



Furniture Move & Delivery - January 21, 2021 // Re: Outgoing POTUS -- Signed MOU + Transition Questions

Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>

Fri, Jan 15, 2021 at 6:26 PM

To: "Harrison, William B. EOP/WHO" <(b) (6)>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, "Block, Monica J. EOP/WHO" <(b) (6)>

Beau,

I will inform everyone of 11:00am and let you know if there are any issues.

Thank you,

Kristina Schroeder, PMP, Regional Client Executive (DOD, DHS, DOS)

GSA Public Buildings Service Southeast Sunbelt Region 4

Client Development Division

77 Forsyth Street | Atlanta, GA 30303 | c: (b) (6) |

kristina.schroeder@gsa.gov

On Jan 15, 2021, at 6:30 PM, Harrison, William B. EOP/WHO <(b) (6)> wrote:

That will work – thank you. Could we pencil in 11:00am on Thursday?

From: Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>

Sent: Friday, January 15, 2021 5:36 PM

To: Harrison, William B. EOP/WHO <(b) (6)>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>; Block, Monica J. EOP/WHO <(b) (6)>

Subject: Furniture Move & Delivery - January 21, 2021 // Re: Outgoing POTUS -- Signed MOU + Transition Questions

Good evening Beau,

We have confirmation that the bedroom furniture can be removed and stored off-site; however the earliest that can occur is Thursday January 21st.

Please let me know if there is a preferred time so that we may coordinate the movers as well as the furniture delivery from CORT.

Thank you,

Kristina Schroeder PMP, Regional Client Executive

Client Development Division, DoD/DHS/DoS Client Delivery Team

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kristina.schroeder@gsa.gov

On Fri, Jan 15, 2021 at 2:44 PM Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov> wrote:

Good afternoon Beau,

Please find attached the OA for the temporary occupancy at 136 Woodbridge for review and signature. The term starts on 1/21/2021 for six months ending on 7/21/2021.

Let me know if you have any questions or concerns.

Thank you,

Kristina Schroeder PMP, Regional Client Executive

Client Development Division, DoD/DHS/DoS Client Delivery Team

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kristina.schroeder@gsa.gov

On Fri, Jan 15, 2021 at 6:01 AM Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov> wrote:

Good morning Beau,

Please see the attached layout which shows the office desks and chairs supporting the use of 136 Woodbridge as temporary office space through July 21, 2021.

Thank you,

Kristina Schroeder PMP, Regional Client Executive

Client Development Division, DoD/DHS/DoS Client Delivery Team

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kristina.schroeder@gsa.gov

On Mon, Jan 11, 2021 at 6:36 PM Harrison, William B. EOP/WHO <(b) (6)> wrote:

Kathy, Kaitlyn, and Kristina – first and foremost, wanted to say thank you for your patience as we have worked through these transition related items. I believe we are finally in a place where we can get the ball rolling a little quicker. Please see the bullets below:

MOU

- Attached please find the signed MOU.
- Please note the 20% allotted to the Office of the Outgoing VPOTUS.

Staffing List / Onboarding

- Please standby for a Transition Office Staffing List.
- Each of these individuals will have the necessary paperwork returned to you by January 15th at the latest.
- All will have January 20, 2021 as their start date.

Florida Office Space / Request for Rent Exemption

- I will be receiving current photos of the 136 Woodbridge Property by tomorrow at 12:00pm.
- Can confirm that the kitchen does have an counter / island (see photo attached), but am not sure about the cabinetry in the second floor loft.
- On a daily basis, we expect around 12 members of Staff to work out of the property on a daily basis.

DMV Office Space (Correspondence)

- Please note the request for a minimum of 2 conference rooms, a copy and scanning room, reception area, full kitchen, and swing space.
- Incoming correspondence and deliveries will require designated space for up to 80 boxes of mail, and expansive wall for sorting slots/bins, and room for up to 5 people processing mail.
- Gifts storage requires secure space to store at least 100 boxes at a time with space to process and appraise the gifts prior to delivery to NARA.
- Per our conversations, if we were able to consolidate the Correspondence Office with the planned VPOTUS space, that would be agreeable on our end.

Stationery and Office Supplies

- Former POTUS Letterhead: POTUS and general transition stationery, both large and small varieties, with and without seal will need to be ordered from local printers: Brewood Printers or Artisan II as soon as possible.

- Envelopes: 7 types (Kraft, Greetings small, Greetings large, POTUS large, POTUS small, Staff large, Staff small)
- Cards: Though they are less personal than letters, pre-printed cards may cut response times for high volume mailings to individuals that the former President needs to maintain an official relationship.
- Please see attached "Stationery and Office Supply List".

IT Systems Setup / Installation

- Discussions are continuing about the initial and ongoing IT installation and support.

Reimbursable Costs / Travel Expenses

- ****Were you all able to find some guidance on travel reimbursements for individuals not based in Florida?*** (i.e. If a DC based Staff member needed to fly to Florida for an official meeting, are we able to pay for Flights and Lodging?)
- ****For the next few weeks, I have asked our normal RON (Hilton WPB) about a short term hotel contract for staff members in need of lodging, as most have not yet been able to find housing. Are we able to use these funds to cover these expenses?***
- ****Same question remains for a short term vehicle lease****

DOD Valet – Reimbursable Costs

- We are planning to have one of POTUS' Valets extend his service down in Palm Beach before he has a permanent change of station to his next assignment.
- ****His salary will continue to be covered through DOD, but can you confirm that DOD will also pay his Per Diem and Lodging instead of the Transition Budget?***

Please let me know if you have any questions.

Thanks,

Beau Harrison

(b) (6)

c. (b) (6)

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE GENERAL SERVICES ADMINISTRATION
AND
THE OFFICE OF THE FORMER PRESIDENT AND THE OFFICE OF THE FORMER VICE
PRESIDENT**

Introduction

This Memorandum of Understanding (MOU) establishes guidelines for obtaining services made available by the General Services Administration (GSA) from December 21, 2020, through July 21, 2021, to the former President and Vice President and paid out of funds appropriated in accordance with the Presidential Transition Act of 1963, as amended (3 U.S.C. § 102 note) ("Transition Act").

Upon request, the Administrator of General Services is authorized to provide to the former President and Vice President for use in connection with concluding the affairs of their terms of office, necessary services and facilities including: suitable office space, appropriately equipped with furniture, furnishings, office machines, equipment and supplies; payment of the compensation of members of office staff designated by the former President; payment of expenses for the procurement of services of experts or consultants; payment of travel expenses and subsistence allowances, including lease of motor vehicles; communications services; payment of expenses for printing and binding; and reimbursement to the postal service in the amount equivalent to the postage that would otherwise be payable on mail matter.

The Transition Act authorizes funds not to exceed \$2,600,000 to be appropriated to the Administrator for the use of the former President and former Vice President to be made available through the annual appropriations process during the Fiscal Year of the Presidential Election. After such funds are appropriated by Congress, these Transition Act funds are available for a period beginning no sooner than December 21, 2020, and ending no later than July 21, 2021. Of the \$2,600,000 requested for Outgoing Transition, the intended allocation for the outgoing President has been set by the designee of the President identified below at **\$2,080,000** or **80%** of the appropriation requested. The intended allocation for the outgoing Vice President has been set by the designee of the President identified below at **\$520,000** or **20%** of the appropriation requested.

As provided in the Transition Act, President Trump has designated **Mark R. Meadows, Assistant to the President and White House Chief of Staff**, or his designee, as an assistant ("Assistant") authorized to make on his behalf such designations as may be required in connection with the services and facilities to be provided under the Act. This authority may be redelegated by the aforementioned in writing and delivered to the GSA Outgoing Transition Support Staff. After the GSA Presidential Transition Support Staff disbands on or after July 21, 2021, the GSA point of contact will be the GSA Budget Officer, Office of the Chief Financial Officer, or person designated by the GSA Budget Officer.

As provided in the Transition Act, Vice President Pence will determine a designee as an assistant ("Assistant") authorized to make on his behalf such designations as may be required in connection with the services and facilities to be provided under the Act. This authority may be redelegated by the aforementioned in writing and delivered to the GSA Outgoing Transition Support Staff.

In order that all needs can be expeditiously provided for and necessary financial and other controls maintained, the following procedure for obtaining services made available by the GSA is effective immediately. The procedure outlined below does not attempt to be exhaustive. When questions arise, the Office of the Former President representatives or Office of the Former Vice President representatives should consult with the GSA Outgoing Transition Support Staff or the Federal Transition Coordinator.

As used in this MOU, unless the context clearly requires otherwise, the "Office of the Former President" means the former President, his designee and staff. As used in this MOU, unless the context clearly requires otherwise, the "Office of the Former Vice President" means the former Vice President, his designee and staff.

Control of Funds

The President's Assistant or persons designated by him in writing delivered to the Outgoing Transition Support Staff are designated as the "Fund Manager(s)" for the Office of the Former President. These individuals shall be authorized to request expenditures from the fund for all activities allowed under the statute, ensure that all transactions are documented and processed in accordance with Federal law, GSA procedures, and this MOU, and will serve as the contact for GSA on financial matters.

GSA will not pay any person with Transition Act funds on behalf of the Office of the Former President, nor reimburse the Office of Former President for expenses incurred by it, without the prior submission and approval from the Office of the Former President, executed by a person authorized under the preceding paragraphs.

The Vice President's Assistant or persons designated by him in writing delivered to the Outgoing Transition Support Staff are designated as the "Fund Manager(s)" for the Office of the Former Vice President. These individuals shall be authorized to request expenditures from the fund for all activities allowed under the statute, and work with GSA to ensure that all transactions are documented and processed in accordance with Federal law, GSA procedures, and this MOU, and will serve as the contact for GSA on financial matters.

GSA will not pay any person with Transition Act funds on behalf of the Office of the Former Vice President, nor reimburse the Office of Former Vice President for expenses incurred by it, without the prior submission and approval from the Office of the Former Vice President, executed by a person authorized under the preceding paragraphs.

Accounting Services

Accounting records will be established and maintained by GSA to show the financial transactions of the Office of the Former President with regard to the obligation and expenditure of Transition Act funds. GSA will provide to the Office of the Former President such accounting reports in such frequency as requested by the Office of the Former President. GSA will provide to the Office of the Former Vice President such accounting reports in such frequency as requested by the Office of the Former Vice President. In addition, GSA will prepare any reports required by the Office of Management and Budget, the Department of the Treasury or the Congress for both the Office of the Former President and the Office of the Former Vice President.

Personnel Services

Upon request, the Administrator of General Services is authorized to pay the compensation of members of the office staff designated by the Office of the Former President and Office of the Former Vice President. Payment shall be at rates determined by the Office of the Former President, but not to exceed the rate provided for by 5 U.S.C. § 5376, for Executive Level IV (\$170,800 per annum for calendar year 2020). Persons receiving compensation as members of the office staff under the Transition Act, other than those detailed from Federal agencies, are not held or considered to be employees of the Federal Government. These individuals are eligible for the Federal Employees' Retirement System (FERS), Civil Service Retirement Systems (CSRS), Federal Employees' Health Benefits (FEHB) and Federal Employees' Group Life Insurance (FEGLI) only if, immediately prior to the commencement of their employment in the Office of the Former President or the Office of the Former Vice President, they were eligible for such benefits as employees of the Federal Government.

Employment of Experts and Consultants

The Administrator of General Services is authorized to pay expenses for the procurement of services of experts, consultants or organizations thereof for the Office of the Former President or the Office of the Former Vice President, as authorized for the head of any department by Section 15 of the Administrative Expenses Act of 1946, as amended (5 U.S.C. § 3109), at rates not to exceed \$545.04 per day for individuals for calendar year 2020.

Detail of Federal Employees

Any employee of any agency of any branch of the Federal Government may be detailed to the Office of the Former President on a reimbursable basis with the consent of the head of the agency. Detailed employees shall continue to receive compensation for their regular employment and retain the rights and privileges of such employment without interruption. A letter from the Office of the Former President or the Office of the Former Vice President requesting the detail must be submitted to the head of the agency, with a copy to the GSA Transition Support Staff.

Payroll Services

The employees of the Office of the Former President and Office of the Former Vice President ("Offices") will be paid through Electronic Funds Transfer (EFT) to the Financial Institution of their choice. GSA will enter all payroll data and maintain all records. The employees of the Offices will be paid bi-weekly, based on written certification of the designee. Payroll deductions will be made for FICA, and Federal and State tax withholding (except for those employees making \$1 or less). The Offices will notify the GSA immediately if any employees terminate employment with the Offices for any reason, including to begin new employment, so that these employees can be removed from the payroll.

Office Space, Furniture, Equipment and Supplies

GSA will provide office space and related services at the request of the Office of the Former President and at the request of the Office of the Former Vice President

The cost of office space is chargeable to Transition Act funds unless exempted by the Administrator of General Services, in accordance with 40 U.S.C. 586(b)(3) and GSA Order PBS 7025.2, PBS Rent Exemption Procedures, September 25, 2018. Any additional cost of space alterations and after hours utilities requested by the Office of the Former President will be charged to Transition Act funds.

GSA will make furniture and office equipment available for use by the Office of the Former President and the Office of the Former Vice President from stock inventory. The only charge to Transition Act funds will be for the cost of moving the furniture and equipment into the offices and for returning it (if applicable) at the end of the transition period. Furniture and office equipment not available from stock inventory will be obtained upon request of the Office of the Former President or the Office of the Former Vice President, and charged to Transition Act funds. Office supplies are available from the GSA on a reimbursable basis.

Travel

All official travel by the Office of the Former President and persons not on the payroll but invited to travel at the Office's expense and all official travel by the Office of the Former Vice President and persons not on the payroll but invited to travel at the Office's expense that is arranged through GSA or its travel services contractor shall be in accordance with GSA Internal Temporary Duty Travel Policy, Order OAS 5700.1. The Transition Act also permits the payment of travel expenses to staff members when on official travel orders and working at a location that is different from their principal place of business or residence. No allowances are available for movement of household goods or for the transportation of family members.

Telecommunications and IT Services

Telecommunications and IT services and equipment may be obtained on request from GSA. This includes (but is not limited to) technical assistance, planning, configuration, initial acquisition, installation, change orders, maintenance and deinstallation. Contracts for these services/equipment may be executed between private vendors and GSA. The GSA Transition

Support Team will assist in coordinating these services/equipment. The Offices of the Former President and Vice President shall reimburse GSA for all charges relating to the use of GSA-provided telecommunications and IT services and equipment

The Offices of the Former President and Vice President may use GSA's long distance service for official transition business only. Any other use of the service is prohibited.

Effective Dates

This MOU becomes effective upon signature by all parties, (but no funds may be expended for any services or facilities prior to December 21, 2020) and terminates on July 21, 2021.

Amendments

Any of the terms and conditions of this MOU, other than those reflecting existing laws or regulations, may be amended at any time by the mutual agreement of the parties in writing.

Authorization

The terms and conditions of this MOU are agreed to and approved by:

The Office of the Former President

By: **(b) (6)**
Mark R. Meadows
Assistant to the President and
White House Chief of Staff

Dated: 1/11/21

General Services Administration

By: _____
Mary D. Gibert
Federal Transition Coordinator

Dated: _____

The Office of the Former Vice President

By: _____

Dated: _____

Desk supplies

- Pens
- Pencils
- Markers
- Highlighters
- Paper clips
- Tape
- Rubber bands
- Erasers
- Date Stamps
- Stamp Pads and Ink for stamp pads

Paper products

- Notebooks
- Writing pads
- Post-it® notes
- Copy paper
- Colored paper
- Pocket notebook

Filing supplies

- File folders (various colors)
- Hanging file folders
- Pocket folders
- File labels
- Index dividers
- Tabs

Binding supplies

- Staples
- Binder Clips
- Glue sticks
- 3-ring binders
- Presentation pages

- Index dividers

Supplies for hanging

- Pushpins
- White Boards
- Dry Erase Markers and erasers

Stationery Supplies

- White 2 x 4 Labels
- 10 x 15 Kraft Envelopes
- 12 x 16 Kraft Envelopes
- #10 Envelopes
- Former President's 8 1/2 x 11 Crane Stationery with Seal
- Crane second sheet stationery
- Former President's 7 x 10.5 Crane Stationery with Seal
- Former President's Cards 100lb cardstock, ecru, Crane with seal
- Former First Lady's 6 3/4 x 8 7/8 Stationery
- Transition office stationery
- Transition #10 Envelopes
- Transition Kraft Envelopes 10x15
- Padded envelopes
- Bubble wrap
- Sealing tape

Priority Shipping Accounts:

- UPS
- FedEx
- USPS for Postage and priority mail



Signed Agreement and Financial Summary

**OCCUPANCY AGREEMENT
Between
GSA TRANS OUT PRES (4728)
And
GENERAL SERVICES ADMINISTRATION**

AFL06391	Draft	Version:	1	Date Last Modified:	15-Jan-2021
FL1224ZZ		LFL00591			

GSA TRANS OUT PRES (Code 4728) will occupy 4,537.00 usable (5,268.00 rentable) square feet of space and 2 structured parking spaces and 3 surface parking spaces at 136 Woodbridge Road (FL1224) located at 136 Woodbridge Rd, PALM BEACH, FL, for a period of 6 months commencing on or about 01/21/2021.

GSA TRANS OUT PRES (Code 4728) will pay the General Services Administration rent in accordance with the attached page(s). The rental will be adjusted annually for operating cost, real estate taxes and parking escalations.

GSA TRANS OUT PRES (Code 4728) will pay the General Services Administration additional rent for prorated share of joint use space associated with this location, if any.

Additional/reduced services are shown on the attached Occupancy Agreement Financial Summary.

Mandatory Clauses

Leased Specific Mandatory Clauses

Alterations by Tenant Agency

The tenant agency agrees that it will undertake no alterations to the real property governed by this OA without prior approval from PBS. Further, any alterations that might obligate PBS under a lease must be approved by the responsible PBS contracting officer.

Building Services

Building services to be provided to the tenant agency for the operating expense portion of the Rent are specified in the PBS Solicitation for Offers (SFO) that is made part of the lease contract. A copy of the lease contract is provided to the tenant agency. Additional or upgraded services beyond those identified in the SFO are provided by PBS or the lessor on a reimbursable basis. Charges for certain recurring reimbursable services may be billed on the PBS Bill. Recurring charges for overtime utilities, enhanced custodial services, mechanical O&M HVAC, mechanical O&M Other and additional guard services are eligible for billing on the PBS Bill provided the tenant agency has been designated as a "participating agency". The charges must be initiated by the tenant agency and renewed annually. The recurring RWA processing fee will be assessed against each service billed.

Financial Terms

While this occupancy agreement (OA) addresses financial terms that cover multiple fiscal years, the parties agree that:

The tenant's financial obligations for years beyond the current year do not mature until the later year(s) are reached. Thus, there is no requirement that the tenant agency certify that current year funds are available to defray future year obligations.

The tenant's future years' obligation to pay Rent is subject to the availability of funds, but the tenant agrees to make a good faith effort to meet its obligations as they arise.

Lease Contract Rent

The underlying lease contract rent will be passed through to the tenant agency. For a non-fully serviced lease, the cost of operating services not covered by the lease will also be passed through to the tenant agency. The PBS fee in leased space, calculated at 5% of the annual lease contract cost plus the cost of separately contracted operating services, will also apply. Charges for security and GSA-installed improvements may apply as well.

Charges for operating expenses, joint use space, parking, security and real estate taxes may be adjusted on an annual basis.

Move Cost Responsibilities

At the end of this OA term, if the tenant cannot remain in the space covered by this OA, the tenant is responsible for funding the physical move to new space. In the event PBS displaces or allows another user to displace the tenant before the expiration of the OA term, PBS must fund, or require the new user to fund, the tenant's physical move, and relocation of the tenant's telecommunications equipment. PBS must also reimburse, or require the new user to reimburse, the tenant for the undepreciated value of any lump sum payments the tenant made toward tenant improvements and the Rent differential at the new location until the displaced agency has time to budget. The Rent differential is calculated on all elements of Rent except the amortized tenant improvement cost.

Obligation to Pay Rent

The Tenant agency's obligation to pay rent for the space governed by this OA commences when both of the following occur: the space is substantially complete and operationally functional. Occupancy and rent start will be coordinated with the Tenant.

1. The space is ready for occupancy of personal property, typically the substantial completion date. Substantial completion is signaled in the case of leased space by the granting of an occupancy permit by the proper authority and/or by PBS's acceptance of the space as substantially complete in accordance with the lease. "Substantially complete" and "substantial completion" mean that the work, the common and other areas of the building, and all other things necessary for the Government's access to the premises and occupancy, possession, use and enjoyment thereof, as provided in the lease, have been completed or obtained, excepting only such minor matters as do not interfere with or materially diminish such access, occupancy, possession, use or enjoyment.

PBS will offer to an authorized representative of the Tenant the opportunity to participate in a walk-through of the space prior to final acceptance of the space as substantially complete by PBS. The authorized representative of the Tenant will make himself or herself available so as to not delay the walk-through of the space. The authorized representatives of PBS and the Tenant will itemize any defects and omissions (D&Os, or "punch list") of the construction project that will need to be corrected prior to final contract payment. Provided that the D&Os are minor matters not materially diminishing use of the space, the authorized representative of PBS, acting on behalf of the Government and its Tenant, will determine substantial completion.

2. The space is operationally functional. Operationally functional means that the building systems included

in this lease must function and Lessor-provided building-specific safety and security features must be operational. Related space that is necessary for a Tenant to function due to workflow adjacencies must be complete before rent commences.

For large projects that entail phased occupancy of the Tenant's space, rent will commence on the individual blocks of space when they are substantially complete and operationally functional. The blocks will be added to the Occupancy Agreement (OA) incrementally. In the case of phased occupancy with separate OAs (example, different Agency/Bureau codes), the rent start date for each OA will occur when the space associated with it is substantially complete and operationally functional.

If there is a substantial punch list for the space that would interfere with the Tenant's full access, occupancy, possession, use and enjoyment of the space, and the Tenant chooses to move in anyway, GSA will negotiate a rent discount with the Lessor while the punch list work is being completed. If after hours work is required, GSA will ensure that adequate security is provided while the contractor is in the Tenant's space.

Once the above "substantially complete" and "operationally functional" requirements have been met, rent will commence. GSA does not provide tenant agencies a grace period prior to rent commencement to accomplish the physical move into the space or to allow for the installation of personal property such as phones, furniture, computers, etc. However, rent should not start until those personal property items that have been included in the lease contract, such as telephone and data systems or audio/video systems, are operational unless the Tenant chooses to move into the space pursuant to the preceding paragraph.

