Duane Smith <duane.smith@gsa.gov>

Commission on Election Integrity

17 messages

Duane Smith <duane.smith@gsa.gov> Tue, May 30, 2017 at 9:27 AM
To: "Gast, Scott F. EOP/WHO" (b)(6) [redacted]
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Audrey Brooks - H1AB <audrey.brooks@gsa.gov>

Good Morning Scott-

I hope you enjoyed your holiday weekend.

By way of quick follow up, we are trying to get the Charter filed for the Commission with the Secretariat.

One final piece of information needed: Pursuant to Section 102-3.75 (8) of the FACA, we need to include the estimated number of meetings as well.

Can you advise as to the average amount of estimated meetings the Commission expects?

Thanks much.

Regards,

--
Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

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Gast, Scott F. EOP/WHO (b)(6) [redacted] Tue, May 30, 2017 at 9:54 AM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Audrey Brooks - H1AB <audrey.brooks@gsa.gov>

HI, Duane. Matt Morgan with OVP should be reaching out to you later today with this information. If you don't hear from him, please let me know and I can try to get this information.

Thanks,

Scott

From: Duane Smith [mailto:duane.smith@gsa.gov]
Sent: Tuesday, May 30, 2017 9:27 AM
To: Gast, Scott F. EOP/WHO (b)(6) [redacted]
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Audrey Brooks - H1AB <audrey.brooks@gsa.gov>
Subject: Commission on Election Integrity

[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Tue, May 30, 2017 at 9:54 AM
To: "Gast, Scott F. EOP/WHO" (b)(6) [redacted]
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Audrey Brooks - H1AB <audrey.brooks@gsa.gov>

Thanks much. Most appreciated Scott!
[Quoted text hidden]

Morgan, Matthew E. EOP/OVP <(b)(6) [redacted] Tue, May 30, 2017 at 12:37 PM
To: "duane.smith@gsa.gov" <duane.smith@gsa.gov>
Cc: "Gast, Scott F. EOP/WHO" (b)(6) [redacted] "Paoletta, Mark R. EOP/OVP" (b)(6) [redacted]

Duane,

Pleasure chatting with you. As we discussed, please let us know a good time to meet with the GSA team on Thursday morning. We can host, so please let me know attendees and I will send them link to get through security here at Eisenhower Executive Office Building.

Talk soon. Best,

Matt

MATTHEW E. MORGAN

Deputy Assistant and Deputy Counsel to the Vice President

(b)(6) [redacted]

[redacted]

[redacted]

From: Gast, Scott F. EOP/WHO
Sent: Tuesday, May 30, 2017 9:31 AM
To: Morgan, Matthew E. EOP/OVP (b)(6) [redacted]
Subject: FW: Commission on Election Integrity

From: Duane Smith [mailto:duane.smith@gsa.gov]
Sent: Tuesday, May 30, 2017 9:27 AM
To: Gast, Scott F. EOP/WHO (b)(6) [redacted]
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Audrey Brooks - H1AB <audrey.brooks@gsa.gov>
Subject: Commission on Election Integrity

Good Morning Scott-

[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Tue, May 30, 2017 at 12:41 PM
To: Audrey Brooks - H1AB <audrey.brooks@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

Hi Audrey-

I just spoke with the Matthew Morgan from the Office of the VP. They want us to come over Thursday morning for a mtg that shouldn't last more than an hour. The purpose is to walk through the final couple of issues (funding/ amount of meetings) related to the charter so it can be filed with the Secretariat as soon as practicable.

Lori, I Cc'd you in case you wanted to attend as well.

Please advise ASAP on your availability to attend.

Regards,

Duane
[Quoted text hidden]

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Tue, May 30, 2017 at 1:00 PM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Audrey Brooks - H1AB <audrey.brooks@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

Hi Duane - I'll leave it up to you (OGC) on whether you would like me to attend. If you do, I am available Thursday morning. Should GC be invited since there are questions regarding funding? Let me know. Thanks, Lori
[Quoted text hidden]
--
Lorelei Kowalski
Director
Committee Management Secretariat (MAK)
Office of Asset and Transportation Management
Office of Governmentwide Policy
U.S. General Services Administration
202.208.6035 (p)

Duane Smith <duane.smith@gsa.gov> Tue, May 30, 2017 at 2:12 PM
To: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Cc: Audrey Brooks - H1AB <audrey.brooks@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

Hi Lori-

I think it'd be good if you tagged along as well.
[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Tue, May 30, 2017 at 2:20 PM
To: "Morgan, Matthew E. EOP/OVP" (b)(6) [redacted]
Cc: "Gast, Scott F. EOP/WHO" <(b)(6) [redacted] "Paoletta, Mark R. EOP/OVP" (b)(6) [redacted]

Hey Matt-

Does Thursday at 9:30 am work for you all?

From GSA, it would be myself, Audrey Brooks and Lori Kowalski.

Kind Regards,

Duane
[Quoted text hidden]

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Tue, May 30, 2017 at 2:36 PM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Audrey Brooks - H1AB <audrey.brooks@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

Hi Duane - Ok. Let me know what time. Lori
[Quoted text hidden]

Morgan, Matthew E. EOP/OVP <(b)(6) [redacted] Tue, May 30, 2017 at 2:44 PM
To: Duane Smith <duane.smith@gsa.gov>
Cc: "Gast, Scott F. EOP/WHO" (b)(6) [redacted], "Paoletta, Mark R. EOP/OVP" (b)(6) [redacted]

Duane,

(b)(5) [redacted]

Talk soon and thank you,

Matt

MATTHEW E. MORGAN

Deputy Assistant and Deputy Counsel to the Vice President

(b)(6) [redacted]

[redacted]

(b)(6) [redacted]

Duane Smith <duane.smith@gsa.gov>

Committee Bylaws Example & DFO Info

1 message

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Tue, Jun 6, 2017 at 2:29 PM
To: "Kossack, Andrew J. EOP/OVP" (b)(6)[redacted]
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Andrew,
Here is the bylaws example referred to in our meeting. As you read through, please keep in mind that:

*Bylaws for federal advisory committees are not required under FACA but are a best practice, mentioned in 41 CFR §102-3.125(a), and highly recommended.
*The Final Rule does not prescribe the content for bylaws.
*The President's Management Advisory Board (PMAB) is a GSA Presidential advisory committee (required by EO) and their bylaws can be used as an example (attached). You will need to review EO 13708, as amended, to understand what was required by the EO and captured in the bylaws, versus what was incorporated as policy in the Board's operation.

I've also included the following which are not required (except for 5420.40E Federal Advisory Management) :
*Committee Chair Best Practices
*FACA Meeting Checklist
*GSA Directive 5420.40E FACA Management Policy

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M (b)(6)[redacted]

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4 attachments

pmab_bylaws-2016.pdf
106K

Chair-BestPractices-May2017.docx
25K

FACA Meeting File Checklist.docx
18K

ADM 5420.40E GSA Federal Advisory Committee Management Program #CC030014 (Signed 7-21-2016).pdf
24K

Duane Smith <duane.smith@gsa.gov>

Re: following up

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Thu, Jun 8, 2017 at 9:16 AM
To: "Kossack, Andrew J. EOP/OVP" <(b)(6) [redacted]>
Cc: Bob Stafford - H1AC <bob.stafford@gsa.gov>, Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Andrew
I'm resending the information to make sure its clear and a bit easier to read. I'm looking into to FOIA records submitted against PCEA or any of its' members (Member@supportthevoter.gov) and other related issues.

1. Have other FACAs set up dedicated email accounts (e.g., (b)(6) [redacted] to use for their FACA-related communications? If so, any lessons learned as to whether that worked well or not, whether GSA would recommend doing that, etc.?

(b)(5) [redacted]

Recommendation:
(b)(5) [redacted]

2. Duane to check on an MOU or other vehicle for transferring EOP funds to GSA, along with feasibility of detailing OSC employee to GSA for purposes of this commission.

3. Any examples/templates of FACA operating procedures? *Provided 6/5/17 via email*

4. Any other guidance on how other commissions have handled payments for facility rentals, travel reimbursements, transcriptionists, etc.? We're still a bit unclear about how this would work mechanically (maybe this is another issue we need to specify in the MOU?).

- **PCEA -**

***Facility Rentals**: The DFO worked with a contracting officer, put together an RFP and competed the locations and reviewed/chose from those options. The contracting officer then did a PO in Pegasys and made payment.

***Travel Reimbursements -** The Commissioners did them in Concur, which has since been upgraded so it may be easier. For hearing invitees the DFO and assisting staff did the travel vouchers manually on paper.

***Transcriptionists -** The DFO worked with OCM, they had a POC with a purchase card who bought minutes and reconciled/charged them to the PCEA accounting string. Be aware these are done electronically and **the DFO** spent quite a bit of time going through, watching the hearing videos and making corrections to the transcripts.

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M (b)(6) [redacted]

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On Wed, Jun 7, 2017 at 6:47 PM, Kossack, Andrew J. EOP/OVP <(b)(6) [redacted] wrote:

> Sounds great. Thanks again.
>
> Andrew J. Kossack
> Counsel
> Office of the Vice President
> Email: (b)(6) [redacted]
> Cell: (b)(6) [redacted]

Sent from my iPhone

On Jun 7, 2017, at 6:37 PM, Audrey Brooks - H1 <audrey.brooks@gsa.gov> wrote:

Hello Andrew,
All me to look into these issues and get back to you. - Thanks

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M (b)(6) [redacted]

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On Wed, Jun 7, 2017 at 5:51 PM, Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]
wrote:

> Thanks, Audrey. This is all very helpful, and I really appreciate your response. Just a couple follow-up questions at this point…

(b)(5) [redacted]

(b)(5) [redacted]

(b)(5) [redacted]

Thanks again!

Andrew

Andrew J. Kossack

Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

From: Audrey Brooks - H1 [mailto:audrey.brooks@gsa.gov]
Sent: Wednesday, June 7, 2017 1:00 PM
To: Kossack, Andrew J. EOP/OVP (b)(6) [redacted]
Cc: Bob Stafford - H1AC <bob.stafford@gsa.gov>; Duane Smith <duane.smith@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Subject: Fwd: following up

A

ndrew,

(b)(5) [redacted]

Duane Smith <duane.smith@gsa.gov>

GSA Detail for Presidential Commission on Election Integrity

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Tue, Jun 13, 2017 at 3:21 PM
To: Duane Smith <duane.smith@gsa.gov>

Hi Duane,

(b)(5) [redacted]

Thanks again,
Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

Email: (b)(6) [redacted]

From: Duane Smith [mailto:duane.smith@gsa.gov]
Sent: Monday, June 12, 2017 9:31 AM
To: Kossack, Andrew J. EOP/OVP (b)(6) [redacted] v>
Subject: Re: GSA Detail for Presidential Commission on Election Integrity

Hi Andrew-

I was out of the office on Friday so I just saw your message. Per chance are you free this morning at all to speak briefly?

On Thu, Jun 8, 2017 at 4:36 PM, Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]> wrote:

> Absolutely! Feel free to try my cell at your convenience. I'm free for the rest of the day and will be here for a while.
>
> Andrew J. Kossack
>
> Counsel
>
> Office of the Vice President
>
> Cell: (b)(6) [redacted]
>
> **From:** Duane Smith [mailto:duane.smith@gsa.gov]
> **Sent:** Thursday, June 8, 2017 4:06 PM
> **To:** Kossack, Andrew J. EOP/OVP (b)(6) [redacted]>
>
> **Subject:** Re: GSA Detail for Presidential Commission on Election Integrity
>
> Hey Andrew-
>
> Are you available for a quick call?
>
> On Thu, Jun 8, 2017 at 3:38 PM, Kossack, Andrew J. EOP/OVP (b)(6) [redacted]> wrote:
>
>> Hi Duane,
>>
>> Good question. (b)(5) [redacted]
>>
>> Does that help at all?
>>
>> Thanks,
>> Andrew
>>
>> Andrew J. Kossack
>>
>> Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

From: Duane Smith [mailto:duane.smith@gsa.gov]
Sent: Thursday, June 8, 2017 2:28 PM
To: Kossack, Andrew J. EOP/OVP (b)(6) [redacted]
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>; Bob Stafford - H1AC <bob.stafford@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>
Subject: Re: GSA Detail for Presidential Commission on Election Integrity

Hey Andrew-

(b)(5) [redacted]

On Thu, Jun 8, 2017 at 1:04 PM, Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]> wrote:

> Hi Audrey,
>
> I think there's some confusion, and I know there's been a lot of moving pieces to this so I'll try to level-set all in one email here.
>
> (b)(5) [redacted]
>
> (b)(5) [redacted]
>
> Does that make sense? I'm happy to discuss further if it would help clarify.

Thanks,
Andrew

Andrew J. Kossack

Counsel

Office of the Vice President

Cell(b)(6) [redacted]

From: Audrey Brooks - H1 [mailto:audrey.brooks@gsa.gov]
Sent: Thursday, June 8, 2017 12:53 PM
To: Kossack, Andrew J. EOP/OVP (b)(6) [redacted]
Cc: Duane Smith <duane.smith@gsa.gov>; Bob Stafford - H1AC <bob.stafford@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>
Subject: GSA Detail for Presidential Commission on Election Integrity

Hi Andrew,

(b)(5) [redacted]

Kind Regards,

Audrey Corbett Brooks

GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | (b)(6) [redacted]

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--

Duane L. Smith

Assistant General Counsel

General Law Division, Office of General Counsel

U.S. General Services Administration

(202) 694-2934

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Assistant General Counsel

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Duane L. Smith

Assistant General Counsel

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Duane Smith <duane.smith@gsa.gov>

final draft charter for review

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] > Fri, Jun 16, 2017 at 3:21 PM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, "Morgan, Matthew E. EOP/OVP" <(b)(6) [redacted], Claudia Nadig - LG <claudia.nadig@gsa.gov>

(b)(5) [redacted]

Thanks,

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

Email: (b)(6) [redacted]

From: Duane Smith [mailto:duane.smith@gsa.gov]
Sent: Friday, June 16, 2017 2:29 PM
To: (b)(6) [redacted] >
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Morgan, Matthew E. EOP/OVP (b)(6) [redacted]; Claudia Nadig - LG <claudia.nadig@gsa.gov>
Subject: Re: final draft charter for review

Hi Andrew-

(b)(5) [redacted]

(b)(5) [redacted]

If you concur on your end, please let me know or advise of any proposed changes. I'm aware you want to have this filed as soon as possible, so this has my prompt attention.

Regards,

Duane Smith

On Thu, Jun 15, 2017 at 5:09 PM, Kossack, Andrew J. EOP/OVP (b)(6) [redacted] wrote:

> Thanks, Duane. We appreciate your review and quick turnaround.
>
> Please see the attached version, which has a couple tweaks and comments. If these changes work, just let me know and I'll keep this moving over here.
>
> (b)(5) [redacted]
>
> Thanks again,
> Andrew
>
> Andrew J. Kossack
>
> Associate Counsel
>
> Office of the Vice President
>
> Cell: (b)(6) [redacted]
>
> Email: (b)(6) [redacted]
>
> **From:** Duane Smith [mailto:duane.smith@gsa.gov]
> **Sent:** Thursday, June 15, 2017 4:10 PM
> **To:** Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]
> **Cc:** Audrey Brooks - H1 <audrey.brooks@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Morgan, Matthew E. EOP/OVP <(b)(6) [redacted]>
> **Subject:** Re: final draft charter for review
>
> Hey Andrew-
>
> Here are GSA's final edits. These have been made to mirror what the statute says. Please let us know if you concur on your end and we'll get the charter filed.

Kind Regards,

Duane

On Thu, Jun 15, 2017 at 8:50 AM, Kossack, Andrew J. EOP/OVP (b)(6) [redacted] wrote:

> Hi Audrey,
>
> (b)(5) [redacted]
>
> (b)(5) [redacted]
>
> Thanks again for all your help!
>
> Andrew
>
> Andrew J. Kossack
>
> Associate Counsel
>
> Office of the Vice President
>
> Cell: (b)(6) [redacted]
>
> Email: (b)(6) [redacted]

--

Duane L. Smith

Assistant General Counsel

General Law Division, Office of General Counsel

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Duane L. Smith

Assistant General Counsel

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Duane Smith <duane.smith@gsa.gov>

Re: public comment management

1 message

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Tue, Jun 20, 2017 at 1:56 PM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Bcc: duane.smith@gsa.gov

Hi Audrey -

(b)(5) [redacted]

On Tue, Jun 20, 2017 at 1:27 PM, Audrey Brooks - H1 <audrey.brooks@gsa.gov> wrote:

Lori,

(b)(5) [redacted]

(b)(5) [redacted] Thought I'd ask you before I responded to Andrew.

c

---------- Forwarded message ----------
From: "Kossack, Andrew J. EOP/OVP" <(b)(6) [redacted]
Date: Jun 20, 2017 11:01 AM
Subject: public comment management
To: "audrey.brooks@gsa.gov" <audrey.brooks@gsa.gov>
Cc:

Hi Audrey,

(b)(5) [redacted]

Hopefully that question makes sense. Feel free to call if you'd like to discuss further.

