
From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7949B7477B7848E3818F9E1AF87DA24D-(b) (6)]
Sent: Mon 2/24/2025 3:18:30 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Make outgoing calls daily
Receive incoming calls daily
Processed Do Not Pay inquiries
Processed non reoccurring payments daily
Processed restoration of benefits

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=FA504A8C476E499EBE2C5164308CCF3F-34BF54A0-66]
Sent: Mon 2/24/2025 3:18:44 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

1. Received incoming calls from annuitants and survivors regarding their retirement and various other benefits.
2. Answered customer inquires primarily received by telephone making adjustments and resolving questions using available resources.
3. Provided customers with forms available through the on-line documents system.
4. Responded to emails primarily sent by customers through the OPM website Customer Support Center.
5. Everyday answered phone calls for my 8 hours doing the above tasks.

(b) (6)



Customer Service Specialist
Retirement Information Office
Boyers, Pennsylvania 16017
(888)767-6738

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=641C4DCFFD024B75B8D77E2059D4E0E8-(b) (6)]
Sent: Mon 2/24/2025 3:18:58 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Per the below request, please see my five bullets:

- (b) (5) [Redacted]
- (b) (5) [Redacted]
- (b) (5) [Redacted]
- (b) (5) [Redacted]
- (b) (5) [Redacted]

Kind regards,

(b) (6)

(b) (6)

Human Resources Consultant
U.S. Office of Personnel Management
HR Solutions/Federal Classification Center

c: (202) (b) (6)

MS Teams: (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=18CC703C72EB4C399849F9F5DA54ED50-(b) (6)]
Sent: Mon 2/24/2025 3:18:54 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?

- Prepare and ship cases to DC
- Prepare and pitch priority mail/cases
- Shipping to Claim 1
- Shipping to Claim 2
- Prepare and pitch disability cases

- Any other supervisory request as needed.

(b) (6)
Customer Service Rep-RDS
U.S .Office of Personnel Management
Retirement Operations Center
PO Box 45 Boyers, Pa 16017-0045
1-202-(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=E58B896DF42A4F8EB3EAAC9EFF5A92E3-(b) (6)]
Sent: Mon 2/24/2025 3:19:02 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.
- Made final determinations for reconsideration requests and remanded cases to take corrective actions.
- Communicated with annuitants to address their concerns.

(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=BACB0F6A63084ED6B46A3D097B3525EC-(b) (6)
Sent: Mon 2/24/2025 3:19:13 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?

Last week's accomplishments:

- prepared daily vouchers
- answered regular mail & email correspondence
- restorations of annuities
- returned phone calls
- ITS transactions

(b) (6)

Data Integrity & Payments
Management Program Analyst
Fraud & IDesk ... 202-(b) (6)
Fax Number ... 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=F30C10FAD3C5432D84606A470E8ADE8C-B8657B0E-14]
Sent: Mon 2/24/2025 3:19:17 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

Good afternoon,

Last week I conducted work screening and developing retirement cases as well as receiving instruction in my capacity as a Legal Administrative Specialist.

- I compiled retirement claims and ensured they were in the proper case order with all documents present and correctly completed.
- I developed these cases by entering their status into our internal Host-on-Demand system, making notes for what required further processing.
- I contacted annuitants by phone and email to update them on the status of their claims and to retrieve any missing or incomplete documents, as well as contacting other federal agency officials to retrieve missing civil service records.
- I sorted and separated cases by date that were designated for our DC office from those that were designated to the Boyers, PA OPM office.
- I received training from supervisors on the procedures for processing different categories of cases including, immediate, disability, court ordered, and deferred, as well as determining the eligibility of claimants for payment.

(b) (5)
Legal Administrative Specialist
US Office of Personnel Management
Retirement Services, Claims 1, Branch 2
1900 E Street NW | Washington, DC 20415
(b) (5) @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=8E0CD173F56E4692B630827FE66E855D-(b) (6)]
Sent: Mon 2/24/2025 3:19:22 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- Audited and reviewed initial decisions.
- Performed financial analysis.
- Researched Title 5 laws and regulations pertaining to retirement benefits.
- Made final determinations for reconsideration requests, and remanded cases to take corrective action.
- Communicated with annuitants to address their concerns.

(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) @opm.gov
Sent: Mon 2/24/2025 3:19:31 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

What did I do last week.

- Completed the HRS Knowledge Management Checklist.
- Continued to facilitate/monitor 1 WTC, New York - MOU and NIY amendment.
- Continued to facilitate/monitor the HRS EPA-OTM Research Triangle Park, NC - exercise of 1 yr option.
- Continued to coordinate with OPM HR on the Skillsoft Licenses for HRS
- Continue to work with OCIO on distribution for the Developer laptops for HRS.
-

(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=715A7B3C84484CA3B4537572C0904F9F-(b) (6)
Sent: Mon 2/24/2025 3:19:41 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 is 5 bullet points of actions we take on the daily.

- Research and retrieve information for received Reconsideration request.
- Accurately updated the overpayment suspensions.
- Responded to escalations, and financial hardship inquiries.
- Pull and assign cases to the LAS team.
- Answer phone calls and open mail for Reconsideration Request.

Thank you,

(b) (6)
Legal Assistant
Office of Personnel Management
Legal Reconsideration
Room (b) (6)
Contact 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=3426B2168EC94F3BAB51318451F9D243-61CEFBB9-3B]
Sent: Mon 2/24/2025 3:19:57 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Week of Feb 17

- Sprint feature work - 397559: PMF: Post appointment opportunity - Step 1 - Save/Exit
- Sprint feature work – fixing tag helpers for pagination
- Sprint feature work – fixed tag helpers for all input components
- Sprint work – agile meetings and requirements gathering
- Sprint work – training other devs on current tech stack

(b) (6)
IT Specialist – Software Developer

U.S. Office of Personnel Management
Office of the Chief Information Officer / USAJOBS
o: (206) (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: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=93FB1A5FB9FB4DC990FD919BD1425FEE-(b) (6)]
Sent: Mon 2/24/2025 3:20:03 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

Good afternoon,

Below is 5 bullet points of actions we take on the daily.

- Research and retrieve information for received Reconsideration request.
- Accurately updated the overpayment suspensions.
- Responded to escalations, and financial hardship inquiries.
- Pull and assign cases to the LAS team.
- Answer phone calls and open mail for Reconsideration Request.

(b) (6)

Legal Assistant
Office Of Personnel Management
Legal Reconsideration Branch
Room (b) (6)
Contact 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=B52351347F99423A81D4F16464518811-(b) (6) .]
Sent: Mon 2/24/2025 3:20:05 PM (UTC-05:00)
To: HR10[HR10@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

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=6BA8F2982AA7436388C7686595BF67A3:(b) (6)]
Sent: Mon 2/24/2025 3:20:05 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Greetings,

In response to the request for a summary of my work accomplishments from last week, below is an overview of my key contributions in a five-bullet format:

- Attended training sessions on the latest compliance standards and best practices for Individual Occupational Requirements and Veterans Preference.
- Provided support and guidance to team members working on complex cases.
- (b) (5)
- Reviewed Reduction in Force policies and procedures to align with administration priorities.
- (b) (5)

(b) (6)

Echo Branch Team Lead

U.S. Office of Personnel Management
OPM HR Solutions
Federal Staffing Center
Staff Acquisition
o: (202) (b) (6)
c: (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: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CEE17E7347B7404EAE8FA7434AEA8468:(b) (6)]
Sent: Mon 2/24/2025 3:20:19 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Highlights of my accomplishments for the week of 2/18/25 – 2/21/25:

- Assigned refund applications to myself.
- Requested IRR's from files, put holds in the system.
- Emailed several agencies requesting IRR's that are not yet received at OPM, put holds in the system.
- Entered, completed, double-checked, logged to review and put refund applications into pay
- Sent emails to applicants requesting missing, corrected or incomplete paperwork for their refund application

(b) (6)
Customer Service Representative
U.S. Office of Personnel Management
Refund Department

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=F30C10FAD3C5432D84606A470E8ADE8C-B8657B0E-14]
Sent: Mon 2/24/2025 3:20:14 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

Last week I conducted work screening and developing retirement cases as well as receiving instruction in my capacity as a Legal Administrative Specialist.

- I compiled retirement claims and ensured they were in the proper case order with all documents present and correctly completed.
- I developed these cases by entering their status into our internal Host-on-Demand system, making notes for what required further processing.
- I contacted annuitants by phone and email to update them on the status of their claims and to retrieve any missing or incomplete documents, as well as contacting other federal agency officials to retrieve missing civil service records.
- I sorted and separated cases by date that were designated for our DC office from those that were designated to the Boyers, PA OPM office.
- I received training from supervisors on the procedures for processing different categories of cases including, immediate, disability, court ordered, and deferred, as well as determining the eligibility of claimants for payment.

(b) (6)
Legal Administrative Specialist
US Office of Personnel Management
Retirement Services, Claims 1, Branch 2
1900 E Street NW | Washington, DC 20415
(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=87AD09BD7CFC42F9A6554E73DA93598A:(b) (6)]
Sent: Mon 2/24/2025 3:20:28 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

The below information is being provided in response to your request. These duties include, but are not limited to the following:

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

Best regards,
(b) (5)
Paralegal Specialist

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=67F78768CE95415D8636B19E2C57FBC9-(b) (6)]
Sent: Mon 2/24/2025 3:20:36 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- Reviewed new disability retirement applications/cases and applied precedent case law and regulations to make determination to either move forward with appeal or approve disability application.
- Bookmarked and uploaded new disability cases to the Merit Systems Protection Board to move forward with disability appeals
- Preparation for hearings which included questions for hearing and typed closing argument.
- Reviewed new non-precedent MSPB Full Board Decisions to take further actions.
- (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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From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7DCCB4881A9A49CBAF79621C68589A25-(b) (6)]
Sent: Mon 2/24/2025 3:20:42 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)

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=57AAD7609D8340EC9A5E7DB68A7869F5(b) (6)]
Sent: Mon 2/24/2025 3:20:44 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- Finalized test content for the Data Skills Assessment, which will be the first technical skills-based hiring assessment available as an off-the-shelf product across the Federal government.
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)

(b) (6), Ph.D.
Personnel Research Psychologist

U.S. Office of Personnel Management
HR Solutions / Center for Assessment and Evaluation (CAE)
Cell: (202)(b) (6)
Teams: (202)(b) (6)
(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.

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=F8189931526C423DB3745C0E46DEA24F-(b) (6)]
Sent: Mon 2/24/2025 3:20:55 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Ensured that incoming cases were logged in and filed.



Prepared emails to branch managers of approved cases being taken to Claims 1.

Assigned MSPB cases to paralegals in both OPM and MSPB systems.

Updated and maintained the Appeals Tracking Spreadsheet.

Responded to email and telephone calls from appellants.

Warmest Regards,

(b) (6)
Legal Assistant
U.S. Office of Personnel Management
Appeals Branch
Retirement and Eligibility Services
 Office: (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=773C87FB05974597863C428A5C C41CB0-(b) (6)]
Sent: Mon 2/24/2025 3:20:59 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good Afternoon – (b) (6) is currently on (b) (6) and cannot respond/reply at this time.

Please let me know if there are any questions.

Thanks.

(b) (6)
Resource Management Officer
Merit System Accountability and Compliance (MSAC)
Office of Personnel Management
202-(b) (6) (cell)
202-(b) (6) (work)
(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=7D3DA9DC6A204DE68F15A97D5C054996-(b) (6)]
Sent: Mon 2/24/2025 3:21:02 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

1. (b) (5)
[Redacted]

2. (b) (5)
[Redacted]

3. Based on OPM's strategic alignment component of the Performance element:
Teamwork: I

worked collaboratively with other members of my team to meet group goals, contributed to group discussions, and attended team meetings. I offered encouragement and support to my team during his week as we are all experiencing a big change for all of us.

4. (b) (6)
[Redacted]

5. Based on OPM's strategic alignment component of the Performance element:
Technical Competence: I use the technical knowledge that she has attained through

formal on-the-job training, webinars, and PC team members to successfully support my

current and upcoming assigned programs. To include assisting participants with log in.gov errors, navigating in the CLD LMS, or ZOOM and Adobe connect platforms.

(b) (6), MHRM
Program Coordinator
U.S. Office of Personnel Management
HR Solutions /Center for Leadership Development
c: (202)(b) (6)
(b) (6)@opm.gov
OPM.gov



1900 E Street, Ste (b) (6), NW Washington, DC 20415
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Check out our Individual Leader Solutions at <https://www.opm.gov> (b) (6)

Sign-up for future updates about our training solutions:
<https://public.govdelivery.com/accounts/USOPM/subscriber/new>

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From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=30378003248045F99D0EC590DA46C8A8:(b) (6)]
Sent: Mon 2/24/2025 3:21:16 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- (b) (6)
[Redacted]
- Received Inquiry from Customer Services-Refund/Deposit Section regarding DC Government Service and subsequent FERS covered service and how interest should be computed. I had to research this subject topic and provide a response on how to handle this scenario.
- Received Inquiring from Claims 2 Group-Annuity Processing regarding Federal Reserve Bank Plan covered service and FERS service and how they work together. Researched the Federal Reserve Board Retirement Portability Act and historical Retirement Policy guidance in order to respond to this inquiry.
- (b) (5)
[Redacted]
- (b) (5)
[Redacted]
- ARPS 2.H Entries RIL-M&P email inbox inquiry was received on how to handle retirement deductions that are posted on Individual Retirement Record (IRR) for the year after retirement.
 - (b) (5)
[Redacted]
 - (b) (5)
[Redacted]
- Finalized work with RSITPMO in sending notice of annuity adjustments to approximately 3100 survivor annuitants who did not receive their annual mailer notice due to systemic issues.

(b) (6)
Management & Program Analyst
Methods & Procedures, Retirement Services
(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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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0F05F0C3E3454DABB393376BA4E09C25-422BC13B-FB]
Sent: Mon 2/24/2025 3:21:42 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Summary of last week's work

- **Monday, February 17, 2025:** Holiday-Day Off.
- **Tuesday, February 18, 2025:** (b) (5) [REDACTED] Worked on reaching out to unresponsive customer to seek clarification on their request; Worked on reviewing RIF materials and consolidating resources.
- **Wednesday, February 19, 2025:** (b) (5) [REDACTED]
- **Thursday, February 20, 2025:** (b) (6) [REDACTED]
- **Friday, February 21, 2025:** (b) (6) [REDACTED]

V/r,

(b) (6)
HR Specialist (Classification)
U.S. Office of Personnel Management
HR Solutions/Federal Classification Center
c: (202) (b) (6)
MS Teams: (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
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Importance: High

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=5E69A9718739451BACABF40704A23611-(b) (6)]
Sent: Mon 2/24/2025 3:21:27 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

These are the 5 main tasks that I accomplished last week: These accomplishments are on a daily basis.