Occupancy Agreement Iterations

The parties hereby agree that iterations of OAs prepared before selection of and award to a lessor, contain preliminary financial terms only. Financial terms in preliminary OAs are estimates for budgeting purposes, and are updated through additional OA versions as business terms evolve throughout the space acquisition. Accordingly, execution by the tenant agency on preliminary OAs constitutes that agency's commitment to the project, and is required prior to PBS awarding any lease contract and/or lease modification or amendment. Until lease award, the tenant agency has the right to cancel the proposed project without financial obligation.

Occupancy After Lease Expiration

In the event of a continued occupancy after lease expiration, the tenant agency will continue to be financially responsible for the pass-through of the lease contract rent, the PBS lease fee, and any additional costs incurred by PBS resulting from lease renewal, extension, replacement, holdover or condemnation. The tenant agency rights to relinquish space as specified in this OA remain in effect.

PBS Services

The services that PBS provides to its customers may be found in the fifth edition of the Pricing Desk Guide. Unless PBS provides otherwise in writing, the cost of these services is included in PBS's rents and fees. Any service beyond those identified in the Pricing Desk Guide are provided by PBS for an additional charge.

Payment of Tenant Improvements

The tenant agency must pay for tenant improvements in excess of the allowance by RWA. The tenant agency also has the right to pay lump sum for tenant improvements below the allowance threshold. The ability to make lump sum payments below the allowance threshold is only available at assignment inception, and only for the customization component of the allowance in new space. In backfill or relet space, if the tenant can accept existing tenant improvements "as is" or with modifications, the tenant can elect to waive all or part of the general allowance. Further, once the tenant allowance is set, if the agency then wishes to make a lump sum payment for improvements which are charged against the allowance, PBS cannot accept payments below the allowance threshold by RWA.

Replacement Responsibilities

The lessor bears the responsibility for replacement and renewal of shell items. PBS will also oblige the lessor to fund cyclic paint and carpeting within the tenant's space, as provided in the lease contract.

Tenant Agency Appeal

The tenant agency can appeal to the PBS asset manager in cases in which the agency's assigned tenant improvement allowance is inadequate to provide basic functionality for the space.

Tenant Agency Move

In the event the space covered by this OA involves a tenant agency move, once a design and construction rider or schedule has been made part of a lease contract, the rider/schedule must be incorporated into this OA. Once part of this OA, the schedule/rider becomes binding upon the tenant agency as well as upon PBS. Delay in project completion caused by either a) tenant agency failure to meet the review and approval times provided in the lease rider, or b) tenant changes to project scope, will be borne by the tenant agency. As a consequence of tenant-caused delay, the lessor may decline to postpone the scheduled substantial completion date (thereby advancing Rent commencement for the space) by the duration of the tenant-caused delay, on a day to day basis; this may result in rent charges at two locations simultaneously for the tenant. Additional direct expenses caused through tenant-caused delay or changes in project scope are chargeable against the tenant allowance; in the event the tenant allowance has been exhausted, the tenant must pay the lump sum cost by RWA. In summary, the tenant is responsible for the delay claim of the affected contractor and for rent that GSA budgeted to start on the date included in the Occupancy Agreement. If partial occupancy of the building is not possible due to one agency change, that agency is liable for the other tenant's rent who are unable to occupy their space on the date contained in their Occupancy Agreement. The rent start date should be adjusted for delay of occupancy caused by the lessor failing to deliver the real property on time. The rent start date should not be adjusted for delay of occupancy caused by a contractor failing to install personal property on time with one exception. For those personal property items that have been included in the lease contract, such as telephone and data systems, or audio/video systems, and the systems are not ready, the rent start date should be adjusted. Delayed furniture delivery and installation, which is not part of the lease contract, is not reason for delaying the rent start date. In its role as tenant representative, PBS may also be the cause of delay. Expenses associated with PBS-caused delay incurred by the tenant, for such things as additional storage for furniture, re-procurement expense, or additional consulting fees, will be credited against the tenant's rent obligation to PBS for the new space. In the case of lessor-caused delay, if there is a liquidated damages clause in the lease, PBS will pursue the lessor for the value of the damages. In the case of excusable delay (e.g., force majeure or any other delay the cause of which is beyond the reasonable control of either PBS or the tenant agency), neither PBS nor the tenant agency may pursue the other for the consequences of the delay.

Environmental and Safety Standards and Regulations

The tenant agency will comply with all applicable Federal, State, and local environmental, health & safety laws and regulations, such as but not limited to those issued by the U.S. Environmental Protection Agency (EPA) under Title 40 of the Code of Federal Regulations (CFR); the U.S. Occupational Safety and Health Administration (OSHA) under Title 29 of the CFR; the Federal Management Regulation sections that relate to safety and environmental management (41 CFR part 102-80, subpart B); and all applicable laws and regulations set by State and local regulatory agencies.

Other Mandatory Clauses

Non-Cancelable Space

This is NON-CANCELABLE SPACE and GSA TRANS OUT PRES (Code 4728) agrees to continue to pay rent on space that is vacated and returned to PBS. GSA TRANS OUT PRES's (Code 4728) obligation to pay Rent will cease when one of the following occur: The expiration of this OA, the termination of the lease as permitted under the lease terms and conditions, or occupancy by a backfill tenant to the extent to which the backfill tenant agency's Rent (not including TIs) covers the total rent obligation of GSA TRANS OUT PRES (Code 4728).

Security Services

Beginning in FY 2005, payment for FPS provided Basic and Building Specific Operating Security will be made to the Federal Protective Service (FPS), Department of Homeland Security (DHS) and will be separate from rental payments to GSA (OMB Object Class 23.1). Charges for FPS provided security are determined by, and may be obtained from, FPS.

Optional Clauses

Ad Hoc Clauses

AFL05938

The Agency shall restore the Property upon termination or expiration of the Lease to its original condition. Renewal Options: The subject lease includes 6 separate one year renewal options and one 5 month option term.

I agree to the initial terms with the understanding modifications will be made over time.

Approved	Approve (b) (6)
Agency Representative	GSA Representative
Title	Title
Date	Date

Backfill for outgoing transition team
 AFL06391
 4728

Draft
 GSA TRANS OUT PRES
 FL1224ZZ

Version: 1
 LFL00591

Page: 1 of 1
 Date Last Modified: 15-Jan-2021
 Fiscal Year: 2021 Partial
 Period: 21-Jan-2021 to 21-Jul-2021

OA Start Date: 21-Jan-2021
 OA End Date: 21-Jul-2021

	Charge Basis	Period	Charge	Annual Rate
1. Shell Rental Rate #				
a. General	5,268		\$127,849.06	\$48.537988000
3. Operating Costs ##	5,268		\$9,892.55	\$3.755712000
A. Market Rent SubTotal	5,268		\$137,741.61	\$52.293700000
9. Parking				
a. Structured (number of spaces) #####		2		
b. Surface (number of spaces) #####		3		
11. PBS Fee	5,268		\$6,887.08	\$2.614684985
B. Agency Rent SubTotal	5,268		\$6,887.08	\$2.614684985
C. Joint Use SubTotal			\$0.00	
D. Total Annual Rent (A+B+C)	5,268		\$144,628.69	
E. Adjustments SubTotal			\$0.00	
F. Total Rent Bill(D+E)			\$144,628.69	
G. Total Antenna Bill			\$0.00	
H. Total Reimbursable Services Bill			\$0.00	
I. Total PBS Bill (F+G+H)			\$144,628.69	
J. LUMP SUM ITEMS				
# Parking is included in Shell Rental		Customization Tier		2
## Operating Cost Escalation Applies		Amortization Terms (in months)		6
		PBS Fee is		5%
##### Structured Parking Escalation Applies				
##### Surface Parking Escalation Applies				

Note: ANSI Rentable of 5,268 is 4,537 Assigned Usable Space PLUS 731 Common Space. R/U Factor is 1.161119683



Personal Contact Information for Move

Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>

Thu, Jan 21, 2021 at 7:02 AM

To: Beau Harrison <(b) (6)>

Cc: "Harrison, William B. EOP/WHO" <(b) (6)>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Good morning Beau,

Do not hesitate to call if there are any questions or concerns today during the move of furniture or installation of furniture. Both companies have your personal cell phone number to contact you as they arrive on site.

Thank you,

Kristina Schroeder PMP, Regional Client Executive

Client Development Division, DoD/DHS/DoS Client Delivery Team

GSA | Public Buildings Service | Southeast Sunbelt Region 4 (4P1AB)

77 Forsyth Street, SW | Atlanta, GA 30303 | (b) (6) (C)

kristina.schroeder@gsa.gov

On Wed, Jan 20, 2021 at 3:46 PM Beau Harrison <(b) (6)> wrote:

Thank you - I'll be there in the morning!

On Jan 20, 2021, at 8:53 AM, Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov> wrote:

Beau,

I need to apologize as there was a typo in the time of furniture delivery from CORT. Corrections are below and do not hesitate to call me directly if there are any issues.

11:00am - January 21, 2020 = Cousins moving company will be on-site to dismantle and remove the bedroom furniture.

11:30am - 2:30pm (**likely close to 12:00pm**) - January 21, 2020 = CORT Furniture will be delivering and setting up desks/chairs

Other points of contact

Matt Piant USSS - (b) (6)

Ben Morris WHMO - (b) (6)

Thank you,

Kristina Schroeder PMP, Regional Client Executive

Client Development Division, DoD/DHS/DoS Client Delivery Team

GSA | Public Buildings Service | Southeast Sunbelt Region 4 (4P1AB)

77 Forsyth Street, SW | Atlanta, GA 30303 | (b) (6) (C)

kristina.schroeder@gsa.gov

On Wed, Jan 20, 2021 at 7:32 AM Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov> wrote:

Good morning Beau,

Thank you for providing your contact information. I have shared it with the movers and CORT Furniture

11:00am - January 21, 2020 = Cousins moving company will be on-site to dismantle and remove the bedroom furniture.

11:30am - 2:30pm (likely close to 2:00pm) - January 21, 2020 = CORT Furniture will be delivering and setting up desks/chairs

Other points of contact

Matt Piant USSS - (b) (6)

Ben Morris WHMO - (b) (6)

Thank you,

Kristina Schroeder PMP, Regional Client Executive

Client Development Division, DoD/DHS/DoS Client Delivery Team

GSA | Public Buildings Service | Southeast Sunbelt Region 4 (4P1AB)

77 Forsyth Street, SW | Atlanta, GA 30303 | (b) (6) (C)

kristina.schroeder@gsa.gov

On Tue, Jan 19, 2021 at 4:42 PM Harrison, William B. EOP/WHO <(b) (6)> wrote:

Personal Contact info below:

(b) (6)

(b) (6)

Also – duty station breakdown below:

Florida:

- Dan Scavino
- Molly Michael
- Nick Luna
- Beau Harrison
- Hayley D'Antuono
- Marcia Kelly
- Eliza Thurston
- (b) (6)
- Margo Martin
- (b) (6)

DC:

- Stephen Miller
- Scott Gast
- Desiree Thompson

- Madison Porter
- Cassidy Hutchinson

Thank you,

Beau

From: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Sent: Tuesday, January 19, 2021 3:21 PM

To: Harrison, William B. EOP/WHO <(b) (6)>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>

Subject: Personal Contact Information for Move

Good afternoon Beau,

Can you please send over your personal email address and phone number so we have a way to contact you after you lose access to your EOP information?

Thank you,

Kaitlyn

Kaitlyn Schneider

Presidential Transition Support Team

U.S. General Services Administration

w: 312.810.4626



Fwd: LFL00591- 136 Woodbridge - move/storage/walkthrough

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
To: Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Thu, Jan 21, 2021 at 3:03 PM

Kristina --- thank you. Has this been communicated to Beau and approved?

On Thu, Jan 21, 2021 at 3:57 PM Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov> wrote:

Kathy and Kaitlyn,

See email string on the cost for moving and storage of the bedroom furniture (I also clipped it below to quickly use for budgeting)

Clipped from the email below

Minimum for the move is \$515.00 and \$65/month for storage.

Thank you,

Kristina Schroeder PMP, Regional Client Executive

Client Development Division, DoD/DHS/DoS Client Delivery Team

GSA | Public Buildings Service | Southeast Sunbelt Region 4 (4P1AB)

77 Forsyth Street, SW | Atlanta, GA 30303 | (b) (6) (C)

kristina.schroeder@gsa.gov

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

From: **Monique Silvi** <(b) (6)>

Date: Tue, Jan 19, 2021 at 3:14 PM

Subject: Re: LFL00591- 136 Woodbridge - move/storage/walkthrough

To: Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>

Cc: Kazi Rizvi - 4PLFA <kazi.rizvi@gsa.gov>, Brian Money - 4PXFA <brian.money@gsa.gov>, Jamie Thompson - 4PLFA <james.f.thompson@gsa.gov>

The move is all set for this Thursday at 11:00 with cousins moving.

Monique Silvi - Sent from my iPhone

On Jan 15, 2021, at 7:29 PM, Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov> wrote:

Good evening,

I have confirmed Thursday January 21st works with the agency.

Please let me know if 11:00am can be confirmed. I will provide a POC early next week.

Thank you,

Kristina Schroeder, PMP, Regional Client Executive (DOD, DHS, DOS)

GSA Public Buildings Service Southeast Sunbelt Region 4

Client Development Division

77 Forsyth Street | Atlanta, GA 30303 | c: (b) (6) |

kristina.schroeder@gsa.gov

On Jan 15, 2021, at 6:48 PM, Monique Silvi <(b) (6)> wrote:



Monique Silvi - Sent from my iPhone

On Jan 15, 2021, at 5:31 PM, Kazi Rizvi - 4PLFA <kazi.rizvi@gsa.gov> wrote:

Thank you Monique,
Given Tuesday is booked, Kristina and I think it's best to have the move done on Thursday. Kristina will be confirming that with the agency but as on now that's the plan. Thank you and have a nice weekend.

Kazi S. Rizvi
Lease Contracting Officer
General Services Administration
299 E. Broward Blvd, Suite 405
Fort Lauderdale, FL 33301
Office - 954-233-9248

On Fri, Jan 15, 2021 at 4:52 PM Monique Silvi <(b) (6)> wrote:

Cousins USA moving.
They said no real reason for a walk through on a small job like this.
Minimum for the move is \$515.00 and \$65/month for storage.
They can do Tuesday or Thursday but Wednesday is already booked.
Would either of those days work?

Monique Silvi - Sent from my iPhone

On Jan 15, 2021, at 4:20 PM, Kazi Rizvi - 4PLFA <kazi.rizvi@gsa.gov> wrote:

Hi Kristina,
Regarding the subject lease action, I have copied the Lessor Monique Silvi and GSA Building Manager Brian Money.
Please coordinate with the WH Staff for the walkthrough.

Also, Monique just informed me that due to (b) (6), she may not be about to travel to Palm Beach next week. She will try her best to coordinate the move/storage.

Thank you and have a wonderful weekend.

Kazi S. Rizvi
Lease Contracting Officer
General Services Administration
299 E. Broward Blvd, Suite 405
Fort Lauderdale, FL 33301
Office - 954-233-9248

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(202) 708-9835 (desk)
(b) (6) (cell)



Fwd: Interstate Transport

Desiree Thompson (b) (6)
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Thu, Apr 22, 2021 at 10:50 AM

No problem, thank you!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Thursday, April 22, 2021 at 11:48 AM
To: Desiree Thompson <(b) (6)>
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Interstate Transport

Desiree --- I apologize for not getting back to you. I wanted to let you know that Legal has advised that since this is personal property, GSA Transition funds cannot be used for this shipping.

Please let me know if you have any other questions.

Thank you, Kathy

On Wed, Apr 21, 2021 at 6:56 PM Desiree Thompson <(b) (6)> wrote:

Kathy, do you have any update on this random question? I am so sorry to ask – this is a weird one!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Wednesday, April 14, 2021 at 12:36 PM
To: Desiree Thompson <(b) (6)>
Subject: Re: Interstate Transport

I'm sure we have someone on schedule. I'll check.

On Wed, Apr 14, 2021 at 12:33 PM Desiree Thompson <(b) (6)> wrote:

Does GSA work with a contractor for interstate shipping? We have a portrait of President Trump and it needs to be shipped to FL, but in its crate it is 300lbs, 6 x 8 feet.

Desiree Thompson Sayle

Director of Correspondence

Office of Donald J. Trump

(b) (6)

(b) (6)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(202) 708-9835 (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(202) 708-9835 (desk)

(b) (6) (cell)



Re: Close Out of the Outgoing Transition Funds and Move to Former President's Fund

1 message

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Wed, Jun 23, 2021 at 5:03 PM

To: William Harrison <(b) (6)>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Anthony Marable - BR <anthony.marable@gsa.gov>, Georgia Davis Leggett - BR4 <georgia.davis-leggett@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>, Lori Howard - BR4F <lori.howard@gsa.gov>, Jearline Nicome - CSC <jearline.nicome@gsa.gov>, Josette Colyne - CR1P <josette.colyne@gsa.gov>, Jamie Hamlin - CR1B <jamie.hamlin@gsa.gov>, Bonnie Hochhalter - CRS <bonnie.hochhalter@gsa.gov>, Imari Ridley-Daniels - CRSC <imari.ridley-daniels@gsa.gov>, Lakita Rivero - CRSA <lakita.rivero@gsa.gov>, Kristina Schroeder - 4P1AB <kristina.schroeder@gsa.gov>

Beau ---

I wanted to provide a short update and a reminder on important dates to begin our close out activities.

1. The following contracts have been secured for the close out of the Correspondence Office in Arlington, VA.
 - Decommissioning of the cable and connectivity – 50/50 Split between Outgoing VP and Outgoing POTUS (\$2368.20)
 - ✓ Approval Received for \$1184.10
 - Multi-functioning printer move. - 50/50 Split between Outgoing VP and Outgoing POTUS (\$567.00)
 - ✓ Approval Received for \$283.50
 - Furniture and miscellaneous items move to Franconia warehouse - 50/50 Split between Outgoing VP and Outgoing POTUS (\$3263.00)
 - ✓ Approval Received for \$1631.50
 - Scheduling a site visit with moving contractor. Will notify you and Desiree when the date is set.
2. Confirm date Correspondence Office will officially close.
(No later than July 21, 2021)
 - Action: Confirm date: Outgoing President's Correspondence personnel will vacate the office space.
 - Action: Confirm date: All access cards and parking transponders returned to GSA.
 - Action: Confirm date: All equipment such as iPhones, monitors, docking stations, laptops and other equipment GSA loaned will be returned.
 - Action: Provide forwarding address for any mail received for Former President.
 - We can set this date as July 21 to return all items and close of the office. If this is satisfactory, I will plan to visit the site on July 21 to pick up items. Please confirm.
3. CORT Furniture Rental at Mar-a-Lago
 - Terminates on June 30, 2021.
 - ✓ Approval received 6.7.2021 to terminate and return furniture.
 - ✓ Furniture picked up on Wednesday, June 23, 2021.
 - ✓ 5 Desk chairs purchased via purchase card.

4. Former President's Act

- Strongly recommend revisiting the Outgoing and Former President's Guide. Additional restrictions are covered under the Former President's Act.

5. Former President's Staff

- Identify Transition Staff that will transition to Former President's Staff.
 - ✓ Action: Send list of transition staff to be on-boarded to the Former President's staff as soon as possible.
- GSA sent forms for on-boarding to the Former President's Staff on June 10, 2021
 - ✓ Action: Return completed forms by Wednesday, June 30, 2021, to GSA.

6. Relocate Former President's Correspondence Office from Arlington, VA to West Palm Beach, FL

- The specific language in the Former Presidents Act concerning furnishings and equipment reads, "(c) The Administrator of General Services shall furnish for each former President suitable office space appropriately furnished and equipped, as determined by the Administrator, at such place within the United States as the former President shall specify." Based on this language, GSA has determined that one office for the Former President shall be provided and furnished by the GSA. Therefore, the Former President must identify either the Mar-a-Lago office or the Correspondence Office as the single office that the GSA will provide and furnish.
- The Former President identified the Correspondence Office in West Palm Beach as the single office for the Former President.
- Identify requirements for the Correspondence Office
- Meet with Leasing POCs to review necessary documents to identify potential office locations.
- If the Former President's Office determines that the Correspondence Office in West Palm Beach will be the single office that GSA provides and furnishes, furniture and other items from the Mar-a-lago location will need to be moved the the existing location to the new location.

7. Use of Transition Funds

- Transition Funds are available for use through July 21, 2021, for approved purchases or services.
- All contract awards or purchases must be executed by July 21, 2021, otherwise Transition Funds will not be available for use.
- Recommend approved contracts or purchases be requested no later than July 1, to ensure funds approval and execution before July 21, 2021.
- Invoices may be paid past July 21, 2021, but no later than September 30, 2021.
- Former President's funds will be effective July 20, 2021.
- Continue to request use of Former President's funds through GSA's POC.
- Action: Provide any other approved service or contracts to GSA by July 1, 2021.
- Action: Provide any prior invoices such as IT services to join no later than July.

8. Travel

- Travel procedures used under the Outgoing Transition period are not available under the Former Presidents Act.
- Public Law 90-608, which includes "words of futurity" in its language, limits the use of the Former President's funds for travel. Specifically, with respect to the Allowances for Former Presidents, it states, "funds appropriated under this head shall be available hereafter for travel and related expenses of former Presidents

and not to exceed two members of their staffs." This puts an explicit hard limit of two staff members that may travel at one time.

9. Government furnishings and equipment remain the property of the GSA.
 - An inventory list itemizing all furnishings and equipment in the office of the Former President.
 - Former President's Staff shall verify the inventory and sign off on the inventory.
 - If at any time, the Former President's office is terminated or the furnishings or equipment are no longer needed, all furnishings and equipment must be returned to GSA.
 - **Action: Sign off on inventory list.**

--

Kathleen K. Geisler
Director
Outgoing Transition
(202) 708-9835 (desk)
(b) (6) (cell)



Re: Close Out Activities for the Outgoing POTUS Transition to Former President Funds

1 message

Beau Harrison (b) (6)

Tue, Jun 29, 2021 at 8:03 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Lori Howard - BR4F <lori.howard@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>, Georgia Davis Leggett - BR4 <georgia.davis-leggett@gsa.gov>, Anthony Marable - BR <anthony.marable@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Thank you Kathy!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Date: Tuesday, June 29, 2021 at 5:24 PM

To: Beau Harrison <(b) (6)>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Lori Howard - BR4F <lori.howard@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>, Georgia Davis Leggett - BR4 <georgia.davis-leggett@gsa.gov>, Anthony Marable - BR <anthony.marable@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Subject: Close Out Activities for the Outgoing POTUS Transition to Former President Funds

Beau ---

Here are some additional close activities for your information.