Thanks,
Andrew

Andrew J. Kossack
Associate Counsel
Office of the Vice President
Cell: (b)(6) [redacted]
Email: (b)(6) [redacted]

Duane Smith <duane.smith@gsa.gov>

DFO Appointment

5 messages

Duane Smith <duane.smith@gsa.gov> Tue, Jun 20, 2017 at 3:02 PM
To: "Kossack, Andrew J. EOP/OVP" <(b)(6)[redacted]
Cc: Audrey Brooks - H1AB <audrey.brooks@gsa.gov>

Hey Andrew-

I know you're running the final edits to the charter up the chain on your end.

But as you are going to serve as DFO, on your end, can you provide in writing to me from someone with signatory authority inn the VP's office requesting that you serve as the Designated Federal Officer for the Presidential Advisory Commission on Election Integrity.

Thanks as always,

--
Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

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Kossack, Andrew J. EOP/OVP <A(b)(6)[redacted] Tue, Jun 20, 2017 at 3:20 PM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Audrey Brooks - H1AB <audrey.brooks@gsa.gov>

Thanks, Duane. No problem - I'll get on that and get it to you ASAP

Andrew J. Kossack
Associate Counsel
Office of the Vice President
Email: (b)(6)[redacted]
Cell: (b)(6)[redacted]

Sent from my iPhone
[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Tue, Jun 20, 2017 at 4:00 PM
To: Duane Smith <duane.smith@gsa.gov>

Duane,
(b)(5) [redacted]

[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Tue, Jun 20, 2017 at 4:23 PM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>

Hi Audrey-

Based on FACA, (b)(5) [redacted] So I think we'll be ok.
[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Tue, Jun 20, 2017 at 6:09 PM
To: Duane Smith <duane.smith@gsa.gov>

Hi Duane,
Hopefully, it'll all work out. It seems just a bit different from what we discussed with Lori.(b)(5) [redacted]
[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov>

DFO designation

8 messages

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Fri, Jun 23, 2017 at 4:26 PM
To: Duane Smith <duane.smith@gsa.gov>

Hi Duane,

I'm working on getting that signed designation. Is there a particular form you'd want it in? I was thinking that language would look something like this:

(b)(5) [redacted]

Andrew J. Kossack
Associate Counsel
Office of the Vice President
Cell: (b)(6) [redacted]

Duane Smith <duane.smith@gsa.gov> Fri, Jun 23, 2017 at 4:27 PM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]

Hey Andrew-

That works fine for our purposes.
[Quoted text hidden]
--
Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

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Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Fri, Jun 23, 2017 at 4:33 PM
To: Duane Smith <duane.smith@gsa.gov>

(b)(5) [redacted]

One last question: Can you send me the contact person to whom we should address the letter? I'm assuming it'd be the Administrator?

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

Email: (b)(6) [redacted]

From: Duane Smith [mailto:duane.smith@gsa.gov]
Sent: Friday, June 23, 2017 4:28 PM
To: Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]
Subject: Re: DFO designation

[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Mon, Jun 26, 2017 at 8:56 AM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]

Hey Andrew-

Sorry I missed this email Friday. Yes, you should address the letter to the Administrator.
[Quoted text hidden]

Kossack, Andrew J. EOP/OVP <(b)(6) [redacted] Mon, Jun 26, 2017 at 8:57 AM
To: Duane Smith <duane.smith@gsa.gov>

No worries! Thanks for the response. How does this look?

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

Email: (b)(6) [redacted]

From: Duane Smith [mailto:duane.smith@gsa.gov]
Sent: Monday, June 26, 2017 8:56 AM

[Quoted text hidden]

[Quoted text hidden]

(b)(5) [redacted]

Duane Smith <duane.smith@gsa.gov> Mon, Jun 26, 2017 at 9:00 AM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]

That works perfect.
[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Tue, Jun 27, 2017 at 7:55 PM
To: Duane Smith <duane.smith@gsa.gov>

Hi Duane,

The DFO recommendation is attached. If you need anything else on this, just let me know.

Thanks,
Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

Email: (b)(6) [redacted]

From: Duane Smith [mailto:duane.smith@gsa.gov]
Sent: Monday, June 26, 2017 9:00 AM

[Quoted text hidden]

[Quoted text hidden]

20170627180405779.pdf
31K

Duane Smith <duane.smith@gsa.gov> Wed, Jun 28, 2017 at 9:19 AM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]

Thanks for sending over Andrew. I'll get working on this asap on our end.
[Quoted text hidden]

(b)(5) [redacted]

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M (b)(6) [redacted]

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[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Wed, Jun 21, 2017 at 10:19 AM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Yeah, I'll respond back to WH and Cc you guys.
[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Wed, Jun 21, 2017 at 10:59 AM

To: '(b) (6) [redacted] Audrey Brooks - H1AB <audrey.brooks@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Hey Scott,

Thanks much for sending over.

One final issue: (b)(5) [redacted] ."

(b)(5) [redacted] (b)(5) [redacted]

One issue: The Executive ORder

[Quoted text hidden]

--

Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

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Kossack, Andrew J. EOP/OVP <(b)(6) [redacted] Wed, Jun 21, 2017 at 11:06 AM
To: Duane Smith <duane.smith@gsa.gov>, '(b)(6) [redacted]

(b)(5)

Cc: "Passantino, Stefan C. EOP/WHO" (b)(6) [redacted] Morgan, Matthew E. EOP/OVP" (b)(6) [redacted], "Paoletta, Mark R. EOP/OVP" <(b)(6) [redacted] Audrey Brooks - H1AB <audrey.brooks@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Hi, Duane,

I can explain that piece. Ultimately, the DFO and executive director will be the same person (me). (b)(5) [redacted]

Does that make sense? Happy to discuss further if it'd be helpful.

Thanks,
Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

Email: (b)(6) [redacted]

From: Duane Smith [mailto:duane.smith@gsa.gov]
Sent: Wednesday, June 21, 2017 11:00 AM
To: Gast, Scott F. EOP/WHO (b)(6) [redacted]
Cc: Passantino, Stefan C. EOP/WHO (b)(6) [redacted]>; Kossack, Andrew J. EOP/OVP (b)(6) [redacted]>; Morgan, Matthew E. EOP/OVP (b)(6) [redacted]>; Paoletta, Mark R. EOP/OVP (b)(6) [redacted]; Audrey Brooks - H1AB <audrey.brooks@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Subject: Re: Election Integrity Commission Charter

[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov>

draft budget

5 messages

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Thu, Jun 22, 2017 at 5:39 PM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Duane Smith <duane.smith@gsa.gov>, "Skidmore, Ben J. EOP/OMB" <(b)(6) [redacted]>, "Morgan, Matthew E. EOP/OVP" <M(b)(6) [redacted]

Audrey,

Attached is a draft budget for the Presidential Advisory Commission on Election Integrity (b)(5) [redacted]

First, they recommended (b)(5) [redacted]

Second, (b)(5) [redacted].

Please feel free to share this with your colleagues in the CFO or other finance-related offices, as you see fit. I just figured I'd start with you as our CMO.

If you'd like to discuss further, please call anytime.

Thanks,
Andrew

Andrew J. Kossack
Associate Counsel
Office of the Vice President
Cell: (b)(6) [redacted]
Email: [redacted]

[redacted]

[redacted]

[redacted]

[redacted]

<lorelei.kowalski@gsa.gov>, Duane Smith <duane.smith@gsa.gov>, "Morgan, Matthew E. EOP/OVP" (b)(6) [redacted]

thanks Ben. We didn't receive the attachment - can someone please forward?

[Quoted text hidden]

--

Best Regards,

Andi Fisher-Colwill
Budget Director (acting)
General Services Administration
202-258-9940

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Thu, Jun 22, 2017 at 6:25 PM
To: Andrea FISHER-COLWILL - B-D <andrea.fisher-colwill@gsa.gov>, "Skidmore, Ben J. EOP/OMB" <(b)(6) [redacted]
Cc: "elizabeth.cain@gsa.gov" <elizabeth.cain@gsa.gov>, Audrey Brooks - H1 <audrey.brooks@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Duane Smith <duane.smith@gsa.gov>, "Morgan, Matthew E. EOP/OVP" <(b)(6) [redacted]

Here's the attachment.

Thanks,
Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

Email: (b)(6) [redacted]

From: Andrea FISHER-COLWILL - B-D [mailto:andrea.fisher-colwill@gsa.gov]
Sent: Thursday, June 22, 2017 6:13 PM
To: Skidmore, Ben J. EOP/OMB <B(b)(6) [redacted]>
Cc: Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]>; elizabeth.cain@gsa.gov; Audrey Brooks - H1 <audrey.brooks@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Duane Smith <duane.smith@gsa.gov>; Morgan, Matthew E. EOP/OVP (b)(6) [redacted]
Subject: Re: draft budget

[Quoted text hidden]

(b)(5) [redacted]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Fri, Jun 23, 2017 at 7:15 AM
To: "Kossack, Andrew J. EOP/OVP" <(b)(6) [redacted]
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Duane Smith <duane.smith@gsa.gov>, "Skidmore, Ben J. EOP/OMB" (b)(6) [redacted], "Morgan, Matthew E. EOP/OVP" <(b)(6) [redacted]

Good Morning Andrew,

(b)(5) [redacted]

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M (b)(6) [redacted]

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[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov>

PCEI 1st meeting - July 19th

36 messages

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Mon, Jun 26, 2017 at 4:14 PM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Duane Smith <duane.smith@gsa.gov>

(b)(5) [redacted]

Andrew

Andrew J. Kossack
Associate Counsel
Office of the Vice President
(b)(6) [redacted]
(b)(6) [redacted]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Mon, Jun 26, 2017 at 6:36 PM
To: (b)(6) [redacted]
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Duane Smith <duane.smith@gsa.gov>

Hi Andrew,
There are few things that must take place before the first official meeting as we discussed. A GSA ethics briefing and FACA training is required for the members before the 1st official committee meeting. Possibly this can call take place in the same session. Also, recall FACA requires all meeting notices to be published in the Federal Register 15 days prior to meeting date. There's only a few days to spare before we cross that 15 day threshold. At best, you may have to push the meeting date forward a week or so. Also, what meeting location were you considering? Recall this information is also required in Federal Register meeting notice. I'll get back with you as soon possible about the ethics briefing and FACA training. - Thanks

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | (b) [redacted]

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[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Mon, Jun 26, 2017 at 6:53 PM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Duane Smith <duane.smith@gsa.gov>

(b)(5) [redacted]

Thanks!
Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Audrey Brooks - H1 [mailto:audrey.brooks@gsa.gov]
Sent: Monday, June 26, 2017 6:36 PM
To: Kossack, Andrew J. EOP/OVP (b)(6) [redacted]
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Duane Smith <duane.smith@gsa.gov>
Subject: Re: PCEI 1st meeting - July 19th

[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Mon, Jun 26, 2017 at 8:47 PM
To: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Hi Duane and Lori,
Andrew is looking to schedule a meeting on July 19th. I reminded him of that an ethics briefing and FACA training is required for PCEI's members before the 1st official meeting. Is it possible to schedule the ethics briefing and the FACA training on the 19th before the first official meeting? As Andrew stated, the VP's schedule is driving the July 19th date? Can both briefings be completed within an hour? A meeting location isn't identified at this time. If we can combine the briefings, will this date work for both your schedules?

Lori, are you available tomorrow for a few minutes to discuss the FACA briefing? I need your input on this.

Duane,as to the ethics briefing, where the swearing of the members as SGE takes place, we received another email from Andrew. In this email, Andrew attached the draft SGE appointment letter for the members drafted by White House Counsel. So, the WH is preparing for the ethics briefing. Hopefully, we can get the briefing package before the Administrator prior to presenting the member's SGE appointment letters.

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | (b)(6) [redacted]

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[Quoted text hidden]

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Tue, Jun 27, 2017 at 8:37 AM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>

Hi Audrey - I recommend the FACA briefing take place before the day of the meeting so the members can absorb and process the FACA requirements before they are in a public setting. It will take longer than 30 minutes. I also recommend that Duane give the briefing since most of the questions from members will be legal in nature. It's common for agency legal counsel to give these types of briefings. I can work with Duane on this. I will be in the office today. Lori

Sent from my iPhone
[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Tue, Jun 27, 2017 at 8:56 AM
To: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>

Is it common place for someone from OGC to give the briefing? If so, I'll do. But if not, I'll defer to the presentation to who ordinarily gives it.
[Quoted text hidden]
--
Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

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Audrey Brooks - H1 <audrey.brooks@gsa.gov> Tue, Jun 27, 2017 at 9:17 AM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Lori and Duane,
I'll give the FACA briefing. This will be my first FACA briefing, so I'll refer all legal question to Duane. Lori, I think you said you have a presentation for this purpose. If so, would you have time to go over the presentation today. I'll search for meeting space here at central office for Tuesday, the 18th after I clear the date with Andrew. I hope that's OK with everyone. - thanks

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M (b)(6)

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[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Tue, Jun 27, 2017 at 9:19 AM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

It's up to you guys to decide which of you two will give the presentation. I think it makes most sense that whoever gives the FACA briefing does in this instance as well.

[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Tue, Jun 27, 2017 at 9:31 AM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Lori and Duane,
Will the ethics briefing also require 30 minutes as well with the total meeting time 1.5 hours. The last 30 min will focus on travel or specifically, reservations and travel vouchers. Since all the members would be together in the room, it would be the perfect opportunity. Any objections?

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | [redacted]

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[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Tue, Jun 27, 2017 at 10:31 AM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

I have not conducted a FACA briefing. To my knowledge, Lori's group provides these presentations though? Please correct me if I'm wrong.

[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Tue, Jun 27, 2017 at 10:40 AM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Hi Duane,
To my knowledge legal counsel provides the ethics briefing. Ethics training and oversight for GSA falls under General Counsel, as far as I know. Perhaps Eugenia D. Ellison would give the briefing. I think John Peters gave the last FACA ethics briefing. Lori, do you know?

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M 202-731-3494

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[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Tue, Jun 27, 2017 at 10:42 AM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Yes, Eugenia would be the point person for ethics briefing.
[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Tue, Jun 27, 2017 at 11:54 AM
To: "Kossack, Andrew J. EOP/OVP" <(b)(6)[redacted]
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Hi Andrew,
GSA would like to conduct the required FACA and ethics briefings on June 18th. Hopefully, the members will be in the area and this won't pose a logistical challenge to anyone. I'll get back with you with the meeting details once this is firmed up. I'm looking forward to receiving the draft FR meeting notice tomorrow, Wednesday, June 28th, for the upcoming Jul 19th meeting for the Presidential Committee on Election Integrity (PCEI). As we discussed earlier, the Standard Form 50 also comprises the package. I should also let you know that we really need everyone to be physically present for the GSA Briefing on July 18th. If there are any issues, don't hesitate to let me know. - Thanks

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M[redacted]

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On Mon, Jun 26, 2017 at 4:14 PM, Kossack, Andrew J. EOP/OVP (b)(6)[redacted] > wrote:
[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6)[redacted] Wed, Jun 28, 2017 at 5:34 PM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Hi Audrey and GSA team -

(b)(5) [redacted]

You also asked for a list of members, which I've pasted below. Do you need other information for them?

Michael R. Pence	Vice President
Kris Kobach	Secretary of State - KS
Connie Lawson	Secretary of State - IN
Bill Gardner	Secretary of State - NH
Matt Dunlap	Secretary of State - ME
Ken Blackwell	Former Secretary of State - OH
Christy McCormick	Commissioner, Election Assistance Commission
David Dunn	Former State Representative - AR
Luis Borunda	Deputy Secretary of State - MD
Mark Rhodes	Wood County Clerk - WV

(b)(5) [redacted]

Thanks again for all your help!