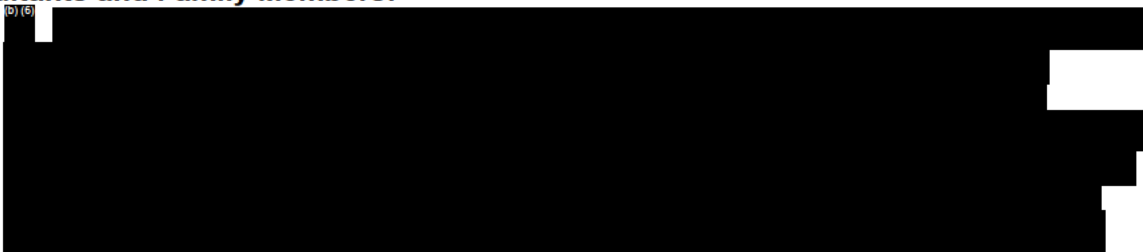
My RIO 1 Team / Other Teams' Employees:

(b) (6)



Annuitants and Family Members:

(b) (6)



IT / Laptop Issues:

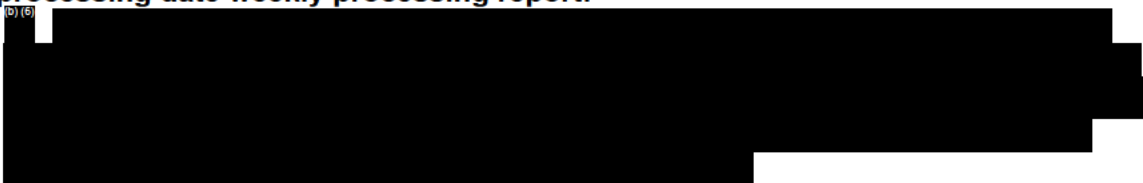
C. Provided technical assistance to employees with laptop, program and printing issues, making IT requests to our IT department for employees

Management assistance:

D. Assisted other managers with processing non standard requests, giving guidance on procedures, attended management meetings when required

RIO processing date weekly processing report:

(b) (6)



Thank you,

(b) (6)

Program Manager

OPM/RS/RO/CSG/RIO 1

(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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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=BF41E414764145449D2479EAF545E376-(b) (6)]
Sent: Mon 2/24/2025 3:21:30 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)

Thanks,
(b) (5)

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 3:21:36 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?

- Continued migrating USA Staffing Online Help Desk content from MediaWiki to Zendesk. (b) (5)
- Responded to and closed end user help desk tickets to ensure that USA Staffing users can continue to perform their duties in support of their agency's mission.
- (b) (5)
- (b) (5)
- (b) (5)
- Closed out and/or reconciled purchase card expenses in advance of monthly deadline. (b) (5)

(b) (6)
HR Specialist, User Support Branch
USA Staffing® Program Office
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

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Sent: Mon 2/24/2025 3:21:40 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

(b) (6)

- Created and responded to emails back logged from being on leave, including, but not limited to, questions regarding the DRP and steps and processes for which the Admin leave date is fast approaching (b) (5)
- Researched an extensive list of RX NDCs to document their label for the current evaluation project
- Attended agency required trainings
- Attended multiple meetings with team members regarding current evaluation
- Assisted team members with tasks related to current evaluation

From: HR <hr@opm.gov>
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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=A8ED4730DB7C49009CA7AEAC22FCC189-(b) (6)]
Sent: Mon 2/24/2025 3:21:40 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?

Hi,

Per the request:

- Plan and manage suitability and credentialing program inspections across Executive Branch assigned for FY25 in support of OPM's Suitability and Credentialing Executive Agent's mission to ensure a trusted workforce to serve the American people
- (b) (5)
- Collaborate with team members to ensure delivery on project due outs
- (b) (5)
- Adhoc requests from leadership to include participating in a staff meeting to ensure my understanding of OPM requirements regarding DRP, return to office, and other time-sensitive matters

Thank you,

V/r,

(b) (6)
U.S. Office of Personnel Management
Suitability Executive Agent Programs, Suitability Oversight
c: (202) (b) (6)
o: (202) (b) (6)
(b) (6) @opm.gov
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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and cc your manager.

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Sent: Mon 2/24/2025 3:22:03 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: Re: What did you do last week?

Week of February 17th - 21st.

- Led Discovery for Feature and Release Flags: (b) (5)
[REDACTED]
- Provided Technical Guidance: Mentored developers across a broad range of technical topics to enhance their expertise and improve overall system architecture.
 - Data Encryption: Conducted one-on-one sessions with the DBA and developers to provide strategic guidance on encrypting data at the column level. Reviewed necessary changes to ensure compliance with security best practices.
 - Deployment Variable Management: Provided individualized training on deployment variables, including a comprehensive analysis of setup issues and resolutions.
 - Certificate Management: Led an extensive session with DevOps to review the certificate expiration process, outlining necessary steps for a seamless renewal process.
 - GitHub Actions Optimization: Delivered training on GitHub Actions, focusing on caching strategies and optimizing build times.
- Enhanced Security Measures: Identified and addressed multiple security vulnerabilities within the application. (b) (5)
[REDACTED]
- (b) (5)
[REDACTED]
- Oversaw System Integration: (b) (5)
[REDACTED]
- Managed Work Transition: Assumed ownership of key technical tasks as multiple team members transitioned out of the project. Reviewed and prioritized

outstanding work, including data encryption enhancements, GitHub Actions optimizations, and package management updates.

Should you need additional information or more details, please let my supervisor and myself know.

Thanks,

(b) (6)

Lead IT Specialist (Enterprise Architect)

U.S. Office of Personnel Management
OCIO - HR Solutions IT PMO - USA Staffing

o: (202)(b) (6)

(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.

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) @opm.gov
Sent: Mon 2/24/2025 3:21:45 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?

- Worked to tie up loose ends on projects (b) (6)
- Learned the identities of those that would be taking on my remaining responsibilities and began working toward transition of duties
- (b) (5)
- (b) (5)
- As a COR, provided oversight on my assigned contract, including vetting process for contractor staff working on the OPM contract.

(b) (6)
Program Specialist
Healthcare and Insurance | Enrollment and Member Support
U.S. Office of Personnel Management
1900 E St. NW Room (b) (6) | Washington, DC



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

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Sent: Mon 2/24/2025 3:22:27 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) (5)

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Sent: Mon 2/24/2025 3:22:18 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: Re: What did you do last week?

here's what I did (do) in files....

*File all returned claims daily, ensuring accurate organization within the files department.

*Alphabetized desi, blue request, C #'s for the next days work load.

*Retrieved case materials from the files department upon request from Federal Agencies, ensuring accuracy and confidentiality.

*Conduct specialized searches to locate records essential for processing retirement claims, supporting timely and accurate case management.

*Retrieve and assemble death claims (FCORR) daily.

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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=87D71C7B959A4F79A1F463C244E3CD8C-(b) (6)]
Sent: Mon 2/24/2025 3:22:23 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

As requested, please find below five (5) mentions of my accomplishments from last week:

1. (b) (5)
[REDACTED]
2. Supervise the IOC staff, by distributing assignments, providing feedback and conducting performance evaluations.
3. Provided audit status information to GAO, OIG, IRS and MSPB.
4. Communicate orally and in writing with senior managers and executives to resolve complex audit issues.
5. Scheduled and facilitated meetings with auditors and program office staff to conduct follow-up meetings.

Please let me know if you have any questions/concerns.
Respectfully,

(b) (6)
Deputy Director
Internal Oversight and Compliance (IOC)
Merit System Accountability and Compliance (MSAC)
(b) (6) @opm.gov
202-(b) (6) (cell)



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Sent: Mon 2/24/2025 3:22:43 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?

- Determined entitlement to and the amount of retirement annuities and survivor benefits, as well as the entitlements and payments to certain other parties such as former spouses.

(b) (5)

- Decided eligibility of retiring employees to continue Federal Employees Group Life Insurance coverage, and of retirees, survivor annuitants, and certain dependents and adult students to continue enrollment in Federal Employee Health Benefits Program and Postal Service Health Benefits System.
- Developed the record in individual cases, determining what is necessary and the sources of needed information. Initiated, reissued, and resolved discrepancies on active annuitant files, correspondence, and made requests by telephone, mail, and email to obtain required documentation.

• (b) (5)

• (b) (5)

(b) (6)
Legal Administrative Specialist
Office of Personnel Management
Retirement Services
Claims 1, Branch 3

From: HR <hr@opm.gov>
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Sent: Mon 2/24/2025 3:22:49 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Week of 17 Feb through 21 Feb

- Continued to support return to office initiative on-site at Macon location by preparing offices for personnel
- Run network cabling and configure port connections to support myPay network
- (b) (5)
- (b) (5)
- Disposed of old equipment

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From: (b) (6) /O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1FB86386F6DD4A0E977CECE4CF4B0DB8-(b) (6)
Sent: Mon 2/24/2025 3:23:09 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 5 U.S.C. 7361 and 7362, 5 CFR Part 792, PL 96-180, and PL 96-181, and Executive Orders, accomplished the following:

- o (b) (5) [Redacted]
- o (b) (5) [Redacted]
- o (b) (5) [Redacted]
- o (b) (5) [Redacted]
- o Responded to agency inquiries and requests for interpretation of statutes, regulations, and policies to inform program decisions and implementation.

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Sent: Mon 2/24/2025 3:22:58 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

- Assisted my team members with issues pertaining to timesheets, leave requests, overtime requests, questions regarding processes and processing times.
- Conducted supervisor callback requests and live supervisor transfer calls concerning Personal identifiable information security, FEHBs/PSHB insurance changes, and section processing times.
- Ran reports to convey statistical averages to my team members.
- Monitored/reviewed calls and email contacts through our phone system for accuracy and efficiency
- Prepared for my team's return to office-desk assignments, equipment checks and requirements.

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Sent: Mon 2/24/2025 3:23:03 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 accomplished:

- Answering calls, responding to voicemails, and inquiries from Annuitants and Survivors regarding retirement benefits
- Opening and assigning correspondents to Legal Administrative Specialists
- Receiving and assigning cases to Legal Administrative Specialists
- File and Case Federal Employee Retirement System and Civil Service Retirement System documents
- Mailing of Disability Annuity Surveys and Marital Status Surveys to respective Annuitants and Survivors

(b) (6)

U.S. Office of Personnel Management
Retirement Surveys and Students
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?
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Sent: Mon 2/24/2025 3:23:14 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

- Participated in USA Performance usability testing and gave feedback to improve system
- Researched and updated customer-facing SOP to include information on the new training process in a writing style tailored to external HR professionals
- (b) (5)
- (b) (5)
- (b) (5)

(b) (6)
Account Manager
USA Staffing® Program Office
P: 202-(b) (6)
(b) (6) @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) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8C0E0731B24F453CB9D9765F08A4F33D-DE4658B1-91]
Sent: Mon 2/24/2025 3:23:16 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

During my three days in office, I completed the following accomplishments:

- Provided management and program office updates on each procurement I am currently working through Procurement Center. (b) (5)
[Redacted]
- Completed the following for my Digital IT Acquisition Professional (DITAP) program:
 - Completed the office hour for the entire class to discuss our readings in release 4 and to ask any questions on what we have learned or any future assignments.
 - Had a meeting with my team to discuss our Live Digital Assignment (LDA). (b) (5)
[Redacted]
 - Wrote my reflection for release 4, then responded to two other reflections in the class.
 - Completed the release 4 Assessment
 - Completed the release 4 Survey
- Received email for my return to office – remote workforce in which I went to the sites they provided for more information but was told that I am currently exempt until a relocation plan is in place and reductions-in-force activities are complete.
- Rechecked all my previous files in Procurement Center to ensure all required documents are available and good. (b) (5)
[Redacted]
- (b) (6)
[Redacted]
- (b) (6)
[Redacted]

Sincerely,

(b) (6)

Contract Specialist

Office of Procurement Operations (OPO) | U.S. Office of Personnel Management
Telephone: (202)(b) (6) | E-mail: (b) (6) @opm.gov

Have a contracting question? Please visit the **OPO Customer Portal** ^{(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=07D42F9BB53B4F50901E3F5564 CAB989-(b) (6)]
Sent: Mon 2/24/2025 3:23:18 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Here was my accomplished last week:

- Completed 100% of my tasks and duties via my position description.
- Completed 100% of my work products agreed upon by my supervisor.
- Completed 100% of my duties and responsibilities used to evaluate my performance.
- Completed 100% of my deliverables are required by my direct supervisor.
- I met with my supervisor to seek guidance on the agency's priorities.

(b) (6)
Financial Management Specialist
OCFO/FS/TFM
Office of Personnel Management
Call: (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=359543BCFCDD4ACEA7ECAFAC03BA75B2-(b) (6)]
Sent: Mon 2/24/2025 3:23:19 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

Good afternoon,

Below is a summary of my key accomplishments from the past week related to my job responsibilities of providing oversight of Health Carrier's administration of the Federal Employees Health Benefits Program (FEHBP) and related Pharmacy Benefit Managers (PBM):

- **Retail Pharmacy Claims Repricing:**
 - (b) (5)
- **Audit Review – Generic Pharmacy Claims Pricing:**
 - As Auditor in Charge, reviewed the staff's fieldwork on the pricing of generic pharmacy claims to ensure accuracy and compliance.
- **Audit Review – Fraud Case Reporting:**
 - Oversaw the staff's fieldwork in reviewing fraud cases identified by the PBM, ensuring that they were appropriately reported to the FEHBP Carrier and subsequently to OPM.
- **Pharmacy Claims and Manufacturer Rebate Reconciliation:**
 - Continued working on the reconciliation of pharmacy drug claims and manufacturer drug rebate amounts reported on the FEHBP Carriers' annual accounting statements against PBM invoices.
- **External Coordination – PBM Audit Contact:**
 - (b) (5)
- Additionally, last Monday, February 17th was a federal holiday.

Best regards,

(b) (6)
Auditor – Special Audits Group
U.S. Office of Personnel Management
Office of the Inspector General

(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) @opm.gov
Sent: Mon 2/24/2025 3:23:22 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

To whoever it may concern,

Please find my accomplishments from last week below:

- Coordinate with USAP manager and supervisors to prepare leadership and team members for my departure from the organization as part of the Fork plan's Deferred Resignation Program. Completed documentation related to ongoing duties for continuity of work in my departure.
- Gather OPM equipment and prepare for shipping technology back to OPM following my departure from the federal government.
- Draft financial agreements and pass along ongoing financial work to management analyst cadre.
- Download personal personnel files from personnel, HR, and benefits systems.
- Research and seek to understand benefit and pay details related to Fork Deferred Resignation program.