1. Go To Meeting, Stamps.Com and UPS Accounts will be transferred to the Former President's Fund on July 22. There should not be any issues with transfer since it is internal to GSA but in case it causes a problem, please let Lori Howard know.
2. Furniture and IT inventory will be sent for your review and certification that it is accurate for all the items in the Former President's office.
3. If any items need to be shipped to Florida, please let us know by July 1, so that it can be approved, funded, and purchased before July 21, 2021.
4. If you have any other approved services or purchases under the Transition to wind down the office of the Former POTUS, please provide by July 1, for approval, funding and purchase.
5. Please ensure that all forms for on-boarding personnel is received no later than July 2, 2021, otherwise this could jeopardize a smooth on-bording process for the individual.

I will set up a call sometime after the holiday for us to touch base.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(202) 708-9835 (desk)

(b) (6) (cell)



Re: Shipping and Final Purchase Request

1 message

Beau Harrison (b) (6) Wed, Jul 7, 2021 at 1:18 PM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Desiree Thompson (b) (6)
Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

I am available as well!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Sent: Wednesday, July 7, 2021 1:17:25 PM
To: Desiree Thompson (b) (6)
Cc: Beau Harrison (b) (6); Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Shipping and Final Purchase Request

Thank you, I'll send an invite.

On Wed, Jul 7, 2021 at 1:11 PM Desiree Thompson <(b) (6)> wrote:

Yes, I am available anytime. Des

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Wednesday, July 7, 2021 at 1:09 PM
To: Desiree Thompson <(b) (6)>
Cc: Beau Harrison <(b) (6)>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Shipping and Final Purchase Request

Desiree and Beau --- can you meet tomorrow at 3:30 pm to discuss shipping to Florida.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(202) 708-9835 (desk)

(b) (6) (cell)

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(202) 708-9835 (desk)
(b) (6) (cell)



DJTCO Supply and Packing List

Desiree Thompson <(b) (6)> Wed, Jul 14, 2021 at 3:24 PM
To: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Beau Harrison <(b) (6)>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

That looks perfect, thank you!

From: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>
Date: Wednesday, July 14, 2021 at 4:02 PM
To: Desiree Thompson <(b) (6)>, Beau Harrison <(b) (6)>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Fwd: DJTCO Supply and Packing List

Good day, please confirm box sizes. See images below:

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

From: Desiree Thompson <(b) (6)>
Date: Thu, Jul 8, 2021 at 8:20 PM
Subject: DJTCO Supply and Packing List
To: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Cc: Beau Harrison <(b) (6)>

Thank you for taking the time to go over next steps for our big move. Below are the packing supplies required and timely outstanding questions:

Bubble Wrap
Shrink Wrap for wrapping pallets
250 sheets of packing paper
12 rolls Packing Tape

15 Small Boxes - 15x12x10



30 Bankers Boxes - 16.25x12.5x10.5



30 Medium Boxes - 18x14x12



10 Large Boxes - 20x20x15



TIMELY QUESTIONS:

1. Status of retaining Autopen Machine
2. 4 Additional Laptops for volunteers. Can I continue to use the laptops we have on hand for work continuity?
3. Desktop COLOR Printer
4. Copier/Scanner/Printer
5. How do we continue using Stamps.com after the 21st? Do I contact Cheryl to replenish or are we on our own?
6. Can we continue to use our UPS account with the discount?

Thank you again, for your help over the last 6 months. It has been a true pleasure to work with each of you!

Des

Desiree Thompson Sayle

Director of Correspondence

Office of Donald J. Trump

(b) (6)

(b) (6)

--

-



U.S. General Services Administration

Cheryl D. Williams | Manager, Supply Procurement & Mail Operations

Presidential Transition Team

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov



Gift Policy

Desiree Thompson <(b) (6)>

Mon, Jul 19, 2021 at 1:41 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Beau Harrison <(b) (6)>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Ok, just trying to ensure that we have the proper code to follow. I will look it up. Des

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Date: Monday, July 19, 2021 at 2:22 PM

To: Desiree Thompson <(b) (6)>

Cc: Beau Harrison <(b) (6)>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Subject: Re: Gift Policy

It is general guidance for Federal employees. I think the test is if the item is considered property of the Former President then it should not be shipped using Transition Funds. If the item is considered property of the Federal Government then it should go to NARA or GSA.

I just wanted to make sure we had an understanding of what you are allowed to ship using Transition funds.

On Mon, Jul 19, 2021 at 2:18 PM Desiree Thompson <(b) (6)> wrote:

Kathy, what part of the attached code are you referring to. I want to ensure that we are in compliance, and the attached appears to be general guidance on what gifts (foreign and domestic) can be accepted by a government employee or elected official. Working with NARA and GSA, I am in full compliance with the final disposition of gifts. So much so, we are loading the large portrait received after the 21st on a Penske truck to transport to my house so I can put it on my moving van.

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Date: Monday, July 19, 2021 at 2:01 PM

To: Beau Harrison <(b) (6)>, Desiree Thompson

<(b) (6)>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Subject: Gift Policy

Beau and Desiree ---

Good afternoon. I hope all is well with both of you. I was glad the HVAC was available to you on Sunday.

As you know, this week items will be packed and shipped to Florida. As a general rule, GSA cannot provide Transition funds to ship any items that are personal items of the Former President including gifts he has received. I've attached the policy from our CFR for your review. We will ask for a certification that no items being shipped are considered property of the former President.

I've attached the guidance on gifts for your reference.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Outgoing Transition

(202) 708-9835 (desk)

(b) (6) (cell)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(202) 708-9835 (desk)

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Title 5

SECTION 2635.202

1. [CFR](#)

›

2. [Title 5](#)

›

3. [Volume 3](#)

›

4. [Chapter XVI](#)

›

5. [Subchapter B](#)

›

6. [Part 2635](#) ›

7. [Subpart B](#) ›

8. [Section 2635.202](#)

2635.202 General prohibition on solicitation or acceptance of gifts.

§ 2635.202 General prohibition on solicitation or acceptance of gifts.

(a) *Prohibition on soliciting gifts.* Except as provided in this subpart, an employee may not, directly or indirectly:

- (1) Solicit a gift from a prohibited source; or
- (2) Solicit a gift to be given because of the employee's official position.

(b) *Prohibition on accepting gifts.* Except as provided in this subpart, an employee may not, directly or indirectly:

- (1) Accept a gift from a prohibited source; or
- (2) Accept a gift given because of the employee's official position.

(c) *Relationship to illegal gratuities statute.* A gift accepted pursuant to an exception found in this subpart will not constitute an illegal gratuity otherwise prohibited by 18 U.S.C. 201(c)(1)(B), unless it is accepted in return for being influenced in the performance of an official act. As more fully described in § 2635.205(d)(1), an employee may not solicit or accept a gift if to do so would be prohibited by the Federal bribery statute, 18 U.S.C. 201(b).

Example 1 to paragraph (c): A Government contractor who specializes in information technology software has offered an employee of the Department of Energy's information technology acquisition division a \$15 gift card to a local restaurant if the employee will recommend to the agency's

contracting officer that she select the contractor's products during the next acquisition. Even though the gift card is less than \$20, the employee may not accept the gift under § 2635.204(a) because it is conditional upon official action by the employee. Pursuant to §§ 2635.202(c) and 2635.205(a), notwithstanding any exception to the rule, an employee may not accept a gift in return for being influenced in the performance of an official act.

5 U.S.C.

United States Code, 2019 Edition

Title 5 - GOVERNMENT ORGANIZATION AND EMPLOYEES

PART III - EMPLOYEES

Subpart F - Labor-Management and Employee Relations

CHAPTER 73 - SUITABILITY, SECURITY, AND CONDUCT

SUBCHAPTER IV - FOREIGN GIFTS AND DECORATIONS

Sec. 7342 - Receipt and disposition of foreign gifts and decorations

From the U.S. Government Publishing Office, www.gpo.gov

§7342. Receipt and disposition of foreign gifts and decorations

(a) For the purpose of this section—

(1) "employee" means—

(A) an employee as defined by section 2105 of this title and an officer or employee of the United States Postal Service or of the Postal Regulatory Commission;

(B) an expert or consultant who is under contract under section 3109 of this title with the United States or any agency, department, or establishment thereof, including, in the case of an organization performing services under such section, any individual involved in the performance of such services;

(C) an individual employed by, or occupying an office or position in, the government of a territory or possession of the United States or the government of the District of Columbia;

(D) a member of a uniformed service;

(E) the President and the Vice President;

(F) a Member of Congress as defined by section 2106 of this title (except the Vice President) and any Delegate to the Congress; and

(G) the spouse of an individual described in subparagraphs (A) through (F) (unless such individual and his or her spouse are separated) or a dependent (within the meaning of section 152 of the Internal Revenue Code of 1986) of such an individual, other than a spouse or dependent who is an employee under subparagraphs (A) through (F);

(2) "foreign government" means—

(A) any unit of foreign governmental authority, including any foreign national, State, local, and municipal government;

(B) any international or multinational organization whose membership is composed of any unit of foreign government described in subparagraph (A); and

(C) any agent or representative of any such unit or such organization, while acting as such;

(3) "gift" means a tangible or intangible present (other than a decoration) tendered by, or received from, a foreign government;

(4) "decoration" means an order, device, medal, badge, insignia, emblem, or award tendered by, or received from, a foreign government;

(5) "minimal value" means a retail value in the United States at the time of acceptance of \$100 or less, except that—

(A) on January 1, 1981, and at 3 year intervals thereafter, "minimal value" shall be redefined in regulations prescribed by the Administrator of General Services, in consultation with the Secretary of State, to reflect changes in the consumer price index for the immediately preceding 3-year period; and

(B) regulations of an employing agency may define "minimal value" for its employees to be less than the value established under this paragraph; and

(6) "employing agency" means—

(A) the Committee on Standards of Official Conduct of the House of Representatives, for Members and employees of the House of Representatives, except that those responsibilities specified in subsections (c)(2)(A), (e)(1), and (g)(2)(B) shall be carried out by the Clerk of the House;

(B) the Select Committee on Ethics of the Senate, for Senators and employees of the Senate, except that those responsibilities (other than responsibilities involving approval of the employing agency) specified in subsections (c)(2), (d), and (g)(2)(B) shall be carried out by the Secretary of the Senate;

(C) the Administrative Office of the United States Courts, for judges and judicial branch employees; and

(D) the department, agency, office, or other entity in which an employee is employed, for other legislative branch employees and for all executive branch employees.

(b) An employee may not—

(1) request or otherwise encourage the tender of a gift or decoration; or

(2) accept a gift or decoration, other than in accordance with the provisions of subsections (c) and (d).

(c)(1) The Congress consents to—

(A) the accepting and retaining by an employee of a gift of minimal value tendered and received as a souvenir or mark of courtesy; and

(B) the accepting by an employee of a gift of more than minimal value when such gift is in the nature of an educational scholarship or medical treatment or when it appears that to refuse the gift would likely cause offense or embarrassment or otherwise adversely affect the foreign relations of the United States, except that—

(i) a tangible gift of more than minimal value is deemed to have been accepted on behalf of the United States and, upon acceptance, shall become the property of the United States; and

(ii) an employee may accept gifts of travel or expenses for travel taking place entirely outside the United States (such as transportation, food, and lodging) of more than minimal value if such acceptance is appropriate, consistent with the interests of the United States, and permitted by the employing agency and any regulations which may be prescribed by the employing agency.

(2) Within 60 days after accepting a tangible gift of more than minimal value (other than a gift described in paragraph (1)(B)(ii)), an employee shall—

(A) deposit the gift for disposal with his or her employing agency; or

(B) subject to the approval of the employing agency, deposit the gift with that agency for official use.

Within 30 days after terminating the official use of a gift under subparagraph (B), the employing agency shall forward the gift to the Administrator of General Services in accordance with subsection (e)(1) or provide for its disposal in accordance with subsection (e)(2).

(3) When an employee deposits a gift of more than minimal value for disposal or for official use pursuant to paragraph (2), or within 30 days after accepting travel or travel expenses as provided in paragraph (1)(B)(ii) unless such travel or travel expenses are accepted in accordance with specific instructions of his or her employing agency, the employee shall file a statement with his or her employing agency or its delegate containing the information prescribed in subsection (f) for that gift.

(d) The Congress consents to the accepting, retaining, and wearing by an employee of a decoration tendered in recognition of active field service in time of combat operations or awarded for other outstanding or unusually meritorious performance, subject to the approval of the employing agency of such employee. Without this approval, the decoration is deemed to have been accepted on behalf of the United States, shall become the property of the United States, and shall be deposited by the employee, within sixty days of acceptance, with the employing agency for official use, for forwarding to the Administrator of General Services for disposal in accordance with subsection (e)(1), or for disposal in accordance with subsection (e)(2).

(e)(1) Except as provided in paragraph (2), gifts and decorations that have been deposited with an employing agency for disposal shall be (A) returned to the donor, or (B) forwarded to the Administrator of General Services for transfer, donation, or other disposal in accordance with the provisions of subtitle I of title 40 and division C (except sections 3302, 3501(b), 3509, 3906, 4710, and 4711) of subtitle I of title 41. However, no gift or decoration that has been deposited for disposal may be sold without the approval of the Secretary of State, upon a determination that the sale will not adversely affect the foreign relations of the United States. Gifts and decorations may be sold by negotiated sale.

(2) Gifts and decorations received by a Senator or an employee of the Senate that are deposited with the Secretary of the Senate for disposal, or are deposited for an official use which has terminated, shall be disposed of by the Commission on Arts and Antiquities of the United States Senate. Any such gift or decoration may be returned by the Commission to the donor or may be transferred or donated by the Commission, subject to such terms and conditions as it may prescribe, (A) to an agency or instrumentality of (i) the United States, (ii) a State, territory, or possession of the United States, or a political subdivision of the foregoing, or (iii) the District of Columbia, or (B) to an organization described in section 501(c)(3) of the Internal Revenue Code of 1986 which is exempt from taxation under section 501(a) of such Code. Any such gift or decoration not disposed of as provided in the preceding sentence shall be forwarded to the Administrator of General Services for disposal in accordance with paragraph (1). If the Administrator does not dispose of such gift or decoration within one year, he shall, at the request of the Commission, return it to the Commission and the Commission may dispose of such gift or decoration in such manner as it considers proper, except that such gift or decoration may be sold

only with the approval of the Secretary of State upon a determination that the sale will not adversely affect the foreign relations of the United States.

(f)(1) Not later than January 31 of each year, each employing agency or its delegate shall compile a listing of all statements filed during the preceding year by the employees of that agency pursuant to subsection (c)(3) and shall transmit such listing to the Secretary of State who shall publish a comprehensive listing of all such statements in the Federal Register.

(2) Such listings shall include for each tangible gift reported—

- (A) the name and position of the employee;
- (B) a brief description of the gift and the circumstances justifying acceptance;
- (C) the identity, if known, of the foreign government and the name and position of the individual who presented the gift;
- (D) the date of acceptance of the gift;
- (E) the estimated value in the United States of the gift at the time of acceptance; and
- (F) disposition or current location of the gift.

(3) Such listings shall include for each gift of travel or travel expenses—

- (A) the name and position of the employee;
- (B) a brief description of the gift and the circumstances justifying acceptance; and
- (C) the identity, if known, of the foreign government and the name and position of the individual who presented the gift.

(4)(A) In transmitting such listings for an element of the intelligence community, the head of such element may delete the information described in subparagraph (A) or (C) of paragraph (2) or in subparagraph (A) or (C) of paragraph (3) if the head of such element certifies in writing to the Secretary of State that the publication of such information could adversely affect United States intelligence sources or methods.

(B) Any information not provided to the Secretary of State pursuant to the authority in subparagraph (A) shall be transmitted to the Director of National Intelligence who shall keep a record of such information.

(C) In this paragraph, the term "intelligence community" has the meaning given that term in section 3(4) of the National Security Act of 1947 (50 U.S.C. 401a(4)).¹

(g)(1) Each employing agency shall prescribe such regulations as may be necessary to carry out the purpose of this section. For all employing agencies in the executive branch, such regulations shall be prescribed pursuant to guidance provided by the Secretary of State. These regulations shall be implemented by each employing agency for its employees.

(2) Each employing agency shall—

- (A) report to the Attorney General cases in which there is reason to believe that an employee has violated this section;
- (B) establish a procedure for obtaining an appraisal, when necessary, of the value of gifts; and
- (C) take any other actions necessary to carry out the purpose of this section.

(h) The Attorney General may bring a civil action in any district court of the United States against any employee who knowingly solicits or accepts a gift from a foreign government not consented to by this section or who fails to deposit or report such gift as required by this section.

The court in which such action is brought may assess a penalty against such employee in any amount not to exceed the retail value of the gift improperly solicited or received plus \$5,000.

(i) The President shall direct all Chiefs of a United States Diplomatic Mission to inform their host governments that it is a general policy of the United States Government to prohibit United States Government employees from receiving gifts or decorations of more than minimal value.

(j) Nothing in this section shall be construed to derogate any regulation prescribed by any employing agency which provides for more stringent limitations on the receipt of gifts and decorations by its employees.

(k) The provisions of this section do not apply to grants and other forms of assistance to which section 108A of the Mutual Educational and Cultural Exchange Act of 1961 applies.

(Added Pub. L. 90–83, §1(45)(C), Sept. 11, 1967, 81 Stat. 208; amended Pub. L. 95–105, title V, §515(a)(1), Aug. 17, 1977, 91 Stat. 862; Pub. L. 95–426, title VII, §712(a)–(c), Oct. 7, 1978, 92 Stat. 994; Pub. L. 99–514, §2, Oct. 22, 1986, 100 Stat. 2095; Pub. L. 107–217, §3(a)(1), Aug. 21, 2002, 116 Stat. 1295; Pub. L. 108–458, title I, §1079(b), Dec. 17, 2004, 118 Stat. 3696; Pub. L. 109–435, title VI, §604(b), Dec. 20, 2006, 120 Stat. 3241; Pub. L. 111–259, title III, §361, Oct. 7, 2010, 124 Stat. 2701; Pub. L. 111–350, §5(a)(10), Jan. 4, 2011, 124 Stat. 3841.)

Historical and Revision Notes

<i>Section of title 5</i>	<i>Source (U.S.Code)</i>	<i>Source (Statutes at Large)</i>
7342(a)	22:2621.	Oct. 15, 1966, Pub. L. 89–673, §2, 80 Stat. 952.
7342(b)	22:2622.	Oct. 15, 1966, Pub. L. 89–673, §3, 80 Stat. 952.
7342(c)	22:2623.	Oct. 15, 1966, Pub. L. 89–673, §4, 80 Stat. 952.
7342(d)	22:2624.	Oct. 15, 1966, Pub. L. 89–673, §5, 80 Stat. 952.
7342(e)	22:2626.	Oct. 15, 1966, Pub. L. 89–673, §7, 80 Stat. 952.

The definitions of "employee" and "uniformed services" in 5 U.S.C. 2105 and 2101 are broad enough to cover the persons included in 22 U.S.C. 2621(1) with the exception of (1) individuals employed by, or occupying an office or position in, the government of a territory or possession of the United States or of the District of Columbia, (2) the President, and (3) Members of Congress, who, accordingly, are covered in paragraphs (B), (D), and (E). As the Canal Zone Government is an independent agency of the United States, see section 31 of title 2, Canal Zone Code, an employee thereof is an "employee" as defined in 5 U.S.C. 2105.

In subsection (b), the words "An employee may not" are substituted for "No person shall" to conform to the definition applicable and style of title 5, United States Code.

In subsection (c), the words "under regulations prescribed under this section" are substituted for "in accordance with the rules and regulations issued pursuant to this Act".

In subsection (e), the words "The President may prescribe regulations to carry out the purpose of this section" are substituted for "Rules and regulations to carry out the purposes of this Act may be prescribed by or under the authority of the President". Under 3 U.S.C. 301, the President may delegate the authority vested in him by this subsection.

REFERENCES IN TEXT

Section 152 of the Internal Revenue Code of 1986, referred to in subsec. (a)(1)(G), is classified to section 152 of Title 26, Internal Revenue Code.

Section 501 of the Internal Revenue Code of 1986, referred to in subsec. (e)(2), is classified to section 501 of Title 26, Internal Revenue Code.

The National Security Act of 1947, referred to in subsec. (f)(4)(C), is act July 26, 1947, ch. 343, 61 Stat. 495, which was formerly classified principally to chapter 15 (§401 et seq.) of Title 50, War and National Defense, prior to editorial reclassification in chapter 44 (§3001 et seq.) of Title 50. Section 3 of the Act is now classified to section 3003 of Title 50. For complete classification of this Act to the Code, see Tables.

Section 108A of the Mutual Educational and Cultural Exchange Act of 1961, referred to in subsec. (k), is classified to section 2458a of Title 22, Foreign Relations and Intercourse.

AMENDMENTS

2011—Subsec. (e)(1). Pub. L. 111–350 substituted "division C (except sections 3302, 3501(b), 3509, 3906, 4710, and 4711) of subtitle I of title 41" for "title III of the Federal Property and Administrative Services Act of 1949 (41 U.S.C. 251 et seq.)".

2010—Subsec. (f)(4). Pub. L. 111–259 amended par. (4) generally. Prior to amendment, par. (4) read as follows:

"(A) In transmitting such listings for the Central Intelligence Agency, the Director of the Central Intelligence Agency may delete the information described in subparagraphs (A) and (C) of paragraphs (2) and (3) if the Director certifies in writing to the Secretary of State that the publication of such information could adversely affect United States intelligence sources.

"(B) In transmitting such listings for the Office of the Director of National Intelligence, the Director of National Intelligence may delete the information described in subparagraphs (A) and (C) of paragraphs (2) and (3) if the Director certifies in writing to the Secretary of State that the publication of such information could adversely affect United States intelligence sources."

2006—Subsec. (a)(1)(A). Pub. L. 109–435 substituted "Postal Regulatory Commission" for "Postal Rate Commission".

2004—Subsec. (f)(4). Pub. L. 108–458 designated existing provisions as subpar. (A), substituted "the Director of the Central Intelligence Agency" for "the Director of Central Intelligence", and added subpar. (B).

2002—Subsec. (e)(1). Pub. L. 107–217 substituted "provisions of subtitle I of title 40 and title III of the Federal Property and Administrative Services Act of 1949 (41 U.S.C. 251 et seq.)" for "provisions of the Federal Property and Administrative Services Act of 1949".

1986—Subsecs. (a)(1)(G), (e)(2). Pub. L. 99–514 substituted "Internal Revenue Code of 1986" for "Internal Revenue Code of 1954".

1978—Subsec. (a)(6)(A). Pub. L. 95–426, §712(a)(1), substituted "(e)(1)" for "(e)".

Subsec. (a)(6)(B). Pub. L. 95–426, §712(a)(2), inserted ", except that those responsibilities (other than responsibilities involving approval of the employing agency) specified in subsection (c)(2), (d), and (g)(2)(B) shall be carried out by the Secretary of the Senate".