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Audrey Brooks - H1 [mailto:audrey.brooks@gsa.gov]
Sent: Tuesday, June 27, 2017 11:55 AM
To: Kossack, Andrew J. EOP/OVP (b)(6) [redacted]

Cc: Duane Smith <duane.smith@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Subject: Re: PCEI 1st meeting - July 19th

Hi Andrew,

[Quoted text hidden]
[Quoted text hidden]

2 attachments

(b)(5) [redacted]

Duane Smith <duane.smith@gsa.gov> Wed, Jun 28, 2017 at 5:46 PM
To: '(b)(6) [redacted]
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Shana Vinson - LG <shana.vinson@gsa.gov>, Cynthia Metzler - H <cynthia.metzler@gsa.gov>

Hi Andrew-

I'll be on previously scheduled leave the next two days. (b)(5) [redacted]

My boss Claudia is Cc'd here and would like you to give her a call tomorrow to follow up. She's available at 202-501-0636.

I'll be available intermittently.

Regards,

Duane
[Quoted text hidden]
--
Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

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Kossack, Andrew J. EOP/OVP <(b)(6) [redacted] Wed, Jun 28, 2017 at 5:52 PM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Shana Vinson - LG <shana.vinson@gsa.gov>, Cynthia Metzler - H <cynthia.metzler@gsa.gov>

Thanks, Duane. Enjoy the leave!

Claudia, I'll reach out to you tomorrow. Thanks.

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Duane Smith [mailto:duane.smith@gsa.gov]
Sent: Wednesday, June 28, 2017 5:46 PM

To: Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]>
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Claudia Nadig - LG <claudia.nadig@gsa.gov>; Shana Vinson - LG <shana.vinson@gsa.gov>; Cynthia Metzler - H <cynthia.metzler@gsa.gov>

[Quoted text hidden]

[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Wed, Jun 28, 2017 at 6:15 PM
To: "Kossack, Andrew J. EOP/OVP" <(b)(6) [redacted]
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Hi Andrew,
Thanks for getting the meeting notice to me to day. Please send completes the SF Form 50 and send it over as soon as possible. I'll share this information on our legal team. - Thanks

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M [redacted]

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[Quoted text hidden]

Kossack, Andrew J. EOP/OVP <(b)(6) [redacted] Thu, Jun 29, 2017 at 9:28 AM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Shana Vinson - LG <shana.vinson@gsa.gov>, Cynthia Metzler - H <cynthia.metzler@gsa.gov>

Claudia,

(b)(5) [redacted]

Thank you,

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Duane Smith [mailto:duane.smith@gsa.gov]
Sent: Wednesday, June 28, 2017 5:46 PM
To: Kossack, Andrew J. EOP/OVP (b)(6) [redacted]
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Claudia Nadig - LG <claudia.nadig@gsa.gov>; Shana Vinson - LG <shana.vinson@gsa.gov>; Cynthia Metzler - H <cynthia.metzler@gsa.gov>

[Quoted text hidden]

[Quoted text hidden]

(b)(5) [redacted]

Cynthia Metzler - H <cynthia.metzler@gsa.gov> Thu, Jun 29, 2017 at 12:53 PM
To: Audrey Brooks - WQFAC <audrey.brooks@gsa.gov>, "Bob Stafford (PAC)" <bob.stafford@gsa.gov>

Audrey. OGC has reviewed this Federal Register notice. Please take action to have this published ASAP. Keep Bob and me advised of your next steps please.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration
(202) 357-9697
(b)(6) [redacted] ***cell)***
cynthia.metzler@gsa.gov

[Quoted text hidden]

(b)(5) [redacted]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Thu, Jun 29, 2017 at 1:49 PM
To: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
Cc: "Bob Stafford (PAC)" <bob.stafford@gsa.gov>

Hi Cynthia,
Will do. I move this forward to be published.

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M (b)(6) [redacted]

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[Quoted text hidden]

Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]> Mon, Jul 3, 2017 at 8:43 AM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Shana Vinson - LG <shana.vinson@gsa.gov>, Cynthia Metzler - H <cynthia.metzler@gsa.gov>

(b)(5) [redacted]

Thanks again.

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Thursday, June 29, 2017 9:29 AM
To: 'Duane Smith' <duane.smith@gsa.gov>
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Claudia Nadig - LG <claudia.nadig@gsa.gov>; Shana Vinson - LG <shana.vinson@gsa.gov>; Cynthia Metzler - H <cynthia.metzler@gsa.gov>
Subject: RE: PCEI 1st meeting - July 19th

Claudia,

(b)(5) [redacted]

Thank you,

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

[redacted]

From: Duane Smith [mailto:duane.smith@gsa.gov]
Sent: Wednesday, June 28, 2017 5:46 PM
To: Kossack, Andrew J. EOP/OVP <A(b)(6) [redacted]
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Claudia Nadig - LG <claudia.nadig@gsa.gov>; Shana Vinson - LG <shana.vinson@gsa.gov>; Cynthia Metzler - H <cynthia.metzler@gsa.gov>

[Quoted text hidden]

[Quoted text hidden]

Claudia Nadig - LG <claudia.nadig@gsa.gov> Mon, Jul 3, 2017 at 9:00 AM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]
Cc: Duane Smith <duane.smith@gsa.gov>, Audrey Brooks - H1 <audrey.brooks@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Shana Vinson - LG <shana.vinson@gsa.gov>, Cynthia Metzler - H <cynthia.metzler@gsa.gov>

It will be published July 5.

Claudia Nadig
Deputy Associate General Counsel - LG
Office of General Counsel
General Services Administration
(202) 501-0636
[Quoted text hidden]

Kossack, Andrew J. EOP/OVP <(b)(6) [redacted] Mon, Jul 3, 2017 at 1:00 PM

To: "lenny.loewentritt@gsa.gov" <lenny.loewentritt@gsa.gov>, Duane Smith <duane.smith@gsa.gov>
Cc: Claudia Nadig - LG <claudia.nadig@gsa.gov>, Audrey Brooks - H1 <audrey.brooks@gsa.gov>, "Paoletta, Mark R. EOP/OVP" (b)(6) [redacted] ,
"Morgan, Matthew E. EOP/OVP" <(b)(6) [redacted] >

Lenny and Duane,

(b)(5) [redacted]

Thank you,

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Audrey Brooks - H1 [mailto:audrey.brooks@gsa.gov]
Sent: Wednesday, June 28, 2017 6:15 PM

[Quoted text hidden]

[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Mon, Jul 3, 2017 at 3:25 PM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted] >
Cc: "lenny.loewentritt@gsa.gov" <lenny.loewentritt@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Audrey Brooks - H1 <audrey.brooks@gsa.gov>, "Paoletta, Mark R. EOP/OVP" (b)(6) [redacted] >, "Morgan, Matthew E. EOP/OVP" (b)(6) [redacted] >, Bob Stafford - H1 <bob.stafford@gsa.gov>, Alexander Kurien - M1A <alexander.kurien@gsa.gov>

Hi Andrew-

Just to clarify:

1) The initial notice was published for public inspection on regulations.gov at 8:15a.m this morning. The notice will appear in the Federal Register on Wednesday, July 5, 2017.

2) The supplemental notice will be published for public inspection to on regulations.gov at 4:15pm this afternoon. The supplemental notice will appear in the Federal Register on Friday, July 7, 2017.

Kind Regards,

Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

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[Quoted text hidden]
--
Duane L. Smith
Assistant General Counsel

General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

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Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Fri, Jul 7, 2017 at 12:25 PM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

Hi, all –

(b)(5) [redacted]

Thank you,

Andrew

	Commission Member	Title	Phone	Secondary Phone	Email	Geographic Location
1	Michael R. Pence	Vice President	(b)(6) [redacted]		N/A	Washington, D.C.
2	Kris Kobach	SoS - KS			(b)(6) [redacted]	Lecompton, Kansas
3	Connie Lawson	SoS - IN			(b)(6) [redacted]	Danville, Indiana
4	Bill Gardner	SoS - NH				Manchester, New Hampshire
5	Matt Dunlap	SoS - ME				Old Town, Maine
6	Ken Blackwell	Fmr. SoS - OH				Cincinnati, Ohio
7	Christy McCormick	Commissioner, EAC				Williamsburg,

			(b)(6) [redacted]	(b)(6) [redacted]	(b)(6) [redacted]	Virginia
8	David Dunn	Fmr. St. Rep. - AR				Forrest City, Arkansas
9	Mark Rhodes	Wood Cty. Clerk - WV				Parkersburg, West Virginia
10	Hans von Spakovsky	Sr. Legal Fellow, Heritage Fdn.				Vienna, Virginia

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Wednesday, June 28, 2017 5:34 PM
To: 'Audrey Brooks - H1' <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Subject: RE: PCEI 1st meeting - July 19th

[Quoted text hidden]

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Audrey Brooks - H1 [mailto:audrey.brooks@gsa.gov]
Sent: Tuesday, June 27, 2017 11:55 AM
To: Kossack, Andrew J. EOP/OVP (b)(6) [redacted]
Cc: Duane Smith <duane.smith@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Subject: Re: PCEI 1st meeting - July 19th

Hi Andrew,

[Quoted text hidden]
[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Fri, Jul 7, 2017 at 1:22 PM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

Hi Andrew,
I'll look into the travel support on my end to facilitate support for the commission members after I consult with GSA legal counsel. - Thanks

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW

Washington, DC 20405
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[Quoted text hidden]

Kossack, Andrew J. EOP/OVP <(b)(6) > Fri, Jul 7, 2017 at 1:24 PM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

Sounds great. Thanks, Audrey.

Andrew J. Kossack
Associate Counsel
Office of the Vice President
(b)(6)

Sent from my iPhone
[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Fri, Jul 7, 2017 at 1:59 PM
To: Bob Stafford - H1AC <bob.stafford@gsa.gov>

Bob,
Please see latest email from DFO. Andrew.

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M (b)(6)

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---------- Forwarded message ----------
From: **Kossack, Andrew J. EOP/OVP** <(b)(6)
Date: Fri, Jul 7, 2017 at 12:25 PM
Subject: RE: PCEI 1st meeting - July 19th
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
[Quoted text hidden]

Bob Stafford - H1 <bob.stafford@gsa.gov> Fri, Jul 7, 2017 at 3:21 PM
To: Audrey Brooks - H1AB <audrey.brooks@gsa.gov>

Thanks Audrey - this is being handled

Bob

---------- Forwarded message ---------
From: Duane Smith <duane.smith@gsa.gov>
Date: Fri, Jul 7, 2017 at 3:15 PM
Subject: Fwd: PCEI 1st meeting - July 19th
To: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
Cc: Bob Stafford - H1 <bob.stafford@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Theresa Ottery - QAS <theresa.ottery@gsa.gov>

Hi Cynthia-

FYA, for your group. Please see below.

---------- Forwarded message ----------
From: **Audrey Brooks - H1** <audrey.brooks@gsa.gov>
Date: Fri, Jul 7, 2017 at 1:22 PM
Subject: Re: PCEI 1st meeting - July 19th
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted] v>
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

[Quoted text hidden]

--
Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
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--

Bob Stafford
Deputy Chief Administrative Services Officer
GSA, Office of Administrative Services
O: 202-527-0095

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Audrey Brooks - H1 <audrey.brooks@gsa.gov> Fri, Jul 7, 2017 at 3:52 PM
To: Bob Stafford - H1 <bob.stafford@gsa.gov>

(b)(5) [redacted]

(b)(5) [redacted]

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | [redacted]

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[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Tue, Jul 11, 2017 at 1:49 PM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>, "(b)(6) [redacted]

Hi, all –

(b)(5) [redacted]

Thanks,
Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Friday, July 7, 2017 1:25 PM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

[Quoted text hidden]

[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Wed, Jul 12, 2017 at 3:44 PM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

Hi Audrey,

(b)(5) [redacted]

Thanks,

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Audrey Brooks - H1 [mailto:audrey.brooks@gsa.gov]
Sent: Friday, July 7, 2017 1:23 PM
To: (b)(6) [redacted]
Cc: Duane Smith <duane.smith@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

[Quoted text hidden]

[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Wed, Jul 12, 2017 at 3:58 PM
To: Cynthia Metzler - H <cynthia.metzler@gsa.gov>

Cynthia
Email from Andrew Kossack regarding the commission.
---------- Forwarded message ----------
From: '(b)(6) [redacted]
Date: Jul 12, 2017 2:44 PM
Subject: RE: PCEI 1st meeting - July 19th
To: "Audrey Brooks - H1" <audrey.brooks@gsa.gov>
[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Thu, Jul 13, 2017 at 9:13 AM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

Hi all,

(b)(5) [redacted]

Thanks,
Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Wednesday, July 12, 2017 3:45 PM
To: 'Audrey Brooks - H1' <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>
Subject: RE: PCEI 1st meeting - July 19th

Hi Audrey,

(b)(5) [redacted]

Thanks,

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Audrey Brooks - H1 [mailto:audrey.brooks@gsa.gov]
Sent: Friday, July 7, 2017 1:23 PM
To: Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]
Cc: Duane Smith <duane.smith@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

[Quoted text hidden]

[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Thu, Jul 13, 2017 at 10:03 AM
To: Cynthia Metzler - H <cynthia.metzler@gsa.gov>

Hi Cynthia,
I'm forwarding the latest email from Andrew Kossack, DFO for the election integrity commission.

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | ([redacted]

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---------- Forwarded message ----------
From: **Kossack, Andrew J. EOP/OVP** (b)(6) [redacted]
Date: Thu, Jul 13, 2017 at 9:13 AM
Subject: RE: PCEI 1st meeting - July 19th
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Thu, Jul 13, 2017 at 5:59 PM
To: Virginia Wills - M1AK <virginia.wills@gsa.gov>

Hi Virginia,
Andrew requested assistance with the meeting notice and travel assistance for the members listed in the spreadsheet. The members do not yet total 16 (counting Vice President Pence), but just who are listed in the spreadsheet. "White glove" travel service (similar to what was provided to the PTT) to travel for meeting purposes. Christine Courter is the lead contact on travel. Hopefully this helps. Let me know if you have any additional questions. - Thanks

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M [redacted]

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---------- Forwarded message ----------
From: **Kossack, Andrew J. EOP/OVP** (b)(6) [redacted]
Date: Mon, Jun 26, 2017 at 4:14 PM
Subject: PCEI 1st meeting - July 19th
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov>

SGE appointment letter

5 messages

Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]> Mon, Jun 26, 2017 at 6:25 PM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>, Duane Smith <duane.smith@gsa.gov>
Cc: "Baykan, Deniz M. EOP/OVP" <D(b)(6) [redacted], "Morgan, Matthew E. EOP/OVP" <(b)(6) [redacted]v>

Audrey and Duane,

(b)(5) [redacted]

Thank you,
Andrew

Andrew J. Kossack
Associate Counsel
Office of the Vice President
Cell: (b)(6) [redacted]

(b)(5) [redacted]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Mon, Jun 26, 2017 at 6:40 PM
To: "Kossack, Andrew J. EOP/OVP" <(b)(6) [redacted]
Cc: Duane Smith <duane.smith@gsa.gov>, "Baykan, Deniz M. EOP/OVP" (b)(6) [redacted]v>, "Morgan, Matthew E. EOP/OVP" <M(b)(6) [redacted]v>

Hi Andrew,
I'll review and consult with Duane and get back with you as soon as possible.

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | (b)(6) [redacted]

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[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Tue, Jun 27, 2017 at 11:59 AM
To: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Hi Lori-

Wanted to know your thoughts here. Per the charter and the EO, the President appoints the members, so the Administrator wouldn't be the signatory here, correct?

[Quoted text hidden]

--
Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

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(b)(5)
[redacted]

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Tue, Jun 27, 2017 at 2:09 PM
To: Duane Smith <duane.smith@gsa.gov>

Hi Duane - I doubt this is the Presidential appointment letter, I'm guessing this is the SGE letter transmitting paperwork for the SGE appointment. You might want to ask Andrew for clarification, and ask Cynthia/Audrey who should be processing the SGE appointments. I am not involved with GSA internal HR processes. Lori

[Quoted text hidden]

--
Lorelei Kowalski
Director
Committee Management Secretariat (MAK)
Office of Asset and Transportation Management

Office of Governmentwide Policy
U.S. General Services Administration
202.208.6035 (p)

Duane Smith <duane.smith@gsa.gov> Tue, Jun 27, 2017 at 3:49 PM
To: "Kossack, Andrew J. EOP/OVP" <(b)(6)
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>, "Baykan, Deniz M. EOP/OVP" <(b)(6)
"Morgan, Matthew E. EOP/OVP" <(b)(6)

Hi Andrew-

(b)(5)

Regards,

Duane
[Quoted text hidden]
--
Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

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(b)(5)

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[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Tue, Jun 27, 2017 at 10:42 AM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Yes, Eugenia would be the point person for ethics briefing.
[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Tue, Jun 27, 2017 at 11:54 AM
To: "Kossack, Andrew J. EOP/OVP" <(b)(6)[redacted]
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Hi Andrew,
GSA would like to conduct the required FACA and ethics briefings on June 18th. Hopefully, the members will be in the area and this won't pose a logistical challenge to anyone. I'll get back with you with the meeting details once this is firmed up. I'm looking forward to receiving the draft FR meeting notice tomorrow, Wednesday, June 28th, for the upcoming Jul 19th meeting for the Presidential Committee on Election Integrity (PCEI). As we discussed earlier, the Standard Form 50 also comprises the package. I should also let you know that we really need everyone to be physically present for the GSA Briefing on July 18th. If there are any issues, don't hesitate to let me know. - Thanks

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M[redacted]

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On Mon, Jun 26, 2017 at 4:14 PM, Kossack, Andrew J. EOP/OVP (b)(6)[redacted] > wrote:
[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6)[redacted] Wed, Jun 28, 2017 at 5:34 PM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Hi Audrey and GSA team -

(b)(5) [redacted]

You also asked for a list of members, which I've pasted below. Do you need other information for them?

