Hey Linden,

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

Thank you,

Marylee
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 EE0B 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" @ovp.eop.gov
To: "Turk, Joseph M. EOP/OVP" @ovp.eop.gov>, "Keller, Marylee M. EOP/OVP" @ovp.eop.gov>, "Scanlon, John C. EOP/OVP" @ovp.eop.gov>, "Billings, Susanna S. EOP/WHO (Intern)" @who.eop.gov>, "Murren, Jack H. EOP/WHO (Intern)" @who.eop.gov>, "Amin, Faisal EOP/OVP" @ovp.eop.gov>, "Demers, Kaitlyn H. EOP/OVP" @ovp.eop.gov
CC: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>, "Martin, Marques J. EOP/OVP" @ovp.eop.gov>, "Myers, Louis F. EOP/OVP" @ovp.eop.gov>, "Billings, Susanna S. EOP/WHO (Intern)" @who.eop.gov>, "Murren, Jack H. EOP/WHO (Intern)" @who.eop.gov>, "Amin, Faisal EOP/OVP" @ovp.eop.gov>, "Demers, Kaitlyn H. EOP/OVP" @ovp.eop.gov
Subject: Re: Chain - Moving Items to GSA
Date: Mon, 9 Jan 2017 16:46:20 +0000

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

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 AM
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 AM
> > 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
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; Owners, Kaitlyn H. EOP/OVP
Subject: Re: Chain - Moving Items to GSA

Loading last load

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; 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; Owners, Kaitlyn H. EOP/OVP
Subject: Re: Chain - Moving Items to GSA

Coming down with cart to loading dock

Joe Turk
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; Owners, 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; Owners, Kaitlyn H. EOP/OVP
Subject: Re: Chain - Moving Items to GSA

Here in lobby!

Sent from my iPhone

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> > > 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; Owners, 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.

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

Thanks!
Marylee

>> 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.

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

Thanks!
Marylee

>>
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

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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

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> > > 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
> > >
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
 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 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
Cc: Linden Dahlkemper - AC <linden.dahlkemper@gsa.gov>; Keller, Marylee M. EOP/OVP @ovp.eop.gov; Amin, Faisal EOP/OVP @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

Cell: 202-394-7915
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 @ovp.eop.gov; Keller, Marylee M. EOP/OVP @ovp.eop.gov; Amin, Faisal EOP/OVP @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 > wrote:

Hi Susanna,

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.

Thanks,
Liz Cain
Work: 202-394-7915 <tel:(202)%20394-7915>
Cell: <tel: >

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

On Sat, Jan 7, 2017 at 4:00 PM, FN-OVP-Scheduling @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 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
Best regards,
Linden Dahlkemper
White House Fellow
General Services Administration
202-294-3548
Thanks for the heads up! Roger will head to the lobby to bring them up.

