

From: "Keller, Marylee M. EOP/OVP" <(b) (6)@ovp.eop.gov>  
To: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>, FN-OVP-Scheduling <(b) (6)@ovp.eop.gov>  
CC: "elizabeth.cain@gsa.gov" <elizabeth.cain@gsa.gov>, "Amin, Faisal EOP/OVP" <(b) (6)@ovp.eop.gov>  
Subject: **Re: Moving Items to 1717 Penn**  
Date: Mon, 9 Jan 2017 12:53:08 +0000  
Message-ID: <20170109125317.18178131.74373.92479@ovp.eop.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: c2befbabb1282bfa049333e69ad6e875

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Hey Linden,

Hope you had a great weekend! It will mostly be (somewhat heavy) boxes.

Thank you,  
Marylee

Original Message  
From: Linden Dahlkemper - AC  
Sent: Monday, January 9, 2017 07:50  
To: FN-OVP-Scheduling  
Cc: elizabeth.cain@gsa.gov; Keller, Marylee M. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Moving Items to 1717 Penn

Good morning,

Liz can coordinate getting into 1717 Penn this morning; however using the loading dock and freight elevator usually requires advance notice to the building manager.

I forwarded this request to our property manager, and we will get back to you on a dolly or perhaps a cart from GSA and the logistics of moving items in this morning. What types of items will you be moving?

Sent from my iPhone

> On Jan 7, 2017, at 4:02 PM, FN-OVP-Scheduling wrote:  
>  
> Hi Liz and Linden,  
>  
> I am working with Faisal and Marylee to coordinate moving items from the EEOB to 1717 Penn next Monday morning starting at 11am. We are also hoping to move items on Tuesday morning, but do not have an exact time yet - I will let keep you updated. We are hoping to use the loading dock, and wondering if there is any sort of dolly that we could reserve once over there for both days?  
>  
> Thank you!  
> Susanna  
>  
> Susanna Billings  
> Office of the Vice President  
> Operations Office - Scheduling Intern  
> (b) (6) (desk) | EEOB 263

From: "Keller, Marylee M. EOP/OVP" <(b) (6)@ovp.eop.gov>  
To: "Martin, Marques J. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Myers, Louis F. EOP/OVP" <(b) (6)@ovp.eop.gov>, Elizabeth Cain - BB <elizabeth.cain@gsa.gov>, "Turk, Joseph M. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Scanlon, John C. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Billings, Susanna S. EOP/WHO (Intern)" <(b) (6)@who.eop.gov>, "Bernstein, Cynthia R. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Murren, Jack H. EOP/WHO (Intern)" <(b) (6)@who.eop.gov>  
CC: "Amin, Faisal EOP/OVP" <(b) (6)@ovp.eop.gov>, "Demers, Kaitlyn H. EOP/OVP" <(b) (6)@ovp.eop.gov>  
Subject: **Re: Chain - Moving Items to GSA**  
Date: Mon, 9 Jan 2017 16:12:39 +0000  
Message-ID: <20170109161248.18178131.41819.92576@ovp.eop.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: 34b7a094274e4e2cb63a05a99f8c1dce

---

Beginning load

From: Keller, Marylee M. EOP/OVP  
Sent: Monday, January 9, 2017 11:02  
To: Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Elizabeth Cain - BB; Turk, Joseph M. EOP/OVP; Scanlon, John C. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern)  
Cc: Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
Subject: Chain - Moving Items to GSA

Team,

Starting this chain to communicate about moving items to 1717 Penn today.

We are bringing items down to the ground floor of EEOB currently to load into Yukons.

Marques/Louis, are either of you able to pull into loading dock? Otherwise we can come out to West Exec.

Thanks!  
Marylee

From: "Bernstein, Cynthia R. EOP/OVP" (b) (6) @ovp.eop.gov  
To: "Turk, Joseph M. EOP/OVP" (b) (6) @ovp.eop.gov, "Keller, Marylee M. EOP/OVP" (b) (6) @ovp.eop.gov, "Scanlon, John C. EOP/OVP" (b) (6) @ovp.eop.gov  
CC: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>, "Martin, Marques J. EOP/OVP" (b) (6) @ovp.eop.gov, "Myers, Louis F. EOP/OVP" (b) (6) @ovp.eop.gov, "Billings, Susanna S. EOP/WHO (Intern)" (b) (6) @who.eop.gov, "Murren, Jack H. EOP/WHO (Intern)" (b) (6) @who.eop.gov, "Amin, Faisal EOP/OVP" (b) (6) @ovp.eop.gov, "Demers, Kaitlyn H. EOP/OVP" (b) (6) @ovp.eop.gov  
Subject: **Re: Chain - Moving Items to GSA**  
Date: Mon, 9 Jan 2017 16:46:20 +0000  
Message-ID: <20170109164630.18186324.43984.89775@ovp.eop.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: 47e55cfc299d2508863f569ac21555b4

OK great ill meet you there!

Original Message  
From: Turk, Joseph M. EOP/OVP  
Sent: Monday, January 9, 2017 11:44 AM  
To: Keller, Marylee M. EOP/OVP; Scanlon, John C. EOP/OVP  
Cc: Elizabeth Cain - BB; Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
Subject: Re: Chain - Moving Items to GSA

Coming down with cart to loading dock

Joe Turk  
(b) (6)  
Sent from my BlackBerry  
Original Message  
From: Keller, Marylee M. EOP/OVP  
Sent: Monday, January 9, 2017 11:40 AM  
To: Scanlon, John C. EOP/OVP  
Cc: Elizabeth Cain - BB; Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
Subject: Re: Chain - Moving Items to GSA

First two vehicles unloaded. Going back to EEOB to grab remaining items. Joe/Cynthia, are you ready?

Original Message  
From: Scanlon, John C. EOP/OVP  
Sent: Monday, January 9, 2017 11:33  
To: Keller, Marylee M. EOP/OVP  
Cc: Elizabeth Cain - BB; Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
Subject: Re: Chain - Moving Items to GSA

Here in lobby!

Sent from my iPhone

> On Jan 9, 2017, at 11:27 AM, Keller, Marylee M. EOP/OVP wrote:  
>  
> Departing EEOB! John will be coming through lobby, Susanna and I will pull into loading dock momentarily.  
>  
> Joe and Cynthia are staying back to move remaining items to ground floor of EEOB for second run.  
>  
> Original Message  
> From: Elizabeth Cain - BB  
> Sent: Monday, January 9, 2017 11:15  
> To: Keller, Marylee M. EOP/OVP  
> Cc: Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Scanlon, John C. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
> Subject: Re: Chain - Moving Items to GSA  
>  
>  
> Hi all,  
>  
> GSA team is at 1717 with the dolly!  
>  
> Thanks,  
> LC  
> 202-394-7915  
>  
> Sent from my iPhone  
>  
>> On Jan 9, 2017, at 11:02 AM, Keller, Marylee M. EOP/OVP wrote:  
>>  
>> Team,  
>>

>> Starting this chain to communicate about moving items to 1717 Penn today.  
>>  
>> We are bringing items down to the ground floor of EEOB currently to load into Yukons.  
>>  
>> Marques/Louis, are either of you able to pull into loading dock? Otherwise we can come out to West Exec.  
>>  
>> Thanks!  
>> Marylee  
>>

From: "Keller, Marylee M. EOP/OVP" (b) (6) @ovp.eop.gov>  
To: "Turk, Joseph M. EOP/OVP" (b) (6) @ovp.eop.gov>, "Scanlon, John C. EOP/OVP" (b) (6) @ovp.eop.gov>  
Cc: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>, "Martin, Marques J. EOP/OVP" (b) (6) @ovp.eop.gov>, "Myers, Louis F. EOP/OVP" (b) (6) @ovp.eop.gov>, "Billings, Susanna S. EOP/WHO (Intern)" (b) (6) @who.eop.gov>, "Bernstein, Cynthia R. EOP/OVP" (b) (6) @ovp.eop.gov>, "Murren, Jack H. EOP/WHO (Intern)" (b) (6) @who.eop.gov>, "Amin, Faisal EOP/OVP" (b) (6) @ovp.eop.gov>, "Demers, Kaitlyn H. EOP/OVP" (b) (6) @ovp.eop.gov>

Subject: **Re: Chain - Moving Items to GSA**

Date: Mon, 9 Jan 2017 16:53:50 +0000

Message-ID: <20170109165359.18178131.18443.92599@ovp.eop.gov>

X-Source-Folder: (b) (6)

X-Email-Hash-MD5: c0de612bc73fd2cb6bf845a2c18bb5ae

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Departing EEOB!

Original Message

From: Keller, Marylee M. EOP/OVP  
Sent: Monday, January 9, 2017 11:47  
To: Turk, Joseph M. EOP/OVP; Scanlon, John C. EOP/OVP  
Cc: Elizabeth Cain - BB; Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
Subject: Re: Chain - Moving Items to GSA

Loading last load

Original Message

From: Turk, Joseph M. EOP/OVP  
Sent: Monday, January 9, 2017 11:44  
To: Keller, Marylee M. EOP/OVP; Scanlon, John C. EOP/OVP  
Cc: Elizabeth Cain - BB; Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
Subject: Re: Chain - Moving Items to GSA

Coming down with cart to loading dock

Joe Turk

(b) (6)

Sent from my BlackBerry

Original Message

From: Keller, Marylee M. EOP/OVP  
Sent: Monday, January 9, 2017 11:40 AM  
To: Scanlon, John C. EOP/OVP  
Cc: Elizabeth Cain - BB; Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
Subject: Re: Chain - Moving Items to GSA

First two vehicles unloaded. Going back to EEOB to grab remaining items. Joe/Cynthia, are you ready?

Original Message

From: Scanlon, John C. EOP/OVP  
Sent: Monday, January 9, 2017 11:33  
To: Keller, Marylee M. EOP/OVP  
Cc: Elizabeth Cain - BB; Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
Subject: Re: Chain - Moving Items to GSA

Here in lobby!

Sent from my iPhone

> On Jan 9, 2017, at 11:27 AM, Keller, Marylee M. EOP/OVP wrote:

>

> Departing EEOB! John will be coming through lobby, Susanna and I will pull into loading dock momentarily.

>

> Joe and Cynthia are staying back to move remaining items to ground floor of EEOB for second run.

>

> Original Message

> From: Elizabeth Cain - BB

> Sent: Monday, January 9, 2017 11:15

> To: Keller, Marylee M. EOP/OVP

> Cc: Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Scanlon, John C. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP

> Subject: Re: Chain - Moving Items to GSA

>

>

> Hi all,

>

> GSA team is at 1717 with the dolly!

>

> Thanks,  
> LC  
> 202-394-7915  
>  
> Sent from my iPhone  
>  
>> On Jan 9, 2017, at 11:02 AM, Keller, Marylee M. EOP/OVP wrote:  
>>  
>> Team,  
>>  
>> Starting this chain to communicate about moving items to 1717 Penn today.  
>>  
>> We are bringing items down to the ground floor of EEOB currently to load into Yukons.  
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>> Marques/Louis, are either of you able to pull into loading dock? Otherwise we can come out to West Exec.  
>>  
>> Thanks!  
>> Marylee  
>>

From: "Keller, Marylee M. EOP/OVP" <(b) (6)@ovp.eop.gov>  
To: "Bernstein, Cynthia R. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Scanlon, John C. EOP/OVP" <(b) (6)@ovp.eop.gov>  
CC: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>, "Martin, Marques J. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Myers, Louis F. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Turk, Joseph M. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Billings, Susanna S. EOP/WHO (Intern)" <(b) (6)@who.eop.gov>, "Murren, Jack H. EOP/WHO (Intern)" <(b) (6)@who.eop.gov>, "Amin, Faisal EOP/OVP" <(b) (6)@ovp.eop.gov>, "Demers, Kaitlyn H. EOP/OVP" <(b) (6)@ovp.eop.gov>

Subject: **Re: Chain - Moving Items to GSA**

Date: Mon, 9 Jan 2017 17:05:41 +0000

Message-ID: <20170109170550.18178131.8701.92606@ovp.eop.gov>

X-Source-Folder: (b) (6)

X-Email-Hash-MD5: 03d289af0008b021f4c8d4cc166b993d

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Third and final car has been unloaded, moving things upstairs!

Original Message

From: Bernstein, Cynthia R. EOP/OVP  
Sent: Monday, January 9, 2017 12:00  
To: Keller, Marylee M. EOP/OVP; Scanlon, John C. EOP/OVP  
Cc: Elizabeth Cain - BB; Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
Subject: Re: Chain - Moving Items to GSA

Joe and I at 1717 Penn coming around to back.

Original Message

From: Bernstein, Cynthia R. EOP/OVP  
Sent: Monday, January 9, 2017 11:44 AM  
To: Keller, Marylee M. EOP/OVP; Scanlon, John C. EOP/OVP  
Cc: Elizabeth Cain - BB; Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
Subject: Re: Chain - Moving Items to GSA

Great! I'm at gate at pennsylvania. Should I come back to EEOB?

Original Message

From: Keller, Marylee M. EOP/OVP  
Sent: Monday, January 9, 2017 11:40 AM  
To: Scanlon, John C. EOP/OVP  
Cc: Elizabeth Cain - BB; Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
Subject: Re: Chain - Moving Items to GSA

First two vehicles unloaded. Going back to EEOB to grab remaining items. Joe/Cynthia, are you ready?

Original Message

From: Scanlon, John C. EOP/OVP  
Sent: Monday, January 9, 2017 11:33  
To: Keller, Marylee M. EOP/OVP  
Cc: Elizabeth Cain - BB; Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
Subject: Re: Chain - Moving Items to GSA

Here in lobby!

Sent from my iPhone

> On Jan 9, 2017, at 11:27 AM, Keller, Marylee M. EOP/OVP wrote:

>

> Departing EEOB! John will be coming through lobby, Susanna and I will pull into loading dock momentarily.

>

> Joe and Cynthia are staying back to move remaining items to ground floor of EEOB for second run.

>

> Original Message

> From: Elizabeth Cain - BB

> Sent: Monday, January 9, 2017 11:15

> To: Keller, Marylee M. EOP/OVP

> Cc: Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Scanlon, John C. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP

> Subject: Re: Chain - Moving Items to GSA

>

>

> Hi all,

>

> GSA team is at 1717 with the dolly!

>

> Thanks,

> LC

> 202-394-7915

>

> Sent from my iPhone  
>  
>> On Jan 9, 2017, at 11:02 AM, Keller, Marylee M. EOP/OVP wrote:  
>>  
>> Team,  
>>  
>> Starting this chain to communicate about moving items to 1717 Penn today.  
>>  
>> We are bringing items down to the ground floor of EEOB currently to load into Yukons.  
>>  
>> Marques/Louis, are either of you able to pull into loading dock? Otherwise we can come out to West Exec.  
>>  
>> Thanks!  
>> Marylee  
>>



From: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
Date: Tue, 10 Jan 2017 09:14:17 -0500  
Message-ID: <CAEHMmm1TnaFhT18cSDGbfBJdDR5n5MaFyG4Bd+Jdk6jm4LQMkw@mail.gmail.com>  
Subject: **Re: Moving Items to 1717 Penn**  
To: FN-OVP-Scheduling (b) (6) @ovp.eop.gov>  
Cc: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>, "Keller, Marylee M. EOP/OVP" (b) (6) @ovp.eop.gov>, "Amin, Faisal EOP/OVP" (b) (6) @ovp.eop.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: b802c88999bcdbd2dedcbf4275f4fc75

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Sounds good. You will be in good hands with Roger and Cheryl.

Linden

On Tue, Jan 10, 2017 at 8:59 AM, FN-OVP-Scheduling (b) (6) @ovp.eop.gov> wrote:

Hi Liz,

11am is the time that works best on our end, thank you for being so accommodating! We are moving much less than yesterday, but have several larger boxes so the cart would be helpful.

Thank you,

Susanna

**From:** Elizabeth Cain - BB [mailto:elizabeth.cain@gsa.gov]  
**Sent:** Monday, January 9, 2017 6:08 PM  
**To:** FN-OVP-Scheduling (b) (6) @ovp.eop.gov>  
**Cc:** Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>; Keller, Marylee M. EOP/OVP (b) (6) @ovp.eop.gov>; Amin, Faisal EOP/OVP (b) (6) @ovp.eop.gov>

**Subject:** Re: Moving Items to 1717 Penn

Hi Susanna,

I think that we will be able to accomodate 11am if that works best for you--Roger who was there at the beginning of the move today and Cheryl our supplies coordinator have said they are available to assist tomorrow (Roger will bring a larger cart to help with the move as well).

Linden and I know you will be in good hands if you want to do that time--otherwise if you wanted to do 3pm or so she and I will be back to help.

Just let us know--we will be around in the AM for a check in if you want!

Thanks,

Liz Cain

Work: [202-394-7915](tel:202-394-7915)

Cell: (b) (6)

General Services Administration  
Office of the Chief Financial Officer  
Office of Budget

On Mon, Jan 9, 2017 at 5:01 PM, FN-OVP-Scheduling (b) (6) <(b) (6)@ovp.eop.gov> wrote:

Hi Linden,

We were sorry to miss you today, but glad you can join in on the fun tomorrow -- thank you and Liz for all of your help, we very much appreciate it! We had been hoping for the same time (11am), but if that doesn't work, we can work to reschedule.

Thank you,  
Susanna

-----Original Message-----

From: Linden Dahlkemper - AC [mailto:linden.dahlkemper@gsa.gov]

Sent: Monday, January 9, 2017 4:29 PM

To: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>

Cc: FN-OVP-Scheduling (b) (6) <(b) (6)@ovp.eop.gov>; Keller, Marylee M. EOP/OVP (b) (6) <(b) (6)@ovp.eop.gov>; Amin, Faisal EOP/OVP (b) (6) <(b) (6)@ovp.eop.gov>

Subject: Re: Moving Items to 1717 Penn

Hello Susanna,

It sounds like everything worked out today. Is the move still on for tomorrow? If so, what time would you like to move items? Anytime after 3 would work best for us, but we can try to accommodate a time earlier in the morning if necessary.