Michael R. Pence	Vice President
Kris Kobach	Secretary of State - KS
Connie Lawson	Secretary of State - IN
Bill Gardner	Secretary of State - NH
Matt Dunlap	Secretary of State - ME
Ken Blackwell	Former Secretary of State - OH
Christy McCormick	Commissioner, Election Assistance Commission
David Dunn	Former State Representative - AR
Luis Borunda	Deputy Secretary of State - MD
Mark Rhodes	Wood County Clerk - WV

(b)(5) [redacted]

Thanks again for all your help!

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Audrey Brooks - H1 [mailto:audrey.brooks@gsa.gov]
Sent: Tuesday, June 27, 2017 11:55 AM
To: Kossack, Andrew J. EOP/OVP (b)(6) [redacted]

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[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Tue, Jun 27, 2017 at 10:42 AM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

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[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Tue, Jun 27, 2017 at 11:54 AM
To: "Kossack, Andrew J. EOP/OVP" <(b)(6)[redacted]
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Hi Andrew,
GSA would like to conduct the required FACA and ethics briefings on June 18th. Hopefully, the members will be in the area and this won't pose a logistical challenge to anyone. I'll get back with you with the meeting details once this is firmed up. I'm looking forward to receiving the draft FR meeting notice tomorrow, Wednesday, June 28th, for the upcoming Jul 19th meeting for the Presidential Committee on Election Integrity (PCEI). As we discussed earlier, the Standard Form 50 also comprises the package. I should also let you know that we really need everyone to be physically present for the GSA Briefing on July 18th. If there are any issues, don't hesitate to let me know. - Thanks

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M[redacted]

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On Mon, Jun 26, 2017 at 4:14 PM, Kossack, Andrew J. EOP/OVP (b)(6)[redacted] > wrote:
[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6)[redacted] Wed, Jun 28, 2017 at 5:34 PM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Hi Audrey and GSA team -

(b)(5) [redacted]

You also asked for a list of members, which I've pasted below. Do you need other information for them?

Michael R. Pence	Vice President
Kris Kobach	Secretary of State - KS
Connie Lawson	Secretary of State - IN
Bill Gardner	Secretary of State - NH
Matt Dunlap	Secretary of State - ME
Ken Blackwell	Former Secretary of State - OH
Christy McCormick	Commissioner, Election Assistance Commission
David Dunn	Former State Representative - AR
Luis Borunda	Deputy Secretary of State - MD
Mark Rhodes	Wood County Clerk - WV

(b)(5) [redacted]

Thanks again for all your help!

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Audrey Brooks - H1 [mailto:audrey.brooks@gsa.gov]
Sent: Tuesday, June 27, 2017 11:55 AM
To: Kossack, Andrew J. EOP/OVP (b)(6) [redacted]

Audrey Brooks - H1 <audrey.brooks@gsa.gov>

Ethics Briefing - New FACA Committee

2 messages

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Wed, Jun 28, 2017 at 10:23 AM
To: Eugenia Ellison - LG <eugenia.ellison@gsa.gov>

Good Morning Eugenia,
A new FACA committee, the Presidential Committee on Election Integrity (PCEI), was established at GSA last Friday. The committee members will be Special Government Employees and will require an ethics briefing. We're looking at July 18th, as the date for the briefing. The session will start at 10:30 a.m. The date is being driven by the OVP.

In addition to ethics, a FACA and quite possibly a Travel briefing will be presented as well. We've allotted 30 minutes for each briefing. Let me know if additional time is needed. Meeting location details will follow. Please let me know if you're amenable to the June 18th date? - Thanks

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M (b)(6) [redacted]

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Eugenia Ellison - LG <eugenia.ellison@gsa.gov> Wed, Jun 28, 2017 at 10:42 AM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>

Please give me a call at (202) 501-3516 regarding OGE Form 450 forms. Thanks

Eugenia D. Ellison
General Services Administration
Office of General Counsel
General Law Division (LG)
(202) 501-1460
(202) 208-0085 (fax)

****

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[Quoted text hidden]

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[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Tue, Jun 27, 2017 at 10:42 AM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Yes, Eugenia would be the point person for ethics briefing.
[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Tue, Jun 27, 2017 at 11:54 AM
To: "Kossack, Andrew J. EOP/OVP" <(b)(6)[redacted]
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Hi Andrew,
GSA would like to conduct the required FACA and ethics briefings on June 18th. Hopefully, the members will be in the area and this won't pose a logistical challenge to anyone. I'll get back with you with the meeting details once this is firmed up. I'm looking forward to receiving the draft FR meeting notice tomorrow, Wednesday, June 28th, for the upcoming Jul 19th meeting for the Presidential Committee on Election Integrity (PCEI). As we discussed earlier, the Standard Form 50 also comprises the package. I should also let you know that we really need everyone to be physically present for the GSA Briefing on July 18th. If there are any issues, don't hesitate to let me know. - Thanks

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M[redacted]

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On Mon, Jun 26, 2017 at 4:14 PM, Kossack, Andrew J. EOP/OVP (b)(6)[redacted] > wrote:
[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6)[redacted] Wed, Jun 28, 2017 at 5:34 PM
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Hi Audrey and GSA team -

(b)(5) [redacted]

You also asked for a list of members, which I've pasted below. Do you need other information for them?

Michael R. Pence	Vice President
Kris Kobach	Secretary of State - KS
Connie Lawson	Secretary of State - IN
Bill Gardner	Secretary of State - NH
Matt Dunlap	Secretary of State - ME
Ken Blackwell	Former Secretary of State - OH
Christy McCormick	Commissioner, Election Assistance Commission
David Dunn	Former State Representative - AR
Luis Borunda	Deputy Secretary of State - MD
Mark Rhodes	Wood County Clerk - WV

(b)(5) [redacted]

Thanks again for all your help!

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Audrey Brooks - H1 [mailto:audrey.brooks@gsa.gov]
Sent: Tuesday, June 27, 2017 11:55 AM
To: Kossack, Andrew J. EOP/OVP (b)(6) [redacted]

Cc: Duane Smith <duane.smith@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Subject: Re: PCEI 1st meeting - July 19th

Hi Andrew,

[Quoted text hidden]
[Quoted text hidden]

2 attachments

(b)(5) [redacted]

Duane Smith <duane.smith@gsa.gov> Wed, Jun 28, 2017 at 5:46 PM
To: "Kossack, Andrew J. EOP/OVP" <A(b)(6) [redacted]
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Shana Vinson - LG <shana.vinson@gsa.gov>, Cynthia Metzler - H <cynthia.metzler@gsa.gov>

Hi Andrew-

I'll be on previously scheduled leave the next two days. (b)(5) [redacted]

My boss Claudia is Cc'd here and would like you to give her a call tomorrow to follow up. She's available at 202-501-0636.

I'll be available intermittently.

Regards,

Duane
[Quoted text hidden]
--
Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

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Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Wed, Jun 28, 2017 at 5:52 PM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Shana Vinson - LG <shana.vinson@gsa.gov>, Cynthia Metzler - H <cynthia.metzler@gsa.gov>

Thanks, Duane. Enjoy the leave!

Claudia, I'll reach out to you tomorrow. Thanks.

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Duane Smith [mailto:duane.smith@gsa.gov]
Sent: Wednesday, June 28, 2017 5:46 PM

To: Kossack, Andrew J. EOP/OVP (b)(6) [redacted] >
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Claudia Nadig - LG <claudia.nadig@gsa.gov>; Shana Vinson - LG <shana.vinson@gsa.gov>; Cynthia Metzler - H <cynthia.metzler@gsa.gov>

[Quoted text hidden]

[Quoted text hidden]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Wed, Jun 28, 2017 at 6:15 PM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Hi Andrew,
Thanks for getting the meeting notice to me to day. Please send completes the SF Form 50 and send it over as soon as possible. I'll share this information on our legal team. - Thanks

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | ([redacted]

[redacted]

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[Quoted text hidden]

Kossack, Andrew J. EOP/OVP <(b)(6) [redacted] Thu, Jun 29, 2017 at 9:28 AM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Shana Vinson - LG <shana.vinson@gsa.gov>, Cynthia Metzler - H <cynthia.metzler@gsa.gov>

Claudia,

Per our conversation, attached is the draft notice.

Thank you,

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Duane Smith [mailto:duane.smith@gsa.gov]
Sent: Wednesday, June 28, 2017 5:46 PM
To: Kossack, Andrew J. EOP/OVP (b)(6) [redacted]
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Claudia Nadig - LG <claudia.nadig@gsa.gov>; Shana Vinson - LG <shana.vinson@gsa.gov>; Cynthia Metzler - H <cynthia.metzler@gsa.gov>

[Quoted text hidden]

[Quoted text hidden]

(b)(5) [redacted]

Cynthia Metzler - H <cynthia.metzler@gsa.gov> Thu, Jun 29, 2017 at 12:53 PM
To: Audrey Brooks - WQFAC <audrey.brooks@gsa.gov>, "Bob Stafford (PAC)" <bob.stafford@gsa.gov>

Audrey. OGC has reviewed this Federal Register notice. Please take action to have this published ASAP. Keep Bob and me advised of your next steps please.

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration
(202) 357-9697
(b)(6) [redacted]
cynthia.metzler@gsa.gov

[Quoted text hidden]

(b)(5) [redacted]

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Thu, Jun 29, 2017 at 1:49 PM
To: Cynthia Metzler - H <cynthia.metzler@gsa.gov>
Cc: "Bob Stafford (PAC)" <bob.stafford@gsa.gov>

Hi Cynthia,
Will do. I move this forward to be published.

Kind Regards,

Audrey Corbett Brooks
GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | ([redacted]

[redacted]

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[Quoted text hidden]

Kossack, Andrew J. EOP/OVP <A (b)(6) [redacted] Mon, Jul 3, 2017 at 8:43 AM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Shana Vinson - LG <shana.vinson@gsa.gov>, Cynthia Metzler - H <cynthia.metzler@gsa.gov>

Happy Monday, everyone. Apologies for the mass email, but I wasn't sure who is off today and who drew the short straw to be in the office…

Just wanted to check in on the meeting notice. Do we know when it will be posted? We were hoping it would post today to be squarely outside of the 15-day requirement. Could someone please confirm?

Thanks again.

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Thursday, June 29, 2017 9:29 AM
To: 'Duane Smith' <duane.smith@gsa.gov>
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Claudia Nadig - LG <claudia.nadig@gsa.gov>; Shana Vinson - LG <shana.vinson@gsa.gov>; Cynthia Metzler - H <cynthia.metzler@gsa.gov>
Subject: RE: PCEI 1st meeting - July 19th

Claudia,

Per our conversation, attached is the draft notice.

Thank you,

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Duane Smith [mailto:duane.smith@gsa.gov]
Sent: Wednesday, June 28, 2017 5:46 PM
To: Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]
Cc: Audrey Brooks - H1 <audrey.brooks@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Claudia Nadig - LG <claudia.nadig@gsa.gov>; Shana Vinson - LG <shana.vinson@gsa.gov>; Cynthia Metzler - H <cynthia.metzler@gsa.gov>

[Quoted text hidden]

[Quoted text hidden]

Claudia Nadig - LG <claudia.nadig@gsa.gov> Mon, Jul 3, 2017 at 9:00 AM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]
Cc: Duane Smith <duane.smith@gsa.gov>, Audrey Brooks - H1 <audrey.brooks@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Shana Vinson - LG <shana.vinson@gsa.gov>, Cynthia Metzler - H <cynthia.metzler@gsa.gov>

It will be published July 5.

Claudia Nadig
Deputy Associate General Counsel - LG
Office of General Counsel
General Services Administration
(202) 501-0636
[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Mon, Jul 3, 2017 at 1:00 PM

To: "lenny.loewentritt@gsa.gov" <lenny.loewentritt@gsa.gov>, Duane Smith <duane.smith@gsa.gov>
Cc: Claudia Nadig - LG <claudia.nadig@gsa.gov>, Audrey Brooks - H1 <audrey.brooks@gsa.gov>, "Paoletta, Mark R. EOP/OVP" (b)(6) [redacted], "Morgan, Matthew E. EOP/OVP" (b)(6) [redacted]

Lenny and Duane,

(b)(5) [redacted]

Thank you,

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Audrey Brooks - H1 [mailto:audrey.brooks@gsa.gov]
Sent: Wednesday, June 28, 2017 6:15 PM

[Quoted text hidden]

[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Mon, Jul 3, 2017 at 3:25 PM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted] >
Cc: "lenny.loewentritt@gsa.gov" <lenny.loewentritt@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Audrey Brooks - H1 <audrey.brooks@gsa.gov>, "Paoletta, Mark R. EOP/OVP" (b)(6) [redacted] >, "Morgan, Matthew E. EOP/OVP" (b)(6) [redacted] >, Bob Stafford - H1 <bob.stafford@gsa.gov>, Alexander Kurien - M1A <alexander.kurien@gsa.gov>

Hi Andrew-

Just to clarify:

1) The initial notice was published for public inspection on regulations.gov at 8:15a.m this morning. The notice will appear in the Federal Register on Wednesday, July 5, 2017.

2) The supplemental notice will be published for public inspection to on regulations.gov at 4:15pm this afternoon. The supplemental notice will appear in the Federal Register on Friday, July 7, 2017.