Sent from my iPhone
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: (202) 456-6789
> > > Office: (202) 456-7890
> > > ***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 (202) 456-1234 or by emailing <transportation@ovp.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
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
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> 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); Murren, Jack H. EOP/WHO (Intern); Amin, Faisal EOP/OVP; Demers, Kaitlyn H. EOP/OVP
> Subject: Re: Chain - Moving Items to GSA
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> Subject: Re: Chain - Moving Items to GSA
> > > Here in lobby!
> > Original Message
> From: Keller, Marylee M. EOP/OVP
> Sent: Monday, January 9, 2017 11:48 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
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> > > GSA team is at 1717 with the dolly!
> > > Thanks,
> > LC
> > 202-394-7915
> > >> 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.
> >> >> Original Message
> >> From: Keller, Marylee M. EOP/OVP
> >> 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
> >> >> 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
> >> >>
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 @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
<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Last Name</th>
<th>Salary (Annual)</th>
<th>Effective Action Date (ex: start date )</th>
<th>Title (position) Traditionally &quot;Transition Staff Member&quot;</th>
<th>Office</th>
<th>Duty Station (City, State)</th>
<th>Current Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anthony</td>
<td>Rene</td>
<td>Bernal</td>
<td>$ 150,000</td>
<td>1/21/2017</td>
<td>Transition Staff Member</td>
<td>Outgoing Transition Office of Former Vice President Biden</td>
<td>Washington, DC</td>
<td>EOP</td>
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<td>Kathy</td>
<td>S Chung</td>
<td>Chung</td>
<td>$ 130,000</td>
<td>1/20/2017</td>
<td>Transition Staff Member</td>
<td>Outgoing Transition Office of Former Vice President Biden</td>
<td>Washington, DC</td>
<td>Senate</td>
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<tr>
<td>Richard</td>
<td>Brian</td>
<td>Ruffner</td>
<td>$ 70,000</td>
<td>1/21/2017</td>
<td>Transition Staff Member</td>
<td>Outgoing Transition Office of Former Vice President Biden</td>
<td>Washington, DC</td>
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<tr>
<td>Anne</td>
<td>Marie</td>
<td>Muldoon</td>
<td>$ 70,000</td>
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<td>Transition Staff Member</td>
<td>Outgoing Transition Office of Former Vice President Biden</td>
<td>Washington, DC</td>
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<td>Brian</td>
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<td>$ 114,000</td>
<td>1/21/2017</td>
<td>Transition Staff Member</td>
<td>Outgoing Transition Office of Former Vice President Biden</td>
<td>Washington, DC</td>
<td>EOP - WHO</td>
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<tr>
<td>Steven</td>
<td>J Ricchetti</td>
<td></td>
<td>N/A</td>
<td>1/21/2017</td>
<td>Transition Staff Member (unpaid)</td>
<td>Outgoing Transition Office of Former Vice President Biden</td>
<td>Washington, DC</td>
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<tr>
<td>Antony</td>
<td>John</td>
<td>Blinken</td>
<td>N/A</td>
<td>1/21/2017</td>
<td>Transition Staff Member (unpaid)</td>
<td>Outgoing Transition Office of Former Vice President Biden</td>
<td>Washington, DC</td>
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<tr>
<td>Michael</td>
<td>Christopher</td>
<td>Donilon</td>
<td>N/A</td>
<td>1/21/2017</td>
<td>Transition Staff Member (unpaid)</td>
<td>Outgoing Transition Office of Former Vice President Biden</td>
<td>Washington, DC</td>
<td></td>
</tr>
<tr>
<td>First Name</td>
<td>Middle Name</td>
<td>Last Name</td>
<td>Form 1151 (Direct Deposit Sign-Up)</td>
<td>Form W-4 (IRS Tax Withholding Form)</td>
<td>State/Local Tax Withholding Form</td>
<td>Form 1152 (Designation of Beneficiary)</td>
<td>SF 75 (health insurance, life insurance, TSP)</td>
<td>Form I-9 (Employee Eligibility Verification)</td>
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<td>Can be completed by Employee</td>
<td>Can be completed by HR POC at EOP or Senate</td>
<td>Can be pre-filled by employee but must be reviewed in person by HR</td>
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</tbody>
</table>
Accepted: Invitation: 1717 Penn Move @ Fri Jan 13, 2017 1:15pm - 2:15pm (EST)
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, @ovp.eop.gov, @ovp.eop.gov, @ovp.eop.gov
Cc: roger.perrault@gsa.gov
Subject: Invitation: 1717 Penn Move @ Fri Jan 13, 2017 1:15pm - 2:15pm (elizabeth.cain@gsa.gov)

1717 Penn Move
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
• @ovp.eop.gov
• @ovp.eop.gov
• @ovp.eop.gov
• elizabeth.cain@gsa.gov
• @ovp.eop.gov
• roger.perrault@gsa.gov - optional
Going? Yes

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.

Invitation from Google Calendar

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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
Moving downstairs to load vehicle!