Subsec. (c)(2). Pub. L. 95–426, §712(b)(1), substituted "subsection (e)(1) or provide for its disposal in accordance with subsection (e)(2)" for "subsection (e)".

Subsec. (d). Pub. L. 95–426, §712(b)(2), substituted "official use, for forwarding", for "official use, or forwarding", and "subsection (e)(1), or for disposal in accordance with subsection (e)(2)" for "subsection (e)".

Subsec. (e). Pub. L. 95–426, §712(c), designated existing provisions as par. (1), substituted "Except as provided in paragraph (2), gifts" for "Gifts", "(A)" and "(B)" for "(1)" and "(2)", respectively, and added par. (2).

1977—Subsec. (a). Pub. L. 95–105 in par. (1) inserted provisions expanding definition of "employee" to include an officer or employee of the United States Postal Service or Postal Rate Commission, certain experts and consultants, the Vice President, and any Delegate to Congress, in par. (2) incorporated existing provisions into subpars. (A) and (C) and added subpar. (B), in par. (3) substituted reference to

tangible or intangible present for reference to present, in par. (4) inserted reference to award, and added pars. (5) and (6).

Subsec. (b). Pub. L. 95–105 designated existing provisions as par. (1) and added par. (2).

Subsec. (c). Pub. L. 95–105 incorporated existing provisions of pars. (1) and (2) into par. (1), inserted provisions giving congressional consent to acceptance of a gift in the nature of an educational scholarship, medical treatment, or travel or travel expenses, and added pars. (2) and (3).

Subsec. (d). Pub. L. 95–105 struck out provisions requiring the Secretary of State to concur with the approval of the employing agency and substituted provisions requiring the employee to deposit property within 60 days of acceptance with the employing agency for official use or forwarding to the Administrator of General Services for disposal for provisions requiring the employee to deposit the decoration for use and disposal as the property of the United States under regulations prescribed under this section.

Subsec. (e). Pub. L. 95–105 substituted provisions relating to the disposal of decorations for provisions authorizing the President to prescribe regulations to carry out the purposes of this section.

Subsecs. (f) to (k). Pub. L. 95–105 added subsecs. (f) to (k).

CHANGE OF NAME

Committee on Standards of Official Conduct of House of Representatives changed to Committee on Ethics of House of Representatives by House Resolution No. 5, One Hundred Twelfth Congress, Jan. 5, 2011.

EFFECTIVE DATE OF 2004 AMENDMENT

For Determination by President that amendment by Pub. L. 108–458 take effect on Apr. 21, 2005, see Memorandum of President of the United States, Apr. 21, 2005, 70 F.R. 23925, set out as a note under section 3001 of Title 50, War and National Defense.

Amendment by Pub. L. 108–458 effective not later than six months after Dec. 17, 2004, except as otherwise expressly provided, see section 1097(a) of Pub. L. 108–458, set out as an Effective Date of 2004 Amendment; Transition Provisions note under section 3001 of Title 50, War and National Defense.

EFFECTIVE DATE OF 1977 AMENDMENT

Pub. L. 95–105, title V, §515(a)(2), Aug. 17, 1977, 91 Stat. 866, provided that: "The amendment made by paragraph (1) of this subsection [amending this section] shall take effect on January 1, 1978."

TRANSFER OF FUNCTIONS

Certain functions of Clerk of House of Representatives transferred to Director of Non-legislative and Financial Services by section 7 of House Resolution No. 423, One Hundred Second Congress, Apr. 9, 1992. Director of Non-legislative and Financial Services replaced by Chief Administrative Officer of House of Representatives by House Resolution No. 6, One Hundred Fourth Congress, Jan. 4, 1995.

LEASING OF SPACE AND FACILITIES FOR STORING AND SAFEGUARDING PROPERTY

Pub. L. 95–426, title VII, §712(d), Oct. 7, 1978, 92 Stat. 995, provided that: "In the event that the space and facilities available to the Secretary of the Senate for carrying out his responsibilities in storing and safeguarding property in his custody under section 7342 of title 5, United States Code, are insufficient for such purpose, he may, with the approval of the Committee on Rules and Administration of the Senate, lease such space and facilities as may be necessary for such purpose. Rental payments under any such lease and expenses incurred in connection therewith shall be paid from the contingent fund of the Senate upon vouchers approved by the Secretary of the Senate."

WEARING OF CERTAIN DECORATIONS

Act Aug. 10, 1956, ch. 1041, §33A, 70 Stat. 1126, as added by Pub. L. 85–861, Sept. 2, 1958, §33(e), 72 Stat. 1567, provided: "A member or former member of an armed force of the United States holding any office of profit or trust under the United States may wear any decoration, order, medal, or emblem

accepted (1) under the Act of July 20, 1942, chapter 508 (56 Stat. 662), or (2) before August 1, 1947, from the government of a cobelligerent or neutral nation or an American Republic."

EXECUTIVE ORDER NO. 11320

Ex. Ord. No. 11320, Dec. 12, 1966, 31 F.R. 15789, which delegated to the Secretary of State the authority of the President under 22 U.S.C. 2626 to prescribe rules and regulations to carry out the Foreign Gifts and Decorations Act of 1966, was revoked by Ex. Ord. No. 12553, Feb. 25, 1986, 51 F.R. 7237.

EX ORD. NO. 11446. ACCEPTANCE OF SERVICE MEDALS AND RIBBONS FROM MULTILATERAL ORGANIZATIONS OTHER THAN UNITED NATIONS

Ex. Ord. No. 11446, Jan. 16, 1969, 34 F.R. 803, as amended by Ex. Ord. No. 13286, §62, Feb. 28, 2003, 68 F.R. 10629, provided:

By virtue of the authority vested in me as President of the United States and as Commander in Chief of the Armed Forces of the United States, I hereby authorize the Secretary of Defense, with respect to members of the Army, Navy, Air Force, and Marine Corps, and the Secretary of Homeland Security, with respect to members of the Coast Guard when it is not operating as a service in the Navy, to prescribe regulations for the acceptance of medals and ribbons which are offered by multilateral organizations, other than the United Nations, to members of the Armed Forces of the United States in recognition of service conducted under the auspices of those organizations. A determination that service for a multilateral organization in a particular geographical area or for a particular purpose constitutes a justifiable basis for authorizing acceptance of the medal or ribbon offered to eligible members of the Armed Forces of the United States shall be made with the concurrence of the Secretary of State.

¹ See References in Text note below.



Max on the Pallet Weight?

Desiree Thompson <(b) (6)>

Mon, Jul 19, 2021 at 9:09 PM

To: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Got it, will do!

From: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Date: Monday, July 19, 2021 at 7:18 PM

To: Desiree Thompson <(b) (6)>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Subject: Re: Max on the Pallet Weight?

I do have to say, we do have to get it out the building, so keep that in mind.

We (or carrier) have to make sure we have access to a pallet jack.

On Mon, Jul 19, 2021 at 7:11 PM Desiree Thompson <(b) (6)> wrote:

That's encouraging!!! Thank you!

Desiree Thompson Sayle

Director of Correspondence

The Office of Donald J. Trump

(b) (6)

From: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Sent: Monday, July 19, 2021 7:09:56 PM

To: Desiree Thompson <(b) (6)>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Subject: Re: Max on the Pallet Weight?

Hi Desiree,

You're doing good. A pallet can hold up to 4600lbs.

On Mon, Jul 19, 2021 at 7:08 PM Desiree Thompson <(b) (6)> wrote:

I have the first one at 598lbs.

Desiree Thompson Sayle

Director of Correspondence

Office of Donald J. Trump

(b) (6)

(b) (6)

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U.S. General Services Administration

Cheryl D. Williams | Manager, Supply Procurement & Mail Operations

Presidential Transition Team

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov

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U.S. General Services Administration



Cheryl D. Williams | Manager, Supply Procurement & Mail Operations

Presidential Transition Team

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov



Certification for Shipping

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Wed, Jul 21, 2021 at 4:41 PM

To: Beau Harrison <(b) (6)>

Cc: Desiree Thompson <(b) (6)>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Thank you

On Wed, Jul 21, 2021 at 5:36 PM Beau Harrison <(b) (6)> wrote:

Attached!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Date: Wednesday, July 21, 2021 at 5:27 PM

To: Beau Harrison <(b) (6)>, Desiree Thompson

<(b) (6)>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Subject: Certification for Shipping

Dear Beau and Desiree ---

As part of our records to process the shipping to Florida we ask that you please send a signed letter certifying that all items that are shipped to Florida and paid from the Transition funds are required to wind down the office of the Former President or are items that are property of the Federal Government.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(202) 708-9835 (desk)

(b) (6) (cell)

--

Kathleen K. Geisler
Director

Program Execution Division
Office of Portfolio Management and Real Estate
(202) 708-9835 (desk)
(b) (6) (cell)



July 21, 2021

To Whom It May Concern,

As a designee of the outgoing President for the purposes of authorizing spending against the Outgoing Presidential Transition appropriation, please note that the items being shipped from Arlington, VA to Palm Beach, FL are required to wind down the Office of the Former President or are items that are property of the Federal Government.

These items will be utilized as we transition to the Office of the Former President's new location.

Please let me know if you have any questions.

Sincerely,

(b) (6)

Beau Harrison

Office of Donald J. Trump



Crystal City Pallets

1 message

Desiree Thompson <(b) (6)>

Wed, Jul 21, 2021 at 4:51 PM

To: Beau Harrison <(b) (6)>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Kathy and I were discussing the 5 pallets we have for shipping. Can we ship everything to 136 Woodbridge or should we rent a storage facility?

Desiree Thompson Sayle

Director of Correspondence

Office of Donald J. Trump

(b) (6)

(b) (6)



Storage Unit

Beau Harrison (b) (6) Wed, Jul 21, 2021 at 10:00 PM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Desiree Thompson <(b) (6)>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Thank you, Kathy!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Sent: Wednesday, July 21, 2021 10:59:53 PM
To: Beau Harrison <(b) (6)>
Cc: Desiree Thompson <(b) (6)>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Storage Unit

I'm going to tell my team that we will regroup tomorrow. I'll ask about the former President's funds.

Good night! Talk to you tomorrow.

Kathy

Sent from my iPhone

On Jul 21, 2021, at 10:50 PM, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

I can't — it will need to be tomorrow.

Sent from my iPhone

On Jul 21, 2021, at 10:45 PM, Beau Harrison <(b) (6)> wrote:

Kathy - can you confirm that we will be able to use Former POTUS funds for shipping if we hold off tonight?

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Sent: Wednesday, July 21, 2021 10:43:58 PM
To: Desiree Thompson <(b) (6)>
Cc: Beau Harrison <(b) (6)>; Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Storage Unit

Beau and Desiree — since we are out of time and if we can find a less expensive source then I recommend we regroup and not execute tonight.

Cheryl is missing information for one of the pallets as well.

Please let me know if you agree.

Kathy

Sent from my iPhone

On Jul 21, 2021, at 10:33 PM, Desiree Thompson
<(b) (6)> wrote:

Is there any other option? It is less to move my 3 bedroom house with a 26' truck and movers.

Desiree Thompson Sayle
Director of Correspondence
The Office of Donald J. Trump
(b) (6)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Sent: Wednesday, July 21, 2021 10:25:31 PM
To: Desiree Thompson <(b) (6)>; Beau Harrison <(b) (6)>
Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Storage Unit

Desiree and Beau ---

We have an issue with the shipping. UPS will not bill until delivery. That means if we do the transaction the invoice will not have today's date on it. I can't reach anyone to see if we can still use Transition funds.

My proposal is that I request the funds, we do the transaction and we see if we can use transition funds. If we can't then use Transition funds then you may have to use Former President funds or pay with private funds. The cost is approximately \$8300. I need to know if you want us to proceed with the risk of not having Transition funds.

Thank you, Kathy

On Wed, Jul 21, 2021 at 8:58 PM Desiree Thompson
<(b) (6)> wrote:

I have the following pallets:

CRYSTAL CITY to FLORIDA STORAGE FACILITY

Pallet 1: 4x4 @ 650 lbs

Pallet 2: 4x4 @ 1,262 lbs

Pallet 3: 4x4@ 763 lbs

Short Term

Pallet 1: 4x4 @ 994 lbs

Pallet 2: 3x3 @ 443 lbs

CRYSTAL CITY TO MAL

Pallet

From: Cheryl Williams - WPMABH
<cheryl.d.williams@gsa.gov>
Date: Wednesday, July 21, 2021 at 7:02 PM
To: Beau Harrison <(b) (6)>
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Desiree Thompson <(b) (6)>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Storage Unit

Good evening Beau, Desiree:

I just learned that someone will not be able to get to Life Storage this evening, so this transaction will not be processed with transition funds.

I do have a reference number you can use to refer back to the conversation. I asked for an 8 x 10' storage unit, climate controlled for \$174.00/month with the first month free. I spoke with Malaysia.

Reference Number: 5902687

I hope this can be of assistance.

Please let me know if you have any questions.

On Wed, Jul 21, 2021 at 6:32 PM Beau Harrison <(b) (6)> wrote:

Molly is actually planning on going there tomorrow already!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Wednesday, July 21, 2021 at 6:31 PM
To: Beau Harrison <(b) (6)>
Cc: Desiree Thompson <(b) (6)>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>
Subject: Re: Storage Unit

Thank you --- we got it from Desiree. We are checking into it but payment may be an issue. Thank you

On Wed, Jul 21, 2021 at 6:30 PM Beau Harrison <(b) (6)> wrote:

My apologies – I sent the info to Desiree's cell.

Life Storage

1520 Belvedere Rd, West Palm Beach, FL 33406

(561) 408-0556

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Wednesday, July 21, 2021 at 5:44 PM
To: Beau Harrison <(b) (6)>, Desiree Thompson <(b) (6)>
Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>
Subject: Storage Unit

Beau --- Cheryl is getting concerned that the facilities will close. Please send the information as soon as possible.

Thank you, Kathy

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(202) 708-9835 (desk)

(b) (6) (cell)

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(202) 708-9835 (desk)
(b) (6) (cell)

--

-



U.S. General Services Administration

Cheryl D. Williams | Manager, Supply Procurement & Mail Operations

Presidential Transition Team

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(202) 708-9835 (desk)
(b) (6) (cell)



Storage Unit

Beau Harrison (b) (6)
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Desiree Thompson (b) (6)
Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Anthony Marable - BR <anthony.marable@gsa.gov>, Lori Howard - BR4F <lori.howard@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Thank you Kathy!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Wednesday, July 28, 2021 at 3:23 PM
To: Desiree Thompson (b) (6)
Cc: Beau Harrison (b) (6), Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Anthony Marable - BR <anthony.marable@gsa.gov>, Lori Howard - BR4F <lori.howard@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>
Subject: Re: Storage Unit

Beau --- Anthony Marable, lead for the Former President's account will be contacting you on the storage unit and the shipping. His team will be moving forward with the transactions and any instructions.

Thank you, Kathy

On Mon, Jul 26, 2021 at 3:54 PM Desiree Thompson (b) (6) wrote:

If it is all the same to you, I will use the UPS account, now billed to 45 former office, to have the pallets picked up and shipped. Let me know if that would be a problem. Des

Desiree Thompson Sayle
Director of Correspondence
The Office of Donald J. Trump

(b) (6)

From: Desiree Thompson (b) (6)
Sent: Monday, July 26, 2021 11:40:50 AM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Beau Harrison (b) (6), Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Storage Unit

Kathy, happy Monday! Wanted to circle around about this since I know the furniture movers are coming. What do you recommend we need to do at this point? I just need the pallets to arrive the week of August 1st.

Desiree Thompson Sayle
Director of Correspondence
The Office of Donald J. Trump

(b) (6)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Sent: Friday, July 23, 2021 12:10:20 PM
To: Desiree Thompson (b) (6)
Cc: Beau Harrison (b) (6), Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Storage Unit

Desiree --- That was what I recommended but it seemed that you were not happy with the cost and you wanted us to look for other options. It's too late now, we needed to do the transaction that evening.

Funds have expired.

This is why it was important to get as many purchases in by July 1 so we could execute in time.

As soon as I know we can use the Former President's funds we will coordinate with the new team to execute a storage unit and shipping.

On Fri, Jul 23, 2021 at 12:00 PM Desiree Thompson (b) (6) wrote:

Is there any recourse to use transition funds? If we would have known that UPS could not bill until delivery, I would have shipped earlier!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Friday, July 23, 2021 at 11:55 AM
To: Desiree Thompson (b) (6)
Cc: Beau Harrison (b) (6), Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Storage Unit

Waiting for OGC to respond. Can't use Transition Funds. Checking on Former President's funds.

On Fri, Jul 23, 2021 at 11:49 AM Desiree Thompson (b) (6) wrote:

Kathy, just wanted to follow-up on the status of conversations re. UPS and using transition funds to pay for the transport. Des

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Wednesday, July 21, 2021 at 11:07 PM
To: Desiree Thompson (b) (6)
Cc: Beau Harrison (b) (6), Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Storage Unit

Thank you. We will regroup tomorrow. You definitely stayed later than I thought. Kathy

On Wed, Jul 21, 2021 at 11:05 PM Desiree Thompson (b) (6) wrote:

We have 5 pallets. Let me know if you need anything from me. Crystal City is now closed.





Desiree Thompson Sayle
Director of Correspondence
The Office of Donald J. Trump

(b) (6)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Sent: Wednesday, July 21, 2021 10:43:58 PM
To: Desiree Thompson (b) (6); Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>; Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
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Beau and Desiree — since we are out of time and if we can find a less expensive source then I recommend we regroup and not execute tonight.

Cheryl is missing information for one of the pallets as well.

Please let me know if you agree.

Kathy

Sent from my iPhone

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Is there any other option? It is less to move my 3 bedroom house with a 26' truck and movers.

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The Office of Donald J. Trump

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Subject: Re: Storage Unit

Desiree and Beau ---

We have an issue with the shipping. UPS will not bill until delivery. That means if we do the transaction the invoice will not have today's date on it. I can't reach anyone to see if we can still use Transition funds.

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Thank you, Kathy

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Pallet

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Date: Wednesday, July 21, 2021 at 7:02 PM
To: Beau Harrison (b) (6)
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Desiree Thompson (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>
Subject: Re: Storage Unit

Good evening Beau, Desiree:

I just learned that someone will not be able to get to Life Storage this evening, so this transaction will not be processed with transition funds.

I do have a reference number you can use to refer back to the conversation. I asked for an 8 x 10' storage unit, climate controlled for \$174.00/month with the first month free. I spoke with Malaysia. **Reference Number: 5902687**

I hope this can be of assistance.

Please let me know if you have any questions.

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Thank you --- we got it from Desiree. We are checking into it but payment may be an issue. Thank you

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My apologies -- I sent the info to Desiree's cell.

Life Storage

1520 Belvedere Rd, West Palm Beach, FL 33406

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Subject: Storage Unit

Beau --- Cheryl is getting concerned that the facilities will close. Please send the information as soon as possible.

Thank you, Kathy

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Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(202) 708-9835 (desk)

(b) (6) (cell)

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-



U.S. General Services Administration

Cheryl D. Williams | Manager, Supply Procurement & Mail Operations

Presidential Transition Team

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov

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(b) (6) (cell)

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry, no matter how small, should be recorded to ensure the integrity of the financial statements. This includes not only sales and purchases but also expenses and income. The text explains that proper record-keeping is essential for identifying trends, managing cash flow, and complying with tax regulations.

The second part of the document provides a detailed overview of the accounting cycle. It outlines the ten steps involved in the process, from identifying the accounting entity to preparing financial statements. Each step is explained in detail, with examples provided to illustrate the concepts. The text also discusses the importance of double-entry bookkeeping and how it helps in maintaining the balance of the accounting equation.

The third part of the document focuses on the classification of accounts. It explains how accounts are categorized into assets, liabilities, and equity. It also discusses the classification of expenses and revenues. The text provides a clear understanding of how these classifications affect the financial statements and how they are used to analyze the company's performance.

The fourth part of the document discusses the importance of adjusting entries. It explains how these entries are used to ensure that the financial statements reflect the true financial position of the company at the end of the period. The text provides examples of adjusting entries and explains how they are recorded in the journal and posted to the ledger.

The fifth part of the document discusses the preparation of financial statements. It explains how the information from the ledger is used to prepare the balance sheet, income statement, and statement of cash flows. The text provides a step-by-step guide to the process and includes examples of how to prepare each statement.

The sixth part of the document discusses the importance of internal controls. It explains how these controls are used to prevent and detect errors and fraud. The text provides a list of common internal controls and explains how they are implemented in a company's accounting system.

The seventh part of the document discusses the importance of auditing. It explains how an audit is conducted and how it helps in ensuring the accuracy and reliability of the financial statements. The text provides a list of common audit procedures and explains how they are used to identify and correct errors.

The eighth part of the document discusses the importance of budgeting. It explains how a budget is used to plan and control the company's financial activities. The text provides a list of common budgeting techniques and explains how they are used to set financial goals and track performance.

The ninth part of the document discusses the importance of cost accounting. It explains how cost accounting is used to determine the cost of goods sold and to analyze the company's cost structure. The text provides a list of common cost accounting methods and explains how they are used to allocate costs to different departments and products.

The tenth part of the document discusses the importance of financial analysis. It explains how financial analysis is used to evaluate the company's financial performance and to identify areas for improvement. The text provides a list of common financial ratios and explains how they are used to analyze the company's financial health.



Fwd: shipping crate

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Wed, Jul 28, 2021 at 2:49 PM

To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, "Darrell Helton (WPM1D)" <darrell.helton@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>

Kevin and Darrell ---

Please see the email below from Domini. Can you tell me what is the best way to handle this. If there is a cost associated with it I will need to pass it to the Former President Team led by Anthony Marable.

Also, the moving contractor needs access to the loading dock and freight elevator on Friday. He underestimated the time required to crate and wrap the items.

Please confirm access for Friday.

Thank you, Kathy

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

From: **Domini Anderson/USA** <(b) (6)>

Date: Wed, Jul 28, 2021 at 3:28 PM

Subject: shipping crate

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Kathy,

I am not sure if Desiree let someone know the shipping crate by the xray machine in the loading dock is from the 12th floor and will need to be removed. It contained a painting and the crate did not fit in the freight elevator so it was unpackaged in the loading dock and the crate is still there. I just wanted to make sure someone was aware it needs to be removed. I was not sure who's attention I should bring this too. Let me know if I can help in any way!

Thank you!