Kind Regards,

Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

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[Quoted text hidden]
--
Duane L. Smith
Assistant General Counsel

Duane Smith <duane.smith@gsa.gov>

Fwd: Election Integrity Commission: Publication of Meeting Notice

3 messages

Claudia Nadig - LG <claudia.nadig@gsa.gov> Fri, Jun 30, 2017 at 2:26 PM
To: Cynthia Metzler - H <cynthia.metzler@gsa.gov>, Theresa Ottery - H1AA <theresa.ottery@gsa.gov>, John Peters - LG <john.h.peters@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>, Duane Smith <duane.smith@gsa.gov>

FYI

Claudia Nadig
Deputy Associate General Counsel - LG
Office of General Counsel
General Services Administration
(202) 501-0636

---------- Forwarded message ----------
From: **Amin, Faisal EOP/OA** (b)(6) [redacted]
Date: Fri, Jun 30, 2017 at 2:24 PM
Subject: Election Integrity Commission: Publication of Meeting Notice
To: "Elizabeth Cain - BB (elizabeth.cain@gsa.gov)" <elizabeth.cain@gsa.gov>
Cc: Claudia Nadig - LG <claudia.nadig@gsa.gov>, John Peters - LG <john.h.peters@gsa.gov>, "Kossack, Andrew J. EOP/OVP" <(b)(6) [redacted]>, "Gast, Scott F. EOP/WHO" (b)(6) [redacted]>, "Proyect, Andrew C. EOP/OA" (b)(6) [redacted]>, "Pritcher, Wayne E. EOP/OA" <(b)(6) [redacted] "Savercool, Kristin A. EOP/OA" <K(b)(6) [redacted] "Purucker, Katherine M. EOP/OVP (b)(6) [redacted]

Dear Colleagues,

(b)(5) [redacted]

Faisal

Faisal Amin

Deputy General Counsel

Office of Administration

(b)(6) [redacted] (b)(6) [redacted]

Quick Guide:

Liz Cain, GSA Budget

Claudia Nadig and John Peters, GSA OGC

Andrew Kossack and Katie Purucker, OVP

Wayne Pritcher and Kristin Savercool, EOP/OA Budget

Scott Gast, WHCO, for awareness

From: Kossack, Andrew J. EOP/OVP [(b)(6) [redacted]
Sent: Friday, June 30, 2017 12:33 PM
To: Amin, Faisal EOP/OA (b)(6) [redacted]
Subject: Fwd: meeting notice filing expense

Andrew J. Kossack
Associate Counsel
Office of the Vice President
Email:(b)(6) [redacted]

Cell:(b)(6) [redacted]

Sent from my iPhone

Begin forwarded message:

> **From:** Claudia Nadig - LG <claudia.nadig@gsa.gov>
> **Date:** June 30, 2017 at 11:14:47 AM EDT
> **To:** (b)(6) [redacted]
> **Cc:** John Peters - LG <john.h.peters@gsa.gov>, Duane Smith <duane.smith@gsa.gov>
> **Subject: Fwd: meeting notice filing expense**
>
> Andrew-
>
> Thank you. This is what we needed. I have asked the various offices at GSA to move ahead to get your Federal Register notice published.
>
> Claudia Nadig
>
> Deputy Associate General Counsel - LG
>
> Office of General Counsel
>
> General Services Administration
>
> (202) 501-0636
>
> ---------- Forwarded message ----------
> From: **Purucker, Katherine M. EOP/OVP** (b)(6) [redacted]
> Date: Fri, Jun 30, 2017 at 10:27 AM
> Subject: RE: meeting notice filing expense
> To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted] >

Cc: Claudia Nadig - LG <claudia.nadig@gsa.gov>, "john.h.peters@gsa.gov" <john.h.peters@gsa.gov>, "Morgan, Matthew E. EOP/OVP" (b)(6) [redacted]

Good morning,

(b)(5) [redacted]

Thanks,
Katie

-----Original Message-----
From: Kossack, Andrew J. EOP/OVP
Sent: Friday, June 30, 2017 9:30 AM
To: Purucker, Katherine M. EOP/OVP <(b)(6) [redacted]
Cc: Claudia Nadig - LG <claudia.nadig@gsa.gov>; john.h.peters@gsa.gov; Morgan, Matthew E. EOP/OVP <(b)(6) [redacted]>
Subject: meeting notice filing expense

Katie,

(b)(5) [redacted]

Thank you,
Andrew

Andrew J. Kossack
Associate Counsel
Office of the Vice President
Cell: (b)(6) [redacted]
Email: A(b)(6) [redacted]

Claudia Nadig - LG <claudia.nadig@gsa.gov> Fri, Jul 7, 2017 at 9:26 AM
To: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, John Peters - LG <john.h.peters@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

Liz-

(b)(5) [redacted]

Claudia Nadig
Deputy Associate General Counsel - LG
Office of General Counsel
General Services Administration
(202) 501-0636

On Thu, Jul 6, 2017 at 6:23 PM, Elizabeth Cain - BB <elizabeth.cain@gsa.gov> wrote:

> Hi Faisal and Katie,
>
> Thank you again for your assistance on this topic last Friday.

As you are likely aware, to ensure the proper notification for the upcoming meeting GSA published two notices rather than the one notice originally estimated. I believe GSA and OVP discussed the necessity of this action on Monday, July 3, although I was not part of those discussions.

The upward adjustment to the previously discussed amount is $288 for a total of $576.

We are looking forward to working with you to establish the interagency agreement for GSA's administrative support to the Commission. Please let us know if you have any questions or concerns.

Thanks,

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

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

On Fri, Jun 30, 2017 at 2:24 PM, Amin, Faisal EOP/OA <(b)(6) [redacted]> wrote:

Dear Colleagues,

(b)(5) [redacted]

Faisal

Faisal Amin
Deputy General Counsel
Office of Administration
(b)(6) [redacted]

Quick Guide:
Liz Cain, GSA Budget
Claudia Nadig and John Peters, GSA OGC
Andrew Kossack and Katie Purucker, OVP
Wayne Pritcher and Kristin Savercool, EOP/OA Budget
Scott Gast, WHCO, for awareness

From: Kossack, Andrew J. EOP/OVP [mailto:(b)(6) [redacted]
Sent: Friday, June 30, 2017 12:33 PM
To: Amin, Faisal EOP/OA <(b)(6) [redacted]
Subject: Fwd: meeting notice filing expense

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Email: (b)(6) [redacted]
[redacted]>

Sent from my iPhone

Begin forwarded message:
From: Claudia Nadig - LG <claudia.nadig@gsa.gov<mailto:claudia.nadig@gsa.gov>>

Date: June 30, 2017 at 11:14:47 AM EDT
To: (b)(6) [redacted] >
Cc: John Peters - LG <john.h.peters@gsa.gov<mailto:john.h.peters@gsa.gov>>, Duane Smith <duane.smith@gsa.gov<mailto:duane.smith@gsa.gov>>
Subject: Fwd: meeting notice filing expense
Andrew-

Thank you. This is what we needed. I have asked the various offices at GSA to move ahead to get your Federal Register notice published.

Claudia Nadig
Deputy Associate General Counsel - LG
Office of General Counsel
General Services Administration
(202) 501-0636

---------- Forwarded message ----------
From: Purucker, Katherine M. EOP/OVP (b)(6) [redacted] <mailto(b)(6) [redacted]
(b)(6) [redacted] 30, 2017 at 10:27 AM
Subject: RE: meeting notice filing expense
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted] ov>>
Cc: Claudia Nadig - LG <claudia.nadig@gsa.gov<mailto:claudia.nadig@gsa.gov>>, "john.h.peters@gsa.gov<mailto:john.h.peters@gsa.gov>" <john.h.peters@gsa.gov<mailto:john.h.peters@gsa.gov>>, "Morgan, Matthew E. EOP/OVP" <M(b)(6) [redacted]

Good morning,

(b)(5) [redacted]

Thanks,
Katie

-----Original Message-----
From: Kossack, Andrew J. EOP/OVP
Sent: Friday, June 30, 2017 9:30 AM
To: Purucker, Katherine M. EOP/OVP <(b)(6) [redacted]
Cc: Claudia Nadig - LG <claudia.nadig@gsa.gov<mailto:claudia.nadig@gsa.gov>>; john.h.peters@gsa.gov<mailto:john.h.peters@gsa.gov>; Morgan, Matthew E. EOP/OVP <(b)(6) [redacted]
Subject: meeting notice filing expense

Katie,

(b)(5) [redacted]

Thank you,
Andrew

Andrew J. Kossack
Associate Counsel
Office of the Vice President
Cell: (b)(6) [redacted] >
Email: (b)(6) [redacted]

Elizabeth Cain - BB <elizabeth.cain@gsa.gov> Fri, Jul 7, 2017 at 9:27 AM
To: Claudia Nadig - LG <claudia.nadig@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, John Peters - LG <john.h.peters@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

Thanks Claudia, noted. We are working to see if we can address at the staff level before escalating.

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

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

[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov>

Fwd: Election Integrity Commission: Publication of Meeting Notice

3 messages

Claudia Nadig - LG <claudia.nadig@gsa.gov> Fri, Jun 30, 2017 at 2:26 PM
To: Cynthia Metzler - H <cynthia.metzler@gsa.gov>, Theresa Ottery - H1AA <theresa.ottery@gsa.gov>, John Peters - LG <john.h.peters@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>, Duane Smith <duane.smith@gsa.gov>

FYI

Claudia Nadig
Deputy Associate General Counsel - LG
Office of General Counsel
General Services Administration
(202) 501-0636

---------- Forwarded message ----------
From: **Amin, Faisal EOP/OA** <F(b)(6)[redacted]
Date: Fri, Jun 30, 2017 at 2:24 PM
Subject: Election Integrity Commission: Publication of Meeting Notice
To: "Elizabeth Cain - BB (elizabeth.cain@gsa.gov)" <elizabeth.cain@gsa.gov>
Cc: Claudia Nadig - LG <claudia.nadig@gsa.gov>, John Peters - LG <john.h.peters@gsa.gov>, "Kossack, Andrew J. EOP/OVP" (b)(6)[redacted]>, "Gast, Scott F. EOP/WHO" (b)(6)[redacted]>, "Proyect, Andrew C. EOP/OA" <(b)(6)[redacted]>, "Pritcher, Wayne E. EOP/OA" <(b)(6)[redacted] "Savercool, Kristin A. EOP/OA" (b)(6)[redacted] Purucker, Katherine M. EOP/OVP" <K(b)(6)[redacted]>

Dear Colleagues,

Thanks for working with us on publishing the Election Integrity Commission meeting notice in the Federal Register. As you see below, Katie Purucker in the Office of the Vice President certifies that the EOP has sufficient FY2017 funds for the purpose of supporting the ~$300 expense of publication of this notice.

(b)(5)[redacted]

Faisal

Faisal Amin

Deputy General Counsel

Office of Administration

(b)(6)[redacted]

Quick Guide:

Liz Cain, GSA Budget

Claudia Nadig and John Peters, GSA OGC

Andrew Kossack and Katie Purucker, OVP

Wayne Pritcher and Kristin Savercool, EOP/OA Budget

Scott Gast, WHCO, for awareness

From: Kossack, Andrew J. EOP/OVP [mailto:(b)(6) [redacted]
Sent: Friday, June 30, 2017 12:33 PM
To: Amin, Faisal EOP/OA (b)(6) [redacted]
Subject: Fwd: meeting notice filing expense

Andrew J. Kossack
Associate Counsel
Office of the Vice President
Emai (b)(6) [redacted]

Cell: [redacted]

Sent from my iPhone

Begin forwarded message:

> **From:** Claudia Nadig - LG <claudia.nadig@gsa.gov>
> **Date:** June 30, 2017 at 11:14:47 AM EDT
> **To:** (b)(6) [redacted]
> **Cc:** John Peters - LG <john.h.peters@gsa.gov>, Duane Smith <duane.smith@gsa.gov>
> **Subject: Fwd: meeting notice filing expense**
>
> Andrew-
>
> Thank you. This is what we needed. I have asked the various offices at GSA to move ahead to get your Federal Register notice published.
>
> Claudia Nadig
>
> Deputy Associate General Counsel - LG
>
> Office of General Counsel
>
> General Services Administration
>
> (202) 501-0636
>
> ---------- Forwarded message ----------
> From: **Purucker, Katherine M. EOP/OVP** (b)(6) [redacted]
> Date: Fri, Jun 30, 2017 at 10:27 AM
> Subject: RE: meeting notice filing expense
> To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]

Cc: Claudia Nadig - LG <claudia.nadig@gsa.gov>, "john.h.peters@gsa.gov" <john.h.peters@gsa.gov>, "Morgan, Matthew E. EOP/OVP" (b)(6) [redacted]

Good morning,

(b)(5) [redacted]

Thanks,
Katie

-----Original Message-----
From: Kossack, Andrew J. EOP/OVP
Sent: Friday, June 30, 2017 9:30 AM
To: Purucker, Katherine M. EOP/OVP (b)(6) [redacted]
Cc: Claudia Nadig - LG <claudia.nadig@gsa.gov>; john.h.peters@gsa.gov; Morgan, Matthew E. EOP/OVP <(b)(6) [redacted]
Subject: meeting notice filing expense

Katie,
(b)(5) [redacted]

Thank you,
Andrew

Andrew J. Kossack
Associate Counsel
Office of the Vice President
Cell: (b)(6) [redacted]
Email: (b)(6) [redacted]

Claudia Nadig - LG <claudia.nadig@gsa.gov> Fri, Jul 7, 2017 at 9:26 AM
To: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, John Peters - LG <john.h.peters@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

Liz-
(b)(5) [redacted]

Claudia Nadig
Deputy Associate General Counsel - LG
Office of General Counsel
General Services Administration
(202) 501-0636

On Thu, Jul 6, 2017 at 6:23 PM, Elizabeth Cain - BB <elizabeth.cain@gsa.gov> wrote:

> Hi Faisal and Katie,
>
> Thank you again for your assistance on this topic last Friday.

As you are likely aware, to ensure the proper notification for the upcoming meeting GSA published two notices rather than the one notice originally estimated. (b)(5) [redacted]

The upward adjustment to the previously discussed amount is $288 for a total of $576.

We are looking forward to working with you to establish the interagency agreement for GSA's administrative support to the Commission. Please let us know if you have any questions or concerns.

Thanks,

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

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

On Fri, Jun 30, 2017 at 2:24 PM, Amin, Faisal EOP/OA <(b)(6) [redacted] wrote:

Dear Colleagues,

Thanks for working with us on publishing the Election Integrity Commission meeting notice in the Federal Register. As you see below, Katie Purucker in the Office of the Vice President certifies that the EOP has sufficient FY2017 funds for the purpose of supporting the ~$300 expense of publication of this notice.

(b)(5) [redacted]

Faisal

Faisal Amin
Deputy General Counsel
Office of Administration
(b)(6) [redacted]

Quick Guide:
Liz Cain, GSA Budget
Claudia Nadig and John Peters, GSA OGC
Andrew Kossack and Katie Purucker, OVP
Wayne Pritcher and Kristin Savercool, EOP/OA Budget
Scott Gast, WHCO, for awareness

From: Kossack, Andrew J. EOP/OVP [mailto:(b)(6) [redacted]
Sent: Friday, June 30, 2017 12:33 PM
To: Amin, Faisal EOP/OA <F(b)(6) [redacted]
Subject: Fwd: meeting notice filing expense

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Email: (b)(6) [redacted] <mailto:(b)(6) [redacted]
Cell: (b)(6) [redacted] (b)(6) [redacted]

Sent from my iPhone

Begin forwarded message:
From: Claudia Nadig - LG <claudia.nadig@gsa.gov<mailto:claudia.nadig@gsa.gov>>

Date: June 30, 2017 at 11:14:47 AM EDT
To: (b)(6) [redacted] <mailto(b)(6) [redacted] >
Cc: John Peters - LG <john.h.peters@gsa.gov<mailto:john.h.peters@gsa.gov>>, Duane Smith <duane.smith@gsa.gov<mailto:duane.smith@gsa.gov>>
Subject: Fwd: meeting notice filing expense
Andrew-

Thank you. This is what we needed. I have asked the various offices at GSA to move ahead to get your Federal Register notice published.

Claudia Nadig
Deputy Associate General Counsel - LG
Office of General Counsel
General Services Administration
(202) 501-0636

---------- Forwarded message ----------
From: Purucker, Katherine M. EOP/OVP (b)(6) [redacted] <mailto:(b)(6) [redacted] >
Date: Fri, Jun 30, 2017 at 10:27 AM
Subject: RE: meeting notice filing expense
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted] <mailto:(b)(6) [redacted] v>>
Cc: Claudia Nadig - LG <claudia.nadig@gsa.gov<mailto:claudia.nadig@gsa.gov>>, "john.h.peters@gsa.gov<mailto:john.h.peters@gsa.gov>" <john.h.peters@gsa.gov<mailto:john.h.peters@gsa.gov>>, "Morgan, Matthew E. EOP/OVP" <(b)(6) [redacted] >

Good morning,

(b)(5) [redacted]

Thanks,
Katie

-----Original Message-----
From: Kossack, Andrew J. EOP/OVP
Sent: Friday, June 30, 2017 9:30 AM
To: Purucker, Katherine M. EOP/OVP <(b)(6) [redacted] <mailto:(b)(6) [redacted] >>
Cc: Claudia Nadig - LG <claudia.nadig@gsa.gov<mailto:claudia.nadig@gsa.gov>>; john.h.peters@gsa.gov<mailto:john.h.peters@gsa.gov>; Morgan, Matthew E. EOP/OVP (b)(6) [redacted] >>
Subject: meeting notice filing expense

Katie,

(b)(5) [redacted]

Andrew

Andrew J. Kossack
Associate Counsel

(b)(6) [redacted]

Elizabeth Cain - BB <elizabeth.cain@gsa.gov> Fri, Jul 7, 2017 at 9:27 AM
To: Claudia Nadig - LG <claudia.nadig@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, John Peters - LG <john.h.peters@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

Thanks Claudia, noted. We are working to see if we can address at the staff level before escalating.