Thank you,

(b) (6), MPA
Management and Program Analyst | Presidential Management Fellow

U.S. Office of Personnel Management
HR Solutions / USA Performance

C: (b) (6)

O: (202) (b) (6)

(b) (6) @opm.gov

[OPM.gov](https://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

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=23BBBF0A0D9C47F09709B8DA5F3B346F:(b) (6)]
Sent: Mon 2/24/2025 3:23:59 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

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

On last week, I performed the following duties:

- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- Responded to and provided assistance to annuitants, family survivors of deceased former Federal employees, their representatives, and Congressional correspondence.

Thank you,

(b) (6)
Office of Personnel Management
Retirement Services - Claims 1 Group Chief
202 (b) (6) - Mobile
202 (b) (6) - Teams

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=9F9101CA209043B1B7E00D74595A3F3A-7FF3D363-37]
Sent: Mon 2/24/2025 3:24:13 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,

My activities last week included, but were not limited to the following:

- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- I reviewed Staff Acquisition's January financial performance for accuracy.
- (b) (5)
- (b) (5)
- I worked with the owners of two SharePoint sites to fix issues with their sites.
- I participated in "Understanding Individual Occupational Requirements" training.

Respectfully,

(b) (6)
Management and Program Analyst
U.S. Office of Personnel Management
HRS/FSC/Staff Acquisition Program Office
(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.

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D9510990DEE8432D99E3D4BB148E3EF0-(b) (6)]
Sent: Mon 2/24/2025 3:24:18 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?

Hello,
As requested, please see below. Thank you.

1. I reviewed and documented EVFs for scholars sending customized emails and updating system (b) (5)
[Redacted]
2. I reviewed and acted on service obligation submissions from scholars, verifying service based on a variety of documentation submitted and issued service obligation complete letters as appropriate so that scholars are aware they have completed their service obligation and met the program requirements.
3. (b) (5)
[Redacted]
4. (b) (5)
[Redacted]
5. (b) (5)
[Redacted]
6. I collaborated in a USA Staffing Customer meeting with HUD to ensure preparation for an upcoming onboarding demonstration to meet agency needs.

Respectfully,
(b) (6)
SFS/USA Staffing

U.S. Office of Personnel Management
HR Solutions, Federal Staffing Center



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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

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9FD689A7D1B44E2A83846FE110398EFC-(b) (6)]
Sent: Mon 2/24/2025 3:24:19 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Hello,

- Shadowed the outgoing supervisor in Authorizing payments for FEHB/PSHB carriers, totaling approximately \$1.7B.
- Reviewed and approved investments for the Retirement \$945,879,000, Health Benefits \$10,288,021,589, and Life Insurance \$8,861,274,108 funds totaling \$20,095,174,697.
- Reviewed and approved accounting transactions for the Retirement, Health Benefits and Life Insurance funds.
- Attended several training sessions with outgoing supervisors in preparation for the transitioning of duties.
- Verified the accuracy of the logging of over 200 checks provided to OPM.

Regards,

(b) (6)
Lead Financial Management Specialist
Trust Funds Management
Financial Services/OCFO
Office of Personnel Management
Phone 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=0AC399E004D14A4B9FEFEFED D3779B7F-(b) (6)]
Sent: Mon 2/24/2025 3:24:48 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

My accomplishments last week included:

- Finalized updated government-wide training materials for suitability and fitness adjudicators in support of Suitability Executive Agent Programs' (SuitEA) mission to promote standardization and consistency in personnel vetting.
- (b) (5)
- Attended Suitability, Security, and Credentialing Performance Accountability Council engagements and meetings to support modernization of personnel vetting processes for a trusted workforce.
- Provided expert input to government-wide personnel vetting policies for vetting reform under Trusted Workforce 2.0 to support improvements in personnel vetting processes for a trusted workforce.
- Met with staff to plan work and assist with understanding Return to Office and Deferred Resignation Program Requirements, in compliance with OPM requirements.

(b) (6)
Program Manager, Policy, Strategy, and Training
U.S. Office of Personnel Management
Suitability Executive Agent Programs (SuitEA)
c: (b) (6)
o: 202;(b) (6)
(b) (6) @opm.gov
[OPM.gov](https://www.opm.gov)

 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.

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=31B47AB0A8114A63B9F3D45EB0B50F2F:(b) (6)]
Sent: Mon 2/24/2025 3:25:11 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)

(b) (6), Ph.D.

USA Hire Program Manager
U.S. Office of Personnel Management
HR Solutions / Federal Staffing Center
c: (202)(b) (6)
(b) (6) @opm.gov
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.

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D29991F711AF418B90E71984B3 DEC59B-(b) (6)
Sent: Mon 2/24/2025 3:25:27 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Below are my accomplishments from last week (Feb. 17-21, 2025):

- **Technology Business Management (TBM):** (b) (5)
[Redacted]
- **Working Session with GSA:** (b) (5)
[Redacted]
- (b) (5)
[Redacted]
- **IT Investment Management:** (b) (5)
[Redacted]
- **Strategic Planning Sessions:** (b) (5)
[Redacted]

Federal Laws and Guidance:

- Clinger-Cohen Act of 1996
- Federal IT Acquisition Reform Act (FITARA)
- Federal Information Security Modernization Act (FISMA)
- OMB Circular A-11 (Section 55)
- OMB Circular A-130

Respectfully,

(b) (6)
Deputy ACIO, IT Strategy & Policy

"Transforming the Business of IT within the OPM"

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=163283D49A89457D92F8A6A47F2E6C30-74AF1B14-11]
Sent: Mon 2/24/2025 3:26:06 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)
- Closed investigative records based on investigative results.
- (b) (5)
- Submitted casework for review and approval.

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=65EE9BCB6FD34801A5415E9FB5EE0EA0-(b) (6)]
Sent: Mon 2/24/2025 3:26:08 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)
- Performed case reviews and other case quality assurance activities.
- Closed investigative records based on investigative results.
- (b) (5)

(b) (6)
Special Agent
A/ASAC
Training and Firearms Coordinator
US OPM OIG
(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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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=93FB1A5FB9FB4DC990FD919BD1425FEE-(b) (6)]
Sent: Mon 2/24/2025 3:26:02 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 is our 5 bullet points of actions we take on the daily.

- Research and retrieve information for received Reconsideration request.
- Accurately updated the overpayment suspensions.
- Responded to escalations, and financial hardship inquiries.
- Pull and assign cases to the LAS team.
- Answer phone calls and open mail for Reconsideration Request.

(b) (6)

Legal Assistant
Office Of Personnel Management
Legal Reconsideration Branch
Room (b) (6)
Contact 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

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=766A8FA13460476A9704DB9AF63B5EAB-FFE7F11C-60]
Sent: Mon 2/24/2025 3:26:21 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?

What I did last week

- Served as the liaison with external inquirers and handled calls from annuitants by resolving issues.
- Adjudicated and/or make determinations of eligibility and entitlement on cases to included those of unusual technical difficulty such as cases based on obscure or seldom used retirement laws; cases involving coordination with other agency programs such as workers' compensation or Social Security benefits.
- Reviewed correspondence, evidence, and supplemental claims submitted after the initial claim has been decided to make post-adjudicative determinations and authorized of benefits when applicable.
- Served as a technical expert for assigned area, interpreting and correctly applying law and regulation as well as procedures as applied to specific instances in claims adjudication.
- 100% of task assigned work was processed timely and accurately.

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=76D4141448024CE09FDE212CB819071F-(b) (6)]
Sent: Mon 2/24/2025 3:26:12 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good day-

FISMA Metrics Review with Stakeholders

- Met with stakeholders to discuss FY25 IG FISMA Metrics. (b) (5)

GAO Engagement for *Quantum Computing Cybersecurity Preparedness*

- (b) (5)

AzureDevOps Process Optimization

- (b) (5)

Audit and System POA&Ms

- (b) (5)

Plan of Action & Milestones(POA&M) Process in Archer

- Met with the team to discuss and refine the POA&M process
- (b) (5)

Regards,

(b) (5)

U.S. Office of Personnel Management
Office of Information Management
Chief Information Officer
o: 202 (b) (6)

(b) (6) @opm.gov

OPM.gov



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From: HR <hr@opm.gov>

Sent: Saturday, February 22, 2025 4:46 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=F3BBDD56DE4C49D5BAB2B92D768F0546-(b) (6)]
Sent: Mon 2/24/2025 3:26:17 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 completed the following:

- Adjudicated more than 60 cases that have either gone to final review, court order determination, or back to Boyers because they had no title to an annuity.
- Mentored and coached multiple coworkers to ensure proper understanding of processes and adjudication.
- Assisted with the development of the eSignature initiative that will be introduced to the agency shortly.
- Developed for missing/erroneous documents required to proceed with the adjudication of cases. This is done by searching multiple databases, requesting files from other agencies, or from the annuitants themselves.
- Responded to a multitude of internal and external customer inquiries via email and phone.
- Updated multiple systems to ensure the status of cases is easily understood by supervisors and customer service.
- Assisted my supervisor to help improve work flow and meet deadlines.

(b) (6)

Legal Administrative Specialist
Retirement Office
Office of Personnel Management
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

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=5322AA6320214BE680C7501390576D68:(b) (6)]
Sent: Mon 2/24/2025 3:26:34 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Accomplishments for the week of February 18th – 20th (Note I was off on Friday, February 21st)

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

Thanks,



(b) (6), CFE
Senior Team Leader
Experience-Rated Audits Group
Office of the Inspector General
Office of Personnel Management

Phone: (b) (6)
Email: (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=3ADC818D643C421AA6173652A856FEEC-(b) (6)]
Sent: Mon 2/24/2025 3:27:02 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- Processed complaints regarding OPM programs and operations.
- Coordinated complaints with relevant OPM program office.
- Provided feedback to OI staff regarding investigative activities.
- Worked with criminal investigators, administrative investigators, analysts, auditors, and evaluators cross-functionally within the OIG related to agency operations, programs.
- Obtained records to validate allegations of fraud, waste, and abuse to OPM programs and operations



(b) (6)
Supervisory Auditor
Office of Investigations
Office of the Inspector General
Office of Personnel Management

Phone: 202-(b) (6)
Email: (b) (6) @opm.gov
1900 E Street NW (b) (6)
Washington, DC 20415
<https://oig.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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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=3329F7D60E164E3C95B43D35A95C33A9-(b) (6)]
Sent: Mon 2/24/2025 3:27:05 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) [Redacted]

- (b) (5) [Redacted]

- (b) (5) [Redacted]

- [Redacted]

(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=F55EC862A65546C5A3E18C90A24FB730:(b) (6)]
Sent: Mon 2/24/2025 3:26:56 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

This week I accomplished:

- 100% of the tasks and duties required of me by my position description.
- 100% of the work product that my supervisor and I have agreed to.
- 100% of the duties and performance elements that are used to evaluate my performance.
- 100% of the deliverables requested of me by my direct supervisor.

In fulfilling the above, across the board, I have exceeded expectations.

(b) (6)
Program Specialist, CHCO Council
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

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=36FB8E73ACC04796B67D81E2ED38EE1E-(b) (6)]
Sent: Mon 2/24/2025 3:26:57 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 answered annuitant's inquiries concerning the calculation of their taxable annuity amount using the IRS' simplified method.
- I verified that the numbers recorded on annuitant's, survivor annuitant's, lump sum death benefit beneficiaries, and former federal employee's 1099R statements are correct and provided details to the recipient's how the figures were derived at.
- I made corrections to 1099R forms that had inaccuracies.
- I am a point of contact for my coworkers for the status of Treasury payments and provide them with information on whether or not checks were cashed or remain outstanding.
- I assisted my program manager with the tax information needed to respond to congressional inquiries concerning tax matters.

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=21605E0977EE47C687341290356C130F-D64D7B4B-7E]
Sent: Mon 2/24/2025 3:26:59 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)

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=5DEB967A1D684562BB1BA863F833E968-(b) (6)]
Sent: Mon 2/24/2025 3:26:59 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) (5)
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

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=9A826DD9E2984522AF71DE27E0E23CC6-(b) (6)]
Sent: Mon 2/24/2025 3:27:16 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

- Discussed RTO plans individually with my staff of 7.
- (b) (5)
- (b) (5)
- Completed my continuous vetting security paperwork in NBIS.
- Reviewed and tested my team's new feature that will be released to production on Monday.

(b) (6)
System Development Manager
USA Staffing® Program Office
o: (202)(b) (6) c: (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.

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=11F61094D7D74F74A9CAB5A8A2271E54-(b) (6)]
Sent: Mon 2/24/2025 3:26:55 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?
Attachment: What Did you do last week.docx

For your review

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.

What Did you do last week- (b) (6) -

- (b) (5)
- (b) (5)
- (b) (5)
- **Contacted members via phone with carrier information and resolved members issues**
- **Review and responded to emails/OIG/Congressional inquiries**

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A715F6EAC757469F88E602D61 DFD2FEF-4D93146F-9A]
Sent: Mon 2/24/2025 3:27:28 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Please see below 5 bullets of what I accomplished last week.

- (b) (5)
- Reviewed and approved subcontracts in accordance with FAR and FEHBAR regulations.
- (b) (6)
- (b) (5)
- Reviewed and updated member PSHB plan brochure/contracts.

V/R

(b) (6)
Insurance Contracting Officer

U.S Office of Personnel Management

Postal Service Insurance Operations (PSIO)

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.

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=65EF67625C1B4512A61DBF8C5E839748-(b) (6)
Sent: Mon 2/24/2025 3:27:25 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?

Accomplished the following for week of 2/17/25:

- (b) (5)
- (b) (5)
- Repriced 2019 through 2021 retail brand and brand extended day supply claims for large pharmacy in current audit.
- Repriced 2019 through 2021 retail generic and generic extended day supply claims for large pharmacy in current audit.
- (b) (5)
- Met with audit team to discuss ongoing and upcoming audits.

Thanks,

(b) (5), CFE
Auditor
Office of Personnel Management
Office of the Inspector General
(b) (6)
Phone: (b) (6)
Fax: (b) (6)
(b) (6) @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.

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=3E938DC0C25740A6B5AC1C43A6505800-(b) (6)]
Sent: Mon 2/24/2025 3:27:22 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: Re: What did you do last week?
Attachment: Facilitating FEI LDS 523 LDT 3 virtual class. Re: Fwd: What did you do last week?