Thank you,  
Linden

On Mon, Jan 9, 2017 at 9:42 AM, Elizabeth Cain - BB <elizabeth.cain@gsa.gov <mailto:elizabeth.cain@gsa.gov>> wrote:

Hi Susanna,

Thank you for your message.

Marylee clarified that what you want to move is some heavy boxes, that can be done during normal hours (8AM-6PM) in the freight elevator. (Larger items like furniture would require a move outside of business hours).

GSA can provide a dolly or hand cart for your move.

If you are planning to use the loading dock, you may want to bring along someone to stay with the vehicle in the alley to avoid getting a ticket from DC police. Also, the loading dock isn't elevated so if it is a very large truck it would need to have a liftgate.

Hope this helps--please give me a call when you have a chance so we can arrange to meet you over at the site to assist with this move. My telephone number is [202-394-7915](tel:202-394-7915) <tel:(202)%20394-7915> .

Thanks,

<[https://ssl.gstatic.com/ui/v1/icons/mail/images/clear\\_dot.gif](https://ssl.gstatic.com/ui/v1/icons/mail/images/clear_dot.gif)>

Liz Cain

Work: [202-394-7915](tel:202-394-7915) <tel:(202)%20394-7915>

Cell: (b) (6) <tel:(b) (6)>

General Services Administration  
Office of the Chief Financial Officer  
Office of Budget

On Sat, Jan 7, 2017 at 4:00 PM, FN-OVP-Scheduling (b) (6) <(b) (6)@ovp.eop.gov <mailto:(b) (6)@ovp.eop.gov>> wrote:

Hi Liz and Linden,

I am working with Faisal and Marylee to coordinate moving items from the EEOB to 1717 Penn next Monday morning starting at 11am. We are also hoping to move items on Tuesday morning, but do not have an exact time yet - I will let you be updated. We are hoping to use the loading dock, and wondering if there is any sort of dolly that we could reserve once over there for both days?

Thank you!  
Susanna

Susanna Billings

Office of the Vice President  
Operations Office - Scheduling Intern  
(b) (6) <te (b) (6) > (desk) | EEOB 263

--

Best regards,  
Linden Dahlkemper  
White House Fellow  
General Services Administration  
[202-294-3548](tel:202-294-3548)

--

Best regards,  
Linden Dahlkemper  
White House Fellow  
General Services Administration  
202-294-3548

From: Linden Dahlkemper - AC <linden.dahlkemper@usa.gov>  
Date: Tue, 10 Jan 2017 11:17:06 -0500  
Message-ID: <428069150448338121@baltimoremagpie>  
Subject: Re: Home in DEEM - Day 2  
To: 'Amin, Faial EOP/OV' <faial.amin@usa.gov>  
Cc: 'Myers, Louis F. EOP/VP' <louis@usa.gov>; 'Yates, Marylee M. EOP/VP' <marylee.yates@usa.gov>; Elizabeth Carr - HR <elizabeth.carr@usa.gov>; 'Billings, Suzanne S. EOP' <billings@usa.gov>; 'Turk, Joseph' <jturk@usa.gov>; 'Bernstein, Cynthia R. EOP/VP' <cbernstein@usa.gov>  
X-Source-Failed: <[REDACTED]>  
X-EmailFrom: <[REDACTED]>

Thanks for the heads up! Roger will head to the lobby to bring them up.

Sent from my iPhone

On Jan 10, 2017, at 11:10 AM, Amin, Faial EOP/VP <faial.amin@usa.gov> wrote:

Heads up. And not to get in your way. But Anna Marie and Steve will be coming over to see the space.

Scrap that!

From: Myers, Louis F. EOP/VP  
Sent: Tuesday, January 10, 2017 11:02 AM  
To: Linden Dahlkemper - AC <linden.dahlkemper@usa.gov>  
Cc: Keller, Marylee M. EOP/VP <marylee.keller@usa.gov>; Elizabeth Carr - HR <elizabeth.carr@usa.gov>; Billings, Suzanne S. EOP/WHID (Interim) <billings@usa.gov>; 'Turk, Joseph' <jturk@usa.gov>; 'Bernstein, Cynthia R. EOP/VP' <cbernstein@usa.gov>; Amin, Faial EOP/VP <faial.amin@usa.gov>  
Subject: Re: Home in DEEM - Day 2

Roger, I'm in the loading dock with the truck.

Very Respectfully,

Louis Myers  
Office of the Vice President  
Transportation  
(410) 219-1111  
OIG: [REDACTED]

\*\*\*\*Transportation is for official business only and should be requested 24 hours in advance. The most economical and efficient mode of transportation will be provided based on the request and determined by the transportation office. If you have requested transportation please remember cars are not authorized to wait more than 15 minutes without prior approval. If you need to change or cancel your request please contact Vice Presidential Transportation at [REDACTED] or by email at [REDACTED]@usa.gov\*\*\*\*

On Jan 10, 2017, at 10:59 AM, Linden Dahlkemper - AC <linden.dahlkemper@usa.gov> wrote:

Roger and Cheryl are already over there!

On Tue, Jan 10, 2017 at 10:51 AM, Keller, Marylee M. EOP/VP <marylee.keller@usa.gov> wrote:

Hi team,  
Moving items to ground floor of EEOB to load into vehicle!  
Thanks,  
Marylee

...  
Best regards,  
Linden Dahlkemper  
White House Fellow  
General Services Administration  
202-294-2548

From: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
Date: Tue, 10 Jan 2017 13:30:33 -0500  
Message-ID: <3287098116373185842@unknownmsgid>  
Subject: **Re: Items to GSA - Day 2**  
To: "Amin, Faisal EOP/OVP" <(b) (6)@ovp.eop.gov>  
Cc: "Keller, Marylee M. EOP/OVP" <(b) (6)@ovp.eop.gov>, Elizabeth Cain - BB <elizabeth.cain@gsa.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: af9884ce28f084ed7d91922d2084b743

---

I'm glad it worked out! See you soon.

Sent from my iPhone

> On Jan 10, 2017, at 12:02 PM, Amin, Faisal EOP/OVP wrote:  
>  
> Thanks so much to everyone for accommodating our visit today. Steve, Anne Marie, and Kathy really loved the space. We know we came with no notice and really appreciate everything you've done.  
>  
> On Jan 10, 2017, at 11:25 AM, Keller, Marylee M. EOP/OVP > wrote:  
>  
> We are here!  
>  
> From: Keller, Marylee M. EOP/OVP  
> Sent: Tuesday, January 10, 2017 11:22  
> To: Myers, Louis F. EOP/OVP; Linden Dahlkemper - AC  
> Cc: Elizabeth Cain - BB; Billings, Susanna S. EOP/WHO (Intern); Turk, Joseph M. EOP/OVP; Bernstein, Cynthia R. EOP/OVP; Amin, Faisal EOP/OVP  
> Subject: Re: Items to GSA - Day 2  
>  
>  
> Departing West Exec  
>  
> Everyone is walking, can someone meet us in the lobby please?  
>  
> From: Myers, Louis F. EOP/OVP  
> Sent: Tuesday, January 10, 2017 11:01  
> To: Linden Dahlkemper - AC  
> Cc: Keller, Marylee M. EOP/OVP; Elizabeth Cain - BB; Billings, Susanna S. EOP/WHO (Intern); Turk, Joseph M. EOP/OVP; Bernstein, Cynthia R. EOP/OVP; Amin, Faisal EOP/OVP  
> Subject: Re: Items to GSA - Day 2  
>  
>  
> Roger, I'm in the loading dock with the truck.  
>  
>  
> Very Respectfully,  
>  
> Louis Myers  
> Office of the Vice President  
> Transportation  
> Cell (b) (6)  
> Office (b) (6)  
>  
> \*\*\*Transportation is for official business only and should be requested 24 hours in advance. The most economical and efficient mode of transportation will be provided based on the request and determined by the transportation office. If you have requested transportation please remember cars are not authorized to wait more than 15 minutes without prior approval. If you need to change or cancel your request please contact Vice Presidential Transportation at (b) (6) or by emailing (b) (6)@dsr.eop.gov.\*\*\*  
>  
> On Jan 10, 2017, at 10:59 AM, Linden Dahlkemper - AC > wrote:  
>  
> Roger and Cheryl are already over there!  
>  
> On Tue, Jan 10, 2017 at 10:55 AM, Keller, Marylee M. EOP/OVP > wrote:  
> Hi team,  
>  
> Moving items to ground floor of EEOB to load into vehicle!  
>  
> Thanks,  
> Marylee  
>  
>  
> --  
> Best regards,  
> Linden Dahlkemper  
> White House Fellow  
> General Services Administration  
> 202-294-3548

From: "Amin, Faisal EOP/OVP" (b) (6) @ovp.eop.gov  
To: "Keller, Marylee M. EOP/OVP" (b) (6) @ovp.eop.gov  
CC: "Bernstein, Cynthia R. EOP/OVP" (b) (6) @ovp.eop.gov, "Scanlon, John C. EOP/OVP" (b) (6) @ovp.eop.gov, Elizabeth Cain - BB <elizabeth.cain@gsa.gov>, "Martin, Marques J. EOP/OVP" (b) (6) @ovp.eop.gov, "Myers, Louis F. EOP/OVP" (b) (6) @ovp.eop.gov, "Turk, Joseph M. EOP/OVP" (b) (6) @ovp.eop.gov, "Billings, Susanna S. EOP/WHO (Intern)" (b) (6) @who.eop.gov, "Murren, Jack H. EOP/WHO (Intern)" (b) (6) @who.eop.gov, "Demers, Kaitlyn H. EOP/OVP" (b) (6) @ovp.eop.gov  
Subject: **Re: Chain - Moving Items to GSA**  
Date: Tue, 10 Jan 2017 04:53:09 +0000  
Message-ID: <9996581B-8F67-4394-AE6B-966D9BE06432@ovp.eop.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: b6696163e0f627101ef3af7dd5e5c557

Sorry to be so late on this. Thanks to all that made today's move successful. From the packing to the loading to the driving to the unloading to the setting up. This was a great team effort.

The bad news about success is that it begets more work. Looking forward to another great move day tomorrow.  
> On Jan 9, 2017, at 12:05 PM, Keller, Marylee M. EOP/OVP wrote:  
> > Third and final car has been unloaded, moving things upstairs!  
> > Original Message  
> From: Bernstein, Cynthia R. EOP/OVP  
> Sent: Monday, January 9, 2017 12:00  
> To: Keller, Marylee M. EOP/OVP; Scanlon, John C. EOP/OVP  
> Cc: Elizabeth Cain - BB; Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
> Subject: Re: Chain - Moving Items to GSA  
> > > Joe and I at 1717 Penn coming around to back.  
> > Original Message  
> From: Bernstein, Cynthia R. EOP/OVP  
> Sent: Monday, January 9, 2017 11:44 AM  
> To: Keller, Marylee M. EOP/OVP; Scanlon, John C. EOP/OVP  
> Cc: Elizabeth Cain - BB; Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
> Subject: Re: Chain - Moving Items to GSA  
> > > Great! I'm at gate at pennsylvania. Should I come back to EEOB?  
> > Original Message  
> From: Keller, Marylee M. EOP/OVP  
> Sent: Monday, January 9, 2017 11:40 AM  
> To: Scanlon, John C. EOP/OVP  
> Cc: Elizabeth Cain - BB; Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
> Subject: Re: Chain - Moving Items to GSA  
> > > First two vehicles unloaded. Going back to EEOB to grab remaining items. Joe/Cynthia, are you ready?  
> > > Original Message  
> From: Scanlon, John C. EOP/OVP  
> Sent: Monday, January 9, 2017 11:33  
> To: Keller, Marylee M. EOP/OVP  
> Cc: Elizabeth Cain - BB; Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
> Subject: Re: Chain - Moving Items to GSA  
> > > Here in lobby!  
> > Sent from my iPhone  
> > On Jan 9, 2017, at 11:27 AM, Keller, Marylee M. EOP/OVP wrote:  
> > > Departing EEOB! John will be coming through lobby, Susanna and I will pull into loading dock momentarily.  
> > > Joe and Cynthia are staying back to move remaining items to ground floor of EEOB for second run.  
> > > Original Message  
> > From: Elizabeth Cain - BB  
> > Sent: Monday, January 9, 2017 11:15  
> > To: Keller, Marylee M. EOP/OVP  
> > Cc: Martin, Marques J. EOP/OVP; Myers, Louis F. EOP/OVP; Turk, Joseph M. EOP/OVP; Scanlon, John C. EOP/OVP; Billings, Susanna S. EOP/WHO (Intern); Bernstein, Cynthia R. EOP/OVP; Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP  
> > Subject: Re: Chain - Moving Items to GSA  
> > > > Hi all,  
> > > GSA team is at 1717 with the dolly!  
> > > Thanks,  
> > LC  
> > 202-394-7915  
> > Sent from my iPhone  
> > > On Jan 9, 2017, at 11:02 AM, Keller, Marylee M. EOP/OVP wrote:  
> > > > Team,  
> > > > Starting this chain to communicate about moving items to 1717 Penn today.  
> > > > We are bringing items down to the ground floor of EEOB currently to load into Yukons.  
> > > > Marques/Louis, are either of you able to pull into loading dock? Otherwise we can come out to West Exec.  
> > > > Thanks!  
> > > > Marylee  
> > > >

From: "Amin, Faisal EOP/OVP" (b) (6) @ovp.eop.gov  
To: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
CC: "Keller, Marylee M. EOP/OVP" (b) (6) @ovp.eop.gov, "Elizabeth Cain - BB" <elizabeth.cain@gsa.gov>, "Demers, Kaitlyn H. EOP/OVP" (b) (6) @ovp.eop.gov, "Bernstein, Cynthia R. EOP/OVP" (b) (6) @ovp.eop.gov  
Subject: **1717 Penn: Parking and personnel**  
Date: Wed, 11 Jan 2017 04:10:43 +0000  
Message-ID: <c21b7a6655ae4ed1bd5a0ace5899c1e6@CN399Exch3.whca.mil>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: a23824aaacf24c87e86e6f18e15a8be4  
Attachments: VP Personnel Onboarding List - 170110.xlsx

---

Hi Linden,

Whew, what a day. Thanks so much to you, Liz, and the team to make this transition so much easier. From our move today, to Steve's visit, to taking care of Brian, to answering our questions, we greatly appreciate all of your help.

Attached is the revised personnel sheet. It contains information about Brian and changes Anne Marie's start date due to a paperwork issue in our office. If I have to change it back tomorrow, how bad would that be? If the answer is bad or anything worse than bad, I'd like to keep the start date as 1/20. I have also included information about our other three unpaid transition staff members:

Steven J Ricchetti  
Antony J Blinken  
Michael C Donilon

Thanks so much for the parking information. I need to get that all squared away. In the meantime, please accept the following names for the current parking allotment:

Anne Marie Muldoon  
Kathy Chung  
Brian Mosteller

We will work on getting you pictures. Thanks! I know there's a lot in the home stretch, but we really appreciate your hard work to get us through.

Faisal

**From:** Linden Dahlkemper - AC [mailto:linden.dahlkemper@gsa.gov]  
**Sent:** Tuesday, January 10, 2017 6:25 PM  
**To:** Amin, Faisal EOP/OVP (b) (6) @ovp.eop.gov  
**Cc:** Keller, Marylee M. EOP/OVP (b) (6) @ovp.eop.gov; Elizabeth Cain - BB <elizabeth.cain@gsa.gov>  
**Subject:** Parking and personnel

Faisal,

Thank you so much for getting the HR paperwork done, and we are looking forward to getting the last (?) three names for security verification and IT provisioning. I know I owe you word back on the contract, but we are working to make that happen. If you know the details of the proposed contract (amount?), it may help us to determine the correct process.

For parking, I've attached my spreadsheet, but basically the two employees that would contract for their own parking would need to be compensated \$5478.57 more in annual salary in order for their after-tax income to pay for the parking over 6.5 months. For this we assumed a 30% total tax rate, but this can be easily changed in the attached sheet. You could round up to and additional \$5500 in salary, or if you think they will discontinue parking before July 15 (parking is prorated by half-month), then you could average down to \$5000.

Please let us know how you'd like us to adjust Anne-Marie and Kathy's (or different employees) salaries.

Additionally, it should only take a few days to get parking processed once forms are submitted. The form is attached.

Lastly, do you have a passport picture of Brian Mosteller and/or Steve Ricchetti? I've added them to the attached roster, but we need additional information for Brian (salary, start date). Once we get a picture we can process their badges for the space.