Liz Cain
Work: 202-394-7915
[redacted]

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

[Quoted text hidden]

---------- Forwarded message ----------
From: **Christine Courter - H1CT** <christine.courter@gsa.gov>
Date: Tue, Jul 11, 2017 at 11:00 AM
Subject: Re: PCEI 1st meeting - July 19th
To: Kris Palmer - M <kris.palmer@gsa.gov>, Valerie Whittington <valerie.whittington@gsa.gov>
Cc: Tom Mueller - H1D <Thomas.mueller@gsa.gov>, Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Lennard Loewentritt <lenny.loewentritt@gsa.gov>, "giancarlo.brizzi@gsa.gov" <giancarlo.brizzi@gsa.gov>, Jonathan Clinton - M <jonathan.clinton@gsa.gov>, (b)(6) [redacted]

Good Morning Kris and Valerie,

Our office handles the travel system (ConcurGov) and will be assisting with getting this commission setup for travel. We need answers to the following questions in order to proceed:

- Will these travelers be needing airfare, lodging and rental car?
- If the travelers need lodging/rental car, there are 2 payment options for reservations 1) Travelers call Adtrav and use their personal credit cards and then get reimbursed after the trip on their travel voucher or 2) GSA can setup a centrally billed account for these travelers that would be paid directly by the agency using the commissions funds. I will need to know which option because a centrally billed account would require time to setup and activate.
- Who will be arranging their travel?
- Each traveler **has to fill out and submit a EFT form (attached PDF)** to obtain a traveler/vendor ID before they are setup in Concur as travelers. This takes 1-2 business days so I need to know who will send these forms to the travelers and make sure they fill it out and fax it in? This has to done before they can be setup and travel. After the travel/vendor ID is obtained, a Concur Access Request form needs to be filled out by a POC at GSA for each traveler and submitted to me with a cc to cge-access-requests@gsa.gov.
-We will need the line of accounting that will be used to pay for the travel.
-Who (at GSA) will be approving the travel in Concur?

Thanks!

Christine Courter
Branch Chief, Travel & Event Programs Div. (H1CT)
Office of Travel and Charge Card Services (H1C)
Office of Administrative Services (H)
U.S. General Services Administration
202-501-9136 (desk)
(b)(6) [redacted] (mobile)
christine.courter@gsa.gov

On Fri, Jul 7, 2017 at 3:58 PM, Tom Mueller - H <thomas.mueller@gsa.gov> wrote:

> Here's the information I received.
>
> Have a great GSA day!
>
> **Tom Mueller**, USMC (Retired)
> Chief of Staff
> Office of Administrative Services
> General Services Administration
> 202.208.0247 (Office)
> (b)(6) [redacted] (Mobile)
>
> ---------- Forwarded message ----------
> From: **Duane Smith** <duane.smith@gsa.gov>
> Date: Fri, Jul 7, 2017 at 12:28 PM
> Subject: Fwd: PCEI 1st meeting - July 19th
> To: Cynthia Metzler - H <cynthia.metzler@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Theresa Ottery - QAS <theresa.ottery@gsa.gov>, Bob Stafford - H1 <bob.stafford@gsa.gov>
>
> FYA. See below.

---------- Forwarded message ----------
From: **Kossack, Andrew J. EOP/OVP** <>
Date: Fri, Jul 7, 2017 at 12:25 PM
Subject: RE: PCEI 1st meeting - July 19th
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

Hi, all –

(b)(5) [redacted]

Thank you,
Andrew

	Commission Member	Title	Phone	Secondary Phone	Email	Geographic Location
1	Michael R. Pence	Vice President	N/A		N/A	Washington, D.C.
2	Kris Kobach	SoS - KS	(b)(6) [redacted]			Lecompton, Kansas
3	Connie Lawson	SoS - IN				Danville, Indiana
4	Bill Gardner	SoS - NH				Manchester, New Hampshire
5	Matt Dunlap	SoS - ME				Old Town, Maine
6	Ken Blackwell	Fmr. SoS - OH				Cincinnati, Ohio
7	Christy McCormick	Commissioner, EAC				Williamsburg, Virginia
8	David Dunn	Fmr. St. Rep. - AR				Forrest City, Arkansas
9	Mark Rhodes	Wood Cty. Clerk - WV				Parkersburg, West Virginia
10	Hans von Spakovsky	Sr. Legal Fellow, Heritage Fdn.				Vienna, Virginia

Andrew J. Kossack
Associate Counsel
Office of the Vice President
(b)(6) [redacted]

Duane Smith <duane.smith@gsa.gov>

PCEI Question

2 messages

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Thu, Jul 6, 2017 at 8:14 PM
To: "Duane L. Smith" <duane.smith@gsa.gov>
Cc: Lorelei Kowalski <Lorelei.Kowalski@gsa.gov>

Hi Duane - I've been tasked with asking if you can briefly discuss the Presidential Records Act as part of the PCEI's FACA briefing. Please let me know. Thanks, Lori

--
Lorelei Kowalski
Director
Committee Management Secretariat (MAK)
Office of Asset and Transportation Management
Office of Governmentwide Policy
U.S. General Services Administration
202.208.6035 (p)

Duane Smith <duane.smith@gsa.gov> Fri, Jul 7, 2017 at 8:50 AM
To: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Sure thing. Not an issue.
[Quoted text hidden]
--
Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

CONFIDENTIALITY NOTICE:

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Duane Smith <duane.smith@gsa.gov>

Administrative Items for PCEI

11 messages

Alexander Kurien - M1A <alexander.kurien@gsa.gov> Thu, Jul 13, 2017 at 4:35 PM
To: claudia.nadig@gsa.gov, duane.smith@gsa.gov
Cc: allison.brigati@gsa.gov, giancarlo.brizzi@gsa.gov, virginia.wills@gsa.gov, lenny.loewentritt@gsa.gov, cynthia.metzler@gsa.gov, jonathan.clinton@gsa.gov, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Carolyn Austin-Diggs - M1A <carolyn.austin-diggs@gsa.gov>

Dear Claudia and Duane,

Good afternoon!

Please, do you know who OAS has been working with in HR/OGC Ethics regarding the swearing in of members. Is this step being managed by GSA since the members are all Presidential appointments?

So grateful to OGP Jon Clinton as he is working on helping to get the transcription and media services in place. We can not make an error as we need also media services to record the meetings, publish, etc.

This is moving quickly as the first meeting is on July 19. Andrew, Lori, and Duane are getting ready for briefing the commission on the 19th on the rules, regulations, and meeting format, ground rules, etc.

I am proud to say that this is a "team effort" and things are coming together quickly. Thank you all for your unconditional timely support and guidance.

Best Regards,
Alex

GSA Logo
Alexander J. Kurien
Deputy Associate Administrator
Office of Asset & Transportation Management
Office of Government-wide Policy (OGP)
1800 F Street NW
Washington DC 20405
E-Mail: Alexander.Kurien@gsa.gov
Office: 202-969-4073
(b)(6) [redacted]

Jonathan Clinton - M <jonathan.clinton@gsa.gov> Thu, Jul 13, 2017 at 5:50 PM
To: Alexander Kurien - M1A <alexander.kurien@gsa.gov>
Cc: "claudia.nadig@gsa.gov" <claudia.nadig@gsa.gov>, "duane.smith@gsa.gov" <duane.smith@gsa.gov>, "allison.brigati@gsa.gov" <allison.brigati@gsa.gov>, "giancarlo.brizzi@gsa.gov" <giancarlo.brizzi@gsa.gov>, "virginia.wills@gsa.gov" <virginia.wills@gsa.gov>, "lenny.loewentritt@gsa.gov" <lenny.loewentritt@gsa.gov>, "cynthia.metzler@gsa.gov" <cynthia.metzler@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Carolyn Austin-Diggs - M1A <carolyn.austin-diggs@gsa.gov>

I had spoken with Claudia earlier this afternoon. My understanding was that neither Duane nor Virginia could perform this role. I have a couple of administrative get backs to Andrew so will ask if he has a contact in HR at EOP or OVP that could handle, as is typically done with new hires. If not will find a solution.

Working on transcription services first thing--coordinating with our OGP front office team on that.

On Jul 13, 2017, at 4:35 PM, Alexander Kurien - M1A <alexander.kurien@gsa.gov> wrote:

> Dear Claudia and Duane,
>
> Good afternoon!

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Washington DC 20405
E-Mail: Alexander.Kurien@gsa.gov
Office: 202-969-4073
(b)(6) [redacted]

Alexander Kurien - M1A <alexander.kurien@gsa.gov> Thu, Jul 13, 2017 at 6:13 PM
To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>
Cc: "claudia.nadig@gsa.gov" <claudia.nadig@gsa.gov>, "duane.smith@gsa.gov" <duane.smith@gsa.gov>, "allison.brigati@gsa.gov" <allison.brigati@gsa.gov>, "giancarlo.brizzi@gsa.gov" <giancarlo.brizzi@gsa.gov>, "virginia.wills@gsa.gov" <virginia.wills@gsa.gov>, "lenny.loewentritt@gsa.gov" <lenny.loewentritt@gsa.gov>, "cynthia.metzler@gsa.gov" <cynthia.metzler@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Carolyn Austin-Diggs - M1A <carolyn.austin-diggs@gsa.gov>

Thank you, Jon.

Best Regards,
Alex

GSA Logo
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Deputy Associate Administrator
Office of Asset & Transportation Management
Office of Government-wide Policy (OGP)
1800 F Street NW
Washington DC 20405
E-Mail: Alexander.Kurien@gsa.gov
Office: 202-969-4073
Cell: 202-495-9628
Cell: 410-794-6034

On Jul 13, 2017, at 5:50 PM, Jonathan Clinton - M <jonathan.clinton@gsa.gov> wrote:

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Alex

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Deputy Associate Administrator
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Office of Government-wide Policy (OGP)
1800 F Street NW
Washington DC 20405
E-Mail: Alexander.Kurien@gsa.gov
Office: 202-969-4073
(b)(6) [redacted]

Duane Smith <duane.smith@gsa.gov> Tue, Nov 14, 2017 at 12:14 PM
To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Fellow Metro Detroiter-

Need a (prompt) favor.

We have a FOIA request for several docs, including emails from our staff to OVP related to the PACEI. One of said emails is related to the below email chain.

Can you forward me an email you sent Andrew Kossack related to EFT Forms, travel and transcription services, on/around 7/12/17 and 7/13/17. Thanks!

-Duane

-Duane

On Thu, Jul 13, 2017 at 5:50 PM, Jonathan Clinton - M <jonathan.clinton@gsa.gov> wrote:

> I had spoken with Claudia earlier this afternoon. My understanding was that neither Duane nor Virginia could perform this role. I have a couple of administrative get backs to Andrew so will ask if he has a contact in HR at EOP or OVP that could handle, as is typically done with new hires. If not will find a solution.
>
> Working on transcription services first thing--coordinating with our OGP front office team on that.
>
> On Jul 13, 2017, at 4:35 PM, Alexander Kurien - M1A <alexander.kurien@gsa.gov> wrote:
>
>> Dear Claudia and Duane,
>>
>> Good afternoon!

Subject: Re: PCEI 1st meeting - July 19th
Date: Thu, 13 Jul 2017 07:54:31 -0400
From: Valerie Whittington - M <valerie.whittington@gsa.gov>
To: Christine Courter - H1CT <christine.courter@gsa.gov>
Cc: Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Kris Palmer - M <kris.palmer@gsa.gov>, Tom Mueller - H1D <Thomas.mueller@gsa.gov>, Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Lennard Loewentritt <lenny.loewentritt@gsa.gov>, "giancarlo.brizzi@gsa.gov" <giancarlo.brizzi@gsa.gov>, Stefan Grabas - BAF <stefan.grabas@gsa.gov>, "elizabeth.cain@gsa.gov" <elizabeth.cain@gsa.gov>
Message-ID: <CAFWyfWx21fmwi0j_a6VtJRD-z3avUSj2StGFyRN7hO-8KR37hg@mail.gmail.com>
MD5: b019b7319509ee657b02bdd70b81cc41

Christine,
Kris Palmer will be the host for these travelers.

Thanks,
Valerie Whittington

General Services Administration
Office of Governmentwide Policy
Phone: 202-501-3395

Email: valerie.whittington@gsa.gov

On Thu, Jul 13, 2017 at 7:52 AM, Christine Courter - H1CT <christine.courter@gsa.gov> wrote:

Yes I am available 10:30-11 - is that good?

Christine Courter
Branch Chief, Travel & Event Programs Div. (H1CT)
Office of Travel and Charge Card Services (H1C)

Office of Administrative Services (H)
U.S. General Services Administration

202-501-9136 (desk)

(b)(6) [redacted] (mobile)
christine.courter@gsa.gov

On Thu, Jul 13, 2017 at 7:44 AM, Jonathan Clinton - M <jonathan.clinton@gsa.gov> wrote:

Christine-

Can we do a quick conference call this morning to coordinate this?

I'll schedule.

On Jul 12, 2017, at 7:20 PM, Christine Courter - H1CT <christine.courter@gsa.gov> wrote:

Jonathan,

Tom Mueller and I had a conference call with Andrew Kossack this morning. Andrew has been sending me the completed EFT forms today and so far I have received 5. Once I receive them, I forward them to finance for issuance of the vendor ID. You can start sending me:

- Concur Access Request forms for each individual- once I get the vendor ID from finance I will setup their profile in ConcurGov.
- Name of the Host arranger who will be submitting vouchers on behalf of the members. The host must be in the same org code as the approver will be in.
- The line of accounting (I need the full string) that will be used for the travel expenses (once it is known- we must have this before travel can be booked).

Andrew also sent me an updated list of members (see below).

I think the topic of payment method may still have to revisited. Arrangers can reserve airfare/rail with Adtrav for the members of the commission and it will be billed to the GSA Centrally Billed Account (CBA). If we have the members use their personal cards for hotel and rental car, they will have to call to make reservations themselves. (b)(5) [redacted] (b)(5) [redacted]

	Commission Member	Title	Phone	Secondary Phone	Geographic Location	Email
1	Michael R. Pence	Vice President	N/A		D.C.	N/A
2	Kris Kobach	SoS - KS	(b)(6) [redacted]	(b)(6) [redacted]	Kansas	(b)(6) [redacted]
3	Connie Lawson	SoS - IN			Indiana	
4	Bill Gardner	SoS - NH			New Hamp	
5	Matt Dunlap	SoS - ME			Maine	
6	Ken Blackwell	Fmr. SoS - OH			Ohio	
7	Christy McCormick	Commissioner, EAC			D.C.	
8	David Dunn	Fmr. St. Rep. - AR			Arkansas	
9	Mark Rhodes	Wood Cty. Clerk WV			West Virgin	
10	Hans von Spakovsky	Sr. Legal Fellow, Heritage Fdn.			D.C.	

11	Christian Adams	Election Law Attorney	(b)(6) [redacted]	(b)(6) [redacted] D.C.	(b)(6) [redacted]
12	Alan King	Judge, Jefferson County	[redacted]	Alabama	

Thanks,

Christine Courter
Branch Chief, Travel & Event Programs Div. (H1CT)
Office of Travel and Charge Card Services (H1C)

Office of Administrative Services (H)
U.S. General Services Administration

202-501-9136 (desk)

(b)(6) [redacted] (mobile)
christine.courter@gsa.gov

On Tue, Jul 11, 2017 at 11:44 AM, Jonathan Clinton - M <jonathan.clinton@gsa.gov> wrote:

Thanks for sending Christine. Val & Kris are out today.

Plus Liz Cain, Stefan Grabas in OCFO; Minus - Andrew (OVP) -- is the line of accounting available for OAS to get things in order for Concur?

We were planing option 1--travelers call Adtrav and use personal cards to get reimbursed. We'll coordinate through the committee contact (Andrew) to get the forms out to the travelers so the Concur ID can be created and have them sent in as instructed. We'll start that today. We were also waiting on completion of an IAA being coordinated by CFO before giving the green light for these members to book travel and for that line of accounting.

Presuming the travelers will need airfare and lodging.

Given timing (GC is on leave the rest of the week and Allison just started as HSSO); I can be the approver in Concur.

On Tue, Jul 11, 2017 at 11:00 AM, Christine Courter - H1CT <christine.courter@gsa.gov> wrote:

Good Morning Kris and Valerie,

---------- Forwarded message ----------
From: **Kossack, Andrew J. EOP/OVP** <>
Date: Fri, Jul 7, 2017 at 12:25 PM
Subject: RE: PCEI 1st meeting -
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>

Hi, all –

Thanks again for all your time and efforts to help get this commission off the ground. I'm just following up on my email below with an update on membership, as well as a couple requests for assistance.

On membership, the President has appointed the 10 members below. You'll notice Luis Borunda is no longer a member (resigned), and Hans von Spakovsky is a new addition. We could have an addition or two in the future, but this is the current group.

Our first meeting is still set for the 19th, so we still need to get these folks connected with – I believe – White Glove (?) so they can begin to book flights, hotels, etc. How do we connect them with that service?

I understand members also need to be sworn in prior to the meeting. Is there someone I can work with who can help me understand how that'll work?