- Facilitated the completion of LDS 523
- Facilitated the completion of Leadership Development Team 3
- Completed timesheet
- Lead an online (Virtual) workshop/discussion
- Provided 2 executive coaching sessions

(b) (6)

(b) (6)
Fa
Federal Executive Institute

U.S. Office of Personnel Management
HR Solutions / Center for Leadership Development

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



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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) [REDACTED]@gmail.com]
Sent: Sun 2/23/2025 10:24:23 AM (UTC-05:00)
To: (b) (6) [REDACTED]@opm.gov]
Subject: Facilitating FEI LDS 523 LDT 3 virtual class. Re: Fwd: What did you do last week?

Replies at lunch or after 5.

From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E29F6D4403BA4FCF916D85B41E751206-473CEB2C-18]
Sent: Mon 2/24/2025 3:27:29 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

- Responded independently by email, phone, and mailed correspondence to internal and external customers in a timely manner providing pertinent and accurate information in compliance with applicable laws, rules, and internal guidance
- Determined the eligibility and entitlement of claims for retirement annuities through analysis of individual records and documents
- Obtained the necessary documentation to develop and adjudicate work assigned for the week of 2/18/24
- Worked cooperatively and effectively with management and fellow coworkers to ensure a productive work environment
- Communicated with staff regarding any barriers or delays in the adjudication process to maintain efficiency and accuracy

Thank you,

(b) (6)

Legal Administrative Specialist
Office of Personnel Management
Retirement Services DC
Claims I Branch III
1900 E St 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.

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=0AB5AEE8F19046608F5DBEC329F653E0-(b) (6)]
Sent: Mon 2/24/2025 3:27:33 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)
- Responded to nine Agency and Talent Acquisition Systems inquiries seeking assistance with the use of USAJOBS.
- Conducted our monthly USAJOBS Integration Services meeting with our Talent Acquisition System partners, providing information on upcoming USAJOBS features and responding to questions that they had.
- (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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Sent: Mon 2/24/2025 3:27:42 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: Re: What did you do last week?

1. Reviewed federal laws, regulations, and general administrative policies and procedures to provide concise guidance to external agencies.
2. (b) (5)
3. Worked collaboratively with team members and supervisor to address inquiries.
4. Attended online training to more effectively accomplish agency and mission requirements.
5. (b) (6)

Respectfully,
(b) (6)

(b) (6)
Human Resources Specialist (Evaluator)
Agency Compliance and Evaluation | Central Group
Merit System Accountability and Compliance
Phone: (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 4:45 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.

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From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7A09562245FE46ACB542D764E1ED3F27-5BCFD813-4C]
Sent: Mon 2/24/2025 3:27:55 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

Good Day,

(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.

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=EDB64A9E9571429DA54F956169038702-1462D176-7E]
Sent: Mon 2/24/2025 3:27:45 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov; Pearson, (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

Here is a list of what I accomplished last week:

- Answered inquiries from annuitants received by telephone and by written correspondence.
- Redirected inquiries to appropriate specialist when unable to provide a complete answer.
- Responded to inquiries regarding two mandated Projects.
- Submitted documents to other branches to provide information in order to respond to customer inquiries.
- Provided annuitants with needed forms and requests of general information about retirement and insurance benefits.

Warm regards,

(b) (6)

Contact Representative
Office of Personnel Management
Retirement Inspections
Fax: (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.

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=972A82FDEB8846038F15848C16C132C2-(b) (6)]
Sent: Mon 2/24/2025 3:27:51 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. Five things accomplished last week:

- Answered questions assisting representatives while on the phones with their calls and training.
- Processed escalations for medical emergencies, financial hardships, exceeds processing timeframes and customer complaints helping retirees with individual cases meeting criteria reasons.
- Assisted in office questions and through Teams.
- Processed returned checks and reissued payments.
- Processed changes (name changes, updates, fehb changes and pshb changes).

Thank you,

(b) (6)
Legal Administrative Specialist
US OPM-ROC-RIO
(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=9EE20D1F7220460DA4B8E6A11A40BE26-(b) (6)]
Sent: Mon 2/24/2025 3:27:53 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Good afternoon~

Per your request:

- Adjudicated actions when reviewing documents regarding entitled beneficiaries
- Conducted investigations that verify continued eligibility for annuitant and survivor benefits.
- Suspended former spouse cases that has been identified as deceased from Social Security Administration reports.
- Answered incoming calls and conducted follow-up calls to the annuitants/survivor's
- Reviewed and restored annuitant's benefits if cases were suspended once proof of life had been confirmed

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=54B2FCA7D58B4D2D980FA022E34A5CEA-(b) (6)]
Sent: Mon 2/24/2025 3:28:03 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Synopsis of what I did last week:

1. Answered questions to the staff I am responsible for.
2. Reviewed work of the staff I am responsible for.
3. Answered phone calls and answered questions to Federal employees I am responsible for
4. Processed my work that was assigned to me.
5. Updated all my work that was assigned to me.

(b) (6)
(b) (6)
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=25BD268C9E7E496F9F6782315B9416CD-(b) (6)
Sent: Mon 2/24/2025 3:28:18 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Task accomplished week of 2/17/2025 – 2/21/2025

- Adjudicate and/ or make determinations on eligibility and entitlement on cases using retirement laws
- Review correspondence, evidence, supplemental claims, and approve recommendations and decisions
- Served as Subject Matter Expert (SME) for assigned areas
- Performed a special assignment assigned by my above supervisor
- Review, research, and respond to inquiries

V/r,

(b) (6)

(b) (6)

(b) (6)

Senior Legal Administrative Specialist
Retirement Services, Claims 1
Post Retirement, Branch 5
U.S. Office of Personnel Management
1900 E. Street NW | Washington, D.C. 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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Deadline is this Monday at 11:59pmEST.

From: (b) (6) @opm.gov
Sent: Mon 2/24/2025 3:28:32 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Hello,

I worked on the following last week:

- Attended meetings with internal & external agency stakeholders to support the effectiveness & efficiency of personnel security requirements: (b) (5)

[Redacted]

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

(b) (6)
Personnel Security Specialist (Policy Analyst)
Vetting Regulations & Policy
Policy, Strategy & Training
Suitability & Credentialing Executive Agent Programs (SuitEA)
U.S. Office of Personnel Management

(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=63D18DC357AF44718B2C58D9B5DAF046-(b) (6)]
Sent: Mon 2/24/2025 3:28:33 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 day,

Thank you for your request. Please see below.

- Ensured compliance with new and emerging performance management policies in accordance with prior CFR/US Code and recent executives orders.

- (b) (5) [Redacted]

- Provided guidance to team members to ensure compliance with HR regulations and policies.

- (b) (5) [Redacted]
- (b) (5) [Redacted]

(b) (6)
Human Resources Consultant
OPM HR Solutions, Federal Staffing Center, Staff Acquisition
M: (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?
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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=5EC28BF927FC4F8E9EAB9C8F562E42C3-672BFF90-E1]
Sent: Mon 2/24/2025 3:28:46 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @gmail.com]
Subject: RE: What did you do last week?

Here is a brief overview of my week:

- Monday - Holiday for Presidents Day
- Tuesday - (b) (5) [REDACTED]
- Wednesday - (b) (6) [REDACTED]
- Thursday - Attended team stand up. Attended applicant documents concept review meeting where my goal was to observe and take notes on what the user said and any input, they had around this area of the system. Attended the monthly account manager, user support, and Serenity business analyst collaboration meeting where we received our monthly update on trends with our tickets and discussed any issues or features that have come up in the last month.
- Friday - (b) (6) [REDACTED]

(b) (6)
Business Analyst
U.S. Office of Personnel Management
HR Solutions / USA Staffing®
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

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From: (b) (6) .[/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=7A09562245FE46ACB542D764E1ED3F27-5BCFD813-4C]
Sent: Mon 2/24/2025 3:28:54 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Good Day,

I was on approved leave last week.

(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=35496A26A636452A990F1B7F526FA04D-(b) (6)]
Sent: Mon 2/24/2025 3:29:11 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Photography and Visual Representation

1. **Executed Professional Photography:** (b) (5)

2. **Streamlined Image Selection Process:** (b) (5)

Publications Management and Customer Service

3. **Enhanced Customer Interaction:** Collaborated with clients of the Publications Management Group, effectively assigning work requests to a team of printers and design specialists. Reviewed final productions to ensure quality and delivered completed products to clients throughout the Theodore Roosevelt Federal Building, promoting efficient service delivery.

4. **Managed Operational Activities:** Conducted weekly management activities for the Publications Management Group, overseeing time and attendance, performance evaluations, workflow processes, and reasonable accommodations documentation. This comprehensive management approach ensures smooth operations and high-quality customer service.

Workspace Preparation and Financial Oversight

5. **Facilitated Employee Transitions:** Prepared workspaces for the return of non-management employees to the FSEM Print Shop in the Theodore Roosevelt Federal Building, ensuring a seamless transition and operational readiness.

6. **Oversaw Financial Obligations:** (b) (5)

(b) (6)

Chief, Publications Management
Facilities, Security and Emergency Management (FSEM)
U.S. Office of Personnel Management
1900 E Street, NW, Room (b) (6)
Washington, DC 20415
Office 202 (b) (6)
Cell 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

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From: (b) (6) [./O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=208E557EFA3A4284B4D33E59DC36D4DD-(b) (6)]
Sent: Mon 2/24/2025 3:29:24 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) (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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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E2B0CE1307EC48B28B5DAF34B469918F-(b) (6)]
Sent: Mon 2/24/2025 3:29:47 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 accomplished the following:

- (b) (5)
- Reviewed personnel records to ensure compliance with authorities and alignment with agency delegation of authority orders, policies, and procedures.
- (b) (5)
- Attended professional development seminar, *Artificial Intelligence & The Future of Evaluation Practice*.

Respectfully,

(b) (5)
U.S. Office of Personnel Management
Merit Systems Accountability and Compliance
Agency Compliance and Evaluation
(b) (5) @opm.gov
(206) (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.

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=2FF1178DFA1B4983B0B40ED7E3685543-(b) (6)]
Sent: Mon 2/24/2025 3:29:57 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Good afternoon,

On behalf of the American People, *some* of the major tasks I performed last week were:

- Reviewed and authorized over \$1.1B in health insurance payments; over \$40M in life insurance payments; and over \$112B in investment transactions
- (b) (5)
- (b) (5)
- Reviewed and approved LexisNexis searches to identify debtors in order to take appropriate actions to collect outstanding debt on behalf of OPM.
- Met with outgoing supervisors to initiate a smooth transition of responsibilities from supervisors and staff members.
- Participated in meetings pertaining to Headcount, Escheatment and Check automation, as well as the KPMG kickoff with external auditors for the FY2025 audit.

(b) (6)
Chief, Trust Funds Management
U.S. Office of Personnel Management
202-(b) (6)
(b) (6) @opm.gov



From: ur 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=7B9F6D4251D4401BAF7047D3D7A537FE-(b) (6)]
Sent: Mon 2/24/2025 3:30:17 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,
Providing the information requested. Thank you.

- (b) (5)
- Completed data call requests from OPO, HCIS and OD
- Attended weekly meeting with OPO
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- Attended regular scheduled client engagement meetings
- (b) (5)
- General COR functions: arranged files, approved invoices, ordered project status reports

Kind 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

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=2B7F6410D77645E6A9A3AB9010931F2A:(b) (6)]
Sent: Mon 2/24/2025 3:30:24 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

- Reviewed newly published executive orders relating to the Federal workforce
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)

(b) (6)
Senior HR Specialist
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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Sent: Mon 2/24/2025 3:30:33 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Steph,

Here is a list of a few of my work accomplishments from last week! Please let me know if you need more information:

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

Thanks,

(b) (6)
Business Analyst

U.S. Office of Personnel Management
HR Solutions / USA Staffing®
o: 202 (b) (6)
(b) (6) @opm.gov
OPM.gov



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From: HR <hr@opm.gov>

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

Subject: What did you do last week?

Importance: High

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Sent: Mon 2/24/2025 3:30:33 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

- Provided internal and external communications regarding project status, both orally and in writing to interested parties to ensure all parties are updated appropriately.
- (b) (5)
- Maintained effective working relationships with key customer agencies through regular meetings and communications to enhance customer service and ensure issues are mitigated.
- (b) (5)
- Guided customers during the implementation process by providing technical guidance to customers to mitigate issues and improve customer relationships.

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Importance: High

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From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9376BF7AF24B433394818D48E991E9D3-(b) (6)
Sent: Mon 2/24/2025 3:30:30 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6)@opm.gov
Subject: RE: What did you do last week?

In support of Title 5 Chapter 1 Subchapter B Part 831: OPM RETIREMENT SERVICES;

My weekly workload includes:

1. I coordinate the transfer, correction, and changes of life insurance benefits between OPM, OWCP and employer agencies.
2. I reviewed and corrected the billing for life insurance policies issued to retirement annuitants.
3. I re-issued retirement annuities when corrections or updates were received from former employers.
4. I received remanded casefiles from MSPB and / or DRAG and make corrections as directed, also needed to reach out to annuitants and their employing agencies for confirmation or additional information to support changes to retirement annuity.
5. I received congressional inquiries indicating errors or correction to retirement calculation. I coordinated the receipt of the necessary agency paperwork and annuitant authorization to update the retirement.

(b) (6)
Legal Administrative Specialist
Post Retirement Section
OPM Retirement Operations
(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.

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E94804FB3FEF48A891EDF8676 F7F70AA-(b) (6)]
Sent: Mon 2/24/2025 3:30:42 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 highlights of the work I conducted last week:

- Conducted quarterly audits on team's work to verify accuracy and compliance, ensuring quality standards are met.
- (b) (5)
- Deobligated expired project funds, ensuring fiscal responsibility and efficient resource allocation.
- Prepared project and case data for migration into the new workload tracking system, facilitating seamless transition and data integrity.
- Initiated the creation of training materials for future team "Lunch and Learns", enhancing knowledge sharing and professional development opportunities for the team.

Respectfully,

(b) (5)
Lead Human Resources Specialist
U.S. Office of Personnel Management
HR Solutions / Staff Acquisition
c: (202)(b) (6)
(b) (6) @opm.gov



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.

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From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D31EBF3475F448BFA9BF6850E64FCE0-(b) (6)
Sent: Mon 2/24/2025 3:30:43 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6)
(b) (6) [redacted]@opm.gov
Subject: RE: What did you do last week?

