2/24/2025 3:49:38 PM (UTC-05:00)
To: HR10[HR10@opm.gov]; HR[HR@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Good Afternoon,

- (b) (6)
- (b) (6)
- (b) (5)
- (b) (5)
- (b) (6)

Many thanks,

(b) (6)
Legal Administrative Specialist
Retirement Services, Claims 1, Pending Branch 3
U.S. Office of Personnel Management (OPM)
1900 E Street NW
Washington, DC 20415

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D24CD9EB02A3455F87B41E3BC6F53FB8:(b) (6)]
Sent: Mon 2/24/2025 3:49:41 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: Re: What did you do last week?

- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (6) [REDACTED]
- (b) (5) [REDACTED]

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 3:45 PM
Subject: What did you do last week?

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9B5F5FA198184E19A29FF736C57DE6A9-(b) (6)]
Sent: Mon 2/24/2025 3:49:42 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: Re: What did you do last week?

- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)

CONFIDENTIALITY NOTICE: This message, including any attachments, is intended for the use of the addressee(s) only, and it may contain information that is confidential, privileged and/or legally protected. Unauthorized review, distribution or copying of this message or of any accompanying attachments is prohibited. If you have received this message in error, please contact me by return email or by telephone, and permanently delete it and any accompanying attachments from your computer and/or any system on which they may be stored.

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:45 PM
Subject: What did you do last week?

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) R.[/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F22960D8C2154796BF90CADBAE229A15:(b) (6)]
Sent: Mon 2/24/2025 3:49:54 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

.

(b) (6)

.

(b) (6)

.

(b) (6)

.

(b) (6)

[REDACTED]

- (b) (6)

[REDACTED]

From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=539D8F16F54141B99BB19260A6821EEE-(b) (6)
Sent: Mon 2/24/2025 3:49:55 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6)@opm.gov
Subject: RE: What did you do last week?

(b) (6)

(b) (5)

(b) (5)

(b) (5)

(b) (5)

(b) (5)

From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F17EF4C8B2AF44F09085CB0F114520C5:(b) (6)]
Sent: Mon 2/24/2025 3:50:00 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

5 bullets of what I accomplished last week:

[REDACTED]

(b) (6) [REDACTED]

(b) (6) [REDACTED]

(b) (5) [REDACTED]

(b) (6) [REDACTED]

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(b) (6)
Account Manager
U.S. Office of Personnel Management
HR Solutions/USALearning
c: (202) (b) (6)
o: (202) (b) (6)
(b) (6) @opm.gov
[OPM.gov](https://www.opm.gov)



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From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=3E75D6BF78CF4AB18AD77946F49228D4-(b) (6)]
Sent: Mon 2/24/2025 3:50:16 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: Re: What did you do last week?

Good afternoon,

As requested, please see 5 bullet points below:

- (b) (6)
- updated data in Excel documents and submitted to my supervisor for review
- removed case files from cabinets in the office and re-organized them so that they are easy to find
- (b) (6)
- (b) (6)

Best regards,

(b) (6)

(b) (6)

Pathways Student Trainee

U.S. Office of Personnel Management

Retirement Services

o: (202) (b) (6)

(b) (6) @opm.gov

OPM.gov



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From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:45 PM
Subject: What did you do last week?

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

Please **do not send** any classified information, links, or attachments.

Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=6E34FDC9E08248858EDCCD69A1DBD21F-95D96C7E-1E]
Sent: Mon 2/24/2025 3:50:15 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

HR,

5 bullets of what I accomplished last week –

- Received incoming calls from annuitants and survivors regarding their retirement and various other benefits.
- Answered customer inquiries received by telephone while adjusting their account and resolving questions using available resources.
- Provided customers with forms available through the on-line documents system.
- Explained or answered questions about programs or products.
- Reviewed forms and claims for completeness, accuracy, and compliance with regulations.

Best regards,

(b) (6)

**Contact Representative
Retirement Information Office (RIO)
U.S. Office of Personnel Management**



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From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

Please reply to this email with approx. 5 bullets of what you accomplished last week and cc your manager.

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0AF039EB253C4990801299164F6C159C-734F3799-A9]
Sent: Mon 2/24/2025 3:50:16 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: Re: What did you do last week?

Good afternoon,

Below are five bullet points outlining the tasks that I accomplished last week:

- (b) (6)

- (b) (6)

- I reached out via phone and email to annuitants to obtain missing documentation as well as request them to fill out additional forms for their retirement applications.

- (b) (6)

- (b) (6)

Sincerely,

(b) (6)

(b) (6)
Legal Administrative Specialist

Retirement Services, Claims Group 1
US Office Of Personnel Management
(b) (6) @opm.gov



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For any inquires regarding your application and progress please contact 1-888-767-6738.

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:45 PM
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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CAA5B8AD434C49A18908028EB811E46B:(b) (6)]
Sent: Mon 2/24/2025 3:50:27 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (6)

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8080A102D1124DE28AD15481CA6A5D34-(b) (6)]
Sent: Mon 2/24/2025 3:50:15 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?
Attachment: HR - What Did You Do Last Week 2.24.25 (003).docx

Dear HR 10 HR hr@opm.gov,

Per your request, please see the attached concerning tasks I supported last week providing benefits to Federal employee and annuitant families.

(b) (6)
OPM HI PAD PDS

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
Subject: What did you do last week?
Importance: High

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Deadline is this Monday at 11:59pmEST.

HR – What Did You Do Last Week?
February 24, 2025

- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]

(b) (6)
OPM HI PAD PDS

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=297AC30F24DB4E7D9E8D88F2B5C67792;(b) (6)
Sent: Mon 2/24/2025 3:50:57 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

Five things I accomplished last week:

- (b) (6)
- Provided typed letters to answer inquiries regarding post retirement issues and routed already assigned inquiries to the needed department/specialist for review/processing.
- (b) (6)
- Processed any changes needed regarding life insurance, federal employee health benefits, tax withholding, etc.
- (b) (6)

Thank you,

(b) (6)

Legal Administrative Specialist
U.S. Office of Personnel Management - Retirement Operations Center -
Customer Inquiries

T: 202 (b) (6)
F: 724 (b) (6)

(b) (6)

From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 4:46 PM

Subject: What did you do last week?

Importance: High

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(b) (6) @opm.gov



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Sent: Saturday, February 22, 2025 4:46 PM

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