Thank you,
Andrew

	Commission Member	Title	Phone	Secondary Phone	Email	Geographic Location
1	Michael R. Pence	Vice President	N/A		N/A	Washington, D.C.
2	Kris Kobach	SoS - KS	(b)(6) [redacted]			Lecompton, Kansas
3	Connie Lawson	SoS - IN				Danville, Indiana
4	Bill Gardner	SoS - NH				Manchester, New Hampshire
5	Matt Dunlap	SoS - ME				Old Town, Maine
6	Ken Blackwell	Fmr. SoS - OH				Cincinnati, Ohio
7	Christy McCormick	Commissioner, EAC				Williamsburg, Virginia
8	David Dunn	Fmr. St. Rep. - AR				Forrest City, Arkansas
9	Mark Rhodes	Wood Cty. Clerk - WV				Parkersburg, West Virginia
10	Hans von Spakovsky	Sr. Legal Fellow, Heritage Fdn.				Vienna, Virginia

Andrew J. Kossack
Associate Counsel
Office of the Vice President
(b)(6) [redacted]

---------- Forwarded message ----------
From: **Christine Courter - H1CT** <christine.courter@gsa.gov>
Date: Tue, Jul 11, 2017 at 11:00 AM
Subject: Re: PCEI 1st meeting - July 19th
To: Kris Palmer - M <kris.palmer@gsa.gov>, Valerie Whittington <valerie.whittington@gsa.gov>
Cc: Tom Mueller - H1D <Thomas.mueller@gsa.gov>, Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Lennard Loewentritt (b)(6) [redacted]
"giancarlo.brizzi@gsa.gov" <giancarlo.brizzi@gsa.gov>, Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Andrew.J.Kossack@ovp.eop.gov

Good Morning Kris and Valerie,

Our office handles the travel system (ConcurGov) and will be assisting with getting this commission setup for travel. We need answers to the following questions in order to proceed:

- Will these travelers be needing airfare, lodging and rental car?
- If the travelers need lodging/rental car, there are 2 payment options for reservations 1) Travelers call Adtrav and use their personal credit cards and then get reimbursed after the trip on their travel voucher or 2) GSA can setup a centrally billed account for these travelers that would be paid directly by the agency using the commissions funds. I will need to know which option because a centrally billed account would require time to setup and activate.
- Who will be arranging their travel?
- Each traveler **has to fill out and submit a EFT form (attached PDF)** to obtain a traveler/vendor ID before they are setup in Concur as travelers. This takes 1-2 business days so I need to know who will send these forms to the travelers and make sure they fill it out and fax it in? This has to done before they can be setup and travel. After the travel/vendor ID is obtained, a Concur Access Request form needs to be filled out by a POC at GSA for each traveler and submitted to me with a cc to cge-access-requests@gsa.gov.
-We will need the line of accounting that will be used to pay for the travel.
-Who (at GSA) will be approving the travel in Concur?

Thanks!

Christine Courter
Branch Chief, Travel & Event Programs Div. (H1CT)
Office of Travel and Charge Card Services (H1C)
Office of Administrative Services (H)
U.S. General Services Administration
202-501-9136 (desk)
(b)(6) [redacted] (mobile)
christine.courter@gsa.gov

On Fri, Jul 7, 2017 at 3:58 PM, Tom Mueller - H <thomas.mueller@gsa.gov> wrote:

> Here's the information I received.
>
> Have a great GSA day!
>
> **Tom Mueller**, USMC (Retired)
> Chief of Staff
> Office of Administrative Services
> General Services Administration
> 202.208.0247 (Office)
> (b)(6) [redacted] (Mobile)
>
> ---------- Forwarded message ----------
> From: **Duane Smith** <duane.smith@gsa.gov>
> Date: Fri, Jul 7, 2017 at 12:28 PM
> Subject: Fwd: PCEI 1st meeting - July 19th
> To: Cynthia Metzler - H <cynthia.metzler@gsa.gov>, Claudia Nadig - LG <claudia.nadig@gsa.gov>, Theresa Ottery - QAS <theresa.ottery@gsa.gov>, Bob Stafford - H1 <bob.stafford@gsa.gov>
>
> FYA. See below.

Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Re: IAA between EOP/EOVP and GSA in support of the Presidential Commission on Election Integrity

14 messages

Elizabeth Cain - BB <elizabeth.cain@gsa.gov> Wed, Jul 12, 2017 at 6:42 PM
To: "Pritcher, Wayne E. EOP/OA" (b)(6) [redacted] "Savercool, Kristin A. EOP/OA" <(b)(6) [redacted], "Purucker, Katherine M. EOP/OVP" <(b)(6) [redacted]
Cc: Andrea Fisher-Colwill - B-D <andrea.fisher-colwill@gsa.gov>, Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Hi Katie,

We just wanted to follow up on the OVP review of the IAA documents. If you have any edits please send them on over! We will have our Legal Counsel take a look and if all goes well, we can have the agreement ready for signatures tomorrow.

To arrange the travel for next week's meeting, we will still need the EFT form for each traveler. At the time of my last check in with Jon Clinton this afternoon, he had not yet received any of the forms. We need the forms in order to enroll the travelers in our travel management system.

Before making the travel agent contact information available, we will also want to have the completed IAA (signed by both GSA and OVP). If for some reason we are not able to complete the IAA tomorrow, we will contact you to make arrangements to record via email the necessary information--but we would very much prefer to finalize the IAA.

I am doing some travel tomorrow and Friday but will be responding to phone calls and emails. You may also contact Andi Fisher-Colwill, the Acting GSA Budget Director, as well (cc'ed on this message or 202-258-9940).

Thanks so much,

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

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

On Fri, Jul 7, 2017 at 6:26 PM, Elizabeth Cain - BB <elizabeth.cain@gsa.gov> wrote:

> Hi Katie,
>
> Looking forward to working with you--by way of an introduction, my name is Liz Cain and I am the acting Deputy Director for the GSA Office of Budget. Also included on this message is Andrea (Andi) Fisher-Colwill, the acting GSA Budget Director.
>
> We wanted to ensure we began a discussion with your office about the interagency agreement and also the anticipated upcoming expenses for the Board's activities.
>
> (b)(5) [redacted]
>
> [redacted]
>
> We aren't as familiar with the EOP/EOVP accounts and processes, but I understand there is a lot of activity happening on your side to ensure the financial setup is completed. We understand that it may take you some time to finalize and sign the interagency agreement and look forward to working with you to complete it in the next week or so.

In the meantime, the upcoming expense for the Committee is for the travel arrangements for the commission members to attend the meeting on the 19th of July. We would like to speak with you before proceeding with the travel arrangements--if you are free on Monday afternoon/evening we would very much appreciate it.

Please do not hesitate to let us know if you have any questions. My contact information is below if you would like to discuss by phone!

Thanks,

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

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

Purucker, Katherine M. EOP/OVP <(b)(6)[redacted] Wed, Jul 12, 2017 at 6:45 PM
To: Elizabeth Cain - BB (b)(6)[redacted]>, "Pritcher, Wayne E. EOP/OA" (b)(6)[redacted]>, "Savercool, Kristin A. EOP/OA" (b)(6)[redacted], "Kossack, Andrew J. EOP/OVP" (b)(6)[redacted]v>, "Morgan, Matthew E. EOP/OVP" <(b)(6)[redacted]>
Cc: Andrea Fisher-Colwill - B-D <andrea.fisher-colwill@gsa.gov>, Jonathan Clinton - M <jonathan.clinton@gsa.gov>

+ Andrew Kossack who can speak to the EFT forms and + Matthew Morgan who can speak to if we have finished out edits of the IAA forms.

Thanks,

Katie

From: Elizabeth Cain - BB [mailto:elizabeth.cain@gsa.gov]
Sent: Wednesday, July 12, 2017 6:43 PM
To: Pritcher, Wayne E. EOP/OA <W(b)(6)[redacted]v>; Savercool, Kristin A. EOP/OA (b)(6)[redacted]>; Purucker, Katherine M. EOP/OVP <(b)(6)[redacted]>
Cc: Andrea Fisher-Colwill - B-D <andrea.fisher-colwill@gsa.gov>; Jonathan Clinton - M <jonathan.clinton@gsa.gov>
Subject: Re: IAA between EOP/EOVP and GSA in support of the Presidential Commission on Election Integrity

[Quoted text hidden]

Kossack, Andrew J. EOP/OVP <(b)(6)[redacted] Wed, Jul 12, 2017 at 9:04 PM
To: "Purucker, Katherine M. EOP/OVP" <(b)(6)[redacted]
Cc: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>, "Pritcher, Wayne E. EOP/OA" (b)(6)[redacted], "Savercool, Kristin A. EOP/OA" <(b)(6)[redacted], "Morgan, Matthew E. EOP/OVP" (b)(6)[redacted]v>, Andrea Fisher-Colwill - B-D <andrea.fisher-colwill@gsa.gov>, Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Christine Courter - H1CT <christine.courter@gsa.gov>

Adding Christine Courter from GSA. I routed five of the EFTs to her earlier today. Still trying to chase down the others. As they come in, I'll send to both Christine and Jonathan.

Thanks,
Andrew

Andrew J. Kossack
Associate Counsel

Office of the Vice President
Email: (b)(6) [redacted]

[Quoted text hidden]

Kossack, Andrew J. EOP/OVP <(b)(6) [redacted] Thu, Jul 13, 2017 at 8:20 AM
To: Christine Courter - H1CT <christine.courter@gsa.gov>, Jonathan Clinton - M <jonathan.clinton@gsa.gov>

I received Dunlap's EFT just a few minutes ago. It's attached here, along with the others I've received to date. More should be coming shortly.

Thanks,
Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Wednesday, July 12, 2017 9:04 PM
To: Purucker, Katherine M. EOP/OVP <K(b)(6) [redacted]
Cc: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>; Pritcher, Wayne E. EOP/OA <(b)(6) [redacted] v>; Savercool, Kristin A. EOP/OA (b)(6) [redacted] >; Morgan, Matthew E. EOP/OVP [redacted] (Andrea Fisher-Colwill - B-D <andrea.fisher-colwill@gsa.gov>; Jonathan Clinton - M <jonathan.clinton@gsa.gov>; Christine Courter - H1CT <christine.courter@gsa.gov>

[Quoted text hidden]

[Quoted text hidden]

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6 attachments

(b)(6) [redacted]

(b)(6) [redacted]

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Thu, Jul 13, 2017 at 9:25 AM
To: Christine Courter - H1CT <christine.courter@gsa.gov>, Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Ken Blackwell faxed the form to the fax number provided on the form. I asked him to send me a copy as well, so I'll share that when I get it.

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Thursday, July 13, 2017 8:20 AM
To: Christine Courter - H1CT <christine.courter@gsa.gov>; Jonathan Clinton - M <jonathan.clinton@gsa.gov>
Subject: RE: IAA between EOP/EOVP and GSA in support of the Presidential Commission on Election Integrity

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Thanks,
Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Wednesday, July 12, 2017 9:04 PM
To: Purucker, Katherine M. EOP/OVP (b)(6) [redacted]
Cc: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>; Pritcher, Wayne E. EOP/OA
(b)(6) [redacted] >; Savercool, Kristin A. EOP/OA (b)(6) [redacted] ; Morgan,

Matthew E. EOP/OVP (b)(6) [redacted] >; Andrea Fisher-Colwill - B-D <andrea.fisher-colwill@gsa.gov>; Jonathan Clinton - M <jonathan.clinton@gsa.gov>; Christine Courter - H1CT <christine.courter@gsa.gov>

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Kossack, Andrew J. EOP/OVP <A(b)(6) [redacted] Thu, Jul 13, 2017 at 11:18 AM
To: Christine Courter - H1CT <christine.courter@gsa.gov>, Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Bill Gardner says he faxed his EFT to the number on the form as well.

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Thursday, July 13, 2017 9:26 AM
To: 'Christine Courter - H1CT' <christine.courter@gsa.gov>; 'Jonathan Clinton - M' <jonathan.clinton@gsa.gov>
Subject: RE: IAA between EOP/EOVP and GSA in support of the Presidential Commission on Election Integrity

Ken Blackwell faxed the form to the fax number provided on the form. I asked him to send me a copy as well, so I'll share that when I get it.

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Thursday, July 13, 2017 8:20 AM
To: Christine Courter - H1CT <christine.courter@gsa.gov>; Jonathan Clinton - M <jonathan.clinton@gsa.gov>
Subject: RE: IAA between EOP/EOVP and GSA in support of the Presidential Commission on Election Integrity

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Thanks,
Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Wednesday, July 12, 2017 9:04 PM
To: Purucker, Katherine M. EOP/OVP <(b)(6) [redacted]
Cc: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>; Pritcher, Wayne E. EOP/OA (b)(6) [redacted] avercool, Kristin A. EOP/OA <(b)(6) [redacted]; Morgan, Matthew E. EOP/OVP <(b)(6) [redacted] gov>; Andrea Fisher-Colwill - B-D <andrea.fisher-colwill@gsa.gov>; Jonathan Clinton - M <jonathan.clinton@gsa.gov>; Christine Courter - H1CT <christine.courter@gsa.gov>

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Christine Courter - H1CT <christine.courter@gsa.gov> Thu, Jul 13, 2017 at 1:18 PM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]
Cc: Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Tom Mueller - H1D <Thomas.mueller@gsa.gov>

Andrew,

I have a vendor ID issued for everyone now except Christy McCormick and Christian Adams. Have not received forms for them.

Thanks,

Christine Courter
Branch Chief, Travel & Event Programs Div. (H1CT)
Office of Travel and Charge Card Services (H1C)
Office of Administrative Services (H)
U.S. General Services Administration
202-501-9136 (desk)
(b)(6) [redacted]
christine.courter@gsa.gov

[Quoted text hidden]

Jonathan Clinton - M <jonathan.clinton@gsa.gov> Thu, Jul 13, 2017 at 3:28 PM

To: Christine Courter - H1CT <christine.courter@gsa.gov>
Cc: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted] v>, Tom Mueller - H1D <Thomas.mueller@gsa.gov>

Andrew--

Once we get the green light on the IAA and all accounts are created we'll send you the detailed instructions for the members (or their respective admins) to book travel through our GSA travel agent. Given timing--it's most efficient for them to work directly with the travel agent, who is available 24/7, rather than doing a lot of back and forth with our team on preferences for flights, airports, hotels etc.

(b)(5) [redacted]

(b)(5) [redacted]

Thanks,

Jon
[Quoted text hidden]
--
Jon Clinton
Chief of Staff
Office of Government-wide Policy
U.S. General Services Administration
202-549-2430

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Thu, Jul 13, 2017 at 4:46 PM
To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Christine Courter - H1CT <christine.courter@gsa.gov>
Cc: Tom Mueller - H1D <Thomas.mueller@gsa.gov>

Thanks, Jonathan. It sounds like the IAA is being signed by GSA within the next few minutes (per Andrea Fisher-Colwill), so hopefully we'll be clear shortly.

I think you all have these already, but I've attached Gardner and Blackwell's EFTs to this email as well. Same password.

(b)(5) [redacted]

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Jonathan Clinton - M [mailto:jonathan.clinton@gsa.gov]
Sent: Thursday, July 13, 2017 3:29 PM
To: Christine Courter - H1CT <christine.courter@gsa.gov>
Cc: Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]; Tom Mueller - H1D <Thomas.mueller@gsa.gov>

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2 attachments

(b)(6) [redacted]

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Thu, Jul 13, 2017 at 4:54 PM
To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Christine Courter - H1CT <christine.courter@gsa.gov>
Cc: Tom Mueller - H1D <Thomas.mueller@gsa.gov>

Sorry, Jon - I hit send before I answered your question about travel days. I am fine with members traveling either two or three days, depending on what works for them. I anticipate most will fly in Tuesday afternoon/evening, and fly out later on Wednesday or sometime Thursday.

I'm also fine with the members selecting the hotel. Just given the timeline, I think more flexibility is better at this point.

Thanks again,
Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Thursday, July 13, 2017 4:46 PM
To: 'Jonathan Clinton - M' <jonathan.clinton@gsa.gov>; Christine Courter - H1CT <christine.courter@gsa.gov>
Cc: Tom Mueller - H1D <Thomas.mueller@gsa.gov>
Subject: RE: IAA between EOP/EOVP and GSA in support of the Presidential Commission on Election Integrity

Thanks, Jonathan. It sounds like the IAA is being signed by GSA within the next few minutes (per Andrea Fisher-Colwill), so hopefully we'll be clear shortly.

I think you all have these already, but I've attached Gardner and Blackwell's EFTs to this email as well. Same password.