- Screened all cases assigned to me for retirement development.
- Analyzing each case making sure all identifying information is correct. Verifying service records and documentation.
- Verifying eligibility to carry health and life insurance into retirement.
- Contacted agencies and annuitants for any missing documentation needed to complete case.
- Stayed up to date with all changes in policies and procedures to ensure retirement processing and development is efficient.

(b) (6)
Customer Service Specialist
Retirement Development Section
Office of Personnel Management
Phone 202:(b) (6)
Fax (b) (6)
(b) (6) @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

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CEF5E3C178E54271A24431901C742D6B-8A42F85D-B7]
Sent: Mon 2/24/2025 3:31:00 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

1. (b) (5)
2. Placed cases on hold and developed the case by determining which election form the annuitant needs by looking at their minimum retirement age and years of service.
3. Contacted multiple applicants through email and phone, to state which document they are missing and acted as a form of customer service, by addressing problems and concerns that had with their application.
4. Reached out to various agencies, requesting that they send in SF3100s (paycards) as well as SF50s for the applicant's case so that it can continue to be processed.
5. Determined if they cases are active and updated within the system and place the proper documentation within the case so that they continue to be processed in Boyers, Pennsylvania.

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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 3:31:02 PM (UTC-05:00)
To: HR10[HR10@opm.gov]; (b) (6) @opm.gov
Subject: Re: What did you do last week?

(b) (6)

- Analyzed screened and developed case files to ensure that all requirements are met and sufficient. Also, whether all secondary items are acceptable and if any other documents are needed to process the case. Followed by putting them in case order.
- Conducted follow up calls and emails to request necessary documents for cases that are on hold. Also, conducted follow up calls per the annuitant's request, questioning about their retirement process.
- Determined if annuitants are eligible for continued coverage for Health Benefits and Life Insurance Benefits
- Mailed out necessary letters to annuitants about their cases, whether its drop letters or requests for additional information
- Input all necessary case information in the proper development system to get the case in the next necessary phase of the retirement process

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.

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=DBB267B44B1B444394C0FB3E96976D5D-(b) (6)]
Sent: Mon 2/24/2025 3:35:39 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Per the requirements of 5 U.S.C 1104, last week, I did the following:

- (b) (5)
- (b) (5)
- (b) (5)
- Provided System of Law training for my staff
- Performed other supervisory duties as required per my position description

(b) (6)
Accountability Program Manager
Strategic Evaluation and Talent Acquisition
Accountability Compliance and Evaluation
Merit System Accountability and Compliance
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
Subject: What did you do last week?
Importance: High

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Sent: Mon 2/24/2025 3:35:43 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

My tasks for the week of Feb 17th were the following.

Screened new deposit apps on the 3 different programs on the computer system.
Created new deposit apps on the service credit system.
Processed the deposit apps that had all necessary paperwork
Developed deposit apps into holding files for missing information
Created the deposit apps on the main frame of our computer system

Sincerely,

(b) (6)
Customer Service Specialist
1 202 (b) (6) PHONE
1 (b) (6) FAX NUMBER

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=0DAB9FEAFF2A426EA6DA45D41280E7BB-(b) (6)]
Sent: Mon 2/24/2025 3:35:55 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Hello,

Per your request

1. Assisted several families to navigate the death process, taking death reports, assisting

With completion of the forms to file for death claims

2 Helped people with issues with their health benefits, contacting health care providers to correct issues

3 Change tax information for several customers, needing to add / subtract amount that is currently being taken out for federal and state taxes. Mailing out 1099R tax form so they can file taxes

4 Resetting passwords for services online and walking customers on how to create accounts with login.gov and linking to services online

5 Changing addresses, bank accounts for retirees.

Thank you,

(b) (6)
Customer Service Specialist
Office of Personal 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

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Sent: Mon 2/24/2025 3:35:55 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good Afternoon,

- Oversees the timely and efficient accomplishment of the work of the Section, setting and adjusting priorities and allocating available resources.
- Develops work plans for the Section and provide input for the work plans of the Branch and Group that support the OPM Strategic Goals.
- Ensures that high quality, technically correct, and timely services are provided to all who encounter each department.
- Keeps high-level management advised of significant problems, emerging trends, resource needs and other matters requiring top management attention.
- Analyzes and makes decisions concerning work problems presented by subordinate staff.

Thank You,

(b) (6)

(b) (6)

Program Manager

202-(b) (6)

202-(b) (6) -Fax

(b) (6) @opm.gov

“Keep your face always towards the sunshine, and shadows will fall behind you.”

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=DF2CBD31C9C34A10944FA86477C3F18D-F5944A27-08]
Sent: Mon 2/24/2025 3:35:56 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
-ASSISTED ANNUITANTS WITH CHANGE OF MAILING ADDRESS
-ASSISTED ANNUITANTS WITH THE CHANGE OF DIRECT DEPOSITS
-ASSISTED ANNUITANTS WITH MISSING 1099RS
-ASSISTED ANNUITANTS THAT NEEDED A VERIFICATION OF ANNUITY
-TOOK REPORTS OF DEATH

(b) (6)
RIO CSS
U.S. Office of Personal Management
Retirement Services
(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=CEF5E3C178E54271A24431901C742D6B-8A42F85D-B7]
Sent: Mon 2/24/2025 3:34:59 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. Conducted a preliminary screening of multiple deferred and court order benefit cases, ensuring applicants have all necessary documentation for their case to be processed.
2. Placed cases on hold, and develop the case by determining which election form the annuitant needs by looking at their minimum retirement age and years of service.
3. Contacted multiple applicants through email and phone, to state which document they are missing and acted as a form of customer service, by addressing problems and concerns that had with their application.
4. Reached out to various agencies, requesting that they send in SF3100s (paycards) as well as SF50s for the applicant's case so that it can continue to be processed.
5. Determine if they cases are active and updated within the system and place the proper documentation within the case so that they continue to be processed in Boyers, Pennsylvania

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=B23092E6E7624D8DA62714438A9F5145-BC396E9B-E3]
Sent: Mon 2/24/2025 3:34:52 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]; Aninye, (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Good afternoon, please see the requested bullets listed below.

- (b) (5) [Redacted]
- (b) (5) [Redacted]
- (b) (5) [Redacted]
- (b) (5) [Redacted]
- (b) (5) [Redacted]

Thank you,

(b) (6)

(b) (6)
Health Insurance Specialist (Contracts)
U.S. Office of Personnel Management
Healthcare and Insurance/FEIO/FEHB2
1900 E St NW, Washington, DC 20415
o: (202)(b) (6)
(b) (6) @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=B2293F15A77A445E95AB8DBB4BD8C571-FD1CF87E-CB]
Sent: Mon 2/24/2025 3:35:02 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,

- Continued training of computer systems to aid the office in logging cases, tracking case location, and date checking to prepare cases to be shipped back to our storage location in an expedited manner.
- Began the screening process for 25 cases. Analyzed the cases in question to ensure that all documentation required for processing applications were present, completed correctly, and determined what additional information may be required to continue with processing their cases.
- Determined eligibility of annuitants to receive benefits, such as life insurance and health benefits, in addition to their retirement payments by reviewing time of service, age of separation, type of retirement application, and commencement date information.
- In instances in which documentations was missing, the development process was required. Reached out to annuitants, agencies from which they separated, and OPF to request copies of missing documentation to add to their cases. Finished development processes for cases in which annuitants were able to provide missing documentation, allowing files to be transitioned to the next phase of the retirement services processes for case finalization.
- Provided customer service support to annuitants that had outstanding questions following initial correspondence by answering emails and returning calls when communication via telephone was preferred by annuitants, in a timely manner.

Thank You.

(b) (6)

Legal Administrative Specialist
U.S. Office of Personnel Management
Retirement Services

(b) (6) @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

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=D74DFA8D17CA4B96BFC32E6628D74FED-(b) (6)]
Sent: Mon 2/24/2025 3:35:13 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.
- Made final determinations for reconsideration requests and remanded cases to take corrective actions.
- Communicated with annuitants to address their 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.

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=BDCE95D6D5674C56AC576E67941656CE-(b) (6)]
Sent: Mon 2/24/2025 3:35:13 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) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)

(b) (6)
Executive Secretary
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

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=7C67AEDB9AFF4E27981AC65E17563B9A:(b) (6),]
Sent: Mon 2/24/2025 3:35:31 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6)@opm.gov]
Subject: Fw: What did you do last week?

Resent without OPM link in closing.

From: (b) (6)@opm.gov>
Sent: Monday, February 24, 2025 12:55 PM
To: HR10 <HR10@opm.gov>
Cc: (b) (6)@opm.gov>
Subject: Re: What did you do last week?

What I did last week. Week of 02/16/25 to 02/22/2025.

1. I reviewed the full amount of F.E.R.S. Survivor Claims assigned to me for review and approved the cases that met the criteria for activation.
2. I returned any cases that did not meet the criteria for activation.
3. I communicated with the case Adjudicator(s) the necessary action(s) the case(s) required to meet the criteria for activation.
4. I ensured the proper physical placement of said cases in our facility and documented the case status in our system.
5. I addressed the communications that I received on cases that are or were assigned to me and processed any documentation received accordingly.

Respectfully,

(b) (6)
Legal Administrative Specialist
OPM/ROC/SC2
Phone: (202)(b) (6)
Fax: (b) (6)
Email: (b) (6)@opm.gov
Mail: P.O. box 45
Boyers PA 16017-0045



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) @opm.gov
Sent: Mon 2/24/2025 3:35:31 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- Verified recruitment cases were properly closed out and include all necessary documentation
- Conducted internal audit on cases
- Reviewed user training for new tracking system launch
- Prepare for turn over of files to teammates
- Review system production release notes for changes

Last week included (b) (6) and 8 hours holiday.

(b) (6)
HR Consultant
U.S. Office of Personnel Management
HR Solutions / Staff Acquisition
c: (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=D75E33C467294A028510F1370F33BCF6-(b) (6)]
Sent: Mon 2/24/2025 3:31:03 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

- Monitor the annuity rolls through a variety of mechanisms (b) (5)
[REDACTED]
- Respond to inquiries from Congressional sources, agency and union officials, retirees, and survivors.
- Review allegations of fraud or impropriety concerning the receipt of payments or benefits under retirement programs.
- Adjudicate and/or make determinations of eligibility and entitlement on cases to include retirement annuities, survivor benefits, benefits payable to student children above 18 of deceased Federal employees or retirees and continuation of health and life insurance.
- Analyze records and imaged documents to make decisions that may involve any feature of eligibility for retirement benefits or for health and life insurance benefits related to retirement.

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=5301C7C5C13641F490DAF57F65F70EF8:(b) (6).]
Sent: Mon 2/24/2025 3:31:11 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good day,

- I processed FERS Annuity Supplement restoration requests, reviewing tax documentation, determining the appropriate supplement amount payable according to the earnings exemption test required by 5 USC §8421a, and setting up any recurring payments and non-recurring retroactive payment actions due to relevant annuitants.
- I reviewed FERS Annuity Supplement restoration non-recurring payment actions set up by co-workers for accuracy and authorized payments with gross amounts under \$5,000.
- (b) (5)
- I attended training for the 2024 Disability Earnings Report project (required under 5 CFR § 844.402 to confirm that disability annuitants under age 60 remain under their 80% earnings capacity limit and to terminate the annuities of any annuitants who have earned over and are now considered “restored to earnings capacity”).
- I responded to phone call and email inquiries from annuitants, mailed out paper copies of the 2024 Annuitant’s Report of Earned Income form (for the 2024 Disability Earnings Report project) upon request, and prepared and mailed out correspondence to annuitants concerning recent changes and/or actions taken towards their annuity record completed by the US Office of Personnel Management, Retirement Surveys and Students Branch.

• (b) (5)

(b) (5)

Sincerely,

(b) (6)

Legal Administrative Specialist
Retirement Surveys and Students Branch

Telephone: 202-(b) (6)

Fax: 202-(b) (6)

(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

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=1F16ABBE76274A04BEE76817FB72B19B-(b) (6)]
Sent: Mon 2/24/2025 3:31:27 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:

Last week, I accomplished the following:

- Completed 100% of all work assignments.
- Responded to inquiries from various outside parties including Congressional sources, agency representatives, union officials, retirees, their survivors/heirs.
- Responded to requests for technical information about retirement and insurance benefits. The requests were primarily in the form of correspondence and may have been of a general nature or specific to individual cases. The work included responding to controlled and routine priority correspondence.
- Returned phone calls to several retired annuitants regarding inquiries: The Annuitants wanted to personally thank me for adjudicating their retirements, resolving inquiries and taking the time to explain intricate information that their previous employer human resources department was unable to or failed to explain in a manner that they were able to understand.
- Considered, documented, and acted upon cases where the issues were clear and the policies, procedures, and regulatory provisions were directly applicable; developed and prepared written explanations and correspondence on case facts, determinations, and legal and regulatory provisions concerning such cases.
- Reviewed applications for retirement benefits from recently retired employees, obtained supporting information and documentation in connection with such applications, and authorized initial, estimated annuity payments pending final adjudication.
- Assisted in the accomplishment of special projects or to meet peak workloads.
- Evaluated whether applicable requirements were satisfied, determined entitlement, and decided the benefits allowable.
- Independently carried out 100% of assignments by reviewing files, obtaining information, and making decisions on preparing letters and forms.
- Initiated retirement system action to provide survivor's benefits to the spouse and dependent children of Federal employees who died while employed.
- (b) (5)
- (b) (5)
- Made adjustments to recurring CSRS or FERS annuities and performed other

requested retirement account maintenance services.

- Adjudicated and/or Re-adjudicated benefits of unusual technical difficulty, and counseled annuitants and their families about their options.
- Analyzed and processed applications for refunds of individual retirement contributions and authorized payment of refunds.
- Analyzed record material and documentation to make decisions that involved issues such as creditability and validity of service.
- Decided eligibility of retiring employees and their dependents to continue life and health insurance.
- Determined entitlement to and the amount of retirement and survivor annuities under CSRS or FERS.
- Discerned factual interrelationships that were not obvious and resolved apparent contradictions or discrepancies.
- Effected retirement and insurance changes associated with the death of an annuitant. The work included inviting applications for death benefits, assembling death claim files, authorizing interim payments to survivor annuitants, certifying insurance status, and providing assistance to survivors with respect to life insurance claims changes and health insurance coverage.
- Maintained current knowledge of the laws, regulations, policies, systems, and procedures relating to federal civil service employee retirement and insurance, as changes or updates occurred.
- Maintained knowledge of the relationships among Federal employee retirement and insurance programs and other retirement and insurance programs encountered in the work (e.g., provisions of Social Security, Military retirement, and Worker's Compensation programs).
- Processed refunds and service credit function, adjudication of applications for retirement, payment of death benefits, and etc.
- Processed applications for deposits, redeposits, or voluntary contributions which could be made to the retirement system in order to obtain service credit for periods of employment for which retirement deductions were made, or periods for which deductions were previously refunded.
- Processed claims by Federal government agencies, (b) (5) [REDACTED], against an employee's retirement contributions, to satisfy debts owed to the government.
- Verified the work of other employees and assisted in training.