Domini Anderson

Senior Assistant Property Manager
2733 South Crystal Drive, Suite 100
Arlington, VA 22202 | USA
Direct: (b) (6)

Cell (b) (6)

(b) (6)



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--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(202) 708-9835 (desk)
(b) (6) (cell)



Pick Up for Shipping Tuesday, August 3, 10 am - 1 pm

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Mon, Aug 2, 2021 at 11:01 AM

To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Cc: "Darrell Helton (WPM1D)" <darrell.helton@gsa.gov>, Lori Howard - BR4F <lori.howard@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Let me check. I thought we did take care of it already. I'll check. Kathy

On Mon, Aug 2, 2021 at 11:59 AM Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> wrote:

Kathy

You are all set for for dock access between the hours of 10a-1p.

BTW, the Lessor would like to know how and when the payment will be taken care of if OTU fit July 18th.

Regards,

O

Kevin L. Ward
Building Manager
GSA Triangle Service Center

Public Buildings Service
National Capital Region

1301 Constitution Avenue
Washington, DC 20001

Office: 202.969.5557

Mobile: (b) (6)
kevin.l.ward@gsa.gov

Sent from my iPhone mobile assistant

On Aug 2, 2021, at 11:18 AM, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Thank you

On Mon, Aug 2, 2021 at 11:17 AM Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> wrote:

Good morning Kathy
I will notify the Lessor. Thank You.

Regards,

Kevin L. Ward
Building Manager
GSA Triangle Service Center

Public Buildings Service
National Capital Region

1301 Constitution Avenue
Washington, DC 20001

Office: 202.969.5557

Mobile: (b) (6)

kevin.l.ward@gsa.gov

Sent from my iPhone mobile assistant

On Aug 2, 2021, at 11:12 AM, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Kevin and Darrell --- Lori has scheduled a shipping pick up of 5 pallets for the Former President. We will need access to the loading dock and the freight elevator. We are using UPS so I think we need special access to the loading dock.

I'll be there to escort them to the 12th floor.

Please confirm with Domini and EPA security. Let me know if we are cleared to go.

Thank you, Kathy

--
Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
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(b) (6) (cell)

--
Kathleen K. Geisler
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Kathleen K. Geisler
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(b) (6) (cell)



Fwd: TForce Freight Pickup Scheduled Notification, Pickup Request Confirmation Number: WBU34582644

1 message

Lori Howard - BR4F <lori.howard@gsa.gov>
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Mon, Aug 2, 2021 at 11:28 AM

fyi
Lori N. Howard
Branch Manager, Internal Controls
Office of Chief Financial Office
General Services Administration
18 & F Street NW | Washington, DC 20407
(b) (6) mobile | 202.692-3473 fax
"Leading Others to Their Potential"

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

From: **TForce Freight Shipment Event Notification** <(b) (6)>
Date: Mon, Aug 2, 2021 at 11:13 AM
Subject: TForce Freight Pickup Scheduled Notification, Pickup Request Confirmation Number: WBU34582644
To: <lori.howard@gsa.gov>



At the request of Kathy Geisler from GSA CW50 this notice alerts you that a pickup has been scheduled for the shipment listed below. Please contact Customer Service at 800-333-7400 for any additional details. Once picked up, you can track your shipment at <https://www.tforcefreight.com>.

Pickup Request Confirmation Number:	WBU34582644
Pro number:	N/A
Pickup Reference Number:	FPO0002
Scheduled Pick-up Date:	08/03/2021
Earliest Pickup Time:	10:00AM
Latest Pickup Time:	1:00PM
Important Pickup Information	None
Pickup From:	GSA CW50 2777 CRYSTAL DR 12TH FLOOR (b) (6) ARLINGTON, VA 22202 US
Pickup Detail	VARIOUS COMMODITIES Total Handling Units: 3 Weight: 2675 Hazmat: N

Requestor Information:

Kathy Geisler
GSA CW50
Telephone: (b) (6)
Email: kathy.geisler@gsa.gov

Consignee Information:

BEAU HARRISON AND KITTY GUBELLO
LIFE STORAGE
[1520 BELVEDERE ROAD](#)

W. PALM BEACH, FL 33406 US

Pickup Services Requested:

Liftgate Service
Inside Pickup Service
Limited Access Location

Thank you for shipping with TForce Freight!



Fwd: TForce Freight Pickup Scheduled Notification, Pickup Request Confirmation Number: WBU34580291

1 message

Lori Howard - BR4F <lori.howard@gsa.gov>
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Mon, Aug 2, 2021 at 11:29 AM

fyi
Lori N. Howard
Branch Manager, Internal Controls
Office of Chief Financial Office
General Services Administration
18 & F Street NW | Washington, DC 20407
(b) (6) mobile | 202.692-3473 fax
"Leading Others to Their Potential"

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

From: **TForce Freight Shipment Event Notification** <(b) (6)>
Date: Mon, Aug 2, 2021 at 9:24 AM
Subject: TForce Freight Pickup Scheduled Notification, Pickup Request Confirmation Number: WBU34580291
To: <lori.howard@gsa.gov>



At the request of Lori Howard from GSA CW50 this notice alerts you that a pickup has been scheduled for the shipment listed below. Please contact Customer Service at 800-333-7400 for any additional details. Once picked up, you can track your shipment at <https://www.tforcefreight.com>.

Pickup Request Confirmation Number:	WBU34580291
Pro number:	N/A
Pickup Reference Number:	FPO0001
Scheduled Pick-up Date:	08/03/2021
Earliest Pickup Time:	9:00AM
Latest Pickup Time:	5:00PM
Important Pickup Information	None
Pickup From:	GSA CW50 2777 CRYSTAL DR 12TH FLOOR (b) (6) ARLINGTON, VA 22202 US
Pickup Detail	VARIOUS COMMODITIES Total Handling Units: 2 Weight: 1437 Hazmat: N

Requestor Information:

Lori Howard
GSA CW50
Telephone: (b) (6)
Email: lori.howard@gsa.gov

Consignee Information:

BEAU HARRISON AND KITTY GUBELLO
MAR-A-LAGO CLUB
[1100 S. OCEAN BOULEVARD](#)
[PALM BEACH, FL 33480 US](#)

Pickup Services Requested:

Liftgate Service
Inside Pickup Service
Limited Access Location

Thank you for shipping with TForce Freight!



Shipping Update

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Tue, Aug 3, 2021 at 2:58 PM

To: lori.howard@gsa.gov, cheryl.d.williams@gsa.gov, kaitlyn.schneider@gsa.gov, Sheryl Davis Davis - WPM1A
<sheryl.davis@gsa.gov>

I'll send an email to Beau and Desiree.

Sent from my iPhone

> On Aug 3, 2021, at 3:57 PM, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

>

> One pallet is not on a square pallet. It is about a foot longer. Doesn't fit in the elevator. Need square pallets. I checked the other pallets and they are square so they are ok. Since they are all being shipped to the same location we will need to repack the one pallet and shrink wrap it.

>

> I'll need to check with Beau and Desiree about who they want to repack it. I can do it if they want but I'll need shrink wrap.

>

> Cheryl — do you know if we have any at GSA or do we need to buy some. There are 2 square pallets here we can use.

>

> We will need to reschedule pick up after we repack it.

>

> Thank you, Kathy

>

> Sent from my iPhone



Re: Shipping Issues

1 message

Desiree Thompson <(b) (6)>

Tue, Aug 3, 2021 at 4:48 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Beau Harrison <(b) (6)>

Cc: "kaitlyn.schneider@gsa.gov" <kaitlyn.schneider@gsa.gov>, "cheryl.d.williams@gsa.gov" <cheryl.d.williams@gsa.gov>, "lori.howard@gsa.gov" <lori.howard@gsa.gov>, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>



Can you tell me which one is the problem. I can see if I can find someone to repack it.

Desiree Thompson Sayle
Director of Correspondence
The Office of Donald J. Trump

(b) (6)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Sent: Tuesday, August 3, 2021 4:05:49 PM

To: Beau Harrison <(b) (6)>; Desiree Thompson <(b) (6)>

Cc: kaitlyn.schneider@gsa.gov <kaitlyn.schneider@gsa.gov>; cheryl.d.williams@gsa.gov

<cheryl.d.williams@gsa.gov>; lori.howard@gsa.gov <lori.howard@gsa.gov>; Sheryl Davis Davis - WPM1A

<sheryl.davis@gsa.gov>

Subject: Shipping Issues

Beau and Desiree — we scheduled the pick up of the 5 pallets today. One pallet is not square and is too long to fit in the freight elevator.

We will need to repack the one pallet on one or two square pallets.

I'm checking to see if you have someone who can repack them or do you want GSA to repack them. We will need to purchase additional shrink wrap as well.

Please let me know your preference.

Thank you, Kathy

Sent from my iPhone



Re: Shipping Issues

11 messages

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Tue, Aug 3, 2021 at 7:40 PM

To: Desiree Thompson <(b) (6)>

Cc: Beau Harrison <(b) (6)>, kaitlyn.schneider@gsa.gov, cheryl.d.williams@gsa.gov, lori.howard@gsa.gov, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>

I believe it was the 2 of 3 pallet. Looking at the pallets it's the last one on the left.

Sent from my iPhone

> On Aug 3, 2021, at 4:48 PM, Desiree Thompson <(b) (6)> wrote:

>

> [Image.jpeg]

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> Desiree Thompson Sayle

> Director of Correspondence

> The Office of Donald J. Trump

> (b) (6)

>

>

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> Sent: Tuesday, August 3, 2021 4:05:49 PM

> To: Beau Harrison <(b) (6)>; Desiree Thompson <(b) (6)>

> Cc: kaitlyn.schneider@gsa.gov <kaitlyn.schneider@gsa.gov>; cheryl.d.williams@gsa.gov

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> Subject: Shipping Issues

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> wrap as well.

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> Please let me know your preference.

>

> Thank you, Kathy

>

> Sent from my iPhone

> <Image.jpeg>

Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>

Tue, Aug 3, 2021 at 8:37 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Desiree Thompson <(b) (6)>, Beau Harrison <(b) (6)>, kaitlyn.schneider@gsa.gov, cheryl.d.williams@gsa.gov, lori.howard@gsa.gov



Sent from my iPhone

On Aug 3, 2021, at 7:40 PM, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

I believe it was the 2 of 3 pallet. Looking at the pallets it's the last one on the left.

Sent from my iPhone

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Desiree Thompson Sayle
Director of Correspondence
The Office of Donald J. Trump
(b) (6)

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Sent: Tuesday, August 3, 2021 4:05:49 PM

To: Beau Harrison <(b) (6)>; Desiree Thompson <(b) (6)>

Cc: kaitlyn.schneider@gsa.gov <kaitlyn.schneider@gsa.gov>; cheryl.d.williams@gsa.gov <cheryl.d.williams@gsa.gov>; lori.howard@gsa.gov <lori.howard@gsa.gov>; Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>

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Please let me know your preference.

Thank you, Kathy

Sent from my iPhone

<Image.jpeg>

Desiree Thompson <(b) (6)>

Tue, Aug 3, 2021 at 9:09 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Beau Harrison <(b) (6)>, "kaitlyn.schneider@gsa.gov" <kaitlyn.schneider@gsa.gov>, "cheryl.d.williams@gsa.gov" <cheryl.d.williams@gsa.gov>, "lori.howard@gsa.gov" <lori.howard@gsa.gov>, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>

Ok, I am having the building manager take a look tomorrow and see what needs to be arranged. I think it is too tall for the elevator, but can fit length and width.

Desiree Thompson Sayle
Director of Correspondence
The Office of Donald J. Trump
(b) (6)

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Sent: Tuesday, August 3, 2021 7:40:43 PM

To: Desiree Thompson <(b) (6)>

Cc: Beau Harrison <(b) (6)>; kaitlyn.schneider@gsa.gov <kaitlyn.schneider@gsa.gov>; cheryl.d.williams@gsa.gov <cheryl.d.williams@gsa.gov>; lori.howard@gsa.gov <lori.howard@gsa.gov>; Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>

Subject: Re: Shipping Issues

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Sent from my iPhone

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> [Image.jpeg]
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> Director of Correspondence
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> (b) (6)
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> From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
> Sent: Tuesday, August 3, 2021 4:05:49 PM
> To: Beau Harrison <(b) (6)>; Desiree Thompson
<(b) (6)>
> Cc: kaitlyn.schneider@gsa.gov <kaitlyn.schneider@gsa.gov>; cheryl.d.williams@gsa.gov
<cheryl.d.williams@gsa.gov>; lori.howard@gsa.gov <lori.howard@gsa.gov>; Sheryl Davis Davis - WPM1A
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> wrap as well.
>
> Please let me know your preference.
>
> Thank you, Kathy
>
> Sent from my iPhone
> <Image.jpeg>

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Wed, Aug 4, 2021 at 9:29 AM

To: Desiree Thompson <(b) (6)>

Cc: Beau Harrison <(b) (6)>, "kaitlyn.schneider@gsa.gov" <kaitlyn.schneider@gsa.gov>, "cheryl.d.williams@gsa.gov" <cheryl.d.williams@gsa.gov>, "lori.howard@gsa.gov" <lori.howard@gsa.gov>, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>

No, it's not the height --- it's the length. I've spoken with the lease property manager and he agrees that it needs to be a square pallet. I was there when the pallet went into the elevator. The freight company would not load it into the freight elevator because they didn't want to be liable if they couldn't get it out. If the building manager says it's ok, then you will need to convince the shipping company to load it into the freight elevator.

On Tue, Aug 3, 2021 at 9:10 PM Desiree Thompson <(b) (6)> wrote:

Ok, I am having the building manager take a look tomorrow and see what needs to be arranged. I think it is too tall for the elevator, but can fit length and width.

Desiree Thompson Sayle
Director of Correspondence
The Office of Donald J. Trump
(b) (6)

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Sent: Tuesday, August 3, 2021 7:40:43 PM
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Cc: Beau Harrison <(b) (6)>; kaitlyn.schneider@gsa.gov
<kaitlyn.schneider@gsa.gov>; cheryl.d.williams@gsa.gov <cheryl.d.williams@gsa.gov>;
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Subject: Re: Shipping Issues

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> Please let me know your preference.

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> Thank you, Kathy

>

> Sent from my iPhone

> <Image.jpeg>

--
Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(202) 708-9835 (desk)
(b) (6) (cell)

Desiree Thompson (b) (6)

Fri, Aug 6, 2021 at 2:59 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Beau Harrison (b) (6) "kaitlyn.schneider@gsa.gov" <kaitlyn.schneider@gsa.gov>, "cheryl.d.williams@gsa.gov" <cheryl.d.williams@gsa.gov>, "lori.howard@gsa.gov" <lori.howard@gsa.gov>, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>

Kathy, is it possible to repack that pallet? I was hoping my contact there could help, but they are out for the week and we need to expedite delivery if possible. Des

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Date: Tuesday, August 3, 2021 at 7:40 PM

To: Desiree Thompson <(b) (6)>

Cc: Beau Harrison <(b) (6)>, kaitlyn.schneider@gsa.gov <kaitlyn.schneider@gsa.gov>, cheryl.d.williams@gsa.gov <cheryl.d.williams@gsa.gov>, lori.howard@gsa.gov <lori.howard@gsa.gov>, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>

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> Thank you, Kathy

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> Sent from my iPhone

> <Image.jpeg>

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Mon, Aug 9, 2021 at 9:14 AM

To: Desiree Thompson <(b) (6)>

Cc: Beau Harrison <(b) (6)>, kaitlyn.schneider@gsa.gov, cheryl.d.williams@gsa.gov, lori.howard@gsa.gov, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>

Desiree — I'm out of the office this week. Sheryl is out this week as well. We wouldn't be able to do it until next week. I'll see if I can find someone else who can assist this week. We will need to buy the supplies as well.

Will need to get back to you.

Kathy

Sent from my iPhone

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Kathy, is it possible to repack that pallet? I was hoping my contact there could help, but they are out for the week and we need to expedite delivery if possible. Des

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Date: Tuesday, August 3, 2021 at 7:40 PM

To: Desiree Thompson <(b) (6)>

Cc: Beau Harrison <(b) (6)>, kaitlyn.schneider@gsa.gov

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> Director of Correspondence

> The Office of Donald J. Trump

> (b) (6)

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Desiree Thompson <(b) (6)>

Mon, Aug 9, 2021 at 2:12 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Beau Harrison <(b) (6)> "kaitlyn.schneider@gsa.gov" <kaitlyn.schneider@gsa.gov>, "cheryl.d.williams@gsa.gov" <cheryl.d.williams@gsa.gov>, "lori.howard@gsa.gov" <lori.howard@gsa.gov>, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>

I have help down here this week. If there is any way to see if we can ask a huge favor to repack it as soon as possible?

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Date: Monday, August 9, 2021 at 9:14 AM

To: Desiree Thompson <(b) (6)>

Cc: Beau Harrison <(b) (6)>, kaitlyn.schneider@gsa.gov <kaitlyn.schneider@gsa.gov>, cheryl.d.williams@gsa.gov <cheryl.d.williams@gsa.gov>, lori.howard@gsa.gov <lori.howard@gsa.gov>, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>

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Davis - WPM1A <sheryl.davis@gsa.gov>

Wed, Aug 11, 2021 at 4:30 PM

Kathy, is there any way to get 2 of the 5 boxes shipped first? They are to be sent to Mar-a-Lago directly and not to long term storage. They are not among the pallets that have issues with size that need to be repacked. They are listed as

SHORT-TERM Pallet 1 and 2. Receiving those boxes will enable us to get fully up and running.

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Monday, August 9, 2021 at 9:14 AM
To: Desiree Thompson <(b) (6)>
Cc: Beau Harrison <(b) (6)>, kaitlyn.schneider@gsa.gov <kaitlyn.schneider@gsa.gov>, cheryl.d.williams@gsa.gov <cheryl.d.williams@gsa.gov>, lori.howard@gsa.gov <lori.howard@gsa.gov>, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>
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Cc: Beau Harrison <(b) (6)>, kaitlyn.schneider@gsa.gov <kaitlyn.schneider@gsa.gov>, cheryl.d.williams@gsa.gov <cheryl.d.williams@gsa.gov>, lori.howard@gsa.gov <lori.howard@gsa.gov>, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>
Subject: Re: Shipping Issues

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Sent from my iPhone

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> Desiree Thompson Sayle
> Director of Correspondence
> The Office of Donald J. Trump

> (b) (6)
>
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> Sent: Tuesday, August 3, 2021 4:05:49 PM
> To: Beau Harrison <(b) (6)>; Desiree Thompson
<(b) (6)>
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<cheryl.d.williams@gsa.gov>; lori.howard@gsa.gov <lori.howard@gsa.gov>; Sheryl Davis Davis - WPM1A
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Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, Aug 12, 2021 at 10:13 AM

To: Desiree Thompson (b) (6)
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Will need to get back to you.

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Sent from my iPhone

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--
Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(202) 708-9835 (desk)
(b) (6) (cell)

Desiree Thompson <(b) (6)>

Thu, Aug 12, 2021 at 1:12 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Beau Harrison <(b) (6)>, "kaitlyn.schneider@gsa.gov" <kaitlyn.schneider@gsa.gov>, "cheryl.d.williams@gsa.gov" <cheryl.d.williams@gsa.gov>, "lori.howard@gsa.gov" <lori.howard@gsa.gov>, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>

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Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(202) 708-9835 (desk)

(b) (6) (cell)

Lori Howard - BR4F <lori.howard@gsa.gov>

Thu, Aug 12, 2021 at 1:20 PM

To: Desiree Thompson (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Beau Harrison (b) (6)
"kaitlyn.schneider@gsa.gov" <kaitlyn.schneider@gsa.gov>, "cheryl.d.williams@gsa.gov" <cheryl.d.williams@gsa.gov>,
Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Good Afternoon Desiree

The Delivery is an estimate of 3 to 5 days after pickup. Once the items are picked up, there should be an estimated date of arrival.

I will be forwarding you all information as it becomes available.

If you have any questions, please feel free to give me a call.

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office

General Services Administration

18 & F Street NW | Washington, DC 20407

(b) (6) mobile | 202.692-3473 fax

"Leading Others to Their Potential"

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Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(202) 708-9835 (desk)

(b) (6) (cell)



Labels for Pallets

1 message

Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>
To: Kathy Wpxp <kathleen.geisler@gsa.gov>

Mon, Aug 16, 2021 at 12:25 PM







Sent from my iPhone



Pallet Wrapping

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Tue, Aug 17, 2021 at 1:02 PM

To: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>

Desiree just sent an email saying that she has an intern flying back tomorrow who can repack the pallet. Is there a cost?

On Tue, Aug 17, 2021 at 1:55 PM Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov> wrote:

Good afternoon,

Arrangements are being made by the customer to come and re-work the pallet and prepare it for shipping. Lori is getting some information regarding how many people, day and time to expect them.

As soon as I get that information, I will reach out to you as an escort needs to be arranged. Do we need to request utilities?

--

-



U.S. General Services Administration

**Cheryl D. Williams | Manager, Supply Procurement & Mail Operations
Presidential Transition Team**

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(202) 708-9835 (desk)

(b) (6) (cell)



Potomac Yard 1 12th floor move out

17 messages

Domini Anderson/USA <(b) (6)>
To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Christopher Hembree/USA <(b) (6)>

Tue, Aug 17, 2021 at 2:37 PM

Good Afternoon,

I just thought I would touch base and check the status of the remaining items on the 12th floor at Potomac Yard 1. There are 5 pallets that I thought were to be picked up by UPS. I think Kathy and I had a conversation about them as they are too big for the freight elevator if I recall correctly. Also, lots of furniture marked excess is still in the space. Please let me know if arrangements have been made for the removal of the remaining items. If I can help in any way please let me know!

Thank you so much!

Domini Anderson
Senior Assistant Property Manager
2733 South Crystal Drive, Suite 100
Arlington, VA 22202 | USA
Direct: (b) (6)

Cell: (b) (6)
(b) (6)



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Please see our website to view our privacy notice / statement.

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> Tue, Aug 17, 2021 at 2:45 PM
To: Domini Anderson/USA <(b) (6)>
Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Christopher Hembree/USA <(b) (6)>

Domini --- Sorry, for not updating you. We are waiting for the pallet to be repacked. That will happen this week. I'm confirming date and time for that to happen. We are also scheduling the pick up for the excess furniture that remains. We are hoping that this pick up will happen this week. Once the pallet is repacked we will also schedule the shipping pick up for the pallets this week as well.

One question, is the air still on on the 12th floor? Last time I was there it was still on but I wanted to check.

Thank you, Kathy
[Quoted text hidden]
--
Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(202) 708-9835 (desk)
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Kevin --- once I know the air is on or off, I will let the Former President's staff know. They have an intern flying back to Washington tomorrow who will repack the pallet. I don't know if that will be tomorrow or Thursday. He will need an escort. Are you available to provide the escort for the intern? And if we schedule the excess furniture pick up and freight pick up will you be available to escort once we confirm those dates and times?

Thank you, Kathy
[Quoted text hidden]

Domini Anderson/USA <(b) (6)> Tue, Aug 17, 2021 at 2:51 PM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Christopher Hembree/USA <(b) (6)>

Thank you Kathy! No, the air has been shut off for the 12th floor.