Thank you for all your hard work. Have a good night.  
Linden

--

Best regards,  
Linden Dahlkemper  
White House Fellow  
General Services Administration  
202-294-3548

---

## Embedded Attachments

(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

VP Personnel Onboarding List - 170110.xlsx



First Name	Middle Name	Last Name	Salary (Annual)	Effective Action Date (ex: start date )	Title (position) Traditionally "Transition Staff Member"	Office	Duty Station (City, State)	Current Office
Anthony	Rene	Bernal	\$ 150,000	1/21/2017	Transition Staff Member	Outgoing Transition Office of Former Vice President Biden	Washington, DC	EOP
Kathy	S	Chung	\$ 130,000	1/20/2017	Transition Staff Member	Outgoing Transition Office of Former Vice President Biden	Washington, DC	Senate
Richard	Brian	Ruffner	\$ 70,000	1/21/2017	Transition Staff Member	Outgoing Transition Office of Former Vice President Biden	Washington, DC	EOP
Anne	Marie	Muldoon	\$ 70,000	1/19/2017	Transition Staff Member	Outgoing Transition Office of Former Vice President Biden	Washington, DC	Senate
Brian	D	Mosteller	\$ 114,000	1/21/2017	Transition Staff Member	Outgoing Transition Office of Former Vice President Biden	Washington, DC	EOP - WHO
Steven	J	Ricchetti	N/A	1/21/2017	Transition Staff Member (unpaid)	Outgoing Transition Office of Former Vice President Biden	Washington, DC	
Antony	John	Blinken	N/A	1/21/2017	Transition Staff Member (unpaid)	Outgoing Transition Office of Former Vice President Biden	Washington, DC	
Michael	Christopher	Donilon	N/A	1/21/2017	Transition Staff Member (unpaid)	Outgoing Transition Office of Former Vice President Biden	Washington, DC	

			Can be completed by Employee				Can be completed by HR POC at EOP or Senate	Can be pre-filled by employee but must be reviewed in person by HR
<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>	<b>Form 1151 (Direct Deposit Sign-Up)</b>	<b>Form W-4 (IRS Tax Withholding Form)</b>	<b>State/Local Tax Withholding Form</b>	<b>Form 1152 (Designation of Beneficiary)</b>	<b>SF 75 (health insurance, life insurance, TSP)</b>	<b>Form I-9 (Employee Eligibility Verification) IN PERSON ID CHECK REQUIRED</b>

From: "Demers, Kaitlyn H. EOP/OVP" (b) (6) @ovp.eop.gov>

To: "linden.dahlkemper@gsa.gov" <linden.dahlkemper@gsa.gov>

Subject: **Accepted: Invitation: 1717 Penn Move @ Fri Jan 13, 2017 1:15pm - 2:15pm (EST)** (b) (6) @ovp.eop.gov)

Date: Wed, 11 Jan 2017 22:29:50 +0000

Message-ID: <99189d01f05541fbb853fdbab994fc20@CN399EXCH2.whca.mil>

X-Source-Folder: (b) (6)

X-Email-Hash-MD5: bc127a7768caefee848a3a0045c43a1e

---

From: "Keller, Marylee M. EOP/OVP" <(b) (6)@ovp.eop.gov>

To: "linden.dahlkemper@gsa.gov" <linden.dahlkemper@gsa.gov>

Subject: **Accepted: Invitation: 1717 Penn Move @ Fri Jan 13, 2017 1:15pm - 2:15pm (EST)** (b) (6)@ovp.eop.gov)

Date: Wed, 11 Jan 2017 23:10:54 +0000

Message-ID: <a226cde3f8c64af99398c8d97a69d4f1@CNSSEEXCH1.whca.mil>

X-Source-Folder: (b) (6)

X-Email-Hash-MD5: f4468ebef63a899574cccaa90cdacb03

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Reply-To: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
Sender: Google Calendar <calendar-notification@google.com>  
Message-ID: <f403045cde4007ef990545d904fb@google.com>  
Date: Wed, 11 Jan 2017 22:21:01 +0000  
Subject: **Invitation: 1717 Penn Move @ Fri Jan 13, 2017 1:15pm - 2:15pm (elizabeth.cain@gsa.gov)**  
From: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
To: elizabeth.cain@gsa.gov, (b) (6) @ovp.eop.gov, (b) (6) @ovp.eop.gov, (b) (6) @ovp.eop.gov  
Cc: roger.perrault@gsa.gov  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: 9846459847d7e1a73a4b00b8d5ae2139  
Attachments: invite[13].ics

### 1717 Penn Move

[more details »](#)

When Fri Jan 13, 2017 1:15pm – 2:15pm Eastern Time  
Where 1717 Pennsylvania Ave NW, Washington, DC 20006, USA ([map](#))  
Calendar elizabeth.cain@gsa.gov  
Who

- linden.dahlkemper@gsa.gov - organizer
- (b) (6) @ovp.eop.gov
- (b) (6) @ovp.eop.gov
- elizabeth.cain@gsa.gov
- (b) (6) @ovp.eop.gov
- roger.perrault@gsa.gov - optional

Going? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account elizabeth.cain@gsa.gov because you are subscribed for invitations on calendar elizabeth.cain@gsa.gov.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#)

```
BEGIN:VCALENDAR
PRODID:-//Google Inc//Google Calendar 70.9054//EN
VERSION:2.0
CALSCALE:GREGORIAN
METHOD:REQUEST
BEGIN:VEVENT
DTSTART:20170113T181500Z
DTEND:20170113T191500Z
DTSTAMP:20170111T222101Z
ORGANIZER;CN=linden.dahlkemper@gsa.gov:mailto:linden.dahlkemper@gsa.gov
UID:9ghtfdq38suhthdir2tulvjp4@google.com
ATTENDEE;CUTYPE=INDIVIDUAL;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=
TRUE;CN=(b) (6) @ovp.eop.gov;X-NUM-GUESTS=0:mailto:(b) (6)
@ovp.eop.gov
ATTENDEE;CUTYPE=INDIVIDUAL;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=
TRUE;CN=(b) (6) @ovp.eop.gov;X-NUM-GUESTS=0:mailto:(b) (6) @ovp.eop.g
ov
ATTENDEE;CUTYPE=INDIVIDUAL;ROLE=OPT-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=
TRUE;CN=roger.perrault@gsa.gov;X-NUM-GUESTS=0:mailto:roger.perrault@gsa.gov
ATTENDEE;CUTYPE=INDIVIDUAL;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=
TRUE;CN=elizabeth.cain@gsa.gov;X-NUM-GUESTS=0:mailto:elizabeth.cain@gsa.gov
ATTENDEE;CUTYPE=INDIVIDUAL;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=
TRUE;CN=(b) (6) @ovp.eop.gov;X-NUM-GUESTS=0:mailto:(b) (6)
@ovp.eop.gov
ATTENDEE;CUTYPE=INDIVIDUAL;ROLE=REQ-PARTICIPANT;PARTSTAT=ACCEPTED;RSVP=TRUE
;CN=linden.dahlkemper@gsa.gov;X-NUM-GUESTS=0:mailto:linden.dahlkemper@gsa.g
ov
CREATED:20170111T222100Z
DESCRIPTION:View your event at https://www.google.com/calendar/event?action=VIEW&id=OWdodGZkcTM4c3VodGhkMXIydhUxdmpucDQgZWxpemFiZXRoLmNhaW5AZ3NhLmdv d&tok=MjUjbGluzGVuLmRhaGxrZWlwZXJAZ3NhLmdvdjMxZjhlMDFiOGJiOTk1MWMYMTM0ODM0Y WMlMTkxNzM4ZmQ1NTJlMGM&ctz=America/New\_York&hl=en.
LAST-MODIFIED:20170111T222100Z
LOCATION:1717 Pennsylvania Ave NW\, Washington\, DC 20006\, USA
SEQUENCE:0
STATUS:CONFIRMED
SUMMARY:1717 Penn Move
TRANSP:OPAQUE
END:VEVENT
END:VCALENDAR
```

From: "Keller, Marylee M. EOP/OVP" <(b) (6) p.gov>  
To: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
Subject: **GSA Move**  
Date: Fri, 13 Jan 2017 17:17:31 +0000  
Message-ID: <0d3e800c695e4fc7b2534a69332a531b@CNSSEEXCH1.whca.mil>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: 2e8d2ba33d91e864dd4bd694ff2684ee

---

Hey Linden,

It's looking like we'll be at 1717 closer to 1:30/1:40pm this afternoon. We'll keep you posted! See you soon.

Marylee Keller  
Office of the Vice President  
(b) (6) (desk) | (b) (6) (cell)

From: "Keller, Marylee M. EOP/OVP" <(b) (6)@ovp.eop.gov>

To: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>, "Stanley, Naeem A. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Turk, Joseph M. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Reilly, John W. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Bernstein, Cynthia R. EOP/OVP" <(b) (6)@ovp.eop.gov>

CC: "Amin, Faisal EOP/OVP" <(b) (6)@ovp.eop.gov>, "Demers, Kaitlyn H. EOP/OVP" <(b) (6)@ovp.eop.gov>

Subject: **RE: GSA Move #3**

Date: Fri, 13 Jan 2017 18:14:57 +0000

Message-ID: <ad58dc060f224e539da00e1c2b22403a@CNSSEEXCH1.whca.mil>

X-Source-Folder: (b) (6)

X-Email-Hash-MD5: c80b02db45bd8567a9ada580dccf47d6

---

Moving downstairs to load vehicle!

-----Original Message-----

From: Keller, Marylee M. EOP/OVP Sent: Friday, January 13, 2017 1:08 PM

To: Linden Dahlkemper - AC ; Stanley, Naeem A. EOP/OVP ; Turk, Joseph M. EOP/OVP ; Reilly, John W. EOP/OVP ; Bernstein, Cynthia R. EOP/OVP

Cc: Amin, Faisal EOP/OVP ; Demers, Kaitlyn H. EOP/OVP

Subject: GSA Move #3

Team,

It's a beautiful day to move some things to the Transition Office! Joe and I are loading the cart currently to move do the loading dock. Stan, let us know when you're ready!

Thanks,  
Marylee

Marylee Keller  
Office of the Vice President  
(b) (6) (desk) | (b) (6) (cell)

From: "Muldoon, Anne Marie P. EOP/OVP" (b) (6) @ovp.eop.gov>  
To: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
CC: "Keller, Marylee M. EOP/OVP" (b) (6) @ovp.eop.gov>, "Elizabeth Cain - BB" <elizabeth.cain@gsa.gov>, "Amin, Faisal EOP/OVP" (b) (6) @ovp.eop.gov>  
Subject: **RE: Last Boxes to 1717 Penn**  
Date: Wed, 18 Jan 2017 14:43:10 +0000  
Message-ID: <82321d19ac6342bdb7f5a732296fcd9@CNSSEExch3.whca.mil>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: b8dd67fdae573bfa55acb398f4da0

---

Perfect- thank you!

-----Original Message-----

From: Linden Dahlkemper - AC [mailto:linden.dahlkemper@gsa.gov]  
Sent: Wednesday, January 18, 2017 9:31 AM  
To: Muldoon, Anne Marie P. EOP/OVP  
Cc: Keller, Marylee M. EOP/OVP ; Elizabeth Cain - BB ; Amin, Faisal EOP/OVP  
Subject: Re: Last Boxes to 1717 Penn

Not a problem. We will see you at 9 and then we can just talk about it then.

Sent from my iPhone

On Jan 18, 2017, at 9:27 AM, Muldoon, Anne Marie P. EOP/OVP > wrote:

L i n d e n ,

Is it possible to do this one Monday? Sorry to be a pain.

Thank you!

A M

From: Linden Dahlkemper - AC [mailto:linden.dahlkemper@gsa.gov]  
Sent: Wednesday, January 18, 2017 8:50 AM  
To: Muldoon, Anne Marie P. EOP/OVP >  
Cc: Keller, Marylee M. EOP/OVP >; Elizabeth Cain - BB >; Amin, Faisal EOP/OVP >  
Subject: Re: Last Boxes to 1717 Penn

I can be available at any time today.

Sent from my iPhone

On Jan 18, 2017, at 8:42 AM, Muldoon, Anne Marie P. EOP/OVP > wrote:

H i L i n d e n a n d M a r y l e e ,

I apologize, I now have a meeting at 10:00am this morning. Is there any chance we can do it later this afternoon or tomorrow?

T h a n k y o u ,

A M

From: Keller, Marylee M. EOP/OVP  
Sent: Tuesday, January 17, 2017 6:23 PM  
To: Linden Dahlkemper - AC >  
Cc: Elizabeth Cain - BB >; Amin, Faisal EOP/OVP >; Muldoon, Anne Marie P. EOP/OVP >  
Subject: RE: Last Boxes to 1717 Penn

H i L i n d e n ,

Adding Anne Marie to see if she can come over to 1717 Penn between 10am and 11am tomorrow to help place pictures. Exciting news about the frames!



Also, would it be possible to get the big flat dolly for tomorrow? It will be helpful as we have at least two car loads.

Many thanks,  
Marylee

From: Linden Dahlkemper - AC [mailto:linden.dahlkemper@gsa.gov]  
Sent: Tuesday, January 17, 2017 4:09 PM  
To: Keller, Marylee M. EOP/OVP >  
Cc: Elizabeth Cain - BB >; Amin, Faisal EOP/OVP >  
Subject: Re: Last Boxes to 1717 Penn

Marylee,

Would you also like to show us where you'd like pictures, etc., hung up tomorrow when you come by? Some (or all) of the frames came in today!

Linden

On Tue, Jan 17, 2017 at 3:45 PM, Linden Dahlkemper - AC > wrote:

Not a problem. I will be over there by 10:30.

Linden

On Tue, Jan 17, 2017 at 10:34 AM, Keller, Marylee M. EOP/OVP > wrote:

Hey Linden and Liz,

Would it be possible to move our last carload of items into 1717 Penn tomorrow? We were hoping to load at 10am and be over to you by 10:30am. It will be lots of books and items out of the VP's WW Office.

Also, it sounds like the VP is planning on using the office starting on Monday!

Thank you,  
Marylee

Marylee Keller  
Office of the Vice President  
[REDACTED] (desk) | [REDACTED] (cell)

- -

Best regards,  
Linden Dahlkemper  
White House Fellow  
General Services Administration  
202-294-3548

- -

Best regards,  
Linden Dahlkemper

From: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
Date: Wed, 18 Jan 2017 12:19:21 -0500  
Message-ID: <6625630536365935462@unknownmsgid>  
Subject: **Re: One More Picture**  
To: "Keller, Marylee M. EOP/OVP" <(b) (6)@ovp.eop.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: 2d6018dd426c454ceaf5038468dd37f4

---

Yes, I will be here.

Sent from my iPhone

> On Jan 18, 2017, at 12:17 PM, Keller, Marylee M. EOP/OVP wrote:

>

> Hi Linden,

>

> Two staff are walking over a large photo right now. Do you have a few minutes to wait and let them into the space? So sorry. If you need to run I will tell them to bring it another time!

>

> Marylee

From: "Keller, Marylee M. EOP/OVP" <(b) (6)@ovp.eop.gov>  
To: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
Subject: **RE: Move to GSA (1/18)**  
Date: Wed, 18 Jan 2017 14:35:59 +0000  
Message-ID: <3e20cd422f2046d4b20fa11e77aad12e@CN399Exch1.whca.mil>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: cbbb4a723c73df7b666d35b3935be9a

---

A cart would be great!

-----Original Message-----

From: Linden Dahlkemper - AC [mailto:linden.dahlkemper@gsa.gov]  
Sent: Wednesday, January 18, 2017 9:31 AM  
To: Keller, Marylee M. EOP/OVP  
Cc: Bernstein, Cynthia R. EOP/OVP ; Price, Nikko B. EOP/OVP ; Susanna Billings ; Turk, Joseph M. EOP/OVP ; Myers, Louis F. EOP/OVP ; Martin, Marques J. EOP/OVP ; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Sounds great! We will get a dolly or cart and meet you there.

Sent from my iPhone

> On Jan 18, 2017, at 9:28 AM, Keller, Marylee M. EOP/OVP wrote:  
>  
> Good morning, team!  
>  
> We are going to start moving boxes downstairs at 9:30am, loading the vehicles around 9:45am on West Exec, will be at 1717 Penn  
around 10:30am.  
>  
> Thanks all!  
>  
> Marylee Keller  
> Office of the Vice President  
> (b) (6) (desk) | (b) (6) (cell)  
>  
>

From: "Keller, Marylee M. EOP/OVP" (b) (6) @ovp.eop.gov>  
To: "Bernstein, Cynthia R. EOP/OVP" (b) (6) @ovp.eop.gov>, "Linden Dahlkemper - AC" <linden.dahlkemper@gsa.gov>  
CC: "Price, Nikko B. EOP/OVP" (b) (6) @ovp.eop.gov>, Susanna Billings (b) (6) @gmail.com>, "Turk, Joseph M. EOP/OVP" (b) (6) @ovp.eop.gov>, "Myers, Louis F. EOP/OVP" (b) (6) @ovp.eop.gov>, "Martin, Marques J. EOP/OVP" (b) (6) @ovp.eop.gov>, "Amin, Faisal EOP/OVP" (b) (6) @ovp.eop.gov>  
Subject: **Re: Move to GSA (1/18)**  
Date: Wed, 18 Jan 2017 15:30:40 +0000  
Message-ID: <20170118153050.18194500.46167.95094@ovp.eop.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: 1e452c703cf04d906d7b621cac09d41b

---

Getting another load out of EEOB.

Original Message  
From: Bernstein, Cynthia R. EOP/OVP  
Sent: Wednesday, January 18, 2017 10:28  
To: Keller, Marylee M. EOP/OVP; Linden Dahlkemper - AC  
Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Turk, Joseph M. EOP/OVP; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Marylee/Naseam/Susannah - where are you?

Original Message  
From: Keller, Marylee M. EOP/OVP  
Sent: Wednesday, January 18, 2017 10:25 AM  
To: Linden Dahlkemper - AC  
Cc: Bernstein, Cynthia R. EOP/OVP; Price, Nikko B. EOP/OVP; Susanna Billings; Turk, Joseph M. EOP/OVP; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Almost done loading car 2.

We will need a third load to go over.

Original Message  
From: Keller, Marylee M. EOP/OVP  
Sent: Wednesday, January 18, 2017 10:07  
To: Linden Dahlkemper - AC  
Cc: Bernstein, Cynthia R. EOP/OVP; Price, Nikko B. EOP/OVP; Susanna Billings; Turk, Joseph M. EOP/OVP; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Car 1 (WW items) heading over. Joe is walking.

Loading car 2 now. Cynthia/Nikko, pls meet in Dr. B's office if you can assist.

Original Message  
From: Linden Dahlkemper - AC  
Sent: Wednesday, January 18, 2017 09:31  
To: Keller, Marylee M. EOP/OVP  
Cc: Bernstein, Cynthia R. EOP/OVP; Price, Nikko B. EOP/OVP; Susanna Billings; Turk, Joseph M. EOP/OVP; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Sounds great! We will get a dolly or cart and meet you there.

Sent from my iPhone

> On Jan 18, 2017, at 9:28 AM, Keller, Marylee M. EOP/OVP wrote:  
>  
> Good morning, team!  
>  
> We are going to start moving boxes downstairs at 9:30am, loading the vehicles around 9:45am on West Exec, will be at 1717 Penn around 10:30am.  
>  
> Thanks all!  
>  
> Marylee Keller  
> Office of the Vice President  
> (b) (6) (desk) | (b) (6) (cell)  
>  
>

From: "Bernstein, Cynthia R. EOP/OVP" (b) (6) @ovp.eop.gov  
To: "Keller, Marylee M. EOP/OVP" (b) (6) @ovp.eop.gov, "Linden Dahlkemper - AC" <linden.dahlkemper@gsa.gov>, "Turk, Joseph M. EOP/OVP" (b) (6) @ovp.eop.gov  
CC: "Price, Nikko B. EOP/OVP" (b) (6) @ovp.eop.gov, Susanna Billings (b) (6) @gmail.com, "Myers, Louis F. EOP/OVP" (b) (6) @ovp.eop.gov, "Martin, Marques J. EOP/OVP" (b) (6) @ovp.eop.gov, "Amin, Faisal EOP/OVP" (b) (6) @ovp.eop.gov  
Subject: **Re: Move to GSA (1/18)**  
Date: Wed, 18 Jan 2017 16:02:53 +0000  
Message-ID: <20170118160303.18186314.40840.92228@ovp.eop.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: 6c2f613f2e1577969f17948ebefb0a01

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I am on west exec with Dr. B boxes, Susanna loading boxes from MK office.