Regards,

(b) (5)

(b) (6)

Legal Administrative Specialist
U.S. Office of Personnel Management
Customer Inquiries Branch

Work: 202.(b) (6)

(b) (6) [@opm.gov](mailto:[REDACTED]@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=EC74A319E1CC45FCBD7D2553FBFE5988-(b) (6)]
Sent: Mon 2/24/2025 3:31:43 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]
- Participated in a client meeting ensuring the logistics were squared away for an onsite focus group session with supervisors in the coming weeks.
- (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

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1A8E8052F8CC4F73AC7B73AB2C17EB62-(b) (6)]
Sent: Mon 2/24/2025 3:31:44 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

Good Afternoon,

Per your request, listed below are five things I accomplished last week.

- (b) (5)
- (b) (5)
- Worked on project closeout
- Worked on acquisition requirement documents
- Follow up with client on Customer Service Survey

(b) (6)

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

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=D3B3C761E31A42AEB5EB683FF45BD88B-(b) (6)]
Sent: Mon 2/24/2025 3:31:47 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

Good afternoon,

Submitting requested information.

- Manage timecard approvals for over 500 employees for pay period, including handling timecards for separated employees. This includes both trouble shooting and processing time.
- Arrange and coordinate travel for leadership which include notifying organizations and officials being visited, preparing detailed itineraries, and processing travel vouchers and trip reports.
- Manage AD's calendar and schedule, including meetings for the leadership team. Referred meetings and correspondence to appropriate program offices.
- Manage, supports and participates in conference meetings conducted for managers and executives within the division.
- Handled matters of administrative nature or referring particularly technical matters to the appropriate individuals.

Thank You
Daymon,

(b) (6)
Staff Support Specialist

*U.S. Office of Personnel Management
HR Solutions*

c: (202) (b) (6)
o: (202) (b) (6)
(b) (5) @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.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=90134A3D9C7D4D98A5338605991DBE42-1E8C3A5E-3E]
Sent: Mon 2/24/2025 3:32:00 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Hello:

Please see my accomplishments for last week:

- Review and processed various personnel actions
- Requested and reviewed prior service records.
- Processed corrections as needed on prior service records
- Conducted last minute knowledge transfers with departing employees
- Responded to customer inquiries

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=3962A06C7C5B4E478D7CE0C2721B3F51-(b) (6)]
Sent: Mon 2/24/2025 3:32:01 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- Reviewed, revised, and sent for clearance two compensation claim decisions (b) (6)
- Reviewed position classification appeal decision for technical sufficiency and made necessary revisions (b) (6)
- Formulated succession plans with OPM/MSAC/ACE/OPAG General Manager due to three, possibly more, employees leaving the unit.
- Reviewed and responded to weigh-in request on behalf of MSAC organization regarding the Federal Register Notice on 2025 Pay Schedules.
- Attended meetings with OPM/MSAC Resources Management Officer and OPM help desk to discuss specific offboarding procedures (b) (6)

(b) (6)

(b) (6)

Appeals and Claims Branch Program Manager
Agency Compliance and Evaluation
Merit System Accountability and Compliance
U.S. Office of Personnel Management
Mobile (202) (b) (6) | Teams (202) (b) (6)



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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

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=15F47827BD4343C594272F5D7EAA4009-504C9091-EB]
Sent: Mon 2/24/2025 3:32:04 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Good afternoon,

The below bullets are for (b) (6) and I am her supervisor.

- Worked on payroll system issues.
- Provide current footprint of HI within the TRB and assist with space allocations.
- Coordinate with Records Management and ensure files in cabinets are properly purged or sent to NARA.
- Work with management and IT on correcting employee equipment and system access.
- Created and sent SF 52s to HR for processing.

Thank you!

(b) (6)
*Operations and Resource Manager
Healthcare and Insurance
U.S. Office of Personnel Management
Phone: (202) (b) (6)
Teams: (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=2B8DCC11C27E4496ACF41D9FDCB29993-(b) (6)]
Sent: Mon 2/24/2025 3:32:12 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 attended a training for processing the Disability Earnings Report in preparation for the upcoming release of annuitant responses.
- Reviewed and processed Marital and FERS annuity Supplement Surveys for continuing eligibility.
- Mailed paper copies of the Disability Earnings report
- Reviewed and restored student surveys after determining continued eligibility.
- Answered Phone calls and emails to develop annuitant cases for internal and external customers.

Respectfully,

(b) (6)

(b) (6), Legal administrative Specialist
U.S. Office of Personnel Management
Retirement Surveys & Students
o: (202)(b) (6)
(b) (6) @opm.gov
OPM.gov



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From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 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=6697CD17B2254B62939615E521779584-(b) (6) .]
Sent: Mon 2/24/2025 3:32:15 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- . Verify retirement applications daily making sure all information is entered correctly on the applications to match the retiree name, addresses, cities and zip codes, social security numbers, exact retirement dates and service
- . Send reports daily for quantity of applications processed and verified
- . Open and check incoming mail making sure social security and retiree names and register amounts are matched correctly to the file jacket that each retirees application goes into
- . Stuff retiree jackets with individual retirement records and applications and paperwork needed to process their individual retirements
- . Delivery of retirement file and applications to the appropriate locations internally daily

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=9593CBA4BD574675B2B3D31E5B81D456-(b) (6)]
Sent: Mon 2/24/2025 3:32:35 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

- Led the development and enhancement of web-based systems supporting healthcare programs.
- Prioritized and managed features and epics within the program backlog.
- Developed and maintained comprehensive Agile program roadmap.
- Actively engaged with stakeholders to gather, document, and refine product requirements.
- Wrote and prioritized user stories, ensuring each was directly tied business needs and was achievable.

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=58D3097EE1914D24B3013C8F2E9BE995(b) (6)]
Sent: Mon 2/24/2025 3:32:26 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?

Please be advised, my direct report, (b) (6), is on (b) (6) 2/24/2025-2/28/2025 so will not be able to respond to this inquiry.

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=38AFA978C2834600BE43453F24DFA83A-(b) (6)]
Sent: Mon 2/24/2025 3:32:25 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 accomplished:

- Updated and interpreted data from automated systems to provide appropriate guidance and information to inquirers.
- (b) (5)
- Provided guidance to customers in understanding decisions rendered.
- Performed paralegal work to interpret and apply laws and regulations to determine the validity and acceptability of court orders.
- Determined benefits payable to former spouses based on information provided in the court orders acceptable for processing.

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=EABB76EB1FCA41B489651BA04911BB0B-(b) (6)]
Sent: Mon 2/24/2025 3:32:26 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

1. Processed OPM/OIG Hotline Complaints regarding the processing and issuing of federal retired employees' retirement (annuity) payments. Then coordinated the complaints with OPM/Retirement Services, to obtain an answer(s) pertaining to any delays associates the payments and have the payments issued.
2. Processed OPM/OIG Hotline Complaints regarding the processing of Federal Employees Healthcare Benefits Plan (FEHBP) healthcare insurance provided to federal employees and retirees as it pertains to fraud, waste, and abuse. Also coordinated with the selected Healthcare Insurance Carriers/Special Investigation Units concerning alleged fraudulent billing and/or over payments by healthcare providers. Then coordinated support with OPM/Healthcare and Insurance to obtain answers and resolutions to the submitted complaints.
3. Assisted with compiling information associated with OPM/OIG Hotline Complaints pertaining to OPM/Retirement Services as to how many complaints were opened and closed since the beginning of the FY, and then had that information submitted to OPM/Retirement Services.
4. Liaised with OPM program offices or other OPM OIG divisions about shared oversight mission activities.
5. Received and reviewed information from OPM program office regarding complaints submitted to the OPM OIG Hotline and Whistleblowers..

(b) (6)
Investigator

OPM/OIG

(b) (6)

Cell: (b) (6)

Desk: (724) (b) (6)

Fax: (724) (b) (6)

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 4:46 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=38322D6AA78F4A3DB21626A834060025-(b) (6)]
Sent: Mon 2/24/2025 3:32:46 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- Supported online program delivery for the Leadership for a Democratic Society (LDS) 523 course including the coordination of Zoom session workshops, Zoom session multi-day courses, course completion certificates, and graduation.
- Supported the Leadership for a Democratic Society (LDS) 522 course by providing assistance for onsite residential participants, supported the evening graduation banquet, and commencement ceremony.
- As a result of the Executive Order “Eliminating the Federal Executive Institute,” I worked through multiple projects to close the Institute by the deadline. These projects include:
 - Reconciled onsite inventory of course materials and submitted to Facilities for property excess procedures to be initiated
 - Inventoried offsite storage location and submitted to Facilities for property excess procedures to be initiated
 - Ensured the removal of hard drives from copy machines being returned in accordance with records management procedures
 - As a supervisor, worked with my impacted employees to ensure they were completing all necessary tasks to gain “exit clearance” by their last day of work

Thanks,

(b) (6)

Supervisory Program Specialist

U.S. Office of Personnel Management
HR Solutions/Center for Leadership Development
Federal Executive Institute

o: 202-(b) (6)

c: 202-(b) (6)

(b) (6) @opm.gov

Check out our Individual Leader Solutions --

<https://www.opm.gov/> (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=CEEFB554DBE94A93AF0A1EB5FE886B29-13C98F5A-0A]
Sent: Mon 2/24/2025 3:32:53 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?

- Developed infrastructure-as-code templates used to deploy resources and resource groups to the cloud environment used by our organization
- Added the storage account functionality to our infrastructure as code process using bicep code resulting in the successful automated creation of storage account resources
- Created and tested a Cosmos Database functionality that allowed for the automated creation of multiple database instances
- Analyzed and troubleshooted multiple error messages received through our infrastructure-as-code deployment process and identified and corrected the associated problems
- Updated and tested resource deployment files to ensure that required resources were properly deployed

(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

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From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4F16F342B0344F58B9BA40B233F4BC98-(b) (6)
Sent: Mon 2/24/2025 3:33:21 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- Served as a project resource and/or manager on reimbursable HR projects in support of nationwide, highly visible, and complex organizational solutions
- Tracked and reported on expenditures incurred by projects, while ensuring that projects operated within approved budget, timeline, and scope

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

(b) (6)
Team Lead
U.S. Office of Personnel Management
HR Solutions /Strategic Consulting/Organization Design
c: (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

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From: (b) (6) O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=CA7895E27D254976A97B1F802 AF67076-(b) (6)
Sent: Mon 2/24/2025 3:33:16 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon-

Last Week 02/17/2025- 02/21/2025

- Ran everyone's stats within our CX1 platform. Contacted each one of my employees and conveyed their stats accordingly. Went over various calls with them and guided them as to what they did right versus wrong
- Assisted annuitants with their PSHB plans within our PSHB system in order to correct their coverage that wasn't switched during Open Season
- Spoke to various upset customers who wanted answers immediately concerning various topics about retirement, Health Benefits, Life insurance and the status of Verification of Life insurance. Also assisted with F claims that hadn't been cut from one whom had active A-cases.
- Monitored various calls throughout the week to ensure our reps were being polite and doing their jobs efficiently and correctly. Made sure they were putting notes in our systems to improve future calls that we may receive. Managed their breaks and lunches to ensure no one was using unnecessary time in order to effectively and efficiently handle our calls in a timely manner.
- (b) (5)

Thank you,

(b) (6)
Office of Personnel Management
Retirement Information Office
Program Manager RIO-4
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=25A8540E69254F53BDAF96D04EBAF9B7-0D40E8E9-32]
Sent: Mon 2/24/2025 3:33:19 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

I assisted retired and disabled federal employees and survivors of deceased federal employees by:

- Providing information regarding completion of forms regarding refund of retirement contributions, life insurance beneficiaries and claims.
- Communicating with health insurance companies to ensure the information and coverage they are providing is consistent with what OPM has on record.
- Updating addresses and banking information.
- Issuing 1099R forms.
- Documenting the passing of retirees and survivors to ensure the annuity is stopped or redirected appropriately.
- Working directly with annuitants and survivors to set up their Services Online accounts.

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=AB7E9589D7DF408A84EB85A5A1701970-(b) (6)]
Sent: Mon 2/24/2025 3:33:03 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Please find below my accomplishments from last week.

- Received approximately 50 congressional inquiries and successfully completed approximately 90% inquires, while reviewing and updating other assigned duties.
- Requested over two dozen retirement case files to process congressional inquiries.
- Physically assisted civilians at the Office of Personnel Management Retirement Services walk-in center by addressing & resolving their retirement- related questions and concerns.
- Effectively drafted responses to all emails/inquiries from Retirement Services management team and members of the Congressional, Legislative, & Intergovernmental Affairs team in a timely manner.
- Process a wide range of Retirement Services Court Ordered Benefits retirement cases.

V/R,

(b) (6)

Lead Program Analyst

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=ED5FC18601BD490E9341097675230247-4E22AEDC-92]
Sent: Mon 2/24/2025 3:33:05 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?

- Served as a technical and policy expert, interpreted and correctly applied laws, regulations, and procedures to specific instances in claims adjudication.
- Adjudicated and made determinations of eligibility and entitlement on cases, including those of unusual technical difficulty.
- Reviewed correspondence and evidence.
- Responded to inquiries.
- (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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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=E3EB8DBEC46D4BCE9FA583E798BC30FA-(b) (6)]
Sent: Mon 2/24/2025 3:33:11 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

ok

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=17B784670D3A4E869A9CA17FD0D065D9-(b) (6)]
Sent: Mon 2/24/2025 3:33:22 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

(b) (6) February 17, 2025, to February 19, 2025.

Employee and Executive Development

In accordance with 5 U.S.C., 3373-3375, 3396, 4103, 4121, 5 CFR Part 334; 5 CFR Part 410; 5 CFR 412.202, 412.301, 412.302, 412.401 and various EOs on training and development, accomplished the following:

- (b) (5)
- (b) (5)
- Responded to agency inquiries regarding the SES CDP, new Executive Orders as it relates to the current policy as well as inquiries regarding the newly created SES Executive Core Qualifications model.

Thank you,

(b) (6)
Human Resources Strategist
Talent, Learning and Development
Office of Personnel Management
1900 E Street NW, Suite (b) (6)
Washington, DC 20415
(202) (b) (6)



How have we served you? Please click on the link below for a brief survey that should take you less than 3 minutes to complete. My organization is **Executive Services and Workforce Development**. Your input is valuable and will help us improve processes and products so we can support you most effectively and efficiently. Your response is anonymous.