Domini Anderson
Senior Assistant Property Manager
2733 South Crystal Drive, Suite 100
Arlington, VA 22202 | USA
Direct: (b) (6)

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



www.cushmanwakefield.com

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Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>; Christopher Hembree/USA <(b) (6)>
Subject: Re: Potomac Yard 1 12th floor move out



[Quoted text hidden]

Domini Anderson/USA <(b) (6)> Thu, Aug 26, 2021 at 10:12 AM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Christopher Hembree/USA <(b) (6)>

Kathy,

I just wanted to let you know the pallets have been repacked. Please let us know when the excess as well as the pallets are scheduled to be picked up.

Thank you!

Domini Anderson
Senior Assistant Property Manager
[2733 South Crystal Drive, Suite 100](#)
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External Mail

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Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> Thu, Aug 26, 2021 at 10:15 AM
To: Domini Anderson/USA <(b) (6)>
Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Christopher Hembree/USA <(b) (6)>

Will do. I'll check on the scheduling for both. We are working on the excess furniture contract now.
[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> Thu, Aug 26, 2021 at 10:28 AM
To: Lori Howard - BR4F <lori.howard@gsa.gov>
Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Lori --- it looks the pallets have been repacked and are ready to be shipped. Can you set pick up again? Also, I'll check and see if it is now 6 pallets and not 5.

Thank you, Kathy
[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> Thu, Aug 26, 2021 at 10:29 AM
To: Domini Anderson/USA <(b) (6)>
Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Christopher Hembree/USA <(b) (6)>

Domini --- can you verify that there are 6 pallets now since they had to pack them on a smaller pallet. Want to make sure we don't need to modify the shipping request. Thank you, Kathy
[Quoted text hidden]

Domini Anderson/USA <(b) (6)>

Thu, Aug 26, 2021 at 10:31 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Christopher Hembree/USA <(b) (6)>

Yes, there are 6 pallets.

[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, Aug 26, 2021 at 10:32 AM

To: Domini Anderson/USA <(b) (6)>

Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Christopher Hembree/USA <(b) (6)>

Thank you

[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, Aug 26, 2021 at 10:33 AM

To: Lori Howard - BR4F <lori.howard@gsa.gov>

Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Lori -- Domini confirmed it is 6 pallets. Kathy

[Quoted text hidden]

Lori Howard - BR4F <lori.howard@gsa.gov>

Thu, Aug 26, 2021 at 10:34 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

I have not problem in Setting up the Ship, But I will need to know how many and the pounds and how many to storage unit and how many to their temporary location

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office

General Services Administration

18 & F Street NW | Washington, DC 20407

(b) (6) mobile | 202.692-3473 fax

"Leading Others to Their Potential"

[Quoted text hidden]

Domini Anderson/USA <(b) (6)>

Wed, Sep 1, 2021 at 12:05 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Christopher Hembree/USA <(b) (6)>

Good Afternoon Kathy!

I just thought I would touch base and see if we have anything scheduled to remove the excess and the 6 pallets from the 12th floor at Potomac Yard 1 yet..

Let me know if I can help in any way!

Thanks!

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

One question, is the air still on the 12th floor? Last time I was there it was still on but I wanted to check.

Thank you, Kathy

[Quoted text hidden]

[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Wed, Sep 1, 2021 at 12:09 PM

To: Domini Anderson/USA <(b) (6)>

Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Christopher Hembree/USA <(b) (6)>

I'm waiting for the weight of the two new pallets from Desiree to modify the contract for the pallets. We have the quote for the excess furniture which we will probably execute this week and then schedule the pick up. I'll be out next week so the excess furniture pick up will probably be the week of September 13.

I'll keep nudging on the pallets.

Thank you, Kathy

[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Wed, Sep 8, 2021 at 3:30 PM

To: Domini Anderson/USA <(b) (6)>

Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Christopher Hembree/USA <(b) (6)>

Domini --- It looks like we have the pallet pick up scheduled for tomorrow at 10 am. Kevin is waiting for the truck and driver information so he can request loading dock access.

We are waiting for that information.

We are also scheduling the excess furniture move for next week. We don't have confirmation yet. Once we have that information we will request loading dock access.

Thank you, Kathy

[Quoted text hidden]

Domini Anderson/USA <(b) (6)>

Wed, Sep 8, 2021 at 3:34 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Christopher Hembree/USA <(b) (6)>

Thank you! I will let security know!

[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Wed, Sep 8, 2021 at 4:48 PM

To: Lori Howard - BR4F <lori.howard@gsa.gov>, Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Cc: Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>, "Darrell Helton (WPM1D)" <darrell.helton@gsa.gov>

Lori --- the lessor is helping us with access. Let's not cancel. But Kevin needs a POC because last time I waited from 10 am to 3 pm before they arrived.

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

From: **Domini Anderson/USA** <(b) (6)>

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]



Re: Braille translation

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Wed, Aug 18, 2021 at 11:16 AM

To: Desiree Thompson <(b) (6)>

Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Beau Harrison <(b) (6)>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Have them call the lessor's office - <(b) (6)> upon arrival. They will ensure access to the 12th floor.

On Wed, Aug 18, 2021 at 12:13 PM Desiree Thompson <(b) (6)> wrote:

Yes, Michael Marshall, Jr. and Michael Marshall, Sr. I do not know what the timing is as of yet. Who is the contact?

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Date: Wednesday, August 18, 2021 at 12:11 PM

To: Desiree Thompson <(b) (6)>

Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Beau Harrison <(b) (6)>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Subject: Re: Braille translation

Ok, I've arranged for the person to receive access through the lessor's office. Please provide a name?

On Wed, Aug 18, 2021 at 12:03 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

I'm trying to coordinate an escort. I need to know the arrival time of the staff member to finalize availability of an escort otherwise he may not be able to get into the building.

Thank you, Kathy

On Wed, Aug 18, 2021 at 9:02 AM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Desiree --- the shrink wrap is in Domini's office. The air is not on but this week the temperatures have been better. Please let me know when he will arrive Thursday so an escort can be provided.

Thank you, Kathy

On Tue, Aug 17, 2021 at 11:09 PM Desiree Thompson <(b) (6)> wrote:

I will let you know the time he can head over on Thursday. Is the shrink wrap at the office on the 12th floor?

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Tuesday, August 17, 2021 at 1:59 PM
To: Desiree Thompson <(b) (6)>
Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Beau Harrison <(b) (6)>
Subject: Re: Braille translation

I will check. We have shrink wrap already so you don't need to purchase. He will need an escort. When will he be in Arlington?

On Tue, Aug 17, 2021 at 12:59 PM Desiree Thompson <(b) (6)> wrote:

Also, my intern is flying back to DC tomorrow, and he can repack the pallets in Crystal City. Before I send him to pick up a roll of shrink wrap from Uhaul and plan to head over, can you tell me if there is AC on the 12th floor?

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Date: Tuesday, August 17, 2021 at 12:32 PM
To: Desiree Thompson <(b) (6)>
Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Beau Harrison <(b) (6)>
Subject: Re: Braille translation

Lori --- we can check with HR or Philip Ashley may know. I can ask my HR contact.
Kathy

On Tue, Aug 17, 2021 at 12:07 PM Desiree Thompson <(b) (6)> wrote:

Does GSA have a relationship with a contractor that would be able to translate a letter to braille for a blind recipient?

Desiree Thompson Sayle

Director of Correspondence

Office of Donald J. Trump

(b) (6)

(b) (6)

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(202) 708-9835 (desk)

(b) (6) (cell)

--

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(202) 708-9835 (desk)

(b) (6) (cell)



Escort for Tomorrow

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Wed, Aug 18, 2021 at 12:04 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Great, thanks!

On Wed, Aug 18, 2021 at 12:48 PM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Kevin --- thank you. I was able to ask Domini to provide access. She agreed so we are set for tomorrow. No worries. Thank you for responding so quickly. Kathy

On Wed, Aug 18, 2021 at 12:32 PM Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> wrote:

Kathy

My apologies, my appointment is Friday. I was thinking today was Thursday. Do you have a time yet? Please advise

On Wed, Aug 18, 2021 at 11:18 AM Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

Kevin --- The Outgoing POTUS is planning to have someone stop by One Potomac Yard to repack the pallet. Are you available to escort? I don't have a time yet.

Thank you, Kathy

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(202) 708-9835 (desk)
(b) (6) (cell)

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(202) 708-9835 (desk)
(b) (6) (cell)



No shrink wrap on site

15 messages

Desiree Thompson (b) (6)

Thu, Aug 19, 2021 at 3:09 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Lori Howard - BR4F <lori.howard@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Beau Harrison (b) (6)

The lessor said that they do not have any shrink wrap and it is not on the 12th floor. My volunteer tried to salvage the green wrap and reuse it, but the person picking it up might need to rewrap it.

Desiree Thompson Sayle

Director of Correspondence

Office of Donald J. Trump

(b) (6)

(b) (6)

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, Aug 19, 2021 at 3:17 PM

To: Desiree Thompson (b) (6)

Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Beau Harrison (b) (6)

Domini has it in the lessor's office not on the 12th floor.

Cheryl --- did I get the wrong? Thought it was with Domini?

[Quoted text hidden]

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(202) 708-9835 (desk)

(b) (6) (cell)

Desiree Thompson (b) (6)

Thu, Aug 19, 2021 at 3:21 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Beau Harrison (b) (6)

Michael has about 3 feet of wrap left behind on a roll and that is it. Domini does not have the shrinkwrap.

[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, Aug 19, 2021 at 3:23 PM

To: Desiree Thompson (b) (6)

Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Beau Harrison
(b) (6)

Desiree --- Domini has the shrink wrap. Will the volunteers come back?

[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, Aug 19, 2021 at 3:24 PM

To: Desiree Thompson (b) (6)

Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Beau Harrison
(b) (6)

We just got a email from Domini and she said she has it. Are they still there?

[Quoted text hidden]

Desiree Thompson (b) (6)

Thu, Aug 19, 2021 at 3:25 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Beau Harrison
(b) (6)

Ok.

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Date: Thursday, August 19, 2021 at 3:24 PM

To: Desiree Thompson (b) (6)

Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Cheryl Williams - WPMABH
<cheryl.d.williams@gsa.gov>, Beau Harrison (b) (6)

Subject: Re: No shrink wrap on site

[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, Aug 19, 2021 at 3:26 PM

To: Desiree Thompson (b) (6)

Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Beau Harrison
(b) (6)

Domini is bringing it up to the 12th floor now.

[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Tue, Aug 24, 2021 at 4:25 PM

To: Desiree Thompson (b) (6)

Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Beau Harrison
(b) (6)

Checking in to see if the pallet was repacked and is ready for shipping?

[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, Aug 26, 2021 at 10:45 AM

To: Desiree Thompson (b) (6)

Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Beau Harrison
(b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

I understand that we are ready to ship. I know that originally we had 3 pallets going to the storage unit -- that is now 4 pallets going to the storage unit. 2 Pallets will go to Mar-a-Lago. Do you know the weight of the 2 pallets that were repacked?

We will need this information to reschedule the shipping and pick up.

Thank you, Kathy

[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Mon, Aug 30, 2021 at 5:49 PM

To: Desiree Thompson (b) (6)

Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Beau Harrison (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Desiree and Beau --- Lori needs information about the pallets in order to reschedule the shipping. Do you have the weights of the 2 pallets that were repacked? The lessor would like a projected date that the pallets will be removed. Once you know the weights, please have Beau send to Lori.

Thank you, Kathy

[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, Sep 2, 2021 at 11:28 AM

To: Desiree Thompson (b) (6)

Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Beau Harrison (b) (6), Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Following up on this request for shipping the pallets.

[Quoted text hidden]

Beau Harrison (b) (6)

Thu, Sep 2, 2021 at 1:36 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Desiree Thompson (b) (6)

Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Kathy – pallet weights below:

Correspondence Immediate Need:

1. 994lbs - repack
2. 443lbs – repack

Storage Pallets:

1. 650lbs
2. 598lbs
- 2.5. 664lbs
3. 763lbs

Please let me know if you need anything else here.

Thanks,

Beau

[Quoted text hidden]

6 attachments



1 of 2 VA to FL OFC 994 lbs[1].jpeg
4918K



1 of 3 VA to FL Storage 650lbs.jpeg
5104K



2 of 2 VA to FL OFC 443lbs[1].jpeg
5919K



2 of 3 VA to FL Storage 598lbs.jpeg
5438K



2.5 of 3 VA to FL Storage 664 lbs.jpeg
5779K

3 of 3 VA to FL Storage 763lbs.jpeg
5759K



Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, Sep 2, 2021 at 1:59 PM

To: Beau Harrison (b) (6)

Cc: Desiree Thompson (b) (6), Lori Howard - BR4F <lori.howard@gsa.gov>, Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Beau --- Thank you. I'll touch base with Lori when she returns next week so we can schedule the shipping pick up.

[Quoted text hidden]

Lori Howard - BR4F <lori.howard@gsa.gov>

Tue, Sep 7, 2021 at 11:30 AM

To: Beau Harrison (b) (6)

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Good Morning All

The estimated price for the Pickup and Delivery is \$5,667.18. Please confirm this requested amount.

I can schedule the delivery as Soon as Thursday (allowing time for Setting up Escort for Pickup and Delivery POC), in addition, according to UPS ETA will be 3 business days from pickup.

Please provide the Point of Contact at both Delivery Sites (Mar A Lago and Life Storage) so that it can be added to the Freight Ticket.

I will proceed with scheduling the pickup once I receive requested information.

If you have any questions, please feel free to give me a call.

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office

General Services Administration

18 & F Street NW | Washington, DC 20407

(b) (6) mobile | 202.692-3473 fax

"Leading Others to Their Potential"

On Thu, Sep 2, 2021 at 1:40 PM Beau Harrison (b) (6) wrote:

[Quoted text hidden]

Beau Harrison (b) (6)

Wed, Sep 8, 2021 at 11:20 AM

To: Lori Howard - BR4F <lori.howard@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>, Desiree Thompson (b) (6), Chamberlain Harris (b) (6)

Thank you Lori – confirming the requested amount.

POC's:

- MAL – Desiree Thompson
- Life Storage – Chamberlain Harris

Can you please provide us with a tracking number as soon as you're able?

Thanks,

Beau

[Quoted text hidden]



Escort for Palle Shipping

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Tue, Sep 7, 2021 at 12:36 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: "Darrell Helton (WPM1D)" <darrell.helton@gsa.gov>, kaitlyn.schneider@gsa.gov, lori.howard@gsa.gov

Hello Kathy

I could meet them at 10 to escort.

Regards,

Kevin L. Ward
Building Manager
GSA Triangle Service Center

Public Buildings Service
National Capital Region

1301 Constitution Avenue
Washington, DC 20001

Office: 202.969.5557

Mobile: (b) (6)

kevin.l.ward@gsa.gov

Sent from my iPhone mobile assistant

> On Sep 7, 2021, at 11:07 AM, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

>

> Kevin and Darrell — are you available on Thursday, Sept 9, to be an
> escort for One Potomac Yard for the freight shipping?

>

> If yes, what is a good time?

>

> Thank you, Kathy

>

> Sent from my iPhone



Freights Charge per UPS

2 messages

Lori Howard - BR4F <lori.howard@gsa.gov>
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Tue, Sep 7, 2021 at 10:14 AM

Good Morning Kathy

These are the Freight Charges for the UPS \$5596.55. I will be sending a email to Beau this morning

Create a Shipment

Package	Freight																								
<h3>Preview Freight Shipment</h3> <p>Please preview your freight shipment summary for accuracy. To modify information, select Edit.</p> <h4>Address Information</h4> <table><tr><td>Ship From: Edit</td><td>Ship To: Edit</td></tr><tr><td>GSA PTST</td><td>Mar-A-Lago Club</td></tr><tr><td>Contact: Lori Howard</td><td>Contact: Beau Harrison and Kitty Gubello</td></tr><tr><td>1800 F STREET</td><td>1100 S. Ocean Boulevard</td></tr><tr><td>WASHINGTON, DC</td><td>Palm Beach, FL</td></tr><tr><td>US</td><td>US</td></tr><tr><td>20405</td><td>33480</td></tr><tr><td>Telephone: (b) (6)</td><td>Telephone: (b) (6)</td></tr></table> <h4>Shipment Information Edit</h4> <table><tr><td>Freight Service:</td><td>UPS Freight LTL</td></tr><tr><td></td><td>Typically 3 working days in transit once this shipment has been tendered to UPS.</td></tr><tr><td>Payment Terms:</td><td>Bill Shipper*</td></tr></table> <p>* Charges for freight shipments are billed separately by UPS Freight, and will not appear on your UPS invoice.</p> <table><tr><td>Purchase Order Number</td><td>FP01</td></tr></table>		Ship From: Edit	Ship To: Edit	GSA PTST	Mar-A-Lago Club	Contact: Lori Howard	Contact: Beau Harrison and Kitty Gubello	1800 F STREET	1100 S. Ocean Boulevard	WASHINGTON, DC	Palm Beach, FL	US	US	20405	33480	Telephone: (b) (6)	Telephone: (b) (6)	Freight Service:	UPS Freight LTL		Typically 3 working days in transit once this shipment has been tendered to UPS.	Payment Terms:	Bill Shipper*	Purchase Order Number	FP01
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	Typically 3 working days in transit once this shipment has been tendered to UPS.																								
Payment Terms:	Bill Shipper*																								
Purchase Order Number	FP01																								

Commodity and Handling Unit Information.

[Edit](#)

<u>Pieces</u> Ⓞ	<u>Description of Goods</u>	<u>Packaging Type</u>	<u>Weight (lbs)</u>	<u>NMFC</u> Ⓞ	<u>Class</u> Ⓞ	<u>HazMat</u> Ⓞ
1	Document Boxes	Pallet	994		100	
1	Document Boxes	Pallet	443		110	

Total Shipment Pieces: 2

Total Shipment Weight: 1437

Number of Handling Unit (Moveable Pieces) in Shipment:

1 as Pallet(s).

Gross Charges: **4835.64**
 Discounted Amount: 75.00 % - 3626.73
 Amount After Discount: **1208.91**

Freight Shipment Options

[Edit](#)

Inside Pickup/Delivery: 201.18
 Liftgate Service: 300.00
 Limited Access: 150.00
 Fuel Surcharge: 311.90
 Rated As Weight: 1437 lbs.
 Grand Total: ****2171.99**

All Shipping Charges in (USD)

We are unable to return negotiated rates for this shipment. If you have a negotiated rate, it will apply at the point of billing. If you do not have a negotiated rate, UPS would like to extend an introductory offer for this shipment. To receive the introductory discount for this shipment, you must provide the BOL created on [ups.com](https://www.ups.com) to your UPS Freight driver.

To receive your negotiated rates on future online shipments, or if you would like to discuss your rate options, visit [ups.com](https://www.ups.com) and enroll to complete your freight information.

[→ Enroll Now](#) 📄

For questions, please call 1-800-333-7400 to speak to a Customer Service Representative.

Additional Reference Numbers

[Edit](#)

Notifications

[Edit](#)

E-mail Address	Type
1. lori.howard@gsa.gov	Ship; Delivery; Exception
2. lori.howard@gsa.gov	Failure Address

Create a Shipment

Package	Freight
---------	---------

Preview Freight Shipment

Please preview your freight shipment summary for accuracy. To modify information, select Edit.

Address Information

Ship From: Edit	Ship To: Edit
GSA PTST	Life Storage
Contact: Lori Howard	Contact: Beau Harrison and Kitty Gubello
1800 F STREET	1520 Belvedere Road
WASHINGTON, DC	West Palm Beach, FL
US	US
20405	33406
Telephone: (b) (6)	Telephone: (b) (6)

Shipment Information

[Edit](#)

Freight Service: UPS Freight LTL
Typically 3 working days in transit once this shipment has been tendered to UPS.

Payment Terms: Bill Shipper*

* Charges for freight shipments are billed separately by UPS Freight, and will not appear on your UPS invoice.

Purchase Order Number FP02

Commodity and Handling Unit Information.

[Edit](#)

<u>Pieces</u>	<u>Description of Goods</u>	<u>Packaging Type</u>	<u>Weight (lbs)</u>	<u>NMFC</u>	<u>Class</u>	<u>HazMat</u>
1	Document Goods	Pallet	664		100	
1	Document Goods	Pallet	598		100	

1	Document Boxes	Pallet	763		110	
1	Document Boxes	Pallet	650		110	

Total Shipment Pieces: 4
Total Shipment Weight: 2675

Number of Handling Unit (Moveable Pieces) in Shipment:

1 as Pallet(s).

Gross Charges: **7997.00**
Discounted Amount: 75.00 % - 5997.75
Amount After Discount: **1999.25**

Freight Shipment Options

[Edit](#)

Inside Pickup/Delivery: 374.50
Liftgate Service: 535.00
Fuel Surcharge: 515.81
Rated As Weight: 2675 lbs.

Grand Total: **3424.56

All Shipping Charges in (USD)

We are unable to return negotiated rates for this shipment. If you have a negotiated rate, it will apply at the point of billing. If you do not have a negotiated rate, UPS would like to extend an introductory offer for this shipment. To receive the introductory discount for this shipment, you must provide the BOL created on ups.com to your UPS Freight driver.

To receive your negotiated rates on future online shipments, or if you would like to discuss your rate options, visit ups.com and enroll to complete your freight information.

[→ Enroll Now](#)

For questions, please call 1-800-333-7400 to speak to a Customer Service Representative.

Additional Reference Numbers

[Edit](#)

Notifications

[Edit](#)

E-mail Address	Type
1. lori.howard@gsa.gov	Ship; Delivery; Exception
2. lori.howard@gsa.gov	Failure Address

Shipment Instructions

[Edit](#)

By selecting the Ship Now button, I agree to the [Terms and Conditions](#) .

Back

Cancel

Ship Now

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office

General Services Administration

18 & F Street NW | Washington, DC 20407

(b) (6) mobile | 202.692-3473 fax

"Leading Others to Their Potential"

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Tue, Sep 7, 2021 at 10:17 AM

To: Lori Howard - BR4F <lori.howard@gsa.gov>

Thank you

Sent from my iPhone

On Sep 7, 2021, at 10:14 AM, Lori Howard - BR4F <lori.howard@gsa.gov> wrote:

[Quoted text hidden]



UPS Pickup scheduled

3 messages

Lori Howard - BR4F <lori.howard@gsa.gov>

Wed, Sep 8, 2021 at 2:51 PM

To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Hello Kevin

Both Pallets have been scheduled. Hopefully this will be very smooth. Please find attached the Bill of Landing for each shipment. Please print out for the carrier.

If you have any questions, please feel free to give me a call.