Original Message  
From: Keller, Marylee M. EOP/OVP  
Sent: Wednesday, January 18, 2017 10:51 AM  
To: Bernstein, Cynthia R. EOP/OVP; Linden Dahlkemper - AC; Turk, Joseph M. EOP/OVP  
Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Second car is at 1717 Penn loading dock

Original Message  
From: Bernstein, Cynthia R. EOP/OVP  
Sent: Wednesday, January 18, 2017 10:50  
To: Keller, Marylee M. EOP/OVP; Linden Dahlkemper - AC; Turk, Joseph M. EOP/OVP  
Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: RE: Move to GSA (1/18)

Coming down now!

-----Original Message-----  
From: Keller, Marylee M. EOP/OVP  
Sent: Wednesday, January 18, 2017 10:49 AM  
To: Linden Dahlkemper - AC ; Turk, Joseph M. EOP/OVP  
Cc: Bernstein, Cynthia R. EOP/OVP ; Price, Nikko B. EOP/OVP ; Susanna Billings ; Myers, Louis F. EOP/OVP ; Martin, Marques J. EOP/OVP ; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Second car en route!

Cynthia, can you please meet Susanna on West Exec now?

Original Message  
From: Linden Dahlkemper - AC  
Sent: Wednesday, January 18, 2017 10:35  
To: Turk, Joseph M. EOP/OVP  
Cc: Bernstein, Cynthia R. EOP/OVP; Keller, Marylee M. EOP/OVP; Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Nearly there

Sent from my iPhone

> On Jan 18, 2017, at 10:26 AM, Turk, Joseph M. EOP/OVP wrote:  
>  
> First car is unloaded at GSA.  
>  
> Linden - I am by the service elevator when you get here. Thanks!  
>  
> Joe Turk  
> (b) (6)  
> Sent from my BlackBerry  
>  
> Original Message  
> From: Bernstein, Cynthia R. EOP/OVP  
> Sent: Wednesday, January 18, 2017 10:11 AM  
> To: Keller, Marylee M. EOP/OVP; Linden Dahlkemper - AC  
> Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Turk, Joseph M. EOP/OVP; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
> Subject: Re: Move to GSA (1/18)  
>  
>  
> Coming now!  
>  
> Original Message  
> From: Keller, Marylee M. EOP/OVP  
> Sent: Wednesday, January 18, 2017 10:07 AM  
> To: Linden Dahlkemper - AC  
> Cc: Bernstein, Cynthia R. EOP/OVP; Price, Nikko B. EOP/OVP; Susanna Billings; Turk, Joseph M. EOP/OVP; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP

> Subject: Re: Move to GSA (1/18)  
>  
>  
> Car 1 (WW items) heading over. Joe is walking.  
>  
> Loading car 2 now. Cynthia/Nikko, pls meet in Dr. B's office if you can assist.  
>  
> Original Message  
> From: Linden Dahlkemper - AC  
> Sent: Wednesday, January 18, 2017 09:31  
> To: Keller, Marylee M. EOP/OVP  
> Cc: Bernstein, Cynthia R. EOP/OVP; Price, Nikko B. EOP/OVP; Susanna Billings; Turk, Joseph M. EOP/OVP; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
> Subject: Re: Move to GSA (1/18)  
>  
>  
> Sounds great! We will get a dolly or cart and meet you there.  
>  
> Sent from my iPhone  
>  
>> On Jan 18, 2017, at 9:28 AM, Keller, Marylee M. EOP/OVP wrote:  
>>  
>> Good morning, team!  
>>  
>> We are going to start moving boxes downstairs at 9:30am, loading the vehicles around 9:45am on West Exec, will be at 1717 Penn around 10:30am.  
>>  
>> Thanks all!  
>>  
>> Marylee Keller  
>> Office of the Vice President  
>> (b) (6) (desk) | (b) (6) (cell)  
>>  
>>

From: "Keller, Marylee M. EOP/OVP" <(b) (6)@ovp.eop.gov>  
To: "Bernstein, Cynthia R. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Linden Dahlkemper - AC" <linden.dahlkemper@gsa.gov>, "Turk, Joseph M. EOP/OVP" <(b) (6)@ovp.eop.gov>  
CC: "Price, Nikko B. EOP/OVP" <(b) (6)@ovp.eop.gov>, Susanna Billings <(b) (6)@gmail.com>, "Myers, Louis F. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Martin, Marques J. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Amin, Faisal EOP/OVP" <(b) (6)@ovp.eop.gov>  
Subject: **Re: Move to GSA (1/18)**  
Date: Wed, 18 Jan 2017 16:24:08 +0000  
Message-ID: <20170118162416.18194500.69046.95127@ovp.eop.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: d3d9b887739e1281660b24454bebbe86

---

On our way down to West Exec with final items for final car load!

Original Message  
From: Bernstein, Cynthia R. EOP/OVP  
Sent: Wednesday, January 18, 2017 11:07  
To: Keller, Marylee M. EOP/OVP; Linden Dahlkemper - AC; Turk, Joseph M. EOP/OVP  
Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Susanna now here with additional boxes.

Original Message  
From: Bernstein, Cynthia R. EOP/OVP  
Sent: Wednesday, January 18, 2017 11:04 AM  
To: Keller, Marylee M. EOP/OVP; Linden Dahlkemper - AC; Turk, Joseph M. EOP/OVP  
Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Susanna not down yet. I'm where we had loaded second vehicle with boxes.

Original Message  
From: Keller, Marylee M. EOP/OVP  
Sent: Wednesday, January 18, 2017 11:03 AM  
To: Bernstein, Cynthia R. EOP/OVP; Linden Dahlkemper - AC; Turk, Joseph M. EOP/OVP  
Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Second car is unloaded, heading back to EEOB for final load. Susanna/Cynthia, are you ready? Which side of the loading dock are you on?

Original Message  
From: Keller, Marylee M. EOP/OVP  
Sent: Wednesday, January 18, 2017 10:51  
To: Bernstein, Cynthia R. EOP/OVP; Linden Dahlkemper - AC; Turk, Joseph M. EOP/OVP  
Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Second car is at 1717 Penn loading dock

Original Message  
From: Bernstein, Cynthia R. EOP/OVP  
Sent: Wednesday, January 18, 2017 10:50  
To: Keller, Marylee M. EOP/OVP; Linden Dahlkemper - AC; Turk, Joseph M. EOP/OVP  
Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: RE: Move to GSA (1/18)

Coming down now!

-----Original Message-----  
From: Keller, Marylee M. EOP/OVP  
Sent: Wednesday, January 18, 2017 10:49 AM  
To: Linden Dahlkemper - AC ; Turk, Joseph M. EOP/OVP  
Cc: Bernstein, Cynthia R. EOP/OVP ; Price, Nikko B. EOP/OVP ; Susanna Billings ; Myers, Louis F. EOP/OVP ; Martin, Marques J. EOP/OVP ; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Second car en route!

Cynthia, can you please meet Susanna on West Exec now?

Original Message  
From: Linden Dahlkemper - AC  
Sent: Wednesday, January 18, 2017 10:35  
To: Turk, Joseph M. EOP/OVP  
Cc: Bernstein, Cynthia R. EOP/OVP; Keller, Marylee M. EOP/OVP; Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Nearly there

Sent from my iPhone

> On Jan 18, 2017, at 10:26 AM, Turk, Joseph M. EOP/OVP wrote:

>

> First car is unloaded at GSA.

>

> Linden - I am by the service elevator when you get here. Thanks!

>

> Joe Turk

> (b) (6)

> Sent from my BlackBerry

>

> Original Message

> From: Bernstein, Cynthia R. EOP/OVP

> Sent: Wednesday, January 18, 2017 10:11 AM

> To: Keller, Marylee M. EOP/OVP; Linden Dahlkemper - AC

> Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Turk, Joseph M. EOP/OVP; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP

> Subject: Re: Move to GSA (1/18)

>

>

> Coming now!

>

> Original Message

> From: Keller, Marylee M. EOP/OVP

> Sent: Wednesday, January 18, 2017 10:07 AM

> To: Linden Dahlkemper - AC

> Cc: Bernstein, Cynthia R. EOP/OVP; Price, Nikko B. EOP/OVP; Susanna Billings; Turk, Joseph M. EOP/OVP; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP

> Subject: Re: Move to GSA (1/18)

>

>

> Car 1 (WW items) heading over. Joe is walking.

>

> Loading car 2 now. Cynthia/Nikko, pls meet in Dr. B's office if you can assist.

>

> Original Message

> From: Linden Dahlkemper - AC

> Sent: Wednesday, January 18, 2017 09:31

> To: Keller, Marylee M. EOP/OVP

> Cc: Bernstein, Cynthia R. EOP/OVP; Price, Nikko B. EOP/OVP; Susanna Billings; Turk, Joseph M. EOP/OVP; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP

> Subject: Re: Move to GSA (1/18)

>

>

> Sounds great! We will get a dolly or cart and meet you there.

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> Sent from my iPhone

>

>> On Jan 18, 2017, at 9:28 AM, Keller, Marylee M. EOP/OVP wrote:

>>

>> Good morning, team!

>>

>> We are going to start moving boxes downstairs at 9:30am, loading the vehicles around 9:45am on West Exec, will be at 1717 Penn around 10:30am.

>>

>> Thanks all!

>>

>> Marylee Keller

>> Office of the Vice President

>> (b) (6) (desk) | (b) (6) (cell)

>>

>>



From: "Keller, Marylee M. EOP/OVP" <(b) (6)@ovp.eop.gov>  
To: "Bernstein, Cynthia R. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Linden Dahlkemper - AC" <linden.dahlkemper@gsa.gov>, "Turk, Joseph M. EOP/OVP" <(b) (6)@ovp.eop.gov>  
CC: "Price, Nikko B. EOP/OVP" <(b) (6)@ovp.eop.gov>, Susanna Billings <(b) (6)@gmail.com>, "Myers, Louis F. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Martin, Marques J. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Amin, Faisal EOP/OVP" <(b) (6)@ovp.eop.gov>  
Subject: **Re: Move to GSA (1/18)**

Date: Wed, 18 Jan 2017 16:38:33 +0000

Message-ID: <20170118163842.18194500.19775.95132@ovp.eop.gov>

X-Source-Folder: (b) (6)

X-Email-Hash-MD5: 09cbc206605b6521a2ce4572a00639dc

---

Final load departing West Exec

Original Message

From: Bernstein, Cynthia R. EOP/OVP  
Sent: Wednesday, January 18, 2017 11:07  
To: Keller, Marylee M. EOP/OVP; Linden Dahlkemper - AC; Turk, Joseph M. EOP/OVP  
Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Susanna now here with additional boxes.

Original Message

From: Bernstein, Cynthia R. EOP/OVP  
Sent: Wednesday, January 18, 2017 11:04 AM  
To: Keller, Marylee M. EOP/OVP; Linden Dahlkemper - AC; Turk, Joseph M. EOP/OVP  
Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Susanna not down yet. I'm where we had loaded second vehicle with boxes.

Original Message

From: Keller, Marylee M. EOP/OVP  
Sent: Wednesday, January 18, 2017 11:03 AM  
To: Bernstein, Cynthia R. EOP/OVP; Linden Dahlkemper - AC; Turk, Joseph M. EOP/OVP  
Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Second car is unloaded, heading back to EEOB for final load. Susanna/Cynthia, are you ready? Which side of the loading dock are you on?

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From: Keller, Marylee M. EOP/OVP  
Sent: Wednesday, January 18, 2017 10:51  
To: Bernstein, Cynthia R. EOP/OVP; Linden Dahlkemper - AC; Turk, Joseph M. EOP/OVP  
Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Second car is at 1717 Penn loading dock

Original Message

From: Bernstein, Cynthia R. EOP/OVP  
Sent: Wednesday, January 18, 2017 10:50  
To: Keller, Marylee M. EOP/OVP; Linden Dahlkemper - AC; Turk, Joseph M. EOP/OVP  
Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: RE: Move to GSA (1/18)

Coming down now!

-----Original Message-----

From: Keller, Marylee M. EOP/OVP  
Sent: Wednesday, January 18, 2017 10:49 AM  
To: Linden Dahlkemper - AC ; Turk, Joseph M. EOP/OVP  
Cc: Bernstein, Cynthia R. EOP/OVP ; Price, Nikko B. EOP/OVP ; Susanna Billings ; Myers, Louis F. EOP/OVP ; Martin, Marques J. EOP/OVP ; Amin, Faisal EOP/OVP  
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To: Turk, Joseph M. EOP/OVP  
Cc: Bernstein, Cynthia R. EOP/OVP; Keller, Marylee M. EOP/OVP; Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Nearly there

Sent from my iPhone

> On Jan 18, 2017, at 10:26 AM, Turk, Joseph M. EOP/OVP wrote:

>

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> Linden - I am by the service elevator when you get here. Thanks!

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> Joe Turk

> (b) (6)

> Sent from my BlackBerry

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> From: Bernstein, Cynthia R. EOP/OVP

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> Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Turk, Joseph M. EOP/OVP; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP

> Subject: Re: Move to GSA (1/18)

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> From: Keller, Marylee M. EOP/OVP

> Sent: Wednesday, January 18, 2017 10:07 AM

> To: Linden Dahlkemper - AC

> Cc: Bernstein, Cynthia R. EOP/OVP; Price, Nikko B. EOP/OVP; Susanna Billings; Turk, Joseph M. EOP/OVP; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP

> Subject: Re: Move to GSA (1/18)

>

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> Loading car 2 now. Cynthia/Nikko, pls meet in Dr. B's office if you can assist.

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> Sent: Wednesday, January 18, 2017 09:31

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> Subject: Re: Move to GSA (1/18)

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> Sounds great! We will get a dolly or cart and meet you there.

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> Sent from my iPhone

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>> On Jan 18, 2017, at 9:28 AM, Keller, Marylee M. EOP/OVP wrote:

>>

>> Good morning, team!

>>

>> We are going to start moving boxes downstairs at 9:30am, loading the vehicles around 9:45am on West Exec, will be at 1717 Penn around 10:30am.

>>

>> Thanks all!

>>

>> Marylee Keller

>> Office of the Vice President

>> (b) (6) (desk) | (b) (6) (cell)

>>

>>

From: "Keller, Marylee M. EOP/OVP" (b) (6) @ovp.eop.gov>  
To: "Bernstein, Cynthia R. EOP/OVP" (b) (6) @ovp.eop.gov>, "Linden Dahlkemper - AC" <linden.dahlkemper@gsa.gov>, "Turk, Joseph M. EOP/OVP" (b) (6) @ovp.eop.gov>  
CC: "Price, Nikko B. EOP/OVP" (b) (6) @ovp.eop.gov>, Susanna Billings (b) (6) @gmail.com>, "Myers, Louis F. EOP/OVP" (b) (6) @ovp.eop.gov>, "Martin, Marques J. EOP/OVP" (b) (6) @ovp.eop.gov>, "Amin, Faisal EOP/OVP" (b) (6) @ovp.eop.gov>  
Subject: **Re: Move to GSA (1/18)**

Date: Wed, 18 Jan 2017 16:42:39 +0000

Message-ID: <20170118164249.18194500.40128.95134@ovp.eop.gov>

X-Source-Folder: (b) (6)

X-Email-Hash-MD5: f08ee27e328cd830b1f1eee9351fe8c7

---

Final load has arrived at 1717 Penn!

Original Message  
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Sent: Wednesday, January 18, 2017 11:07  
To: Keller, Marylee M. EOP/OVP; Linden Dahlkemper - AC; Turk, Joseph M. EOP/OVP  
Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
Subject: Re: Move to GSA (1/18)

Susanna now here with additional boxes.

Original Message  
From: Bernstein, Cynthia R. EOP/OVP  
Sent: Wednesday, January 18, 2017 11:04 AM  
To: Keller, Marylee M. EOP/OVP; Linden Dahlkemper - AC; Turk, Joseph M. EOP/OVP  
Cc: Price, Nikko B. EOP/OVP; Susanna Billings; Myers, Louis F. EOP/OVP; Martin, Marques J. EOP/OVP; Amin, Faisal EOP/OVP  
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>>

>> Thanks all!

>>

>> Marylee Keller

>> Office of the Vice President

>> (b) (6) (desk) | (b) (6) (cell)

>>

>>

Reply-To: [elizabeth.cain@gsa.gov](mailto:elizabeth.cain@gsa.gov)  
Sender: Google Calendar <[calendar-notification@google.com](mailto:calendar-notification@google.com)>  
Message-ID: <94eb2c032e06457942054674f207@google.com>  
Date: Thu, 19 Jan 2017 16:22:58 +0000  
Subject: Invitation: Hold for VP Team Move @ Thu Jan 19, 2017 4pm - 5pm (EST) (b) (6) @ovp.eop.gov  
From: [elizabeth.cain@gsa.gov](mailto:elizabeth.cain@gsa.gov)  
To: (b) (6) @ovp.eop.gov, (b) (6) @ovp.eop.gov, [linden.dahlkemper@gsa.gov](mailto:linden.dahlkemper@gsa.gov), (b) (6) @ovp.eop.gov  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: f0756c8e62cf76a7de3bfc62c0cc6537  
Attachments: invite[12].ics

## Hold for VP Team Move

[more details »](#)

We are holding the 4-5 hour to assist with a needed move.

Faisal advised that this time may be better than the noon hour.