-----Original Message-----
From: Keller, Marylee M. EOP/OVP  
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
(desk) | (cell)
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:

Linden,

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

Thank you!

AM

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:

Hi Linden and Marylee,

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?

Thank you,

AM

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

Hi Linden,

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 Dahlkenper - AC [mailto:linden.dahlkenper@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 Dahlkenper - 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
(desk) | (cell)

---

Best regards,
Linden Dahlkenper

White House Fellow
General Services Administration
202-294-3548

---

Best regards,
Linden Dahlkenper
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
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
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/Naseem/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
> (desk) | (cell)
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 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)

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 AM
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
> 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; 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
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 Dahlkeper - 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
(6) (desk) | (cell)
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: Keller, Marylee M. EOP/OVP
Sent: Wednesday, January 18, 2017 10:50
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)

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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
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Sent from my iPhone

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>> Thanks all!
>>
>> Marylee Keller
>> Office of the Vice President

>> [br] (desk) | [br] (cell)
Final load departing West Exec

**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 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 10:49 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 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 10:49 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 en route!

**Original Message**
From: Linden Dahlkemper - AC
Sent: Wednesday, January 18, 2017 10:35 AM
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
> 
> 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: Keller, Marylee M. EOP/OVP
> 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
> >> (desk) | (cell)
Final load has arrived at 1717 Penn!

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: Keller, Marylee M. EOP/OVP
Sent: Wednesday, January 18, 2017 10:50
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)

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:
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> 
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>> 
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>> 
>> Thanks all!
>> 
>> Marylee Keller
>> Office of the Vice President
> 
> (desk) | (cell)
Hold for VP Team Move

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)
Who
• elizabeth.cain@gsa.gov - organizer
• @ovp.eop.gov
• linden.dahlkemper@gsa.gov
• @ovp.eop.gov
• @ovp.eop.gov
• @ovp.eop.gov
Going? Yes - Maybe - No - more options »

Invitation from Google Calendar
You are receiving this courtesy email at the account @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:n3m16hplhq8s40qs8uhov1haj8@google.com
ATTENDEE;CUTYPE=INDIVIDUAL;ROLE=REQ-PARTICIPANT;PARTSTAT=NEEDS-ACTION;RSVP=TRUE;CN=@ovp.eop.gov;X-NUM-GUESTS=0:mailto: @ovp.eop.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=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=elizabeth.cain@gsa.gov;X-NUM-GUESTS=0;mailto: elizabeth.cain@gsa.gov
CREATED:20170119T162257Z
DESCRIPTION: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
View your event at https://www.google.com/calendar/event?action=VIEW&id=bjNtMTZocGxocThzNDBxczh1aG92MWhhajggY3ludGhpYV9yX2Jlcm5zdGVpbkBvdnAuZW9wLmdvdg&tok=MjIjZWxpemFiZXRoLmNhaW5AZ3NhLmdvdmMzNGI0ZmVkYzk4NmVlMzE0ZDM4MWM0ODUzZDliNDQxMGRkOGYyMTk&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
Absolutely, just clarifying.

On Thu, Jan 19, 2017 at 11:57 AM, Amin, Faisal EOP/OVP @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 <linden.dahlkemper@gsa.gov>
Date: Thu, 19 Jan 2017 12:05:20 -0500
Message-ID: <CAEHMmm3NN7gry+9kEAndMtp5HaGk2dvvaxe8fJLOY1O25jSeIZAZwv@mail.gmail.com>
Subject: Re: Accepted: Invitation: Hold for VP Team Move @ Thu Jan 19, 2017 4pm - 5pm (EST) ( @ovp.eop.gov)
To: Faisal, EOP/OVP @ovp.eop.gov
Cc: elizabeth.cain@gsa.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 @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

--

Best regards,

Linden Dahlkemper
White House Fellow
General Services Administration
202-294-3548
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 exchanges. 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
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: 703-789-8640
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: Tuesday, January 10, 2017 6:25 PM
To: Amin, Faisal EOP/OVP >
Cc: Keller, Marylee M. EOP/OVP >; 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 Riccobetti
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
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,
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White House Fellow
General Services Administration
202-294-3548
From: "Amin, Faisal EOP/OVP" <ovp.eop.gov>
To: Elizabeth Cain - BB <elizabeth.cain@gsa.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: 
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:
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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?