	Show Detail	Track	Ship Again		
	Shipment Creation Date	Shipped To	Freight Service; Reference Account	Pickup Number and Date	Tracking Number / PRO Number
<input type="checkbox"/>	09/08/2021 Remove	LIFE STORAGE	UPS Freight LTL	09/09/2021	040448741 View BOL
<input type="checkbox"/>	09/08/2021 Remove	MAR-A-LAGO CLUB	UPS Freight LTL	09/09/2021	040446066 View BOL

Ship From:

3SA CW50

Contact: KEVIN WARD

2777 CRYSTAL DR

12TH FLOOR

ARLINGTON, VA

JS

22202

Telephone: (b) (6)

Ship To:

LIFE STORAGE

Contact: CHAMBERLAIN

HARRIS

1520 BELVEDARE ROAD

WEST PALM BEACH, FL

US

33406

Telephone: (b) (6)

Shipment

Information

PRO Number:

040448741

Freight Service:

UPS Freight LTL

Payment Terms:

Bill Shipper*

* Charges for freight shipments are billed separately by UPS Freight, and will not appear on your UPS invoice.

[View Freight Pickup Request History](#)

To cancel or inquire about an LTL Freight Pickup Request call: 1-800-333-7400.

Your shipment will be ready for UPS to pickup at:

10:00 AM Thursday, 09/09/2021.

GSA CW50	MAR-A-LAGO CLUB
Contact: KEVIN WARD	Contact: DESIREE
2777 CRYSTAL DR	THOMPSON SAYLE
12TH FLOOR	1100 SOUTH OCEAN
ARLINGTON, VA	BOULEVARD
US	PALM BEACH, FL
22202	US
Telephone: (b) (6)	33480
	Telephone: (b) (6)

Shipment Information

PRO Number: 040446066
Freight Service: UPS Freight LTL
Payment Terms: Bill Shipper*

* Charges for freight shipments are billed separately by UPS Freight, and will not appear on your UPS invoice.

[View Freight Pickup Request History](#)

To cancel or inquire about an LTL Freight Pickup Request call: 1-800-333-7400.

Your shipment will be ready for UPS to pickup at:


10:00 AM Thursday, 09/09/2021


Purchase Order Number: FPMar

Lori N. Howard
Branch Manager, Internal Controls

Office of Chief Financial Office
General Services Administration
18 & F Street NW | Washington, DC 20407
(b) (6) mobile | 202.692-3473 fax
"Leading Others to Their Potential"

2 attachments

 **BOL-040446066.pdf**
166K

 **BOL-040448741.pdf**
325K

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> Wed, Sep 8, 2021 at 2:57 PM
To: Lori Howard - BR4F <lori.howard@gsa.gov>
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Hello Ms Howard

I am in receipt of your email. I will print the attachments for the carrier. Do you have a telephone for the driver. I also need the name of the driver, type of vehicle and license plate number so that I can arrange for access. I need to notify Security and the Lessor of their arrival time, normally 24 hours in advance.

[Quoted text hidden]

Lori Howard - BR4F <lori.howard@gsa.gov> Wed, Sep 8, 2021 at 3:09 PM
To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Unfortunately, Kevin I do not have that information. At this time I can only tell you that the Contractor TR force is the carrier.

Lori N. Howard
Branch Manager, Internal Controls

Office of Chief Financial Office
General Services Administration
18 & F Street NW | Washington, DC 20407
(b) (6) mobile | 202.692-3473 fax
"Leading Others to Their Potential"

[Quoted text hidden]



Re: UPS Pickup scheduled

4 messages

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Thu, Sep 9, 2021 at 11:24 AM

To: lori.howard@gsa.gov, kathleen.geisler@gsa.gov, darrell.helton@gsa.gov, Kevin Ward <kevin.l.ward@gsa.gov>

Good morning
So far they are a no-show, it's been an hour.

Regards,

Kevin L. Ward
Building Manager
GSA Triangle Service Center

Public Buildings Service
[National Capital Region](#)

[1301 Constitution Avenue](#)
[Washington, DC 20001](#)

Office: [202.969.5557](tel:202.969.5557)
Mobile: **(b) (6)**
kevin.l.ward@gsa.gov

Sent from my iPhone mobile assistant

On Sep 8, 2021, at 3:14 PM, Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> wrote:

Chris / Domini
See reply below;

Unfortunately, Kevin I do not have that information. At this time I can only tell you that the Contractor TR force is the carrier. I will be onsite to escort to the 12 floor to remove the items that are packed on the pallets shipping to Florida.

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

From: **Kevin Ward - WPM1D** <kevin.l.ward@gsa.gov>
Date: Wed, Sep 8, 2021 at 2:57 PM
Subject: Re: UPS Pickup scheduled
To: Lori Howard - BR4F <lori.howard@gsa.gov>
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Hello Ms Howard

I am in receipt of your email. I will print the attachments for the carrier. Do you have a telephone for the driver. I also need the name of the driver, type of vehicle and license plate number so that I can arrange for access. I need to notify Security and the Lessor of their arrival time, normally 24 hours in advance.

On Wed, Sep 8, 2021 at 2:51 PM Lori Howard - BR4F <lori.howard@gsa.gov> wrote:

Hello Kevin

Both Pallets have been scheduled. Hopefully this will be very smooth. Please find attached the Bill of Landing for each shipment. Please print out for the carrier.

If you have any questions, please feel free to give me a call.

<image.png>

<image.png>

<image.png>

Lori N. Howard
Branch Manager, Internal Controls
Office of Chief Financial Office
General Services Administration
18 & F Street NW | Washington, DC 20407
(b) (6) mobile | 202.692-3473 fax
"Leading Others to Their Potential"

Lori Howard - BR4F <lori.howard@gsa.gov>

Thu, Sep 9, 2021 at 12:03 PM

To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Hello Kevin

The Schedule is between 10 and 2, however let me reach out to see if I can get a estimated time.

Lori N. Howard
Branch Manager, Internal Controls
Office of Chief Financial Office
General Services Administration
18 & F Street NW | Washington, DC 20407
(b) (6) mobile | 202.692-3473 fax
"Leading Others to Their Potential"

[Quoted text hidden]

Lori Howard - BR4F <lori.howard@gsa.gov>

Thu, Sep 9, 2021 at 12:13 PM

To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Hello All

Just spoke to the Carrier, They have assigned a Driver, The estimated arrival time to Arlington should be around 1:00 pm.

Kevin, they should contact you before they arrive.

If you have any additional questions, please feel free to give me a call.

Lori N. Howard
Branch Manager, Internal Controls
Office of Chief Financial Office
General Services Administration

18 & F Street NW | Washington, DC 20407

(b) (6) mobile | 202.692-3473 fax

"Leading Others to Their Potential"

[Quoted text hidden]

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Thu, Sep 9, 2021 at 12:18 PM

To: Lori Howard - BR4F <lori.howard@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Thanks for the update.

Regards,

Kevin L. Ward
Building Manager
GSA Triangle Service Center

Public Buildings Service
National Capital Region

1301 Constitution Avenue
Washington, DC 20001

Office: 202.969.5557

Mobile: (b) (6)

kevin.l.ward@gsa.gov

Sent from my iPhone mobile assistant

On Sep 9, 2021, at 12:13 PM, Lori Howard - BR4F <lori.howard@gsa.gov> wrote:

[Quoted text hidden]



ETA 1:00 pm

3 messages

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Thu, Sep 9, 2021 at 12:32 PM

To: Christopher Hembree/USA <(b) (6)>

Cc: Domini Anderson/USA <(b) (6)>, kathleen.geisler@gsa.gov, darrell.helton@gsa.gov

The Carrier should arrive around 1:00pm this afternoon. Can we have dock access at that time?

Regards,

Kevin L. Ward
Building Manager
GSA Triangle Service Center

Public Buildings Service
National Capital Region

1301 Constitution Avenue
Washington, DC 20001

Office: 202.969.5557
Mobile: (b) (6)
kevin.l.ward@gsa.gov

Sent from my iPhone mobile assistant

Domini Anderson/USA <(b) (6)>

Thu, Sep 9, 2021 at 12:37 PM

To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Christopher Hembree/USA <(b) (6)>

Cc: "kathleen.geisler@gsa.gov" <kathleen.geisler@gsa.gov>, "darrell.helton@gsa.gov" <darrell.helton@gsa.gov>

We will make sure the dock is cleared!

Domini Anderson
Senior Assistant Property Manager
[2733 South Crystal Drive, Suite 100](#)
[Arlington, VA 22202 | USA](#)
Direct: (b) (6)

Cell (b) (6)



From: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
Sent: Thursday, September 9, 2021 12:33 PM
To: Christopher Hembree/USA <(b) (6)>
Cc: Domini Anderson/USA <(b) (6)>; kathleen.geisler@gsa.gov; darrell.helton@gsa.gov
Subject: ETA 1:00 pm



[Quoted text hidden]

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Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> Thu, Sep 9, 2021 at 12:39 PM
To: Domini Anderson/USA <(b) (6)>
Cc: Christopher Hembree/USA <(b) (6)>, kathleen.geisler@gsa.gov, darrell.helton@gsa.gov

Thank you kindly. I'm still on-site.

Regards,

Kevin L. Ward
Building Manager
GSA Triangle Service Center

Public Buildings Service
National Capital Region

1301 Constitution Avenue
Washington, DC 20001

Office: 202.969.5557
Mobile: (b) (6)
kevin.l.ward@gsa.gov

Sent from my iPhone mobile assistant

On Sep 9, 2021, at 12:37 PM, Domini Anderson/USA <(b) (6)> wrote:

We will make sure the dock is cleared!

Domini Anderson
Senior Assistant Property Manager
2733 South Crystal Drive, Suite 100
Arlington, VA 22202 | USA
Direct: (b) (6)

Cell (b) (6)

<image001.jpg>

<image002.png>

www.cushmanwakefield.com

[LinkedIn](#) | [Facebook](#) | [Twitter](#) | [YouTube](#) | [Google+](#) | [Instagram](#)

From: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
Sent: Thursday, September 9, 2021 12:33 PM
To: Christopher Hembree/USA <(b) (6)>
Cc: Domini Anderson/USA <(b) (6)>; kathleen.geisler@gsa.gov;
darrell.helton@gsa.gov
Subject: ETA 1:00 pm

<image003.jpg>

The Carrier should arrive around 1:00pm this afternoon. Can we have dock access at that time?

Regards,

Kevin L. Ward
Building Manager
GSA Triangle Service Center

Public Buildings Service
National Capital Region

1301 Constitution Avenue
Washington, DC 20001

Office: 202.969.5557

Mobile: (b) (6)

kevin.l.ward@gsa.gov

Sent from my iPhone mobile assistant

[Quoted text hidden]



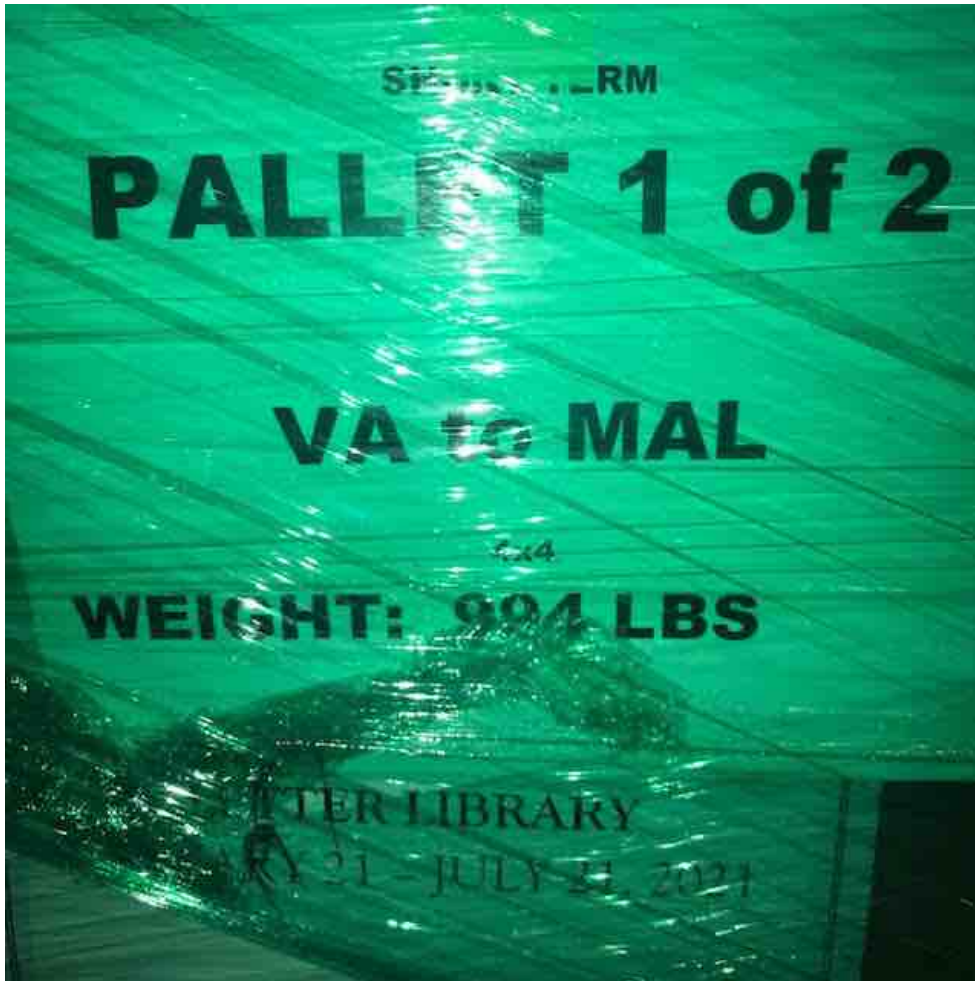
2 pallets picked up

18 messages

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
To: kathleen.geisler@gsa.gov
Cc: darrell.helton@gsa.gov, lori.howard@gsa.gov

Thu, Sep 9, 2021 at 2:54 PM

Kathy
Here are the 2 pallets that were picked up today.
The remaining 4 pallets pick up have to be rescheduled





Regards,

Kevin L. Ward
Building Manager
GSA Triangle Service Center

Public Buildings Service
[National Capital Region](#)

[1301 Constitution Avenue](#)
[Washington, DC 20001](#)

Office: [202.969.5557](tel:202.969.5557)
Mobile: [\(b\) \(6\)](tel:(b)(6))
kevin.l.ward@gsa.gov

Sent from my iPhone mobile assistant

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
Cc: darrell.helton@gsa.gov, lori.howard@gsa.gov

Thu, Sep 9, 2021 at 2:55 PM

Thank you so much!

Sent from my iPhone

On Sep 9, 2021, at 2:54 PM, Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> wrote:

Kathy
Here are the 2 pallets that were picked up today.
The remaining 4 pallets pick up have to be rescheduled

<IMG_0738.jpg>

<IMG_0737.jpg>
[Quoted text hidden]

Lori Howard - BR4F <lori.howard@gsa.gov> Thu, Sep 9, 2021 at 4:18 PM
To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Thank Kevin

I will check with the carrier to see what happened with the Second Shipment.

Kevin I will need another date that we can reschedule. When will you be available and the timeframe?

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office
General Services Administration
18 & F Street NW | Washington, DC 20407
(b) (6) mobile | 202.692-3473 fax
"Leading Others to Their Potential"

[Quoted text hidden]

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> Mon, Sep 13, 2021 at 7:58 AM
To: Lori Howard - BR4F <lori.howard@gsa.gov>
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Good morning

I am available Wednesday morning at 11:00am. Please try to get a 2 -hour window for the pick up.

[Quoted text hidden]

Lori Howard - BR4F <lori.howard@gsa.gov> Mon, Sep 13, 2021 at 8:18 AM
To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Good Morning Kevin

I have rescheduled for Wednesday between 11:00 and 1. Please see attached BOL for carrier. Again hopefully much smoother

If you have any questions, please feel free to give me a call.

Package **Freight**

Thank you for using UPS. Your freight pickup request has been successfully received. If additional information is needed, or if we cannot secure pickup at your requested time, we will contact you to make alternative arrangements.

Pickup Request Number: WBU34975858
To cancel or inquire about an LTL Freight Pickup Request call: 1-800-333-7400.

Pickup Date and Time

Your shipment will be ready for UPS to pickup at:
11:00 AM Wednesday, 09/15/2021 (in Local Time)
The latest time at which UPS can pickup your shipment is:
1:00 PM Wednesday, 09/15/2021 (in Local Time)

Pickup Information

Contact: KEVIN WARD
GSA CW50
2777 CRYSTAL DR
ARLINGTON, VA

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office
General Services Administration
18 & F Street NW | Washington, DC 20407
(b) (6) mobile | 202.692-3473 fax
"Leading Others to Their Potential"

[Quoted text hidden]

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> Mon, Sep 13, 2021 at 8:26 AM
To: Lori Howard - BR4F <lori.howard@gsa.gov>
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Ms Howard
That's great. I will be there Wednesday morning. Have a great day. Thank you.
[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> Mon, Sep 13, 2021 at 9:56 AM
To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Kevn --- will you request loading dock access?
[Quoted text hidden]

--
Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(202) 708-9835 (desk)
(b) (6) (cell)

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> Mon, Sep 13, 2021 at 10:00 AM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Kathy
Yes, I will notify them and request dock access.
[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> Mon, Sep 13, 2021 at 10:17 AM
To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Thank you
[Quoted text hidden]

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> Thu, Sep 23, 2021 at 1:40 PM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>
Cc: Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Lori Howard - BR4F <lori.howard@gsa.gov>

ET All
I just received a call from the delivery company in Florida asking if there's a P.O.C. that they can call. The driver is trying to deliver the items to 1520 Belvedere West Palm Beach, FL, but they do not have a telephone number for the delivery address. Please advise so that I can call them back

On Thu, Sep 9, 2021 at 2:54 PM Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> wrote:
[Quoted text hidden]

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> Thu, Sep 23, 2021 at 1:45 PM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>
Cc: Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Lori Howard - BR4F <lori.howard@gsa.gov>

Please call **(b) (6)** and provide the trucking company with a valid P.O.C number. The only number they have is my number. See attached. Thanks
[Quoted text hidden]



image (12).png
87K

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> Thu, Sep 23, 2021 at 1:45 PM
To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
Cc: Brenda Cadette - BR4F <brenda.cadette@gsa.gov>, Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Lori Howard - BR4F <lori.howard@gsa.gov>

In the email train this is what I found.

Chamberlain Harris

(b) (6)

Sent from my iPhone

On Sep 23, 2021, at 1:40 PM, Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> wrote:

ET All

I just received a call from the delivery company in Florida asking if there's a P.O.C. that they can call. The driver is trying to deliver the items to 1520 Belvedere West Palm Beach, FL, but they do not have a telephone number for the delivery address. Please advise so that I can call them back

On Thu, Sep 9, 2021 at 2:54 PM Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> wrote:

Kathy

Here are the 2 pallets that were picked up today.

The remaining 4 pallets pick up have to be rescheduled

<IMG_0738.jpg>

<IMG_0737.jpg>

[Quoted text hidden]

Lori Howard - BR4F <lori.howard@gsa.gov>

Thu, Sep 23, 2021 at 1:49 PM

To: Beau Harrison <(b) (6)>

Cc: Brenda Cadette - BR4F <brenda.cadette@gsa.gov>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Good Afternoon Beau

I believe the POC is Desiree for the Delivery for Mar a Largo

Can you please forward her Phone number please

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office

General Services Administration

18 & F Street NW | Washington, DC 20407

(b) (6) mobile | 202.692-3473 fax

"Leading Others to Their Potential"

On Thu, Sep 23, 2021 at 1:46 PM Lori Howard - BR4F <lori.howard@gsa.gov> wrote:

Hello Beau

Can you please assist this is for the 2 pallets

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office

General Services Administration

18 & F Street NW | Washington, DC 20407

(b) (6) mobile | 202.692-3473 fax

"Leading Others to Their Potential"

[Quoted text hidden]

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Thu, Sep 23, 2021 at 1:54 PM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Brenda Cadette - BR4F <brenda.cadette@gsa.gov>, Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Lori Howard - BR4F <lori.howard@gsa.gov>

Kathy

I spoke with Chamberlain Harris and told her that they were attempting to deliver pallets to the storage in West Palm Beach, FL. She is going to meet TForce at the location now. Thank you.

[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, Sep 23, 2021 at 1:58 PM

To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Cc: Brenda Cadette - BR4F <brenda.cadette@gsa.gov>, Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Lori Howard - BR4F <lori.howard@gsa.gov>

Thank you

[Quoted text hidden]

[Quoted text hidden]

Lori Howard - BR4F <lori.howard@gsa.gov>

Thu, Sep 23, 2021 at 2:09 PM

To: Beau Harrison <(b) (6)>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Cc: Chamberlain Harris <(b) (6)>, Desiree Thompson <(b) (6)>

This is what i received from TForce

TForce Freight Delivery Notification, Tracking Number 040446066

External

Inbox



TForce Freight Shipment Event Notification <(b) (6)>
to me

Mon, Sep 20, 11:40 AM (3 days ago)



This notice alerts you that the following shipment has been delivered.

Message	None
Shipment	040446066
Status:	DELIVERED
Status Date:	09/20/2021
Status Definition:	SHIPMENT HAS BEEN DELIVERED TO THE CONSIGNEE.
Shipper:	GSA CW50 2777 S CRYSTAL DR ARLINGTON, VA 22202
Consignee:	MAR A LAGO CLUB 1100 S OCEAN BLVD PALM BEACH, FL 33480
Shipment	
Pieces:	2
Weight (lbs):	1437 (lbs)
Dates	
Pickup:	09/09/2021
Actual Delivery:	09/20/2021

Thank you for shipping with TForce Freight!

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office
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On Thu, Sep 23, 2021 at 2:07 PM Lori Howard - BR4F <lori.howard@gsa.gov> wrote:
Good Afternoon Beau

I thought this was taken care of, I am clueless to what happen

Lori N. Howard

Branch Manager, Internal Controls

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On Thu, Sep 23, 2021 at 1:55 PM Beau Harrison <(b) (6)> wrote:

Thanks Lori – Desiree and Chamberlain are heading over to the Storage Facility now to meet the delivery. Did you guys get any heads up that this was going to be delivered today?

From: Lori Howard - BR4F <lori.howard@gsa.gov>
Date: Thursday, September 23, 2021 at 1:46 PM
To: Beau Harrison <(b) (6)>
Subject: Fwd: 2 pallets picked up

Hello Beau

Can you please assist this is for the 2 pallets

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office
General Services Administration
18 & F Street NW | Washington, DC 20407

(b) (6) mobile | 202.692-3473 fax

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

From: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
Date: Thu, Sep 23, 2021 at 1:40 PM
Subject: Re: 2 pallets picked up
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>
Cc: Darrell Helton - WPM1D <darrell.helton@gsa.gov>, Lori Howard - BR4F <lori.howard@gsa.gov>

ET All

I just received a call from the delivery company in Florida asking if there's a P.O.C. that they can call. The driver is trying to deliver the items to 1520 Belvedere West Palm Beach, FL, but they do not have a telephone number for the delivery address. Please advise so that I can call them back

On Thu, Sep 9, 2021 at 2:54 PM Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> wrote:

Kathy

Here are the 2 pallets that were picked up today.