Thanks!  
LC

When Thu Jan 19, 2017 4pm – 5pm Eastern Time

Where 1717 Penn ([map](#))

Calendar (b) (6) @ovp.eop.gov

Who

- [elizabeth.cain@gsa.gov](mailto:elizabeth.cain@gsa.gov) - organizer
- (b) (6) @ovp.eop.gov
- [linden.dahlkemper@gsa.gov](mailto:linden.dahlkemper@gsa.gov)
- (b) (6) @ovp.eop.gov
- (b) (6) @ovp.eop.gov

Going? [Yes](#) - [Maybe](#) - [No](#) [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this courtesy email at the account (b) (6) @ovp.eop.gov because you are an attendee of this event.

To stop receiving future updates for this event, decline this event. Alternatively you can sign up for a Google account at <https://www.google.com/calendar/> and control your notification settings for your entire calendar.

Forwarding this invitation could allow any recipient to modify your RSVP response. [Learn More](#)

```
BEGIN:VCALENDAR
PRODID:-//Google Inc//Google Calendar 70.9054//EN
VERSION:2.0
CALSCALE:GREGORIAN
METHOD:REQUEST
BEGIN:VEVENT
DTSTART:20170119T210000Z
DTEND:20170119T220000Z
DTSTAMP:20170119T162258Z
ORGANIZER;CN=elizabeth.cain@gsa.gov:mailto:elizabeth.cain@gsa.gov
UID:n3m16hplhg8s40qs8uhovlhaj8@google.com
ATTENDEE;CUTYPE=INDIVIDUAL;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE;CN=(b) (6) @ovp.eop.gov;X-NUM-GUESTS=0:mailto:(b) (6) @ovp.eop.gov
ATTENDEE;CUTYPE=INDIVIDUAL;ROLE=REQ-PARTICIPANT;PARTSTAT=ACCEPTED;RSVP=TRUE;CN=elizabeth.cain@gsa.gov;X-NUM-GUESTS=0:mailto:elizabeth.cain@gsa.gov
ATTENDEE;CUTYPE=INDIVIDUAL;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE;CN=linden.dahlkemper@gsa.gov;X-NUM-GUESTS=0:mailto:linden.dahlkemper@gsa.gov
ATTENDEE;CUTYPE=INDIVIDUAL;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE;CN=(b) (6) @ovp.eop.gov;X-NUM-GUESTS=0:mailto:(b) (6) @ovp.eop.gov
ATTENDEE;CUTYPE=INDIVIDUAL;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE;CN=(b) (6) @ovp.eop.gov;X-NUM-GUESTS=0:mailto:(b) (6) @ovp.eop.gov
CREATED:20170119T162257Z
DESCRIPTION:We are holding the 4-5 hour to assist with a needed move. \n\nFaisal advised that this time may be better than the noon hour. \n\nThanks!\n\nLC\nView your event at https://www.google.com/calendar/event?action=VIEW&id=bjNtMTZocGxocThzNDcxZG92MWhhaW5AZ3NhLmdvdMzNGI0ZmVhYzYk4NmVlMzE0ZDM4MWM0ODUzZDliNDQxMGRkOGYyMTk&ctz=America/New_York&hl=en.
LAST-MODIFIED:20170119T162257Z
LOCATION:1717 Penn
SEQUENCE:0
STATUS:CONFIRMED
SUMMARY:Hold for VP Team Move
TRANSP:OPAQUE
END:VEVENT
END:VCALENDAR
```

From: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
Date: Thu, 19 Jan 2017 12:05:20 -0500  
Message-ID: <CAEHMmm3NN7gy+9dEAndMzp5HaGd2dvcwxe89UOY025j5EfZAzw@mail.gmail.com>  
Subject: **Re: Accepted: Invitation: Hold for VP Team Move @ Thu Jan 19, 2017 4pm - 5pm (EST) (b) (6) @ovp.eop.gov**  
To: "Amin, Faisal EOP/OVP" <(b) (6) @ovp.eop.gov>  
Cc: "elizabeth.cain@gsa.gov" <elizabeth.cain@gsa.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: 8d4332f0636c293d5b5c3b7dfe4d0e15

---

Absolutely, just clarifying.

On Thu, Jan 19, 2017 at 11:57 AM, Amin, Faisal EOP/OVP (b) (6) @ovp.eop.gov wrote:

Any chance we could say in addition to the 12:30 move please?

I am so sorry.

**From:** Linden Dahlkemper - AC [mailto:linden.dahlkemper@gsa.gov]  
**Sent:** Thursday, January 19, 2017 11:41 AM  
**To:** Amin, Faisal EOP/OVP (b) (6) @ovp.eop.gov  
**Cc:** elizabeth.cain@gsa.gov  
**Subject:** Re: Accepted: Invitation: Hold for VP Team Move @ Thu Jan 19, 2017 4pm - 5pm (EST) (b) (6) @ovp.eop.gov

Of course we will support.

This is in stead of moving the items at 12:30, correct?

On Thu, Jan 19, 2017 at 11:39 AM, Amin, Faisal EOP/OVP (b) (6) @ovp.eop.gov wrote:

Thanks so much for being so accommodating. I am so so so very sorry that I am imposing upon you like this.

Please do not feel like the two of you need to come.

Faisal

--

Best regards,

Linden Dahlkemper

White House Fellow

General Services Administration

[202-294-3548](tel:202-294-3548)

--

Best regards,  
Linden Dahlkemper  
White House Fellow  
General Services Administration  
202-294-3548

From: "Amin, Faisal EOP/OVP" (b) (6) @ovp.eop.gov  
To: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
CC: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>, "Keller, Marylee M. EOP/OVP" (b) (6) @ovp.eop.gov, "Demers, Kaitlyn H. EOP/OVP" (b) (6) @ovp.eop.gov, "Bernstein, Cynthia R. EOP/OVP" (b) (6) @ovp.eop.gov  
Subject: **Re: 1717 Penn: Parking and personnel**  
Date: Thu, 19 Jan 2017 13:35:02 +0000  
Message-ID: <9D808BE6-639A-420F-873B-8374C0BBDF94@ovp.eop.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: afa069d0191b0982baad2174dcc2a448

---

Great! And I'll change David's start date back to 1/21 or 1/23, depending on when DOD WHS releases him to you.

On Jan 19, 2017, at 8:21 AM, Linden Dahlkemper - AC > wrote:

I'm sorry, disregard my recent email. I was looking at emails in my phone and missed the earlier exchnages. We will be over to do paperwork this morning.

Linden

Sent from my iPhone

On Jan 19, 2017, at 8:19 AM, Linden Dahlkemper - AC > wrote:

Faisal,

Will we be able to get Joseph Turk's paperwork done today? Jearline is available today. Additionally, do you have a DoD HR contact to transfer his information? If we want to onboard him tomorrow, this needs to be done today!

For David Lienemann, I believe that TSP benefits will lapse with the break in service. I will confirm, but that break in service rule should apply to all benefits.

Sent from my iPhone

On Jan 19, 2017, at 7:51 AM, Amin, Faisal EOP/OVP > wrote:

Good Morning!

We are finally fully staffed! I recognize that I have made things a little difficult with personnel. And we'd like to keep gaps minimal. But in this case, we have a little less urgency. Both new staff members do not require health insurance benefits. But big question, if I put in a start date of 2/9, will we lose TSP?

Here are the updates:

David C. Lienemann, 2/9, who will be on the team for 3 months. Will TSP be ok? He is currently a DOD employee.  
Joseph M. Turk, start date 1/20. He is a Senate employee.  
Anthony Bernal back to 1/21 (sorry).

Please let me know if you have any questions or concerns.

Faisal

From: Amin, Faisal EOP/OVP  
Sent: Monday, January 16, 2017 10:37 PM  
To: Elizabeth Cain - BB >  
Cc: Linden Dahlkemper - AC >; Keller, Marylee M. EOP/OVP >; Demers, Kaitlyn H. EOP/OVP >; Bernstein, Cynthia R. EOP/OVP >  
Subject: RE: 1717 Penn: Parking and personnel

Hi Linden and Liz,

Why didn't I just include all information together? Attached is the updated personnel sheet. Some of our colleagues may only be in the office short term; would you like to know that up-front or let it play out?

Here are the notes from the sheet:

Anthony Bernal's start date moves to 1/20. If this is not possible, no problem! I'd rather keep it all intact than jeopardize anything.

Anne Marie Muldoon's start date remains at 1/20.

Adding Colin Kahl as an unpaid employee. Photo attached.

That's it for today!

Faisal

From: Amin, Faisal EOP/OVP  
Sent: Monday, January 16, 2017 10:25 PM  
To: 'Elizabeth Cain - BB' >  
Cc: Linden Dahlkemper - AC >; Keller, Marylee M. EOP/OVP >; Demers, Kaitlyn H. EOP/OVP >; Bernstein, Cynthia R. EOP/OVP >  
Subject: RE: 1717 Penn: Parking and personnel

Hi Liz,

Yes, please lock in those salary rates. I will send you an updated spreadsheet with a new unpaid staff member today: Colin Kahl. Along with a picture.

Faisal

From: Elizabeth Cain - BB [mailto:elizabeth.cain@gsa.gov]  
Sent: Monday, January 16, 2017 10:22 AM  
To: Amin, Faisal EOP/OVP >  
Cc: Linden Dahlkemper - AC >; Keller, Marylee M. EOP/OVP >; Demers, Kaitlyn H. EOP/OVP >; Bernstein, Cynthia R. EOP/OVP >  
Subject: Re: 1717 Penn: Parking and personnel

Thank you Faisal, we will work to get the parking access set up for those three people.

Does this mean we are able to lock in the salary rates listed in your Jan 10 email with our HR/Payroll group?

Thanks!

Liz Cain  
Work: 202-394-7915  
Cell: (b) (6)

General Services Administration  
Office of the Chief Financial Officer  
Office of Budget

On Fri, Jan 13, 2017 at 6:32 PM, Amin, Faisal EOP/OVP > wrote:  
Hi Team,

Thanks to you all for all your assistance in thinking of parking options for our office. We will not need any spaces in addition to the 3 already assigned. For reference, those spots will go to:

Kathy Chung  
Anne Marie Muldoon  
Brian Mosteller

All other visitors will find their own parking. And just confirming: Secret Service has its own situation covered, right?

Please let me know if you need anything else (related to parking).

Faisal

From: Linden Dahlkemper - AC [mailto:linden.dahlkemper@gsa.gov]  
Sent: Wednesday, January 11, 2017 10:20 AM  
To: Amin, Faisal EOP/OVP >  
Cc: Keller, Marylee M. EOP/OVP >; Elizabeth Cain - BB >; Demers, Kaitlyn H. EOP/OVP >; Bernstein, Cynthia R. EOP/OVP >  
Subject: Re: 1717 Penn: Parking and personnel

If you had to change onboarding dates today, it would not be the end of the world, but we'd like to minimize changes as much as possible (but you know that), especially as we are starting to enter personnel into our system.

On a side note, I am looking into procedures to get spouses onto health insurance.

Lastly, two questions from me:

1. You put "Michael" Donilon in one e-mail, and "Christopher" Donilon. I'm guessing Michael is correct, but I wanted to make sure.
2. Do you have an estimate for the total contract for David Lienemann? That would help us moving forward with that process. You said yesterday you were still working on that. Is it a question of WHETHER he'd come on board, or just the details of his contract/employment?

Thank you,  
Linden

On Tue, Jan 10, 2017 at 11:10 PM, Amin, Faisal EOP/OVP > wrote:  
Hi Linden,

Whew, what a day. Thanks so much to you, Liz, and the team to make this transition so much easier. From our move today, to Steve's visit, to taking care of Brian, to answering our questions, we greatly appreciate all of your help.

Attached is the revised personnel sheet. It contains information about Brian and changes Anne Marie's start date due to a paperwork issue in our office. If I have to change it back tomorrow, how bad would that be? If the answer is bad or anything worse than bad, I'd like to keep the start date as 1/20. I have also included information about our other three unpaid transition staff members:

Steven J Ricchetti  
Antony J Blinken  
Michael C Donilon

Thanks so much for the parking information. I need to get that all squared away. In the meantime, please accept the following names for the current parking allotment:

Anne Marie Muldoon  
Kathy Chung  
Brian Mosteller

We will work on getting you pictures. Thanks! I know there's a lot in the home stretch, but we really appreciate your hard work to get us through.

Faisal

From: Linden Dahlkemper - AC [mailto:linden.dahlkemper@gsa.gov]  
Sent: Tuesday, January 10, 2017 6:25 PM



To: Amin, Faisal EOP/OVP >  
Cc: Keller, Marylee M. EOP/OVP >; Elizabeth Cain - BB >  
Subject: Parking and personnel

Faisal,

Thank you so much for getting the HR paperwork done, and we are looking forward to getting the last (?) three names for security verification and IT provisioning. I know I owe you word back on the contract, but we are working to make that happen. If you know the details of the proposed contract (amount?), it may help us to determine the correct process.

For parking, I've attached my spreadsheet, but basically the two employees that would contract for their own parking would need to be compensated \$5478.57 more in annual salary in order for their after-tax income to pay for the parking over 6.5 months. For this we assumed a 30% total tax rate, but this can be easily changed in the attached sheet. You could round up to and additional \$5500 in salary, or if you think they will discontinue parking before July 15 (parking is prorated by half-month), then you could average down to \$5000.

Please let us know how you'd like us to adjust Anne-Marie and Kathy's (or different employees) salaries.

Additionally, it should only take a few days to get parking processed once forms are submitted. The form is attached.

Lastly, do you have a passport picture of Brian Mosteller and/or Steve Ricchetti? I've added them to the attached roster, but we need additional information for Brian (salary, start date). Once we get a picture we can process their badges for the space.

Thank you for all your hard work. Have a good night.  
Linden

--  
Best regards,  
Linden Dahlkemper  
White House Fellow  
General Services Administration  
202-294-3548

--  
Best regards,  
Linden Dahlkemper  
White House Fellow  
General Services Administration  
202-294-3548

From: "Amin, Faisal EOP/OVP" (b) (6) @ovp.eop.gov  
To: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>  
CC: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>, "Keller, Marylee M. EOP/OVP" (b) (6) @ovp.eop.gov, "Demers, Kaitlyn H. EOP/OVP" (b) (6) @ovp.eop.gov, "Bernstein, Cynthia R. EOP/OVP" (b) (6) @ovp.eop.gov  
Subject: **Re: 1717 Penn: Parking and personnel**  
Date: Thu, 19 Jan 2017 13:40:02 +0000  
Message-ID: <4A8CDF89-2EDF-4255-A9D4-BBF7D7719594@ovp.eop.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: 027915225a7a37f7b2055f3dd80b6bb0

---

Thanks LC. I'll send you a table back putting his start date as 1/21 or 1/23, depending on when DOD WHS releases him to us.

On Jan 19, 2017, at 8:37 AM, Elizabeth Cain - BB > wrote:

Hi Faisal,

We'll look through the rest but yes with a 2/9 onboarding date he would lose tsp (new contributions out of salary and gov match).

LC

Sent from my iPhone

On Jan 19, 2017, at 7:51 AM, Amin, Faisal EOP/OVP > wrote:

Good Morning!

We are finally fully staffed! I recognize that I have made things a little difficult with personnel. And we'd like to keep gaps minimal. But in this case, we have a little less urgency. Both new staff members do not require health insurance benefits. But big question, if I put in a start date of 2/9, will we lose TSP?

Here are the updates:

David C. Lienemann, 2/9, who will be on the team for 3 months. Will TSP be ok? He is currently a DOD employee.  
Joseph M. Turk, start date 1/20. He is a Senate employee.  
Anthony Bernal back to 1/21 (sorry).

Please let me know if you have any questions or concerns.

Faisal

From: Amin, Faisal EOP/OVP  
Sent: Monday, January 16, 2017 10:37 PM  
To: Elizabeth Cain - BB >  
Cc: Linden Dahlkemper - AC >; Keller, Marylee M. EOP/OVP >; Demers, Kaitlyn H. EOP/OVP >; Bernstein, Cynthia R. EOP/OVP >  
Subject: RE: 1717 Penn: Parking and personnel

Hi Linden and Liz,

Why didn't I just include all information together? Attached is the updated personnel sheet. Some of our colleagues may only be in the office short term; would you like to know that up-front or let it play out?

Here are the notes from the sheet:

Anthony Bernal's start date moves to 1/20. If this is not possible, no problem! I'd rather keep it all intact than jeopardize anything.  
Anne Marie Muldoon's start date remains at 1/20.  
Adding Colin Kahl as an unpaid employee. Photo attached.

That's it for today!

Faisal

From: Amin, Faisal EOP/OVP  
Sent: Monday, January 16, 2017 10:25 PM  
To: 'Elizabeth Cain - BB' >  
Cc: Linden Dahlkemper - AC >; Keller, Marylee M. EOP/OVP >; Demers, Kaitlyn H. EOP/OVP >; Bernstein, Cynthia R. EOP/OVP >  
Subject: RE: 1717 Penn: Parking and personnel

Hi Liz,

Yes, please lock in those salary rates. I will send you an updated spreadsheet with a new unpaid staff member today: Colin Kahl. Along with a picture.

Faisal

From: Elizabeth Cain - BB [mailto:elizabeth.cain@gsa.gov]  
Sent: Monday, January 16, 2017 10:22 AM  
To: Amin, Faisal EOP/OVP >  
Cc: Linden Dahlkemper - AC >; Keller, Marylee M. EOP/OVP >; Demers, Kaitlyn H. EOP/OVP >; Bernstein, Cynthia R. EOP/OVP >  
Subject: Re: 1717 Penn: Parking and personnel

Thank you Faisal, we will work to get the parking access set up for those three people.

Does this mean we are able to lock in the salary rates listed in your Jan 10 email with our HR/Payroll group?

Thanks!

Liz Cain  
Work: 202-394-7915  
Cell: (b) (6)

General Services Administration  
Office of the Chief Financial Officer  
Office of Budget

On Fri, Jan 13, 2017 at 6:32 PM, Amin, Faisal EOP/OVP > wrote:  
Hi Team,

Thanks to you all for all your assistance in thinking of parking options for our office. We will not need any spaces in addition to the 3 already assigned. For reference, those spots will go to:

Kathy Chung  
Anne Marie Muldoon  
Brian Mosteller

All other visitors will find their own parking. And just confirming: Secret Service has its own situation covered, right?