(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=1761ADD4C4304030AFBD8AEBAC6999A7-(b) (6)]
Sent: Mon 2/24/2025 3:33:32 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?

- Initiated Stakeholder Review/Participated in Training Sessions of Data Modernization Tool for user familiarization purposes and pose questions to Subject Matter Experts.
- (b) (5)
- (b) (5)
- Reduction-In-Force Training and Guidance in alignment with the administration's priorities.
- Reviewed documentation and processes to ensure accuracy and completeness.

v/r.
(b) (6)
Human Resources Specialist

U.S. Office of Personnel Management
HR Solutions, Federal Staffing Center
c: (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

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=68E8BB5340F242D49832E759943B8D7D-(b) (6)]
Sent: Mon 2/24/2025 3:33:56 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 morning,

Accomplishments last week:

- Prepared and processed several monthly payment packages of \$29.8 million
- Processed and trained employee on LOCA(Letter of Credit Access) documents for carrier contractors
- (b) (5)
- Processed and posted incoming daily IPACs and payments to our financial system totaling \$384K
- Maintained and reviewed financial records for DISP (Debt Issuance Suspension Period) of CSRDF (Civil Service Retirement and Disability Fund)

Thanks and have a good day.

Respectfully,

(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=600B65C74ABF47C7A7F6ECBE E4D24D77-(b) (6)]
Sent: Mon 2/24/2025 3:33:48 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)
- (b) (5)

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=04B5E2BA0DC34B838B9EBB6DC01B741D-(b) (6)]
Sent: Mon 2/24/2025 3:33:52 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- Managed, responded to and reviewed inquiries and cases from Congressional Offices
- Trained new Representative Payee class
- Worked on Representative Payee job aids
- Reviewed and triggered cases from Legal Admin Specialists and other Senior Legal Admin Specialists
- Processed advanced case types that Legal Admin Specialists couldn't process

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 3:33:52 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

My accomplishments for the week but is not all inclusive.

- (b) (5)
- In support of the Presidential Return to In-Person Work, ensured all affected employees had a seat in the workplace.
- Coordinated on ensure food and concessions are available to employees upon return to work.
- (b) (5)
- Supported and coordinated workforce messaging in support of Health and Safety of the TRB.
- Other duties as assigned by Supervisor.

(b) (6)
SENIOR ADVISOR TO THE DIRECTOR | Facilities, Security, and Emergency Management
U.S. Office of Personnel Management
O: (202) (b) (6) | E: (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=09B3637A63404749A4DAEE3CA C626EEC-A2068B9D-CC]
Sent: Mon 2/24/2025 3:33:55 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. Reviewed EOC documents and processes to identify areas of improvement and opportunities for increased efficiency, cross-functional alignment, and integration.
3. Identified opportunities for the consolidation and automation of several reports to reduce operational overlap.
4. (b) (5)
5. (b) (5)

--

(b) (6)
EOC Section Chief
Cyber Integration Center, Cybersecurity Division

Security Operations Center
(b) (6) @opm.gov | (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.

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Deadline is this Monday at 11:59pmEST.

From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D34B7102681D482D85F0052A36CD966B-(b) (6)]
Sent: Mon 2/24/2025 3:33:59 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)
- I attended a weekly Program and Contracting meeting to discuss workload status, transition, and updates on acquisitions/programs
- I met with the Branch Chief replacement to discuss team meetings and calendar reminders to update workload status, discuss workload and its status, identify actions that require immediate attention, identify actions that may need to be terminated, and workload capacity.
- I ensured OD and FEI contracts/contract actions assigned to me are up to date on designated spreadsheets as applicable
- I transitioned with a COR regarding the new COR point of contact, receive status on all projects (pre award and post award), and update electronic contract file with the email notification of COR replacement.
- I provided a Contract Specialist guidance on the various spreadsheets that must be maintained and up to date for approvals
- I responded to multiple monthly meeting invites for a portion of the contracts I was administering to ensure contract compliance

Regards,

(b) (6)
Contract Specialist

U.S. Office of Personnel Management
Office of Procurement Operations (OPO)
o: (202)(b) (6)
(b) (6) @opm.gov
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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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=91C02478269D46E68D6EDCDAE683F459-(b) (6)]
Sent: Mon 2/24/2025 3:34:07 PM (UTC-05:00)
To: HR10[HR10@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.
- I reviewed and developed for Representative Payee applications, approving and denying each application accordingly. A representative payee is a person that is applying for authority to act on behalf of an Annuitant when they do not have the physical or mental capacity capable of handling his/her retirement benefits.
 - (b) (5)
 - (b) (5)
- (b) (5)
- I adjusted retirement accounts based on additional information received from numerous agencies and retirees concerning requests that included but are not limited to; service calculations, life insurance changes, annuity supplements, beneficiary inquiries, and federal employee health benefits.
- I received a call that was rerouted to me through customer service. The Annuitant wanted to personally thank me for adjudicating their retirement packet and asked for additional assistance regarding tax implications and social security disability offsets.

With gratitude,

(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=C81BAD940ADE45A4A6EF22ED224813F8-(b) (6)
Sent: Mon 2/24/2025 3:34:07 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?

- I prepared the team for Return to Office requirements
- I prepared the physical space for Return to Office requirements
- (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.

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Deadline is this Monday at 11:59pmEST.

From: (b) (5) [./O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=8C5E221D30CD4C7F827FDD3229313DE9-]
Sent: Mon 2/24/2025 3:34:32 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,

Duties performed by me last week;

* (b) (5)

* Reviewed and processed court ordered cases.

* (b) (5)

* Discussed work performance and goals with court ordered benefits staff.

* Set priorities for branch and oversaw work processing timeliness and accuracy.

Thank you

(b) (6)

Program Manager
Office of Personnel Management
Court Ordered Benefits

(b) (6) @opm.gov

Phone: 202-(b) (6)

Fax: 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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Sent: Mon 2/24/2025 3:34:20 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Hello,

- Customer service provided to internal/external customers as well as communication with team members.
- Consistently provided technical advice in a manner that is relevant to RS policies and practices.
- Answered customer inquiries while using multitasking skills.
- Entered accurate and detailed information in the appropriate automated system.
- Communicated effectively with retired personnel and provided necessary information about retirement inquiries.
- Monday, February 17 President's Day was a holiday

(b) (6)

Customer Service Specialist
U.S. 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=8743A22502C24804925FC10A17343A6D.(b) (6)]
Sent: Mon 2/24/2025 3:34:22 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

While I was out on approved leave last week, the following bullets show some of my accomplishments for the week prior:

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

- Responded to and resolved multiple requests for assistance with USA Staffing reporting through both the Help Desk and direct communication with customers from various agencies.

Thank you,
V/r,

(b) (6)
Program Analyst
Talent Acquisition Analytics Group
Human Resources Solutions
Office of Personnel Management
(b) (5) @opm.gov | www.opm.gov/HRS
(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=C38D879B544445D19F79B70DC A174F79-D0E926EE-71]
Sent: Mon 2/24/2025 3:34:24 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Greetings,

Last week I accomplished:

- Completed 100% of the deliverables requested of me by my direct supervisor to include composing emails and official correspondence letters.
- Completed 100% of the tasks and duties required of me by my position description to include gathering documents from outside agency sources, reviewing data, and participating in meetings.
- Completed 100% of the work product that my supervisor and I have agreed to include developing evaluation plans to meet objectives and providing assignment updates.
- Completed 100% of the duties and performance elements used to evaluate my performance to include analyzing reports to provide business cases for improvement.
- (b) (5)
- I have accomplished and successfully met all expectations in the delivery of my work with optimized productivity and professional behavior.

Thank you and have a great day!

Respectfully,

(b) (6)
Human Resources Specialist-Evaluator
Agency Compliance and Evaluation – Central Group
Merit System Accountability and Compliance
U.S. Office of Personnel Management
Phone: (202) (b) (6)
(b) (6) @opm.gov
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

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=1976E90E471A45F4AE32590D9DB31134-96DCCD695-58]
Sent: Mon 2/24/2025 3:34:25 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 completed the following tasks in support of my agency's mission:

- Identified any remaining contracted sessions for upcoming programs that are no longer scheduled and cancelled them accordingly, while communicating to all necessary points-of-contact for transparency across the program delivery team.
- Completed administrative duties as assigned by my agency to ensure a smooth transition of my position-related duties and standard operating procedures to the remaining members of my team.
- Delivered a final training program ahead of facility closure by providing virtual classroom support, digital platform access, and collaborating with the Program Delivery Team to ensure final session information and changes to the schedule were communicated to all involved parties.
- Attended team meetings to obtain and report timely information related to agency-wide updates and transition plans.
- Properly organized relevant files according to agency guidance and uploaded them to management-directed shared locations for bookkeeping purposes in support of executive orders and the deferred resignation program.

I excelled in the completion of these tasks and completed all other responsibilities assigned to me by my agency.

(b) (6)

U.S. Office of Personnel Management
M: (771)(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

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=08BF96EA630A41F58C4FABEE9B4A1449:(b) (6)]
Sent: Mon 2/24/2025 3:34:35 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Hello,

Please see my accomplishments from last week as requested below:

Accomplishments week of 2/17/2025 – 02/21/2025

- (b) (5)
[Redacted]

- (b) (5)
[Redacted]

- (b) (5)
[Redacted]

- (b) (5)
[Redacted]

- (b) (5)
[Redacted]

• (b) (5)
[Redacted]

Thank you,

(b) (6),
Lead Accountant, FRA/FS
Work # (202) (b) (6)
Office (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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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A4D8A513BBB74CF7B98023242CE09A2A-(b) (6)]
Sent: Mon 2/24/2025 3:36:05 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Hello,

This email is response to the 5 accomplishments of last week:

1. I completed all assigned cases for the week of which they were requesting life insurance changes, the completion of forms for Medicare, and for other agencies, death packets to be sent to beneficiaries, recalculation of annuities, processed summary of payments for annuitants questioning when and what they were paid.
2. Completed all written correspondence for the week, answering questions that annuitants had as well as resubmitting missing 1099R tax documents to annuitants.
3. Routed all correspondence and cases to the necessary OPM sections if more detailed explanations were necessary.
4. Assisted other coworkers from my department and other sections to answer questions for the annuitants in a timely manner.
5. Changed health benefits for postal retirees on PSHB (the new postal health benefit system).

Thank you,

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=4AE19B91957943A184282C2BE347C064:(b) (6) .]
Sent: Mon 2/24/2025 3:36:05 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: Re: What did you do last week?

Hello,

Please see my responses below.

- (b) (5) [Redacted]
- Worked on the Return to Office plans/execution for OPM's HRS managers and employees. (b) (5) [Redacted]
- (b) (5) [Redacted]
- (b) (5) [Redacted]
- (b) (5) [Redacted]

(b) (6) [Redacted]
Program Manager, USA Performance

U.S. Office of Personnel Management
HR Solutions / USA Performance
c: (202)(b) (6) [Redacted]
(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.

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=4DA51C93338D4524B1119CA8168A26AF-37C23568-BB]
Sent: Mon 2/24/2025 3:36:06 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Hello, please find the following five bullets detailing what I have been working on:

- (b) (5) [Redacted]
- (b) (5) [Redacted]
- (b) (5) [Redacted]
- (b) (5) [Redacted]
- (b) (5) [Redacted]

Thanks,

(b) (6)

U.S. Office of Personnel Management
Data Scientist | Healthcare & Insurance



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=6E3FD89851E74D77B10046D7651D2F6A-(b) (6)
Sent: Mon 2/24/2025 3:36:07 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 coordinated and liaised to ensure rooms are available for training classes in March, April, and June (TBD). This is due to our in-person return to work, shifting to from virtual to in-person classes, and a reduced number of physical classrooms than before.
- Coordinated with my counterpart in Boyers, PA to plan for upcoming training pipelines in March, April, and June (TBD)
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- (b) (5) [REDACTED]
- Reviewed class handouts for various classes to account for a shift from virtual to in-person training. I have changes I need to make to handouts to make them more conducive to in-person training. I had to do the same thing in the past when we shifted from in-person to virtual training.

Sincerely,

(b) (6)

(b) (6)

Training Specialist
Training & Development
Office of Personnel Management (OPM)
1900 E St, NW,
Washington, DC 20415
Teams: (202) (b) (6)
Cell: (b) (6)
(b) (6) @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

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=A6D10078AB5E4D1C80F233AFF272A907-4CBE1F50-4E]
Sent: Mon 2/24/2025 3:36:16 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

As requested,:

1. (b) (5)
2. (b) (5)
3. Engaged in activities as required under 5USC 424
4. (b) (5)
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.

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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=A91676A55FC64B06BFE31022532343CE-42C7979E-44]
Sent: Mon 2/24/2025 3:36:14 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

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From: (b) (6) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D3B3C761E31A42AEB5EB683FF45BD88B-(b) (6)]
Sent: Mon 2/24/2025 3:36:39 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good afternoon,

Submitting requested information.

- Manage timecard approvals for over 500 employees for pay period, including handling timecards for separated employees. This includes both trouble shooting and processing time.
- Arrange and coordinate travel for leadership which include notifying organizations and officials being visited, preparing detailed itineraries, and processing travel vouchers and trip reports.
- Manage AD's calendar and schedule, including meetings for the leadership team. Referred meetings and correspondence to appropriate program offices.
- Manage, supports and participates in conference meetings conducted for managers and executives within the division.
- Handled matters of administrative nature or referring particularly technical matters to the appropriate individuals.

Thank You

(b) (6)

(b) (6)

Staff Support Specialist

*U.S. Office of Personnel Management
HR Solutions*

c: (202) (b) (6)

o: (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

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Sent: Mon 2/24/2025 3:36:42 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 bullet points for a summary of what I accomplished last week:

- I created the weekly training schedule for the newest class in the Call Center.
- I ensured that my team's payroll was accurate, approved and submitted in a timely manner.
- I liaised with other section managers to assist annuitants with complex issues on their retirement cases.
- I worked the late shift to ensure that all calls made to the Call Center were resolved by the close of business.
- I worked with the RIO management team on our back to office plan of action for the Call Center.
- I monitored calls from my team members to ensure quality and accurate information is being relayed to the callers.