The remaining 4 pallets pick up have to be rescheduled

SHIP TERM

PALLET 1 of 2

VA TO MAL

6x4

WEIGHT: 994 LBS

ETER LIBRARY
RY 21 - JULY 21 2021



[Quoted text hidden]

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Thu, Sep 23, 2021 at 2:14 PM

To: Lori Howard - BR4F <lori.howard@gsa.gov>

Cc: Beau Harrison <(b) (6)>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Chamberlain Harris <(b) (6)>, Desiree Thompson <(b) (6)>

Good afternoon

TForce called me approximately 30 minutes ago asking if someone would be at the location and if I could provide a telephone number. Kathy provided Chamberlain's number. I called Chamberlain and gave her the TForce number. She agreed to go to the storage location.

[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, Sep 23, 2021 at 2:37 PM

To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Cc: Lori Howard - BR4F <lori.howard@gsa.gov>, Beau Harrison <(b) (6)>, Chamberlain Harris <(b) (6)>, Desiree Thompson <(b) (6)>

Thank you

Sent from my iPhone

On Sep 23, 2021, at 2:14 PM, Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> wrote:

[Quoted text hidden]

[Quoted text hidden]

[Quoted text hidden]

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[Quoted text hidden]

[Quoted text hidden]
<image001.jpg>

<image002.jpg>

[Quoted text hidden]



Re: TForce Freight Shipment Notification, Tracking Number 040446066

1 message

Beau Harrison <(b) (6)> Mon, Sep 13, 2021 at 1:07 PM
To: Lori Howard - BR4F <lori.howard@gsa.gov>
Cc: Brenda Cadette - BR4F <brenda.cadette@gsa.gov>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Molly Michael <(b) (6)>, Chamberlain Harris <(b) (6)>, Desiree Thompson <(b) (6)>

Thank you!

From: Lori Howard - BR4F <lori.howard@gsa.gov>
Date: Monday, September 13, 2021 at 12:30 PM
To: Beau Harrison <(b) (6)>
Cc: Brenda Cadette - BR4F <brenda.cadette@gsa.gov>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Molly Michael <(b) (6)>, Chamberlain Harris <(b) (6)>, Desiree Thompson <(b) (6)>
Subject: Re: TForce Freight Shipment Notification, Tracking Number 040446066

Hello Beau

I had to reschedule this pickup for Wednesday the 15th.

There is no tracking information available at this time. Once Tracking information becomes available, I will forward it to you.

If you have any additional questions, please feel free to give me a call.

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office
General Services Administration
18 & F Street NW | Washington, DC 20407

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On Mon, Sep 13, 2021 at 12:24 PM Beau Harrison <(b) (6)> wrote:

Thank you Lori – is there tracking information available for the pallets going to Life Storage?

From: Lori Howard - BR4F <lori.howard@gsa.gov>
Date: Sunday, September 12, 2021 at 8:04 PM
To: Beau Harrison <(b) (6)>
Cc: Brenda Cadette - BR4F <brenda.cadette@gsa.gov>, Kathy Geisler - WPXP

<kathleen.geisler@gsa.gov>

Subject: Fwd: TForce Freight Shipment Notification, Tracking Number 040446066

Hello Beau

Please see ETA for Package to Mar A Largo

If you have any questions, please feel free to give me a call.

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office
General Services Administration
18 & F Street NW | Washington, DC 20407

(b) (6) mobile | 202.692-3473 fax

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

From: TForce Freight Shipment Event Notification <(b) (6)>
Date: Thu, Sep 9, 2021 at 11:08 PM
Subject: TForce Freight Shipment Notification, Tracking Number 040446066
To: <lori.howard@gsa.gov>



This notice alerts you that the following shipment is in transit.

Message	None
Shipment	040446066
Status:	IN TRANSIT
Status Date:	09/09/2021
Status Definition:	SHIPMENT HAS BEEN PICKED-UP.
Shipper:	GSA CW50

2777 CRYSTAL DR

[ARLINGTON , VA 22202](#)

Consignee:

MAR A LAGO CLUB

1100 S OCEAN BLVD

[PALM BEACH , FL 33480](#)

Shipment

Pieces:

1

Weight (lbs):

1437 (lbs)

Dates

Pickup:

09/09/2021

Estimated Delivery:

09/14/2021

Thank you for shipping with TForce Freight!



Request for Dock Access 9/15

3 messages

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> Mon, Sep 13, 2021 at 10:05 AM
To: Christopher Hembree/USA <(b) (6)>
Cc: Domini Anderson <(b) (6)>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Good morning

We have rescheduled a day and time to pick up the remaining (4) pallets from the 12th floor.

We have a 2-hour (11am-1pm) window blocked for the pick up of the pallets on Wednesday, 9/15.

I will be on-site to escort the driver. Thanks-In-Advance!

Christopher Hembree/USA <(b) (6)> Mon, Sep 13, 2021 at 10:11 AM
To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
Cc: Domini Anderson/USA <(b) (6)>, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thank you Kevin, we have you on the calendar for this. NO conflicts at loading dock.

Chris

Christopher Hembree, LEED Green Associate

Director, Asset Services

2733 South Crystal Drive, Suite 100

Arlington, VA 22202 | USA

Direct: (b) (6)

Cell: (b) (6)



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From: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
Sent: Monday, September 13, 2021 10:05 AM
To: Christopher Hembree/USA <(b) (6)>

Cc: Domini Anderson/USA <(b) (6)>; Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Subject: Request for Dock Access 9/15



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Please see our website to view our privacy notice / statement.

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Mon, Sep 13, 2021 at 10:14 AM

To: Christopher Hembree/USA (b) (6)

Cc: Domini Anderson/USA (b) (6) Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thank you Sir.

[Quoted text hidden]



Fwd: TForce Freight Delivery Exception Notification, Tracking Number 040446066

2 messages

Lori Howard - BR4F <lori.howard@gsa.gov>

Tue, Sep 14, 2021 at 8:36 AM

To: Beau Harrison <(b) (6)>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Good Morning Beau

FYI

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office

General Services Administration

18 & F Street NW | Washington, DC 20407

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

From: **TForce Freight Shipment Event Notification** <(b) (6)>

Date: Tue, Sep 14, 2021 at 4:00 AM

Subject: TForce Freight Delivery Exception Notification, Tracking Number 040446066

To: <lori.howard@gsa.gov>



This notice is to alert you that a delivery exception has occurred for the following shipment.

Message	None
Shipment	040446066
Status:	EXCEPTION
Status Date:	09/14/2021
Status Definition:	ADVERSE WEATHER CONDITIONS OCCURRED WHICH MAY RESULT IN A SERVICE DELAY
Shipper:	GSA CW50 2777 S CRYSTAL DR ARLINGTON , VA 22202
Consignee:	MAR A LAGO CLUB 1100 S OCEAN BLVD PALM BEACH , FL 33480
<u>Shipment</u>	
Pieces:	2
Weight (lbs):	1437 (lbs)
<u>Dates</u>	
Pickup:	09/09/2021
Estimated Delivery:	09/14/2021

Thank you for shipping with TForce Freight!

Beau Harrison <(b) (6)>

Tue, Sep 14, 2021 at 8:54 AM

To: Lori Howard - BR4F <lori.howard@gsa.gov>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>, Chamberlain Harris <(b) (6)>, Desiree Thompson <(b) (6)>

Thank you! Please keep us updated.

From: Lori Howard - BR4F <lori.howard@gsa.gov>

Sent: Tuesday, September 14, 2021 8:36:02 AM

To: Beau Harrison <(b) (6)>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Subject: Fwd: TForce Freight Delivery Exception Notification, Tracking Number 040446066

[Quoted text hidden]



Re: TForce Freight Delivery Exception Notification, Tracking Number 040446066

1 message

Beau Harrison (b) (6) > Wed, Sep 15, 2021 at 7:48 AM
To: Lori Howard - BR4F <lori.howard@gsa.gov>
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>, Desiree Thompson <(b) (6)>, Chamberlain Harris <(b) (6)>

Thank you!

From: Lori Howard - BR4F <lori.howard@gsa.gov>
Sent: Wednesday, September 15, 2021 7:47 AM
To: Beau Harrison
Cc: Kathy Geisler - WPXP; Brenda Cadette - BR4F
Subject: Fwd: TForce Freight Delivery Exception Notification, Tracking Number 040446066

fyi
Lori N. Howard
Branch Manager, Internal Controls
Office of Chief Financial Office
General Services Administration
18 & F Street NW | Washington, DC 20407
(b) (6) mobile | 202.692-3473 fax
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----- Forwarded message -----
From: **TForce Freight Shipment Event Notification** <(b) (6)>
Date: Wed, Sep 15, 2021 at 3:50 AM
Subject: TForce Freight Delivery Exception Notification, Tracking Number 040446066
To: <lori.howard@gsa.gov>



This notice is to alert you that a delivery exception has occurred for the following shipment.

Message	None
Shipment	040446066
Status:	EXCEPTION
Status Date:	09/15/2021
Status Definition:	THE SHIPMENT IS DELAYED
Shipper:	GSA CW50 2777 S CRYSTAL DR ARLINGTON , VA 22202
Consignee:	MAR A LAGO CLUB 1100 S OCEAN BLVD PALM BEACH , FL 33480

Shipment

Pieces:

Weight (lbs): 1437 (lbs)

Dates

Pickup: 09/09/2021

Estimated Delivery: 09/14/2021

Thank you for shipping with TForce Freight!



Fwd: TForce Freight Shipment Notification, Tracking Number 041537090

3 messages

Lori Howard - BR4F <lori.howard@gsa.gov>

Thu, Sep 16, 2021 at 8:27 AM

To: Beau Harrison <(b) (6)>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

fyi

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office

General Services Administration

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

From: TForce Freight Shipment Event Notification <(b) (6)>

Date: Wed, Sep 15, 2021 at 6:39 PM

Subject: TForce Freight Shipment Notification, Tracking Number 041537090

To: <lori.howard@gsa.gov>



This notice alerts you that the following shipment is in transit.

Message	None
Shipment	041537090
Status:	IN TRANSIT
Status Date:	09/15/2021
Status Definition:	SHIPMENT HAS BEEN PICKED-UP.
Shipper:	GSA CW50 2777 S CRYSTAL DR ARLINGTON , VA 22202
Consignee:	LIFE STORAGE 1520 BELVEDARE ROAD WEST PALM BEACH , FL 33406
Shipment	
Pieces:	1
Weight (lbs):	2675 (lbs)
Dates	
Pickup:	09/15/2021
Estimated Delivery:	09/20/2021

Thank you for shipping with TForce Freight!

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Thu, Sep 16, 2021 at 8:42 AM

To: Lori Howard - BR4F <lori.howard@gsa.gov>

Cc: Beau Harrison <(b) (6)>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Thank you

[Quoted text hidden]

--

Kathleen K. Geisler

Director

Program Execution Division

Office of Portfolio Management and Real Estate

(202) 708-9835 (desk)

(b) (6) (cell)

Beau Harrison <(b) (6)>

Thu, Sep 16, 2021 at 10:38 AM

To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Lori Howard - BR4F <lori.howard@gsa.gov>

Cc: Brenda Cadette - BR4F <brenda.cadette@gsa.gov>, Chamberlain Harris <(b) (6)>, Desiree Thompson

<(b) (6)>

Thank you!

From: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Date: Thursday, September 16, 2021 at 8:43 AM

To: Lori Howard - BR4F <lori.howard@gsa.gov>

Cc: Beau Harrison <(b) (6)>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

Subject: Re: TForce Freight Shipment Notification, Tracking Number 041537090

Thank you

On Thu, Sep 16, 2021 at 8:28 AM Lori Howard - BR4F <lori.howard@gsa.gov> wrote:

fyi

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office

General Services Administration

18 & F Street NW | Washington, DC 20407

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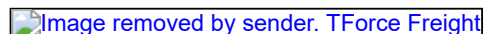
----- Forwarded message -----

From: TForce Freight Shipment Event Notification <(b) (6)>

Date: Wed, Sep 15, 2021 at 6:39 PM

Subject: TForce Freight Shipment Notification, Tracking Number 041537090

To: <lori.howard@gsa.gov>



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[Quoted text hidden]



Fwd: TForce Freight Delivery Exception Notification, Tracking Number 041537090

1 message

Lori Howard - BR4F <lori.howard@gsa.gov>

Fri, Sep 17, 2021 at 12:04 PM

To: Beau Harrison <(b) (6)>

Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

fyi

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office

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

From: **TForce Freight Shipment Event Notification** <(b) (6)>

Date: Fri, Sep 17, 2021 at 11:40 AM

Subject: TForce Freight Delivery Exception Notification, Tracking Number 041537090

To: <lori.howard@gsa.gov>



This notice is to alert you that a delivery exception has occurred for the following shipment.

Message	None
Shipment	041537090
Status:	EXCEPTION
Status Date:	09/16/2021
Status Definition:	AN INCIDENT HAS OCCURRED WHICH MAY RESULT IN A SERVICE DELAY
Shipper:	GSA CW50 2777 S CRYSTAL DR ARLINGTON , VA 22202
Consignee:	LIFE STORAGE 1520 BELVEDARE ROAD WEST PALM BEACH , FL 33406
<u>Shipment</u>	
Pieces:	1
Weight (lbs):	2675 (lbs)
<u>Dates</u>	
Pickup:	09/15/2021
Estimated Delivery:	09/20/2021

Thank you for shipping with TForce Freight!



Re: TForce Freight Delivery Exception Notification, Tracking Number 041537090

1 message

Beau Harrison (b) (6) Mon, Sep 20, 2021 at 11:12 AM
To: Lori Howard - BR4F <lori.howard@gsa.gov>
Cc: Chamberlain Harris (b) (6), Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Brenda Cadette - BR4F <brenda.cadette@gsa.gov>

(b) (6)

From: Lori Howard - BR4F <lori.howard@gsa.gov>
Sent: Monday, September 20, 2021 11:11:36 AM
To: Beau Harrison <(b) (6)>
Cc: Chamberlain Harris <(b) (6)>; Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Brenda Cadette - BR4F <brenda.cadette@gsa.gov>
Subject: Re: TForce Freight Delivery Exception Notification, Tracking Number 041537090

May I have Chamberlain phone number please?

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office

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On Mon, Sep 20, 2021 at 11:10 AM Beau Harrison <(b) (6)> wrote:
Thank you - can they call Chamberlain for the delivery? She will meet them at the Storage unit.

From: Lori Howard - BR4F <lori.howard@gsa.gov>
Sent: Monday, September 20, 2021 11:09:00 AM
To: Beau Harrison <(b) (6)>; Chamberlain Harris <(b) (6)>
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>; Brenda Cadette - BR4F <brenda.cadette@gsa.gov>
Subject: Re: TForce Freight Delivery Exception Notification, Tracking Number 041537090

Correction, Carrier is trying to set up a appointment to deliver to Life Storage

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office

General Services Administration

18 & F Street NW | Washington, DC 20407

(b) (6) mobile | 202.692-3473 fax

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On Mon, Sep 20, 2021 at 11:08 AM Lori Howard - BR4F <lori.howard@gsa.gov> wrote:
Good Morning Beau

Please send a number for Chamberlain Harris. Life Storage is trying to set up delivery to the Storage.

Lori N. Howard

Branch Manager, Internal Controls

Office of Chief Financial Office

General Services Administration

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(b) (6) mobile | 202.692-3473 fax

"Leading Others to Their Potential"

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

From: **TForce Freight Shipment Event Notification** <(b) (6)>
Date: Mon, Sep 20, 2021 at 10:57 AM
Subject: TForce Freight Delivery Exception Notification, Tracking Number 041537090
To: <lori.howard@gsa.gov>



This notice is to alert you that a delivery exception has occurred for the following shipment.

Message	None
Shipment	041537090
Status:	EXCEPTION
Status Date:	09/20/2021
Status Definition:	LEFT MESSAGE. TFORCE FREIGHT IS ATTEMPTING TO OBTAIN THIS INFORMATION
Shipper:	GSA CW50 2777 S CRYSTAL DR ARLINGTON , VA 22202
Consignee:	LIFE STORAGE 1520 BELVEDARE ROAD WEST PALM BEACH , FL 33406
<u>Shipment</u>	
Pieces:	4
Weight (lbs):	3070 (lbs)
<u>Dates</u>	
Pickup:	09/15/2021
Estimated Delivery:	09/20/2021

Thank you for shipping with TForce Freight!



P.O.C for pallet delivery

13 messages

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> Mon, Sep 20, 2021 at 12:07 PM
To: cheryl.d.williams@gsa.gov, kathleen.geisler@gsa.gov, Desiree Sayle <(b) (6)>
Cc: Darrell Helton <darrell.helton@gsa.gov>

Cheryl / Kathy

Please listen to the voicemail message below

Regards,

Kevin L. Ward
Building Manager
GSA Triangle Service Center

Public Buildings Service
[National Capital Region](#)

[1301 Constitution Avenue](#)
[Washington, DC 20001](#)

Office: 202.969.5557
Mobile: (b) (6)
kevin.l.ward@gsa.gov

Sent from my iPhone mobile assistant

 **voicemail-297.m4a**
63K

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> Mon, Sep 20, 2021 at 12:09 PM
To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Desiree Sayle <(b) (6)>, Darrell Helton <darrell.helton@gsa.gov>

Kevin --- thank you. Cheryl just got it from Beau.

How is the move going?

[Quoted text hidden]

--

Kathleen K. Geisler
Director
Program Execution Division
Office of Portfolio Management and Real Estate
(202) 708-9835 (desk)
(b) (6) (cell)

Kevin Ward - WPM1D <kevin.l.ward@gsa.gov> Mon, Sep 20, 2021 at 12:13 PM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Desiree Sayle <(b) (6)>, Darrell Helton <darrell.helton@gsa.gov>

Kathy

So far so good. They may not have to come back Wednesday. They will probably finish wrapping and putting everything in pallets to today, and they will load everything tomorrow and deliver to destination.

I will keep you informed.

Regards,

Kevin L. Ward
Building Manager
GSA Triangle Service Center

Public Buildings Service
National Capital Region

1301 Constitution Avenue
Washington, DC 20001

Office: 202.969.5557
Mobile: (b) (6)
kevin.l.ward@gsa.gov

Sent from my iPhone mobile assistant

On Sep 20, 2021, at 12:09 PM, Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> wrote:

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Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> Mon, Sep 20, 2021 at 12:23 PM
To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
Cc: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>, Darrell Helton <darrell.helton@gsa.gov>, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Thank you for the update. Let me know tomorrow how things go. Sheryl and I will await your update for Wednesday.
Thank you, Kathy

[Quoted text hidden]

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> Mon, Sep 20, 2021 at 12:24 PM
To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>

Kevin --- did you get to look at that wood frame that we need to dispose of --- its on the loading dock.

[Quoted text hidden]

Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov> Mon, Sep 20, 2021 at 12:45 PM
To: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>
Cc: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>, Darrell Helton <darrell.helton@gsa.gov>

Good afternoon, - GSA ONLY

I think we have two different conversations going on here.

Kevin in regards to the pallet delivery to the storage unit, that information should come from Lori Howard as she coordinated that shipment to FL.

As for the movers onsite I will need to know how soon they think they will be done. I have to coordinate access to the warehouse prior to the day of delivery.

[Quoted text hidden]

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-



U.S. General Services Administration

**Cheryl D. Williams | Manager, Supply Procurement & Mail Operations
Presidential Transition Team**

Washington, DC 20270

(b) (6) cell | email: cheryl.d.williams@gsa.gov

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> Mon, Sep 20, 2021 at 12:49 PM
To: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>
Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Darrell Helton <darrell.helton@gsa.gov>

Cheryl --- that was my oops! Lori got the number and has communicated to the movers. Thank you, Kathy

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Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov> Mon, Sep 20, 2021 at 1:07 PM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Darrell Helton <darrell.helton@gsa.gov>

Ok got it

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Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov> Mon, Sep 20, 2021 at 2:27 PM
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Darrell Helton <darrell.helton@gsa.gov>, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Hi Kathy,

I was told for the big conference table that they will have to break the table to break it down because of the stripped screws. The kit that they used to solve that issue did not work, as he said it was too deep.

He will discard the table for us (that's what excess was going to do for us anyway).

The plan for tomorrow is to finish palletizing and wrapping in the morning. They have 12 more pallets they need to do. They plan on an afternoon delivery to the warehouse as long as the warehouse gives clearance to come onsite.

I'm awaiting truck information to send to the warehouse for access. I'm supposed to get that this afternoon.

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Kathy Geisler - WPXP <kathleen.geisler@gsa.gov> Mon, Sep 20, 2021 at 2:38 PM
To: Cheryl Williams - WPMABH <cheryl.d.williams@gsa.gov>
Cc: Kevin Ward - WPM1D <kevin.l.ward@gsa.gov>, Darrell Helton <darrell.helton@gsa.gov>, Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>, Kaitlyn Schneider - QMDDD <kaitlyn.schneider@gsa.gov>

Ok, so I'll wait for your update tomorrow that we don't need to come on Wednesday. Kathy

[Quoted text hidden]

Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Tue, Sep 21, 2021 at 3:19 PM

Hi Kathy,

Are we going into the office tomorrow?

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--

Sheryl O. Davis, Program Analyst
Business Applications Branch (WPM1A)
DC Service Center
National Capital Region / Public Building Service
General Services Administration
202-755-1018 office / (b) (6) mobile

Be Yourself, Everyone Else Is Taken

Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>
To: Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>

Tue, Sep 21, 2021 at 3:22 PM

Kevin just emailed me to say they didn't quite finish. I'm double checking arrival time. They will arrive either at 9 or 10 am?

[Quoted text hidden]

Sheryl Davis Davis - WPM1A <sheryl.davis@gsa.gov>
To: Kathy Geisler - WPXP <kathleen.geisler@gsa.gov>

Tue, Sep 21, 2021 at 3:23 PM

Ok, I'll see you tomorrow.

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LONG TERM

PALLET 1 OF 4

VA TO FL STORAGE

WEIGHT: 650 LBS

LONG TERM

PALLET 2 OF 4

VA TO FL STORAGE

WEIGHT: _____ LBS

LONG TERM

PALLET 3 OF 4

VA TO FL STORAGE

WEIGHT: 763 LBS

LONG TERM

PALLET 4 OF 4

VA TO FL STORAGE

WEIGHT: _____ LBS