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Antony J Blinken
Michael C Donilon

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Kathy Chung
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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.
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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
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 [redacted] 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 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

--

Best regards,
Linden Dahlkemper
White House Fellow
General Services Administration
202-294-3548
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
Hi! + Naseem 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
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 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

On Feb 16, 2017, at 11:28 AM, Elizabeth Cain - BB wrote:
We are available at 4:30 to help!

Do you think we will need the cart?

Thanks,

Liz Cain

On Thu, Feb 16, 2017 at 11:27 AM, Joe Turk 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

On Thu, Feb 16, 2017 at 11:13 AM, Amin, Faisal EOP/OVP wrote:

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

Faisal Amin
From: "Amin, Faisal EOP/OVP" @oa.eop.gov
To: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
CC: Joe Turk @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

Extremely well drawn. We will meet you there.

Faisal Amin
@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: 202-946-5065

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

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@oa.eop.gov

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Cell: 202-946-5065

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

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Joe

--

Joseph Turk
@vpbiden.org

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Faisal Amin
@oa.eop.gov
Embedded Attachments
(Double-click paper clip to extract file. Requires Adobe Acrobat Reader)

image[2].png
We're here!

Faisal Amin
@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
@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
@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
@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?

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@oa.eop.gov

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Liz Cain
Work: 202-394-7915>
Cell: 202-394-7916>
General Services Administration
Office of the Chief Financial Officer
Office of Budget

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@oa.eop.gov

>>>>
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Do you think we will need the cart?

Thanks,
Liz Cain
Work: 202-401-7915
Cell: 

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

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Thanks,
Joe

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@vpbiden.org

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Faisal Amin
@oa.eop.gov

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

--
Joseph Turk
@vpbiden.org
Sorry. We made it early.

Faisal Amin
@oa.eop.gov

On Feb 16, 2017, at 5:03 PM, Joe Turk > wrote:
Copy, I'll come down in a few minutes.

On Thu, 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.

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Liz Cain
Work: 202-394-7915
Cell: 202-394-7915

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

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We are available at 4:30 to help!

Do you think we will need the cart?

Thanks,

Liz Cain
Work: 202-394-7915
Cell: 410-318-8888

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

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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?

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@oa.eop.gov

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

--
Joseph Turk
@vpbiden.org

--
Joseph Turk
@vpbiden.org
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
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
@vpbiden.org

On Mon, Apr 24, 2017 at 5:32 PM, Joe Turk @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: [redacted]

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

On Mon, Apr 24, 2017 at 1:51 PM, Joe Turk @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: [redacted]

General Services Administration
Office of the Chief Financial Officer
Office of Budget
Hi Cheryl,

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


Thanks so much.

Joe

--
Joseph Turk
@vpbiden.org

On Wed, May 17, 2017 at 12:09 PM, Joe Turk @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" @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:


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
@vpbiden.org

--
Joseph Turk
@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.