Thank you,

(b) (6)

Program Manager
Retirement Information Office
U.S. Office of Personnel Management

Phone: 202-(b) (6)
Email: (b) (6) @opm.gov

From: HR <hr@opm.gov>
Sent: Saturday, February 22, 2025 4:46 PM
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Sent: Mon 2/24/2025 3:36:29 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)

- Reviewed listing of organization's remote employees in relation to Return to Work EO to confirm employee's actual location and nearest OPM location.
- Participated in daily Reduction in Force Work group meetings, providing Senior Advisor updates.

(b) (6)
Principal Deputy Associate Director
Workforce Policy and Innovation
Office of Personnel Management
1900 E Street, NW
Washington, D.C. 20415
(202) (b) (6) (Office)
(202) (b) (6) (Mobile)
(b) (6) @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=48508D2BE21D4132839F5E4E691804CB:(b) (6)]
Sent: Mon 2/24/2025 3:37:10 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Good Afternoon,

Thank you for the opportunity to provide a brief synopsis of the work conducted by the Office of Investigations (OI) and our contributions to promote the economy, efficiency and effectiveness of the U.S. Office of Personnel Management's programs and operations. (b) (6)

(b) (6) I am a member of the senior management team responsible for overseeing OI's nationwide investigative staff. Pursuant to the Inspector General Act of 1978, I am responsible for executing a program of criminal, civil, and administrative investigations to identify and eliminate waste, fraud, abuse, and inefficiencies in the operations of the U.S. Office of Personnel Management. I provide constructive contributions and support the efforts of the Assistant Inspector General for Investigations to improve quality, innovation, customer services, and employee involvement in the investigations program. I also help the Assistant Inspector General for Investigations in the prudent management of the OI Training and Travel budgets.

We prioritize investigating allegations of patient harm, substantial monetary loss to OPM health care programs, program vulnerabilities, or cases that involve health care priorities such as the opioid epidemic. Common health care fraud allegations that we investigate includes medical providers overbilling, billing for services not rendered, and performing unnecessary tests or procedures. We also investigate ineligible members, including ineligible family members, who receive health benefits. With respect to retirement investigations, the most common causes of improper payments are related to annuitant deaths that are unreported or unknown to OPM. At times, these payments continue for years and amount to tens of thousands of dollars before they are identified.

The following are only a few examples of my activities last week:

- (b) (5)

- (b) (5)

- Participated in several meetings with relevant OI staff to communicate the reallocation of OI's resources due to upcoming retirements and the deferred resignation program.
 - As a member of senior staff, I attended the weekly senior staff meeting. (b) (5)
- [REDACTED]
- Provided guidance to a Special Agent in Charge regarding IT policy.
 - Met with the Special Investigations Unit and other staff to discuss waste, fraud, and abuse issues and collaboration.
 - Attended the OI Leadership Briefing to provide the Deputy Inspector General with any important updates for OI's activities.
 - Completed administrative tasks, such as responding to emails, processing timecards, etc.

(b) (6)

Regards,

(b) (6)

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Sent: Mon 2/24/2025 3:36:45 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

- * Debugged and worked with the (b) (5) to resolve issues with non-production environment access for RS Reporting
- * Worked with RS development teams to modernize and standardize coding patterns in ongoing modernization efforts
- * Debugged failing builds for application specific changes on multiple applications
- * Performed research to help prioritize technical debt work
- * Worked with the (b) (5) and (b) (5) teams to coordinate file transmissions between systems

(b) (6)
IT Specialist (AppSW)
U.S. Office of Personnel Management
[OPM/OCIO/FITBS/HRSTPMO/ES](#)
Teams: 202-(b) (6)
(b) (6) [@opm.gov](mailto:(b) (6)@opm.gov)
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 U.S. Office of
Personnel Management
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Sent: Mon 2/24/2025 3:36:55 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

- *Extracted and analyzed data against any available supporting documentation provided/obtained
- *Made valid documented conclusions
- *Communicated with team members regarding audit review areas
- *Managed assigned audit work and administrative work in accordance with professional standards
- *Provided courteous, timely, accurate responses and services to internal and external customers

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Sent: Mon 2/24/2025 3:37:02 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)
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Sent: Mon 2/24/2025 3:37:21 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,

Please see the items below addressing what was accomplished last week.

- Holiday- February 17 & Paid Time Off-February 18 & 19. (b) (5)
- (b) (5)
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Respectfully,
(b) (6)

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Sent: Mon 2/24/2025 3:37:27 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]; (b) (6) , (b) (6) @opm.gov]
Subject: RE: What did you do last week?

I spent last week working on planning, gathering information, executing workgroup project, team collaborations, and talking to stakeholders/APMs.

- Team Collaboration: (b) (5) [Redacted]
- (b) (5) [Redacted]
- (b) (5) [Redacted]
- (b) (5) [Redacted]
- (b) (5) [Redacted]

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Sent: Mon 2/24/2025 3:37:49 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

- Exceeded expectations by completing all the caseload assigned to me and requesting additional work in a timely manner.
- Explained the documentation required to multiple retirees in accordance with federal law and regulations.
- Reached out to other government agencies in regards to missing information needed to process the retirement packages.
- Located missing payroll records in our databases and open file facility.
- Followed up in my hold file on prior requests to assure cases are processed expeditiously.

(b) (6)

Customer Service Specialist/RDS

Telephone: 202-(b) (6)

Fax: 724-(b) (6)



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Sent: Mon 2/24/2025 3:37:52 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

Please see below. Thanks!

1. (b) (5)
2. (b) (5)
3. Collaborated with investigative partners to discuss complex investigative activities.
4. Worked with criminal investigators, administrative investigators, analysts, auditors, and evaluators cross-functionally within the OIG related to agency operations, programs.
5. (b) (5)

(b) (6), Special Agent
Office of Personnel Management - OIG
(202) (b) (6)

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Sent: Mon 2/24/2025 3:38:12 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Per the request :

1. Responded to inquiries from annuitants and annuitant survivors and explained actions taken and the basis for the actions.
2. Processed cases using the law, systems, polices and procedures.
3. Analyzed and reviewed complex cases for accuracy and triggering of cases.
4. Worked on a wide variety cases and mandated projects.
5. Answered emails and calls explaining the retirement laws and regulations to individuals in capacities that were stressful situations to the customer.

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Sent: Mon 2/24/2025 3:38:22 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

Good afternoon,

Per your request, please see below some of my workload accomplishments from last week.

Accomplishments:

- Processed requests for FEGLI life insurance changes from annuitants and submitted for review (includes, but not limited to, completing the process for already reviewed cases to place the payment adjustment letters in the case and mail a copy of adjustment letter with an updated Verification of Life Insurance certificate to the annuitant for their records)
- Processed FEHB/PSHB husband/wife split actions and belated Open Season PSHB requests from annuitants now on the PSHB program for health insurance. This includes, but are not limited to; requesting the cases if needed to ensure correctness, review, and proper documentation is placed in file, updating changes to the PSHB platform and ensuring all enrollee information is correct and update if needed, accessing the PSHB system periodically for the automatically generated letters after the action/change has been implemented
- Screened various written requests received in Customer Service Inquiries Branch (CIB) and providing a direct response with or without a case file, or routing the correspondence to the appropriate section/individual/department for a response or action to be made. If a case file is needed for a response to be made, I requested those cases accordingly
- Processed priority forms such as the CMS-L564 form for annuitants and their dependents who need to provide proof of continuous FEHB/PSHB coverage so they can apply for Medicare Part B without penalty, and OWCP questionnaires
- Processed other various inquiries received in CIB where the retirement files were already requested
- Maintained an organized work area to help facilitate with tasking efficiency with my regular workload

Thank you,

(b) (6)
Legal Administrative Specialist
Customer Service Inquiries
OPM-ROC
202.(b) (6)

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Sent: Mon 2/24/2025 3:38:46 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

5 Bullets

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

(b) (6)
Attorney-Advisor
Office of General Counsel
Office of Personnel Management
1900 E. Street, NW
Washington, DC 20415
(b) (6) @opm.gov

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Sent: Mon 2/24/2025 3:38:33 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

- I received incoming calls from annuitants and survivors regarding their retirement and various other benefits, handling 50-65 calls per day
- Answered customer inquiries and resolved questions
- I provided customers with forms available through the on-line document systems {beneficiary forms, rep payee, and ins forms}
- I contacted health benefit providers to make any corrections to annuitants' benefits
- Did my job to the fullest of my ability

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Sent: Mon 2/24/2025 3:38:39 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

- Process advanced CSRS Y line adjustments restoring annuitant's annuity from Reduced Rate to Life Rate due to the death or divorce of a spouse. Make any Health Benefit or Life Insurance changes as requested by annuitant.
- Impose the CSRS Offset to appropriate annuitants turning 62 years of age to prevent an overpayment of annuity.
- Impose the CSRS Offset to those annuitants who had earnings discrepancies who were not reduced at age 62.
- Calculated the overpayments and bill the annuitant for any overpayment due to the changes in the monthly annuity.
- Notify annuitants via correspondence of any changes to their monthly annuity, provide the calculation used for the change in annuity, give legal recourse if necessary.

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Sent: Mon 2/24/2025 3:38:38 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

- Analyzed cases to determine validity and acceptability of court orders
- Determined whether cases needed further evidentiary documents or legal action
- Computed benefits by interpreting formulas provided in court orders
- Responded to inquiries concerning status of cases and calculations
- Interpreted data from automated systems to determine necessary cost-of-living adjustments

(b) (6)
Paralegal Specialist
Retirement Services
Court Ordered Benefits
(b) (6) @opm.gov



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Sent: Mon 2/24/2025 3:38:42 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov]
Subject: RE: What did you do last week?

- Received incoming calls and emails with questions about federal retirement benefits, eligibility, application process, benefit calculations, and claim status.
- Assisted with forms completion, sending out documents regarding retirement benefits, and updated records related to retirement benefits.
- Clearly communicated federal retirement policies and guidelines to customers
- Investigated and addressed customer concerns, complaints, or discrepancies regarding their benefits.
- Documented customer interactions, tracking inquiries, and ensuring data integrity within OPM systems.

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- RESPONDED TO CUSTOMER INQUIRIES VIA PHONE/EMAIL PROVIDING ACCURATE AND TIMELY INFORMATION.
- TROUBLESHOOTING AND RESOLVING CUSTOMER COMPLAINTS AND ISSUES, ESCALATING TO HIGHER AUTHORITIES WHEN NECESSARY.
- PROVIDE GUIDANCE ON POLICIES AND PROCEDURES RELATED TO FEDERAL RETIREMENT BENEFITS.
- DOCUMENTING CUSTOMER INTERACTIONS, UPDATING THEIR ACCOUNTS MAINTAINING CONFIDENTIALITY.
- (b) (6)

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To: HR10[HR10@opm.gov]
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(b) (6) 2/17/2025 through 2/21/2025.

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Sent: Mon 2/24/2025 3:38:55 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Subject: RE: What did you do last week?

1. Processed supplemental/redetermined annuities
2. Restored health benefits/life insurance coverage for reemployed annuitants
3. Restored annuity benefits
4. (b) (6)
5. (b) (6)

(b) (6)
Legal Administrative Specialist
U.S. Office of Personnel Management
Post Retirement Section
202 (b) (6)
724 (b) (6) fax
(b) (6) [@opm.gov](mailto:(b) (6)@opm.gov)



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To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
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Per the Executive Order dated Wednesday, February 19, 2025, Commencing the Reduction of the Federal Bureaucracy, last week was spent closing out operations to include:

- Communicating with Federal, State and Local Stakeholders and our federal communities about the closures of the Dallas/Ft. Worth Federal Executive Boards
- Communicating with Federal, State and Local Stakeholders and our federal communities about the closures of the Federal Executive Institute
- Sunsetting Mentoring, Leadership and Workforce Development Programs
- Attending informational meetings with FEB HQ Leadership regarding changes to FEB operations
- (b) (5)

(b) (6)
Program Specialist
Federal Executive Boards: Southern Region
Office of Workforce Policy and Innovation
U.S. Office of Personnel Management
Central Time Zone

o: (202)(b) (6)
(b) (6) @opm.gov



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Sent: Mon 2/24/2025 3:38:59 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) (5)
- (b) (5)
- (b) (5)
- (b) (5)
- (b) (5)

Thanks,
(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) (4) [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=97DCC30D35BD451D9D863E64DBD0F6D1-C95DCEBB-33]
Sent: Mon 2/24/2025 3:39:19 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?

- Reviewed historical evaluation reports to understand common findings across the government and to learn about reporting format.
- Reviewed executive orders to understand impact on policies and regulations.
- Researched human capital framework to understand how to implement it in report writing.
- Attended weekly staff meeting and all hands meeting.
- Attended meeting on the potential of a reduction in force for our department.

(b) (6)
HR Specialist/ Evaluator
U.S. Office of Personnel Management
Merit System Accountability and Compliance
Agency Compliance and Evaluation
o: (202) (b) (6)
(b) (6) @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=404A7ACB6F29451DB3BF9829B2598AD1-(b) (6)]
Sent: Mon 2/24/2025 3:39:21 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

1. (b) (6) ,
2. Conducted research to inform upcoming Federal Workforce Priorities Report,
3. Reviewed internal trackers – Future of Work and Cybersecurity,
4. Attended meetings, and
5. Supported numerous OPM strategic objectives.

(b) (6)
Senior HR Strategist/Program Manager
U.S. Office of Personnel Management
Workforce Policy and Innovation
Strategic Workforce Planning/Future of Work
o: 202-(b) (6)
(b) (6) @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=F6059696580C497F968FD1D874388022-(b) (6)]
Sent: Mon 2/24/2025 3:39:08 PM (UTC-05:00)
To: HR10[HR10@opm.gov]
Cc: (b) (6) @opm.gov
Subject: RE: What did you do last week?

1. Led and attended 10 meetings
 - a. Management and Leadership team meetings to discuss organization, productivity and reporting, information from leadership
 - b. Transition of work due to deferred resignation and pending retirements
 - c. Recurring team meetings that discussed accomplishments, reminders for the work, and answer any questions the team may have
 - d. Working meeting to determine the leading agency indicators for the human capital framework and development
2. (b) (5)
[REDACTED]
3. Reviewed and approved decisions for the appellate program
 - a. Reviewed two pay and leave claims for accuracy of decisions
 - b. Reviewed one classification appeal for accuracy of decision
 - c. Received three for routing for signature and issuance
4. (b) (5)
[REDACTED]
5. (b) (5)
[REDACTED]
6. Fulfilled management duties including answering questions, coaching and mentoring staff, reviewing and approving timesheets and performance standards

(b) (6)
Group Manager
U.S. Office of Personnel Management
MSAC/ACE/OPAG
c: (202) (b) (6)
o: (202) (b) (6)
(b) (6) @opm.gov
OPM.gov



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