Please let me know if you need anything else (related to parking).

Faisal

From: Linden Dahlkemper - AC [mailto:linden.dahlkemper@gsa.gov]  
Sent: Wednesday, January 11, 2017 10:20 AM  
To: Amin, Faisal EOP/OVP >  
Cc: Keller, Marylee M. EOP/OVP >; Elizabeth Cain - BB >; Demers, Kaitlyn H. EOP/OVP >; Bernstein, Cynthia R. EOP/OVP >  
Subject: Re: 1717 Penn: Parking and personnel

If you had to change onboarding dates today, it would not be the end of the world, but we'd like to minimize changes as much as possible (but you know that), especially as we are starting to enter personnel into our system.

On a side note, I am looking into procedures to get spouses onto health insurance.

Lastly, two questions from me:

1. You put "Michael" Donilon in one e-mail, and "Christopher" Donilon. I'm guessing Michael is correct, but I wanted to make sure.
2. Do you have an estimate for the total contract for David Lienemann? That would help us moving forward with that process. You said yesterday you were still working on that. Is it a question of WHETHER he'd come on board, or just the details of his contract/employment?

Thank you,  
Linden

On Tue, Jan 10, 2017 at 11:10 PM, Amin, Faisal EOP/OVP > wrote:  
Hi Linden,

Whew, what a day. Thanks so much to you, Liz, and the team to make this transition so much easier. From our move today, to Steve's visit, to taking care of Brian, to answering our questions, we greatly appreciate all of your help.

Attached is the revised personnel sheet. It contains information about Brian and changes Anne Marie's start date due to a paperwork issue in our office. If I have to change it back tomorrow, how bad would that be? If the answer is bad or anything worse than bad, I'd like to keep the start date as 1/20. I have also included information about our other three unpaid transition staff members:

Steven J Ricchetti  
Antony J Blinken  
Michael C Donilon

Thanks so much for the parking information. I need to get that all squared away. In the meantime, please accept the following names for the current parking allotment:

Anne Marie Muldoon  
Kathy Chung  
Brian Mosteller

We will work on getting you pictures. Thanks! I know there's a lot in the home stretch, but we really appreciate your hard work to get us through.

Faisal

From: Linden Dahlkemper - AC [mailto:linden.dahlkemper@gsa.gov]  
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Thank you for all your hard work. Have a good night.  
Linden

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Best regards,  
Linden Dahlkemper  
White House Fellow  
General Services Administration  
202-294-3548

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Linden Dahlkemper  
White House Fellow  
General Services Administration  
202-294-3548

Date: Thu, 19 Jan 2017 10:57:43 -0500  
Message-ID: <CAEHMmm3HHrNLUszK4vAvZpH1o-0k2+-Z9GYw8MW1Z8DJJxwGg@mail.gmail.com>  
Subject: **Re: Connecting Re: Transition Office Today**  
From: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
To: "Bernstein, Cynthia R. EOP/OVP" <(b) (6)@ovp.eop.gov>  
Cc: "Bernal, Anthony R. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Alavi, Naseam A. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Keller, Marylee M. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Turk, Joseph M. EOP/OVP" <(b) (6)@ovp.eop.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: ccbdafc8f6f50523289217a9bbe16f33

---

Yes, we will be in the space onboarding Brian with IT, so it should not be a problem to move additional items in.

Feel free to text or call me at (b) (6) or use this e-mail if you need to adjust that time.

On Thu, Jan 19, 2017 at 10:54 AM, Bernstein, Cynthia R. EOP/OVP <(b) (6)@ovp.eop.gov> wrote:

Anthony and Naseam,

I am connecting you here with our outstanding colleague and partner from GSA, Linden, who has been managing the transition office for us..

Linden, as you are likely aware, we have a last move to the transition office today. It is our understanding that 12:30PM works for you for the move.

Thank you all!

Cynthia

Cynthia Bernstein  
Director of Administration  
Office of the Vice President  
(b) (6)  
(b) (6)@ovp.eop.gov

--

Best regards,  
Linden Dahlkemper  
White House Fellow  
General Services Administration  
202-294-3548

From: "Gelfond, Jaclyn S. EOP/OVP" <(b) (6)@ovp.eop.gov>  
To: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
CC: "Keller, Marylee M. EOP/OVP" <(b) (6)r@ovp.eop.gov>  
Subject: **Re: GSA Move 1/19**  
Date: Thu, 19 Jan 2017 17:32:54 +0000  
Message-ID: <20170119173304.18092106.89421.8512@ovp.eop.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: 287ca6425d837ef90e3456c0607e932d

---

Thanks! We're in alley

Sent from my BlackBerry 10 smartphone on the Verizon Wireless 4G LTE network.  
Original Message  
From: Linden Dahlkemper - AC  
Sent: Thursday, January 19, 2017 12:30 PM  
To: Gelfond, Jaclyn S. EOP/OVP  
Cc: Keller, Marylee M. EOP/OVP  
Subject: Re: GSA Move 1/19

Great. We are at the site. I'll get the cart and come down.

Sent from my iPhone

> On Jan 19, 2017, at 12:29 PM, Gelfond, Jaclyn S. EOP/OVP wrote:  
>  
> We are departing west exec now.  
>  
> Sent from my BlackBerry 10 smartphone on the Verizon Wireless 4G LTE network.  
> From: Keller, Marylee M. EOP/OVP  
> Sent: Thursday, January 19, 2017 12:08 PM  
> To: Linden Dahlkemper - AC; Gelfond, Jaclyn S. EOP/OVP  
> Subject: GSA Move 1/19  
>  
>  
> Linden,  
>  
> Connecting you with my colleague Jaclyn? who will provide movement emails for this move. We are starting to load on West Exec and they should be there right around 12:30.  
>  
> Let me know what else you need!  
>  
> Marylee

From: "Bernstein, Cynthia R. EOP/OVP" <(b) (6)@ovp.eop.gov>  
To: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>, "Keller, Marylee M. EOP/OVP" <(b) (6)@ovp.eop.gov>, "Amin, Faisal EOP/OVP" <(b) (6)@ovp.eop.gov>  
CC: (b) (6)@gmail.com, (b) (6)@gmail.com  
Subject: **Re: Move?**  
Date: Thu, 19 Jan 2017 21:28:41 +0000  
Message-ID: <20170119212851.18186314.56280.92721@ovp.eop.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: 34bc465236e2871d3e162f38fd6feed7

---

Hi! + Naseam who is loading the desk on west exec.

Original Message  
From: Linden Dahlkemper - AC  
Sent: Thursday, January 19, 2017 4:12 PM  
To: Keller, Marylee M. EOP/OVP; Amin, Faisal EOP/OVP; Bernstein, Cynthia R. EOP/OVP  
Subject: Move?

I was slightly late so I apologize if I missed you, but I wanted to make sure we are still on for the move this afternoon.

Sent from my iPhone

From: Joe Turk (b) (6) @vpbiden.org>  
Date: Thu, 16 Feb 2017 11:59:47 -0500  
Message-ID: <CAE10tKVsjBc9OaDCgAdgQXb9iggA9=wHQvZ+n7sBDfrbzAntew@mail.gmail.com>  
Subject: **Re: Possible to Drop off Delivery Today?**  
To: "Amin, Faisal EOP/OVP" (b) (6) @oa.eop.gov>  
Cc: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>, Linden Dahlkemper <linden.dahlkemper@gsa.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: 397b91782f0578545ae940e84c4cb9a6

---

Perfect. The best place to drop off/pick up is the alley behind our building. Make the first available right into the alley after passing Jimmy Johns. Thanks!

On Thu, Feb 16, 2017 at 11:51 AM, Amin, Faisal EOP/OVP <(b) (6) @oa.eop.gov> wrote:  
Hi Team!

Thanks to you all for jumping into action! I really appreciate it! And Linden and Liz, if Joe has it, please don't feel forced to leave your post!

The cart would be very helpful. And yes, we will be coming by staff transport, so happy to take anything back.

Let's hope this is the last trip! I will let you know when we are on our way! Do we meet on the street?

Faisal Amin

(b) (6)  
(b) (6) @oa.eop.gov <mailto:(b) (6) @oa.eop.gov>

On Feb 16, 2017, at 11:28 AM, Elizabeth Cain - BB <elizabeth.cain@gsa.gov <mailto:elizabeth.cain@gsa.gov>> wrote:

We are available at 4:30 to help!

Do you think we will need the cart?

Thanks,

Liz Cain

Work: [202-394-7915](tel:202-394-7915)

Cell: (b) (6)

General Services Administration  
Office of the Chief Financial Officer  
Office of Budget

On Thu, Feb 16, 2017 at 11:27 AM, Joe Turk (b) (6) @vpbiden.org <mailto:(b) (6) @vpbiden.org>> wrote:  
Hey Faisal,

4:30 works for me. Unsure if Linden or Liz will be around, but Brian and I should be able to handle it.

I also have a laptop and rug from Anthony that needs to go back to the WH. Is transport coming? Can I give these to them?

Thanks,

Joe

--

Joseph Turk

(b) (6) <tel:(b) (6)>  
(b) (6) @vpbiden.org <mailto:(b) (6) @vpbiden.org>

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Hi Joe, Linden, and Liz,

Would it be possible to drop off a car load of gifts today to the transition office? Perhaps 4:30?

Faisal Amin

(b) (6) <tel:(b) (6)>  
(b) (6) @oa.eop.gov <mailto:(b) (6) @oa.eop.gov>



From: "Amin, Faisal EOP/OVP" (b) (6) <(b) (6)@oa.eop.gov>  
To: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>  
CC: Joe Turk (b) (6) <(b) (6)@vpbiden.org>, Linden Dahlkemper <linden.dahlkemper@gsa.gov>  
Subject: **Re: Possible to Drop off Delivery Today?**  
Date: Thu, 16 Feb 2017 16:57:06 +0000

Message-ID: <F10B0D93-073C-4056-A061-BDA45EC1AC7B@oa.eop.gov>

X-Source-Folder: (b) (6)

X-Email-Hash-MD5: c4930569842f66c9032109b0985d6b31

---

Extremely well drawn. We will meet you there.

Faisal Amin

(b) (6)  
(b) (6)@oa.eop.gov

On Feb 16, 2017, at 11:56 AM, Elizabeth Cain - BB > wrote:

Hi Faisal,

The best place will be the service alley behind the building. Here is a quick drawing of how to get there. You can call me or Linden if you don't have Joe's new number!

Liz Cain  
Work: 202-394-7915  
Cell: (b) (6)

General Services Administration  
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Office of Budget

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(b) (6)  
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I also have a laptop and rug from Anthony that needs to go back to the WH. Is transport coming? Can I give these to them?

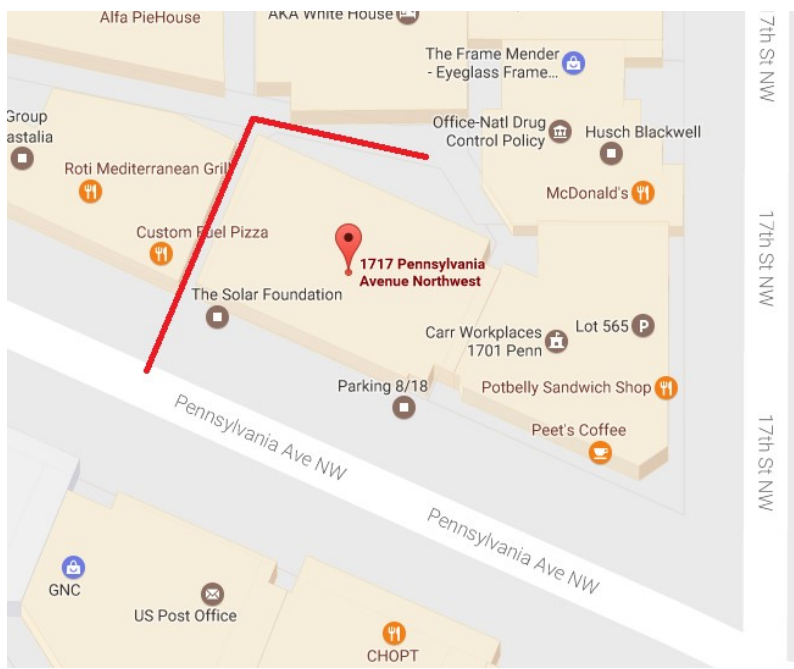
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Faisal Amin  
(b) (6)  
(b) (6)@oa.eop.gov



NoName

## Embedded Attachments

(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

image[2].png

From: "Amin, Faisal EOP/OVP" (b) (6) @oa.eop.gov>  
To: Joe Turk (b) (6) @vpbiden.org>  
CC: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>, Elizabeth Cain - BB <elizabeth.cain@gsa.gov>  
Subject: **Re: Possible to Drop off Delivery Today?**  
Date: Thu, 16 Feb 2017 22:03:44 +0000

Message-ID: <C80B202E-4CAC-46E1-A8E5-1106D5B082C9@oa.eop.gov>

X-Source-Folder: (b) (6)

X-Email-Hash-MD5: 4985f10859da1f25ec21b443eb028488

---

We're here!

Faisal Amin

(b) (6)  
(b) (6)@oa.eop.gov

On Feb 16, 2017, at 4:58 PM, Amin, Faisal EOP/OVP > wrote:

We'll be on our way in 2. Can't make the left on Pennsylvania Avenue, so may take 10 minutes.

Faisal Amin

(b) (6)  
(b) (6)@oa.eop.gov

On Feb 16, 2017, at 4:27 PM, Joe Turk > wrote:

Great, I'll be down in a sec.

On Thu, Feb 16, 2017 at 4:26 PM, Amin, Faisal EOP/OVP > wrote:  
We're here with first load!

Faisal Amin

(b) (6)  
(b) (6)@oa.eop.gov>

On Feb 16, 2017, at 4:18 PM, Amin, Faisal EOP/OVP >> wrote:

Sorry about 2 trips. And sorry I'm not as good with notifications as Marylee.

Faisal Amin

(b) (6)  
(b) (6)@oa.eop.gov>

On Feb 16, 2017, at 4:18 PM, Linden Dahlkemper - AC >> wrote:

I will head over now and get the cart.

On Thu, Feb 16, 2017 at 4:14 PM, Amin, Faisal EOP/OVP >> wrote:  
Hi Team,

Looks like 2 trips today. We are just about packed with the first! How are you feeling?

Faisal Amin

(b) (6)  
(b) (6)@oa.eop.gov>>>

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CC: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>, Elizabeth Cain - BB <elizabeth.cain@gsa.gov>  
Subject: **Re: Possible to Drop off Delivery Today?**  
Date: Thu, 16 Feb 2017 22:04:23 +0000

Message-ID: <22202E76-4F87-4858-BB80-139224E6F6D4@oa.eop.gov>

X-Source-Folder: (b) (6)

X-Email-Hash-MD5: ba31648beae8eefb24a5a5e29048c9f9

Sorry. We made it early.

Faisal Amin

(b) (6)

(b) (6)@oa.eop.gov

On Feb 16, 2017, at 5:03 PM, Joe Turk > wrote:

Copy, I'll come down in a few minutes.

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Faisal Amin

(b) (6)

(b) (6)@oa.eop.gov>

On Feb 16, 2017, at 4:27 PM, Joe Turk >> wrote:

Great, I'll be down in a sec.

On Thu, Feb 16, 2017 at 4:26 PM, Amin, Faisal EOP/OVP >> wrote:

We're here with first load!

Faisal Amin

(b) (6)

(b) (6)@oa.eop.gov>>>

On Feb 16, 2017, at 4:18 PM, Amin, Faisal EOP/OVP >>>> wrote:

Sorry about 2 trips. And sorry I'm not as good with notifications as Marylee.

Faisal Amin

(b) (6)

(b) (6)@oa.eop.gov>>>>

On Feb 16, 2017, at 4:18 PM, Linden Dahlkemper - AC >>>> wrote:

I will head over now and get the cart.

On Thu, Feb 16, 2017 at 4:14 PM, Amin, Faisal EOP/OVP >>>> wrote:

Hi Team,

Looks like 2 trips today. We are just about packed with the first! How are you feeling?

Faisal Amin

(b) (6)

(b) (6)@oa.eop.gov>>>>>>>>

On Feb 16, 2017, at 11:56 AM, Elizabeth Cain - BB >>>>>>>> wrote:

Hi Faisal,

The best place will be the service alley behind the building. Here is a quick drawing of how to get there. You can call me or Linden if you don't have Joe's new number!

Liz Cain

Work: 202-394-7915>>>

Cell: (b) (6) >>>

General Services Administration  
Office of the Chief Financial Officer  
Office of Budget

On Thu, Feb 16, 2017 at 11:51 AM, Amin, Faisal EOP/OVP >>>>>>>> wrote:

Hi Team!

Thanks to you all for jumping into action! I really appreciate it! And Linden and Liz, if Joe has it, please don't feel forced to leave your post!

The cart would be very helpful. And yes, we will be coming by staff transport, so happy to take anything back.

Let's hope this is the last trip! I will let you know when we are on our way! Do we meet on the street?

Faisal Amin



From: "Amin, Faisal EOP/OVP" <(b) (6) @oa.eop.gov>

To: Joe Turk <(b) (6) @vpbiden.org>, Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>, Elizabeth Cain - BB <elizabeth.cain@gsa.gov>, "Stanley, Naeem A. EOP/OVP" <(b) (6) @ovp.eop.gov>, "Meehan, Lance C. EOP/OVP" <(b) (6) @ovp.eop.gov>

Subject: **Transition Move: Thanks!**

Date: Fri, 17 Feb 2017 16:02:18 +0000

Message-ID: <3e365ea633d04af98dcaa97ac8b0d016@CN399Exch3.whca.mil>

X-Source-Folder: (b) (6)

X-Email-Hash-MD5: e54cf756587429e928628b75918c338b

---

Dear Colleagues,

Thanks to all of you for jumping into action yesterday to move the final (?) items from the EEOB to the transition office yesterday. I really appreciate how each of you took on the assignment and made it smooth and successful. It's why I count on you.