---

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Price</th>
<th>Item Unit (i.e. ea, case)</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>WHITE TABBED DIVIDERS, NUMBERS 1-12</td>
<td>20</td>
<td></td>
<td>SET</td>
<td>$76.52</td>
</tr>
<tr>
<td>PAPER, 8.5X11, WHITE</td>
<td>2</td>
<td>$38.26</td>
<td>CASE</td>
<td>$76.52</td>
</tr>
<tr>
<td>BINDER, .5 INCH, BLACK</td>
<td>5</td>
<td></td>
<td>EACH</td>
<td>$12.55</td>
</tr>
<tr>
<td>BINDER, 1 IN, BLACK</td>
<td>5</td>
<td>$2.51</td>
<td>EACH</td>
<td>$12.55</td>
</tr>
<tr>
<td>BINDER, 2 IN, BLACK</td>
<td>5</td>
<td>$4.00</td>
<td>EACH</td>
<td>$20.00</td>
</tr>
<tr>
<td>TAPE, PACKING 2&quot; TRANSPARENT W/DISPENSER</td>
<td>3</td>
<td>11.25</td>
<td>EACH</td>
<td>$33.75</td>
</tr>
<tr>
<td>Sealed Air Bubble Wrap, 12&quot; x 65 ft - 1/2&quot; Thick</td>
<td>2</td>
<td></td>
<td>EACH</td>
<td>$0.00</td>
</tr>
<tr>
<td>Sealed Air Bubble Wrap, 9&quot; x 48 ft - 1/2&quot; thick</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Sealed Air Bubble Wrap, 3&quot; x 40 ft - 1/2&quot; thick</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Sealed Air Bubble Wrap, 2&quot; x 30 ft - 1/2&quot; thick</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Sealed Air Bubble Wrap, 1&quot; x 20 ft - 1/2&quot; thick</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Total** $142.82

POC Signature: ____________________________

*Signature is required for orders over $300 ONLY.*
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
@vpbiden.org
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.

<table>
<thead>
<tr>
<th>Amount</th>
<th>$597.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Short summary of goods or services purchased</td>
<td>Parking to wrap up affairs of FVP</td>
</tr>
<tr>
<td>Company / Payee to be reimbursed*</td>
<td>Melinda Medlin</td>
</tr>
</tbody>
</table>

*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).

<table>
<thead>
<tr>
<th>Documentation Type Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Receipt of Payment document or Invoice Showing Paid Status from Vendor</td>
</tr>
<tr>
<td>Original Invoice, stamped &quot;paid&quot; and signed and dated by purchase manager</td>
</tr>
<tr>
<td>Original Invoice AND screenshot of transaction from bank account transaction list</td>
</tr>
</tbody>
</table>
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: 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

MELDIN/MELINDA L

MASTER CARD
CARD# ***********
ENTRY: CHIP

DATE 06-13-2017
TIME 08:32:21 AM

AMT $ 17.80
TAX $ 3.20
SALE $ 21.00

APPROVED 975711

APP NAME MasterCard
AID A000000041010
AROC 30663010186EF40

PARKING / TICKET# 302504

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

MELDIN/MELINDA L

MASTER CARD
CARD# ***********
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 A000000041010
AROC 76605302926056F

PARKING / TICKET# 302282

Customer's Copy
1717 Penn Ave
1717 Pennsylvania Avenue, NW
Washington, DC 20006
(202) 759-6349
DCA License
The garage closes at 7:00 PM

MELINDA MELINDA L

MASTER CARD
CARD # **********
ENTRY: CHIP

DATE 06-14-2017
TIME 09:04:10 AM

AMT $ 17.60
TAX $ 3.20
SALE $ 21.00

APPROVED 887288

APP NAME MasterCard
AID A00000000041010
ARQC 72376698900CCG676

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
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: 202-294-3548

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 <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 <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
Hi Linden,

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

Joe

--
Joseph Turk

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

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:

<table>
<thead>
<tr>
<th>Invoice</th>
<th>Original Amount</th>
<th>Permissible Reimbursement</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Turk Travel Reimbursements</td>
<td>N/A</td>
<td>$165.07</td>
<td>Reimbursement for 292 miles at the rate of $0.535 plus two parking invoices</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td>$165.07</td>
<td></td>
</tr>
</tbody>
</table>

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
Joseph Turk
Page 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.

Print name: Courtney Johnson
Funds Certifying Official
General Services Administration
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.

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

On Dec 14, 2016, at 4:46 PM, Stephanie Carpenter <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, <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.