Lucky for you, the amount of times I will be reaching out for help is dwindling....

Have a great weekend.

Faisal

From: Joe Turk (b) (6) @vpbiden.org>  
Date: Wed, 26 Apr 2017 13:19:31 -0400  
Message-ID: <CAE1OtKUhn08jwYmY62asPsZBDWwSZj+kygyrJq92Eo8+znHVSA@mail.gmail.com>  
Subject: **Re: Any items for tomorrow's agenda?**  
To: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: d33974027f2cbdb4c7182f77d85b8514

---

Hi Liz,

Are you able to pass along the second sheets invoice from Distinctive? I'd like to call for a shipping update and inquire about the lined cards.

Thank you,  
Joe

--  
Joseph Turk  
(b) (6)  
(b) (6) @vpbiden.org

On Mon, Apr 24, 2017 at 5:32 PM, Joe Turk (b) (6) @vpbiden.org> wrote:  
Of course! Thanks for the heads up.

On Mon, Apr 24, 2017 at 4:42 PM, Elizabeth Cain - BB <elizabeth.cain@gsa.gov> wrote:  
Thanks Joe,

I have a GSA Emerging Leader Program participant (GSA's entry level hire rotational program) shadowing me tomorrow. Is it ok if he shadows our meeting?

Thanks,

Liz Cain  
Work: 202-394-7915  
Cell: (b) (6)

General Services Administration  
Office of the Chief Financial Officer  
Office of Budget

On Mon, Apr 24, 2017 at 1:51 PM, Joe Turk (b) (6) @vpbiden.org> wrote:  
Hey Liz,

If we can go over the following items that would be great:

- General Budget Overview (staff salaries/benefits, adding an employee to replace Brian)
- Richard Ruffner reimbursements for mileage, tolls, and parking -- can our budget support this?
- Update on second sheets from Distinctive; ordering lined note cards from Distinctive
- Potential Brown Bag in May
- June move planning (how much notice is necessary before the move date?)

If I can think of anything else before tomorrow I'll be sure to update. Thanks for checking in.

Joe

On Mon, Apr 24, 2017 at 1:24 PM, Elizabeth Cain - BB <elizabeth.cain@gsa.gov> wrote:  
Hi Joe,

Working on the spend plan update and the agenda for tomorrow. Any items you want to discuss? Want to make sure I've got the info we'll need.

Thanks,

Liz Cain  
Work: 202-394-7915  
Cell: (b) (6)

General Services Administration  
Office of the Chief Financial Officer  
Office of Budget



From: Joe Turk (b) (6) @vpbiden.org  
Date: Thu, 18 May 2017 11:03:19 -0400  
Message-ID: <CAE1OtKUq\_sDy2wS-VJSHNyE0SrUO2oB5aBVO+g9zim4c9MY7iw@mail.gmail.com>  
Subject: **Re: Supply Order 5.17**  
To: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>  
Cc: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>, Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: d46e16d28de4a367fc3e32e27cfd4aec

---

Hi Cheryl,

Can we please add three of the below printer inks to our supply order?

[http://www.staples.com/Canon-PGI-35-Black-Ink-Cartridge-1509B002-/product\\_730039](http://www.staples.com/Canon-PGI-35-Black-Ink-Cartridge-1509B002-/product_730039)

Thanks so much.

Joe

--  
Joseph Turk  
(b) (6)  
(b) (6) @vpbiden.org

On Wed, May 17, 2017 at 12:09 PM, Joe Turk (b) (6) @vpbiden.org> wrote:  
Thanks Cheryl! Will do.

On Wed, May 17, 2017 at 12:09 PM, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov> wrote:  
Hi Joe,

I will take care of it. Regarding the stationary, just get the quote, funding has to be approved before spending, I will handle that as well.

Cheryl D Williams•Outgoing Transition  
Procurement & Supply Manager

On May 17, 2017 11:26 AM, "Joe Turk" (b) (6) @vpbiden.org> wrote:  
Good morning Cheryl,

Attached is a hefty supply order for our office. Below are links to the tabbed dividers and bubble wrap I requested:

<https://www.officesupply.com/office-supplies/binders-accessories/binder-accessories/copier-laser-inkjet-index-dividers/sparco-quick-index-numbered-dividers-with-table-contents-page/p63692.html>

<https://www.officesupply.com/office-supplies/mailling-shipping/packing-supplies/bubble-wraps/sealed-bubble-wrap/p71993.html?q=BUBBLE+WRAP>

Additionally, I will be ordering more stationary from Distinctive, and will CC you on the request. Please let me know if you have any questions.

Thank you,  
Joe

--  
Joseph Turk  
(b) (6)  
(b) (6) @vpbiden.org

--  
Joseph Turk  
(b) (6)  
(b) (6) @vpbiden.org



## Supply Order Form

Thank you for contacting Supply Management, below are tips that will assist you in placing your orders easily and efficiently.

Most office supply items are purchased from Office Depot, one of GSA's preferred FSSI providers.  
If there are preferred vendors, just let me know

Supply Management Lead: Cheryl D. Williams, 202-205-5869, cheryl.d.williams@gsa.gov

**Please note :** ALL orders must have funding approval by the GSA Funds Certifying Official prior to an order being placed. There may be times you submitted your order one day, and it does not get funding approval until a day or two later, please consider that in the timeliness of your delivery. Orders over \$300.00 need POC approval.

Requester Name: <b>JOE TURK</b>					Seat #: <b>11011</b>		Date: <b>1/22/2023</b>		<b>KUSH (Y/N) Please indicate when needed</b>
Item Description	Quantity	Price	Item Unit (i.e. ea, case)	Total Price					
WHITE TABBED DIVIDERS, NUMBERS 1-12	20		SET	\$0.00					
PAPER, 8.5X11, WHITE	2	\$38.26	CASE	\$76.52					
BINDER, .5 INCH, BLACK	5			\$0.00					
BINDER, 1 IN, BLACK	5	\$2.51	EACH	\$12.55					
BINDER, 2 IN, BLACK	5	\$4.00	EACH	\$20.00					
TAPE, PACKING 2" TRANSPARENT W/DISPENSER	3	11.25	EACH	\$33.75					
Sealed Air Bubble Wrap, 12" x 65 ft - 1/2" Thick	2		EACH	\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
				\$0.00					
				<b>Total</b>	<b>\$142.82</b>				

POC Signature: \_\_\_\_\_  
*Signature is required for orders over \$300 ONLY.*

From: Joe Turk (b) (6) @vpbiden.org>  
Date: Tue, 20 Jun 2017 11:38:09 -0400  
Message-ID: <CAE1OtKU19bHJCR+EqHem+PWUMC0Bw-NYZqGjtLB=Ku=1-HPfjg@mail.gmail.com>  
Subject: **Medlin Parking Reimbursement**  
To: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>, Elizabeth Cain - BB <elizabeth.cain@gsa.gov>  
Cc: Kristina Biddle (b) (6) @vpbiden.org>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: 66179e161225025df1e445897e78bdc3  
Attachments: Medlin Parking Reimbursement June.20.pdf

---

Hi Liz and Linden,

Thanks so much again for your help with the move today. Please extend our thanks to all at GSA who were involved.

Attached is Melinda's parking reimbursement form and receipts. Let me know if you need any edits or further information.

Thanks,  
Joe

--

Joseph Turk  
(b) (6)  
(b) (6) @vpbiden.org

---

## Embedded Attachments

(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

Medlin Parking Reimbursement June.20.pdf

6/20/2017

TO: Elizabeth Cain  
 Outgoing Presidential Transition Director  
 General Services Administration

FROM: Joseph Turk  
 Purchase Manager  
 Office of Former Vice President Biden, Outgoing Transition Office

REQUEST FOR REIMBURSEMENT-- DCA License INVOICE 302200, 302348, 302403, 302447, 302504, 302282, 302571, Transaction ID: 0D7ACEDE-A5ED-4B9F-B9D8-EAB5E0E39AFD

The Office of Former Vice President Biden is requesting reimbursement for the attached paid invoice. This purchase is necessary to support activities for the Office of the Former Vice President under the Presidential Transition Act, as amended, 3 U.S.C. 102 note.

**SUMMARY OF REQUESTED REIMBURSEMENT**

Below is a summary of the reimbursement amount requested and the goods or services purchased.

Amount	\$597.00
Short summary of goods or services purchased	Parking to wrap up affairs of FVP
Company / Payee to be reimbursed*	Melinda Medlin

\*Company/Payee must have active electronic funds transfer (EFT) documentation on file with GSA Finance in order to receive reimbursement

**SUPPORTING DOCUMENTATION**

Attached is the required documentation of the paid invoice to support reimbursement (check documentation type attached).

	Documentation Type Provided
X	Receipt of Payment document or Invoice Showing Paid Status from Vendor
	Original Invoice, stamped "paid" and signed and dated by purchase manager
	Original Invoice AND screenshot of transaction from bank account transaction list

OFFICE OF THE FORMER VICE PRESIDENT CERTIFICATION AND SIGNATURE

I certify that the invoice attached is complete and accurate. I certify that the Company / Payee to be reimbursed has made the payment for which reimbursement is requested. I certify that this purchase is necessary to support activities for the Office of the Former Vice President under the Presidential Transition Act, as amended, 3 U.S.C. 102 note.

(b) (6)

6/20/17

Name

Date

Joseph Turk  
Purchase Manager  
Office of Former Vice President Biden

GSA CERTIFICATION AND SIGNATURE (TO BE COMPLETED BY GSA AFTER RECEIPT)

I certify that funds are available for this reimbursement. I certify that the signatory above is an individual designated to represent Vice President Biden and his Transition Team for the coordination of GSA services.

Name

Date

Print name:  
Funds Certifying Official  
General Services Administration

1717 Penn Ave  
1717 Pennsylvania Avenue, NW  
Washington, DC 20006  
(202) 750-6349  
DCA License  
The garage closes at 7:00 PM

MEDLIN/MELINDA L

MASTERCARD

CARD# \*\*\*\*\* (b) (6)

ENTRY: CHIP

DATE 06-06-2017

TIME 08:33:26 AM

AMT \$ 17.80

TAX \$ 3.20

SALE \$ 21.00

APPROVED 97035T

APP NAME MasterCard  
AID A0000000041010  
ARQC 71429F8B1390697F

PARKING

TICKET# 302200

1717 Penn Ave  
1717 Pennsylvania Avenue, NW  
Washington, DC 20006  
(202) 750-6349  
DCA License  
The garage closes at 7:00 PM

MEDLIN/MELINDA L

MASTERCARD

CARD# \*\*\*\*\* (b) (6)

ENTRY: CHIP

DATE 06-09-2017

TIME 09:07:38 AM

AMT \$ 17.80

TAX \$ 3.20

SALE \$ 21.00

APPROVED 46609T

APP NAME MasterCard  
AID A0000000041010  
ARQC 3619F886C83698EF

PARKING

TICKET# 307

Customer's Copy

1717 Penn Ave  
1717 Pennsylvania Avenue, NW  
Washington, DC 20006  
(202) 750-6349  
DCA License  
The garage closes at 7:00 PM

MEDLIN/MELINDA L

MASTERCARD

CARD# \*\*\*\*\* (b) (6)

ENTRY: CHIP

DATE 06-08-2017

TIME 08:56:32 AM

AMT \$ 17.80

TAX \$ 3.20

SALE \$ 21.00

APPROVED 24221T

APP NAME MasterCard  
AID A0000000041010  
ARQC 930856D2C5A1F1FF

PARKING

TICKET# 302348

1717 Penn Ave  
1717 Pennsylvania Avenue, NW  
Washington, DC 20006  
(202) 750-6349  
DCA License  
The garage closes at 7:00 PM

MEDLIN/MELINDA L

MASTERCARD

CARD# \*\*\*\*\* (b) (6)

ENTRY: CHIP

DATE 06-12-2017

TIME 08:57:52 AM

AMT \$ 17.80

TAX \$ 3.20

SALE \$ 21.00

APPROVED 60460T

APP NAME MasterCard  
AID A0000000041010  
ARQC 17AC0DC1019F5C8C

PARKING

TICKET# 302447

Customer's Copy

1717 Penn Ave  
1717 Pennsylvania Avenue, NW  
Washington, DC 20006  
(202) 750-6349  
DCA License  
The garage closes at 7:00 PM

1717 Penn Ave  
1717 Pennsylvania Avenue, NW  
Washington, DC 20006  
(202) 750-6349  
DCA License  
The garage closes at 7:00 PM

MEDLIN/MELINDA L

MEDLIN/MELINDA L

MASTERCARD

CARD# \*\*\*\*\*(b) (6)

ENTRY: CHIP

DATE 06-13-2017

TIME 08:32:21 AM

AMT \$ 17.80

TAX \$ 3.20

SALE \$ 21.00

APPROVED 97571T

APP NAME MasterCard  
AID A0000000041010  
ARQC 306D6301D1A6EF4D

PARKING

TICKET# 302504

Customer's Copy

MASTERCARD

CARD# \*\*\*\*\*(b) (6)

ENTRY: CHIP

DATE 06-07-2017

TIME 09:11:41 AM

AMT \$ 17.80

TAX \$ 3.20

SALE \$ 21.00

APPROVED 94899T

APP NAME MasterCard  
AID A0000000041010  
ARQC 7B6B053C2920565F

PARKING

TICKET# 302282

Customer's Copy

1717 Penn Ave  
1717 Pennsylvania Avenue, NW  
Washington, DC 20006  
(202) 750-6349  
DCA License  
The garage closes at 7:00 PM

MEDLIN/MELINDA L

MASTERCARD

CARD# \*\*\*\*\*0710

ENTRY: CHIP

DATE 06-14-2017

TIME 09:04:10 AM

AMT \$ 17.80

TAX \$ 3.20

SALE \$ 21.00

APPROVED 83728T

APP NAME MasterCard

AID A0000000041010

ARQC 723780F9DDCCC676

**PARKING**                      **TICKET# 302571**

Customer's Copy





Hello MEDLIN, MELINDA,

We have received your one-time credit card payment for OP 1717 Penn, Inc..

Account Number: DC1000159

Amount: \$450.00

Payment Type: MC

Transaction ID: 0D7ACEDE-A5EB-4B9F-B9D8-EAB5E0E39AFD

Approval Code: 64542T

Thank you,  
One Parking

From: Kristina Biddle (b) (6) @vpbiden.org>  
Date: Fri, 21 Jul 2017 13:39:58 -0400  
Message-ID: <CAJAXY4qocnP\_-7X3qb2OyoW8CwEWgas9==GZ6v5geCrijXd9zog@mail.gmail.com>  
Subject: **Re: Reimbursement Form**  
To: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
Cc: Courtney Johnson - BR4B <courtney.d.johnson@gsa.gov>, John Geraghty - BG <john.geraghty@gsa.gov>, Elizabeth Cain - BB <elizabeth.cain@gsa.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: f1370e46564e8c8ae4588deac0897402

---

Hi all-

Yes both receipts are for bubble wrap used in yesterday's move. Thank you!

Kristina

On Fri, Jul 21, 2017 at 1:35 PM, Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov> wrote:  
Staples was Bubble Wrap, and I'm nearly positive CVS was the same (cushion wrap). These were used in their move.

Kristina, can you correct if I am incorrect?

Thank you,  
Linden

On Fri, Jul 21, 2017 at 1:24 PM, Courtney Johnson - BR4B <courtney.d.johnson@gsa.gov> wrote:  
Hey Linden,

I can't tell by the receipt what kind of supplies they are. Can you ask?

**Courtney D. Johnson**  
Budget Analyst  
Zone 4 Building Operations/Presidential Transitional Support Team  
U.S. General Services Administration  
1800 F Street, NW  
Washington, DC 20405  
Office: (202)-690-9182  
Mobile: (b) (6)

On Fri, Jul 21, 2017 at 1:22 PM, Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov> wrote:  
Another reimbursement request from OFVP. Still working on getting a signature for Joe's True Up.

Thanks!

Linden

PS: last day...

----- Forwarded message -----

From: Kristina Biddle (b) (6) @vpbiden.org>  
Date: Fri, Jul 21, 2017 at 1:17 PM  
Subject: Reimbursement Form  
To: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>, Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
Cc: Joe Turk (b) (6) @vpbiden.org>

Hey guys,

This is my final reimbursement form! Let me know if it's too late or if there are any issues. Thanks!

Kristina

--  
Best regards,  
Linden Dahlkemper  
White House Fellow  
General Services Administration  
[202-294-3548](tel:202-294-3548)

From: Joe Turk (b) (6) @vpbiden.org>  
Date: Mon, 24 Jul 2017 13:44:32 -0400  
Message-ID: <CAE1OtKXWPw+n-FEbZUS=MSR\_x+nXGWzPq=SfDdG=sQB\_ofKimQ@mail.gmail.com>  
Subject: **Re: Reimbursement form/true-up**  
To: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>  
Cc: Kathy Chung (b) (6) @vpbiden.org>, Elizabeth Cain - BB <elizabeth.cain@gsa.gov>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: f53ca6c4b79fad2097720ed3e18f1c31  
Attachments: TurkTravelReimbursementTrueUp-signed.pdf

---

Hi Linden,

Attached is the signed reimbursement. Thanks for taking care of this!

Joe

--

Joseph Turk  
(b) (6)  
(b) (6) @vpbiden.org

On Fri, Jul 21, 2017 at 1:03 PM, Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov> wrote:

Joe or Kathy,

Can you sign the attached True Up for Joe's reimbursement for travel expenses while assisting with the move last week? This form has the calculations for the mileage he drove.

Thank you,  
Linden

--

Best regards,  
Linden Dahlkemper  
White House Fellow  
General Services Administration  
[202-294-3548](tel:202-294-3548)

---

## Embedded Attachments

(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

TurkTravelReimbursementTrueUp-signed.pdf

March 16, 2017

TO: Joseph Turk  
Purchase Manager  
Office of Former Vice President Biden

FROM: Linden Dahlkemper  
Outgoing Transition Office  
General Services Administration

REQUEST FOR REIMBURSEMENT ADJUSTED AMOUNT SUMMARY

GSA has reviewed and determined the amount approved for these reimbursement requests. This summary will be attached to the original reimbursement request forms and loaded into GSA's financial system as part of the processing of the reimbursement request.