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

On Dec 14, 2016, at 4:25 PM, Stephanie Carpenter <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, <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.
On Dec 14, 2016, at 3:19 PM, Lela Vandecar - 3QSAB <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

On Tue, Dec 13, 2016 at 8:51 AM @provenmgmt.com @provenmgmt.com@provenmgmt.com@provenmgmt.com@provenmgmt.com@provenmgmt.com@provenmgmt.com@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.

Transforming Problems Into Solutions.....
Hello,

Please see attached.

Thanks

Cecilia

From: Shannon Stanford - 3PQCB [mailto:shannon.stanford@gsa.gov]
Sent: Tuesday, June 20, 2017 9:23 AM
To: @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

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Embedded Attachments

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

0198_001.pdf
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO. PS01
3. EFFECTIVE DATE
4. REQUISITION/PURCHASE REQ. NO. EQQBF-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) CODE 3PQCB
GSA CONTRACTS OPERATIONS BRANCH - MARYLAND SECTION
100 S. INDEPENDENCE MALL WEST
PHILADELPHIA, PA 19106
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
   CODE 3PQCB

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 CONTRACT/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.
   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 43.102(b).
   C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
      FAR 52.243-1 Alternate IV, Changes – Fixed-Price
   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 herefore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OR SIGNER (Type or print)
   Cecilia Dunn Hall

15B. CONTRACT NO.

15C. DATE SIGNED 6-20-17

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
   Shannon Stanford, Contracting Officer

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA FAR (48 CFR) 53.243

NSN 7540-01-152-8070
Previous edition unusable
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

Transforming Problems Into Solutions.....

Cecilia Penn-Diallo, Vice President
PROVEN Management, LLC

On Jul 12, 2017, at 7:44 PM, MaryAnne Potok - 3PQCB <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
Good Morning,

Please see attached. Thanks!

From: Shannon Stanford - 3PQCB <shannon.stanford@gsa.gov>
Sent: Monday, July 24, 2017 10:06 AM
To: Cecilia Penn-Diallo @provenmgmt.com
Cc: John Geraghty - BG <john.geraghty@gsa.gov>; Courtney Johnson - BR4B <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

On Tue, Jul 18, 2017 at 11:26 AM, Shannon Stanford - 3PQCB <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
Fax: 215.829.2758
shannon.stanford@gsa.gov

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

0239_001.pdf
AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

2. AMENDMENT/MODIFICATION NO.  PS02
3. EFFECTIVE DATE  
4. REQUISITION/PURCHASE REQ. NO.  EQBBF-17-0012
5. PROJECT NO. (If applicable)  
6. ISSUED BY CODE 3PQCB
7. ADMINISTERED BY (If other than item 6) CODE 3PQCB

GSA CONTRACTS OPERATIONS BRANCH - MARYLAND SECTION
100 S. INDEPENDENCE MALL WEST
PHILADELPHIA, PA 19106

GSA CONTRACTS OPERATIONS BRANCH - MARYLAND SECTION
100 S. INDEPENDENCE MALL WEST
PHILADELPHIA, PA 19106

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

9A. AMENDMENT OF SOLICITATION NO.

9B. DATED (SEE ITEM 11)

10A. MODIFICATION OF CONTRACT/ORDER NO.
GS-03-P-17-AZ-0-0015

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 you 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.

☐ 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).

☒ C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
FAR 52.243-1 Alternate IV, Changes - Fixed Price and by Mutual Agreement of the Contracting Parties

☐ D. OTHER (Specify type of modification and authority)

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)
Denita R. Conley

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
Shannon Stanford, Contracting Officer

15B. UNITED STATES OF AMERICA

16B. UNITED STATES OF AMERICA

15C. DATE SIGNED 7-18-17

16C. DATE SIGNED 7-18-17

(Signature of Contracting Officer)

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA FAR (48 CFR) 53.243