SUMMARY OF APPROVED AMOUNTS

Below is the invoice identifier, original reimbursement request, and GSA approved amount:

Invoice	Original Amount	Permissible Reimbursement	Note
Turk Travel Reimbursements	N/A	\$165.07	Reimbursement for 292 miles at the rate of \$0.535 plus two parking invoices
TOTAL		\$165.07	

OFFICE OF THE FORMER PRESIDENT CERTIFICATION AND SIGNATURE

I certify that the invoice attached is complete and accurate. I certify that the Company / Payee to be reimbursed has made the payment for which reimbursement is requested. I certify that this purchase is necessary to support activities for the Office of the Former President under the Presidential Transition Act, as amended, 3 U.S.C. 102 note.

(b) (6)

7/24/17

---

Name

Date

Joseph Turk  
Purchase Manager  
Office of Former Vice President Biden

GSA CERTIFICATION AND SIGNATURE (TO BE COMPLETED BY GSA AFTER RECEIPT)

I certify that funds are available for this reimbursement. I certify that the signatory above is an individual designated to represent President Obama and his Transition Team for the coordination of GSA services.

---

Name

Date

Print name: Courtney Johnson  
Funds Certifying Official  
General Services Administration

From: (b) (6) @provenmgmt.com" <(b) (6) @provenmgmt.com>  
To: Stephanie Carpenter <stephanie.carpenter@gsa.gov>  
CC: Lela Vandecar - 3QSAB <lela.vandecar@gsa.gov>, (b) (6) @provenmgmt.com" <(b) (6) @provenmgmt.com>, "linda.valdes@gsa.gov" <linda.valdes@gsa.gov>, (b) (6) @provenmgmt.com" <(b) (6) @provenmgmt.com>, Tonya Butler <tonya.butler@gsa.gov>  
Subject: **Re: PROVEN Management LLC Response to Request for Quotation- GSA Relocation and Installation**  
Date: Wed, 14 Dec 2016 21:50:09 +0000  
Message-ID: <86F6D41E-55C2-4559-9F23-B498CEA0A610@provenmgmt.com>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: cab0860edb0cd65bb93598694bfafcc4

---

Wonderful. Thank you

**About PROVEN Management, LLC:** Proven Management, LLC (PROVEN) is a leading Logistics Management and Project Controls consulting firm dedicated to helping our clients achieve success in their most critical missions. PROVEN is a SBA 8(a)/women/minority owned/ GSA schedule holder and MBE/MDOT Certified Firm. For more information please visit [www.provenmgmt.com](http://www.provenmgmt.com).

Best regards,  
Denita R. Conway  
President and CEO  
PROVEN Management, LLC (2015 American Express Open Woman Contractor of the Year)  
[www.provenmgmt.com](http://www.provenmgmt.com)  
301-565-9013

On Dec 14, 2016, at 4:46 PM, Stephanie Carpenter <[stephanie.carpenter@gsa.gov](mailto:stephanie.carpenter@gsa.gov)> wrote:

No worries! I will send out an invite in the morning.

On Wed, Dec 14, 2016 at 4:32 PM, (b) (6) @provenmgmt.com <(b) (6) @provenmgmt.com> wrote:  
Ms. Stephanie,

We can't wait. Thank you for your quick email return. Do you want me to send a meeting maker?

**About PROVEN Management, LLC:** Proven Management, LLC (PROVEN) is a leading Logistics Management and Project Controls consulting firm dedicated to helping our clients achieve success in their most critical missions. PROVEN is a SBA 8(a)/women/minority owned/ GSA schedule holder and MBE/MDOT Certified Firm. For more information please visit [www.provenmgmt.com](http://www.provenmgmt.com).

Best regards,  
Denita R. Conway  
President and CEO  
PROVEN Management, LLC (2015 American Express Open Woman Contractor of the Year)  
[www.provenmgmt.com](http://www.provenmgmt.com)  
[301-565-9013](tel:301-565-9013)

On Dec 14, 2016, at 4:25 PM, Stephanie Carpenter <[stephanie.carpenter@gsa.gov](mailto:stephanie.carpenter@gsa.gov)> wrote:

Mrs. Conway,

Again CONGRATS on winning the Move Services contract as we are eager to meet with you to discuss upcoming requirements and expectations surrounding this project.

Looking at our calendars, the GSA team would be available to host a Kick-Off Meeting on Tuesday, December 20th at 2pm.

Would that work for you?

Stephanie C.

On Wed, Dec 14, 2016 at 4:02 PM, (b) (6) @provenmgmt.com <(b) (6) @provenmgmt.com> wrote:  
Good afternoon,

This is wonderful news. We are excited to be your partner. I will sign the document and get it to you today.

**About PROVEN Management, LLC:** Proven Management, LLC (PROVEN) is a leading Logistics Management and Project Controls consulting firm dedicated to helping our clients achieve success in their most critical missions. PROVEN is a SBA 8(a)/women/minority owned/ GSA schedule holder and MBE/MDOT Certified Firm. For more information please visit [www.provenmgmt.com](http://www.provenmgmt.com).

Best regards,  
Denita R. Conway  
President and CEO  
PROVEN Management, LLC (2015 American Express Open Woman Contractor of the Year)  
[www.provenmgmt.com](http://www.provenmgmt.com)  
[301-565-9013](tel:301-565-9013)

On Dec 14, 2016, at 3:19 PM, Lela Vandecar - 3QSAB <[lela.vandecar@gsa.gov](mailto:lela.vandecar@gsa.gov)> wrote:

Ms. Penn-Diallo! Congratulations! PROVEN Management, LLC, has won the Award for the BPA for the Presidential Inaugural Committee and Presidential Transition Team.

Please find below the BPA document that requires a signature and return to me.

Also, I have checked with our IT Solutions Shop (ITSS) where task orders/purchase orders originate and found that PROVEN Management's contract number, GS-03F-114DA, needs to be registered and approved. Please do that as soon as you can.

Also, Stephanie Price will be getting in touch with you for an immediate meeting either virtual or in person at her discretion.

Thank you for your interest in this acquisition process. Congratulations, again!

Lela Vandecar, Contracting Officer  
GSA/Federal Acquisition Service  
Integrated Workplace Acquisition Center (3QSAC)  
1800 F Street, NW  
Washington, DC 20405

[703-605-0550](tel:703-605-0550)

On Tue, Dec 13, 2016 at 8:51 AM, [\(b\) \(6\)@provenmgmt.com](mailto:(b) (6)@provenmgmt.com) <[\(b\) \(6\)@provenmgmt.com](mailto:(b) (6)@provenmgmt.com)> wrote:

Greetings,

PROVEN Management LLC is please to submit the attached proposal to the General Services Administration in Support of the Presidential Inaugural Committee and Presidential Transition Team.

PROVEN is an Hubzone, 8a, woman owned-minority owned firm headquartered in in Washington, DC.

We thank you in advance for the opportunity to submit our proposal and capabilities to your agency and look forward to working with GSA in the near future.

Regards,

Cecilia Penn-Diallo

**About PROVEN Management, LLC:** PROVEN Management, LLC (PROVEN) is a leading Logistics Management and Project Controls consulting firm dedicated to helping our clients achieve success in their most critical missions. PROVEN is a SBA 8(a)/women/minority owned/ and MBE/MDOT Certified Firm. For more information please visit [www.provenmgmt.com](http://www.provenmgmt.com).

*Transforming Problems Into Solutions.....*

Cecilia Penn-Diallo, Director  
PROVEN Management, LLC  
[\(b\) \(6\)](tel:(b) (6)) (Mobile)

<BPA for PROVEN Mgmt.pdf>

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Stephanie P. Carpenter  
Executive Officer (FAS)  
Presidential Transition Support Team  
U.S.General Services Administration  
1800 F Street, NW  
Washington, DC 20405  
[\(703\)801-1190](tel:7038011190)  
[stephanie.carpenter@gsa.gov](mailto:stephanie.carpenter@gsa.gov)  
[www.gsa.gov](http://www.gsa.gov)

--

Stephanie P. Carpenter  
Executive Officer (FAS)  
Presidential Transition Support Team  
U.S.General Services Administration  
1800 F Street, NW  
Washington, DC 20405  
(703)801-1190  
[stephanie.carpenter@gsa.gov](mailto:stephanie.carpenter@gsa.gov)  
[www.gsa.gov](http://www.gsa.gov)



From: (b) (6) @provenmgmt.com" (b) (6) @provenmgmt.com">  
To: Shannon Stanford - 3PQCB <shannon.stanford@gsa.gov>  
CC: John Geraghty - BG <john.geraghty@gsa.gov>, Courtney Johnson - BR4B <courtney.d.johnson@gsa.gov>, (b) (6) @provenmgmt.com" (b) (6) @provenmgmt.com">  
Subject: **RE: Purchase Order Number GS-03-P-17-AZ-P-0015 - Long Distance Move Services, Modification PS01**  
Date: Tue, 20 Jun 2017 15:14:01 +0000  
Message-ID: <BLUPR19MB01006735902F0EF1BF5D3E6EC0C50@BLUPR19MB0100.namprd19.prod.outlook.com>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: a0fc5a47b06f83e8a17b1786c322428c  
Attachments: 0198\_001.pdf

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Hello,

Please see attached.

Thanks  
Cecilia

**From:** Shannon Stanford - 3PQCB [mailto:shannon.stanford@gsa.gov]  
**Sent:** Tuesday, June 20, 2017 9:23 AM  
**To:** (b) (6) @provenmgmt.com  
**Cc:** John Geraghty - BG <john.geraghty@gsa.gov>; Courtney Johnson - BR4B <courtney.d.johnson@gsa.gov>  
**Subject:** Purchase Order Number GS-03-P-17-AZ-P-0015 - Long Distance Move Services, Modification PS01

Cecilia -

Please see the attached draft modification PS01. Please provide your signature/date, and return back to me via email.

Please let me know should you have any questions.

Thanks,  
Shannon

Shannon K. Stanford  
Contracting Officer  
General Services Administration  
Public Buildings Service  
100 S. Independence Mall West  
Philadelphia, PA 19106  
Phone: 215.446.5058  
Fax: 215.829.2758  
[shannon.stanford@gsa.gov](mailto:shannon.stanford@gsa.gov)

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## Embedded Attachments

(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

0198\_001.pdf

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE OF PAGES 1   5
2. AMENDMENT/MODIFICATION NO. PS01	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO. EQBBF-17-0012	5. PROJECT NO. (If applicable)	
6. ISSUED BY GSA CONTRACTS OPERATIONS BRANCH - MARYLAND SECTION 100 S. INDEPENDENCE MALL WEST PHILADELPHIA, PA 19106	CODE 3PQCB	7. ADMINISTERED BY (If other than Item 6) GSA CONTRACTS OPERATIONS BRANCH - MARYLAND SECTION 100 S. INDEPENDENCE MALL WEST PHILADELPHIA, PA 19106	CODE 3PQCB	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) PROVEN MANAGEMENT LLC 440 FIRST STREET NW SUITE 740 WASHINGTON, DC 20001 DUNS: 827429635 Cage Code: 57CZ0			(X) 9A. AMENDMENT OF SOLICITATION NO.	
CODE				9B. DATED (SEE ITEM 11)
FACILITY CODE				10A. MODIFICATION OF CONTRACT/ORDER NO. GS-03-P-17-AZ-P-0015
			(X) 10B. DATED (SEE ITEM 13)	Jun 9, 2017

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:  
 (a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Modification Obligation Amount: \$0.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.  
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <b>FAR 52.243-1 Alternate IV, Changes – Fixed-Price</b>
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor  is not,  is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See Attached

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) <i>Cecilia Penn D'Allo, VP</i>	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Shannon Stanford, Contracting Officer
15B. CONTRACT NO. <b>(b) (6)</b>	15C. DATE SIGNED <i>6-20-17</i>
(Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)
	16C. DATE SIGNED

From: (b) (6) @provenmgmt.com\* (b) (6) @provenmgmt.com>  
To: MaryAnne Potok - 3PQCB <maryanne.potok@gsa.gov>  
Subject: **Re: Long Distance Move Serves**  
Date: Thu, 13 Jul 2017 00:48:35 +0000  
Message-ID: <C13F4CE5-7E55-43F4-9624-F4E4041C6504@provenmgmt.com>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: 815d71363f18337318e7a65eb097550f

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Thank you.

About PROVEN Management, LLC: PROVEN Management, LLC (PROVEN) is a leading Logistics Management and Project Controls consulting firm dedicated to helping our clients achieve success in their most critical missions. PROVEN is a Hubzone-SBA 8(a)/women/minority owned/ and MBE/MDOT Certified Firm. For more information please visit [www.provenmgmt.com](http://www.provenmgmt.com)

Transforming Problems Into Solutions.....

Cecilia Penn-Diallo, Vice President  
PROVEN Management, LLC  
(b) (6) (Mobile)

On Jul 12, 2017, at 7:44 PM, MaryAnne Potok - 3PQCB <[maryanne.potok@gsa.gov](mailto:maryanne.potok@gsa.gov)> wrote:

Good evening Cecilia,

My name is MaryAnne Potok, Contracting Officer in Region 3. I am hereby giving you authority to proceed with additional services for the stair carry in the amount of \$3,011.94. If you have any questions, feel free to contact me @ 215-287-9778.

MaryAnne Potok  
Contracting Officer  
PBS, Mid-Atlantic Region

Sent from my iPhone

From: Cecilia Penn-Diallo (b) (6) @provenmgmt.com>  
To: Shannon Stanford - 3PQCB <[shannon.stanford@gsa.gov](mailto:shannon.stanford@gsa.gov)>  
CC: John Geraghty - BG <[john.geraghty@gsa.gov](mailto:john.geraghty@gsa.gov)>, Courtney Johnson - BR4B <[courtney.d.johnson@gsa.gov](mailto:courtney.d.johnson@gsa.gov)>  
Subject: **RE: Purchase Order Number GS-03-P-17-AZ-P-0015 - Long Distance Move Services, Modification PS02**  
Date: Mon, 24 Jul 2017 15:38:44 +0000  
Message-ID: <BLUPR19MB0100452F2B218633ABAC97ABC0BB0@BLUPR19MB0100.namprd19.prod.outlook.com>  
X-Source-Folder: (b) (6)  
X-Email-Hash-MD5: 0001e3655ccf7d1425fc7a8dee979f10  
Attachments: 0239\_001.pdf

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Good Morning,

Please see attached. Thanks!

**From:** Shannon Stanford - 3PQCB [mailto:[shannon.stanford@gsa.gov](mailto:shannon.stanford@gsa.gov)]  
**Sent:** Monday, July 24, 2017 10:06 AM  
**To:** Cecilia Penn-Diallo (b) (6) @provenmgmt.com>  
**Cc:** John Geraghty - BG <[john.geraghty@gsa.gov](mailto:john.geraghty@gsa.gov)>; Courtney Johnson - BR4B <[courtney.d.johnson@gsa.gov](mailto:courtney.d.johnson@gsa.gov)>  
**Subject:** Re: Purchase Order Number GS-03-P-17-AZ-P-0015 - Long Distance Move Services, Modification PS02

Cecilia -

I just wanted to follow-up with you regarding the below email.

Thanks,  
Shannon

Shannon K. Stanford  
Contracting Officer  
General Services Administration  
Public Buildings Service  
100 S. Independence Mall West  
Philadelphia, PA 19106  
Phone: 215.446.5058  
Fax: 215.829.2758  
[shannon.stanford@gsa.gov](mailto:shannon.stanford@gsa.gov)

On Tue, Jul 18, 2017 at 11:26 AM, Shannon Stanford - 3PQCB <[shannon.stanford@gsa.gov](mailto:shannon.stanford@gsa.gov)> wrote:

Cecilia -

Please see the attached draft modification PS02. Please provide your signature/date, and return back to me via email.

Please let me know should you have any questions.

Thanks,  
Shannon

Shannon K. Stanford  
Contracting Officer  
General Services Administration  
Public Buildings Service  
100 S. Independence Mall West  
Philadelphia, PA 19106  
Phone: [215.446.5058](tel:215.446.5058)  
Fax: [215.829.2758](tel:215.829.2758)  
[shannon.stanford@gsa.gov](mailto:shannon.stanford@gsa.gov)

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## Embedded Attachments

(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

0239\_001.pdf

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE OF PAGES 1   6
2. AMENDMENT/MODIFICATION NO. PS02	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO. EQBBF-17-0012	5. PROJECT NO. (If applicable)	
6. ISSUED BY GSA CONTRACTS OPERATIONS BRANCH - MARYLAND SECTION 100 S. INDEPENDENCE MALL WEST PHILADELPHIA, PA 19106	CODE 3PQCB	7. ADMINISTERED BY (If other than Item 6) GSA CONTRACTS OPERATIONS BRANCH - MARYLAND SECTION 100 S. INDEPENDENCE MALL WEST PHILADELPHIA, PA 19106		CODE 3PQCB
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) PROVEN MANAGEMENT LLC 440 FIRST STREET NW SUITE 740 WASHINGTON, DC 20001 DUNS: 827429635 Cage Code: 57CZ0			(X) 9A. AMENDMENT OF SOLICITATION NO.	
			<input type="checkbox"/> 9B. DATED (SEE ITEM 11)	
			(X) 10A. MODIFICATION OF CONTRACT/ORDER NO. GS-03-P-17-AZ-P-0015	
			10B. DATED (SEE ITEM 13) Jun 9, 2017	
CODE	FACILITY CODE			

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(a) By completing items 8 and 15, and returning \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

Modification Obligation Amount: \$3,011.94

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: <b>FAR 52.243-1 Alternate IV, Changes - Fixed Price and by Mutual Agreement of the Contracting Parties</b>
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

**E. IMPORTANT:** Contractor  is not,  is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See Attached

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) <i>Denita R. Comuef</i>	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Shannon Stanford, Contracting Officer
15B. CONTRACTOR/OFFEROR <b>(b) (6)</b>	15C. DATE SIGNED 7-18-17
16B. UNITED STATES OF AMERICA	16C. DATE SIGNED <i>(Signature of Contracting Officer)</i>

NSN  
Prev