(b)(5) [redacted]

[redacted]

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Jonathan Clinton - M [mailto:jonathan.clinton@gsa.gov]
Sent: Thursday, July 13, 2017 3:29 PM
To: Christine Courter - H1CT <christine.courter@gsa.gov>
Cc: Kossack, Andrew J. EOP/OVP (b)(6) [redacted]; Tom Mueller - H1D <Thomas.mueller@gsa.gov>

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Jonathan Clinton - M <jonathan.clinton@gsa.gov> Thu, Jul 13, 2017 at 5:59 PM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]
Cc: Christine Courter - H1CT <christine.courter@gsa.gov>, Tom Mueller - H1D <Thomas.mueller@gsa.gov>, lorelei.kowalski@gsa.gov

No problem. Okay--thanks for the response.

I think we're in good shape on the forms and account creation.

Outside of the travel piece, I know you had a couple of outstanding questions regarding transcription services and member oaths. I'm tracking on the transcription work and will follow up soonest. (b)(5) [redacted]

We received the IAA back through Andrea. It's with my office for signature now.

I'll be back in touch with the detailed travel instructions.

Finally, I told Lori Kowalski I'd be reaching out to you on the above admin items. She asked whether you'd seen the FACA slides she sent Tuesday and whether you wanted to discuss?

Sent from my iPhone
[Quoted text hidden]
[Quoted text hidden]

Kossack, Andrew J. EOP/OVP <(b)(6) [redacted] Thu, Jul 13, 2017 at 6:35 PM
To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>
Cc: Christine Courter - H1CT <christine.courter@gsa.gov>, Tom Mueller - H1D <Thomas.mueller@gsa.gov>, "lorelei.kowalski@gsa.gov" <lorelei.kowalski@gsa.gov>

Thanks, Jon. Sounds great; I'll watch for the instructions.

Appreciate the ping re: FACA materials. My apologies to Lori for leaving her hanging on that. I've been buried in litigation the last few days, but hope to turn my attention to those slides tomorrow.

Thanks again, everyone.

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Jonathan Clinton - M [mailto:jonathan.clinton@gsa.gov]
Sent: Thursday, July 13, 2017 6:00 PM
To: Kossack, Andrew J. EOP/OVP (b)(6) [redacted]
Cc: Christine Courter - H1CT <christine.courter@gsa.gov>; Tom Mueller - H1D <Thomas.mueller@gsa.gov>; lorelei.kowalski@gsa.gov

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[Quoted text hidden]

Christine Courter - H1CT <christine.courter@gsa.gov> Thu, Jul 13, 2017 at 7:51 PM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]
Cc: Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Tom Mueller - H1D <Thomas.mueller@gsa.gov>

Andrew,

Yes we are only missing McCormick and Adams EFT forms. :)

Christine Courter
Branch Chief, Travel & Event Programs Div. (H1CT)
Office of Travel and Charge Card Services (H1C)
Office of Administrative Services (H)
U.S. General Services Administration

GSA

Kris Palmer - M <kris.palmer@gsa.gov>

Re: PCEI 1st meeting - July 19th

1 message

Christine Courter - H1CT <christine.courter@gsa.gov> Wed, Jul 12, 2017 at 7:20 PM
To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>
Cc: Kris Palmer - M <kris.palmer@gsa.gov>, Valerie Whittington <valerie.whittington@gsa.gov>, Tom Mueller - H1D <Thomas.mueller@gsa.gov>, Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Lennard Loewentritt <lenny.loewentritt@gsa.gov>, "giancarlo.brizzi@gsa.gov" <giancarlo.brizzi@gsa.gov>, Stefan Grabas - BAF <stefan.grabas@gsa.gov>, "elizabeth.cain@gsa.gov" <elizabeth.cain@gsa.gov>

Jonathan,

Tom Mueller and I had a conference call with Andrew Kossack this morning. Andrew has been sending me the completed EFT forms today and so far I have received 5. Once I receive them, I forward them to finance for issuance of the vendor ID. You can start sending me:

- Concur Access Request forms for each individual- once I get the vendor ID from finance I will setup their profile in ConcurGov.
- Name of the Host arranger who will be submitting vouchers on behalf of the members. The host must be in the same org code as the approver will be in.
- The line of accounting (I need the full string) that will be used for the travel expenses (once it is known- we must have this before travel can be booked).

Andrew also sent me an updated list of members (see below).

I think the topic of payment method may still have to revisited. Arrangers can reserve airfare/rail with Adtrav for the members of the commission and it will be billed to the GSA Centrally Billed Account (CBA). If we have the members use their personal cards for hotel and rental car, they will have to call to make reservations themselves. Andrew may have been under the impression that GSA would be making all the travel reservations for the members but that would require a CBA. If you do want to continue with the members using a personal credit card for hotel and rental car, you may want to let Andrew know that is the plan.

	Commission Member	Title	Phone	Secondary Phone	Geographic Location	Email
1	Michael R. Pence	Vice President	N/A		D.C.	N/A
2	Kris Kobach	SoS - KS	(b)(6) [redacted]		Kansas	(b)(6) [redacted]
3	Connie Lawson	SoS - IN			Indiana	
4	Bill Gardner	SoS - NH			New Hampshire	
5	Matt Dunlap	SoS - ME			Maine	
6	Ken Blackwell	Fmr. SoS - OH			Ohio	
7	Christy McCormick	Commissioner, EAC			D.C.	
8	David Dunn	Fmr. St. Rep. - AR			Arkansas	
9	Mark Rhodes	Wood Cty. Clerk - WV			West Virginia	
10	Hans von Spakovsky	Sr. Legal Fellow, Heritage Fdn.			D.C.	
11	Christian Adams	Election Law Attorney	(b)(6) [redacted]		D.C.	
12	Alan King	Judge, Jefferson County			Alabama	

Thanks,

Christine Courter
Branch Chief, Travel & Event Programs Div. (H1CT)
Office of Travel and Charge Card Services (H1C)
Office of Administrative Services (H)
U.S. General Services Administration
202-501-9136 (desk)
(b)(6) [redacted]
christine.courter@gsa.gov

Subject: RE: Election Integrity Comm'n travel
Date: Wed, 12 Jul 2017 19:14:57 +0000
From: "Kossack, Andrew J. EOP/OVP" <(b) (6)[redacted]
To: Christine Courter - H1CT <christine.courter@gsa.gov>
Message-ID: <db2ff277eeb842fe818233a756c4e74d@ovp.eop.gov>
MD5: 42f67f72f1cc921e987a8bb31acdff53
Attachments: alan king encrypted.pdf

Please use this one for Alan King. Apparently the zip code was incorrect in the last version. This is the correct version.

Thanks!

Andrew J. Kossack
Associate Counsel
Office of the Vice President
Cell: (b) (6)[redacted]
Email: (b) (6)[redacted]

From: Christine Courter - H1CT [mailto:christine.courter@gsa.gov]
Sent: Wednesday, July 12, 2017 2:42 PM
To: Kossack, Andrew J. EOP/OVP <(b) (6)[redacted]
Subject: Re: Election Integrity Comm'n travel

Thanks Andrew- I will forward on to finance as I receive them. They are going to expedite each one as they come in.

Christine Courter

Branch Chief, Travel & Event Programs Div. (H1CT)

Office of Travel and Charge Card Services (H1C)

Office of Administrative Services (H)

Y.S. General Services Administration

202-501-9136 (desk)

(b) (6)[redacted] (mobile)

christine.courter@gsa.gov

On Wed, Jul 12, 2017 at 2:15 PM, Kossack, Andrew J. EOP/OVP <(b) (6)[redacted] wrote:

Thanks, Christine. Here's another one for Connie Lawson. Same password.

Please forgive me for the multiple emails as I pass these along, but I figured it'd be better to share

them as soon as I get them.

Andrew J. Kossack
Associate Counsel
Office of the Vice President
Cell: (b) (6)
Email: (b) (6)

From: Christine Courter - H1CT [mailto:christine.courter@gsa.gov]
Sent: Wednesday, July 12, 2017 2:03 PM
To: Kossack, Andrew J. EOP/OVP <(b) (6)
Cc: Tom Mueller - H <thomas.mueller@gsa.gov>; Purucker, Katherine M. EOP/OVP <(b) (6)
Subject: Re: Election Integrity Comm'n travel

Andrew,

Thanks for sending the EFT form. I have sent that on to finance. We will get back to you shortly on the question you had regarding members booking their own travel.

Thanks,

Christine Courter

Branch Chief, Travel & Event Programs Div. (H1CT)

Office of Travel and Charge Card Services (H1C)

Office of Administrative Services (H)

Y.S. General Services Administration

202-501-9136 (desk)

(b) (6) (mobile)

christine.courter@gsa.gov

On Wed, Jul 12, 2017 at 10:44 AM, Kossack, Andrew J. EOP/OVP <(b) (6) wrote:

Tom and Christine,

Thanks again for your time this morning. Below is a current list of our members, including the two most recent appointees. I've attached David Dunn's EFT form, and will send Christine the password to unlock it in a separate email.

I've also cc'd my colleague Katie Purucker, who's the director of administration for OVP and who's been running point on the IAA. Hopefully we'll get word on that soon.

If for whatever reason the funding and/or the IAA is delayed, is there anything else we need to do to confirm our members could go ahead and book their own travel and then seek reimbursement afterwards?

Thanks again for all your help!
Andrew

	Commission Member	Title	Phone	Secondary Phone	Geographic Location	Email
1	Michael R. Pence	Vice President	N/A		D.C.	N/A
2	Kris Kobach	SoS - KS	(b) (6) [redacted]	(b)(6) [redacted]	Kansas	(b) (6) [redacted]
3	Connie Lawson	SoS - IN			Indiana	
4	Bill Gardner	SoS - NH			New Hampshir	
5	Matt Dunlap	SoS - ME			Maine	
6	Ken Blackwell	Fmr. SoS - OH			Ohio	
7	Christy McCormick	Commissioner, EAC			D.C.	
8	David Dunn	Fmr. St. Rep. - AR			Arkansas	
9	Mark Rhodes	Wood Cty. Clerk - WV			West Virginia	
10	Hans von Spakovsky	Sr. Legal Fellow, Herita Fdn.			D.C.	
11	Christian Adams	Election Law Attorney			D.C.	

						(b) (6) [redacted]
12	Alan King	Judge, Jefferson County	([redacted] (b) (6)	(b)(6) [redacted]	Alabama	

Andrew J. Kossack
Associate Counsel
Office of the Vice President
Cell: [redacted] (b) (6)
Email: [redacted] (b) (6)

Subject: Travel Coordination for PCEI
Date: Tue, 11 Jul 2017 15:46:54 -0400
From: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>
To: "Purucker, Katherine M. EOP/OVP" <(b) (6)[redacted]
Cc: Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, Valerie Whittington - M <valerie.whittington@gsa.gov>, Kris Palmer - M <kris.palmer@gsa.gov>, Christine Courter - H1CT <christine.courter@gsa.gov>, "Kossack, Andrew J. EOP/OVP" <(b) (6)[redacted] "Savercool, Kristin A. EOP/OA" (b)(6)[redacted]>, "Pritcher, Wayne E. EOP/OA" <(b) (6)[redacted]
Message-ID: <CAEfWDLftJ9OUbekjNC0WyBoGr7Fiy_sCTsuzr9BovQ5V4xY-2w@mail.gmail.com>
MD5: 2b2b81c4c0fcccc0bdc136759f0f59fd
Attachments: EFT_Enrollment_Form.pdf

Hi Katherine,

Thank you for meeting with you yesterday. I wanted to follow up with the information we will need from the travelers in preparation for booking the travel.

GSA will be coordinating the travel process for the PCEI members. **We need each member who will require travel arrangements to fill out and submit the attached Electronic Funds Transfer form ASAP and no later than 4PM EST, tomorrow, 7/12 to jonathan.clinton@gsa.gov.** This is the first step to get them established in our travel system and subsequently reimbursed for their travel.

Can you distribute/coordinate with the PCEI members or their admins? More to come. Important first step is to complete the attached form.

If forms are received tomorrow, we're targeting Friday for the travel agent to be available for members. Of course, this is contingent upon funds certification.

We will provide the information to you for how the member or their admin can book travel through the travel agent after 1) we have received the forms and 2) we have received funds certification for the estimated cost of the travel, which we are working to prepare now.

Thank you!
Liz Cain
Work: 202-394-7915
Cell: (b) (6)[redacted]

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

Duane Smith <duane.smith@gsa.gov>

FACA Briefing for Presidential Commission on Election Integrity (PCEI)

11 messages

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Tue, Jul 11, 2017 at 11:52 AM
To: Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>, Alexander Kurien - M1A <alexander.kurien@gsa.gov>
Cc: "Duane L. Smith" <duane.smith@gsa.gov>, Lorelei Kowalski <Lorelei.Kowalski@gsa.gov>

Hi - FYI, attached is the draft presentation I need to provide Andrew as soon as possible. I will cover the general FACA overview slides in the front portion, and the rest are operational slides for the DFO to cover. The content was approved by OGC in 2013. Duane agreed to cover the Presidential Records Act during the briefing to the Commission, and will need to explain it's intersection with FACA, which is why the last two slides of the presentation are currently blank. The last two slides can be removed before sending to Andrew this afternoon. If you have any feedback, please let me know by 1pm. Thank you. Lori

--
Lorelei Kowalski
Director
Committee Management Secretariat (MAK)
Office of Asset and Transportation Management
Office of Governmentwide Policy
U.S. General Services Administration
202.208.6035 (p)

FACA Overview-Commission OperationUnder FACA.ppt
304K

Duane Smith <duane.smith@gsa.gov> Tue, Jul 11, 2017 at 12:21 PM
To: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Cc: Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>, Alexander Kurien - M1A <alexander.kurien@gsa.gov>

Lori-

Is the expectation that I add information for the slides? I don't have the bandwidth to do that right now. At least not by 1pm.
[Quoted text hidden]
--
Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

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me immediately by telephone or return e-mail and delete and destroy the original e-mail message, any attachments thereto and all copies thereof.

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Tue, Jul 11, 2017 at 12:24 PM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>, Alexander Kurien - M1A <alexander.kurien@gsa.gov>

Hi Duane - I don't think that is necessary. I added the two slides as placeholders. I can take them out and mention in the email you will be covering those topics. Lori
[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Tue, Jul 11, 2017 at 12:24 PM
To: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Cc: Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>, Alexander Kurien - M1A <alexander.kurien@gsa.gov>

Ok. Thanks.
[Quoted text hidden]

Alexander Kurien - M1A <alexander.kurien@gsa.gov> Tue, Jul 11, 2017 at 12:30 PM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>

Dear Duane,

Good afternoon!

In terms of timing, Lori can send this out by COB tomorrow or sooner. Is it possible to add your two slides on Presidential Records Act by then? Thank you, Duane for your continued support.

Of course, you can also speak from your notes, without slides. If that is the case, Lori can remove the placeholder. We look to you for what serves you best. We are at your service. Thank you.

Best Regards,
Alex

GSA Logo
Alexander J. Kurien
Deputy Associate Administrator
Office of Asset & Transportation Management
Office of Government-wide Policy (OGP)
1800 F Street NW
Washington DC 20405
E-Mail: Alexander.Kurien@gsa.gov
Office: 202-969-4073
(b)(6) [redacted]

On Tue, Jul 11, 2017 at 12:21 PM, Duane Smith <duane.smith@gsa.gov> wrote:
[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Wed, Jul 12, 2017 at 11:31 AM
To: Alexander Kurien - M1A <alexander.kurien@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>

Hi Alex-

I'll have the slides done by noon tmrw. We have a couple of time sensitive issues related to litigation I have to respond to by COB. Hopefully that time table works.

Duane
[Quoted text hidden]

Alexander Kurien - M1A <alexander.kurien@gsa.gov> Wed, Jul 12, 2017 at 12:28 PM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>

Thank you, Duane.

That perfectly works. Thank you so much for our partnership.

Best Regards,
Alex

GSA Logo
Alexander J. Kurien
Deputy Associate Administrator
Office of Asset & Transportation Management
Office of Government-wide Policy (OGP)
1800 F Street NW
Washington DC 20405
E-Mail: Alexander.Kurien@gsa.gov
Office: 202-969-4073
(b)(6) [redacted]
[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Mon, Jul 17, 2017 at 10:53 AM
To: Alexander Kurien - M1A <alexander.kurien@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>

All-

I've added the slide with the relevant PRA information to include in the presentation. My apologies, I thought I sent this email over previously.
[Quoted text hidden]

FACA Overview-Commission OperationUnder FACA.ppt
316K

Duane Smith <duane.smith@gsa.gov> Tue, Jul 18, 2017 at 11:18 AM
To: Alexander Kurien - M1A <alexander.kurien@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>

All-

I saw a small edit on slide 12. I've attached the correct version here.
[Quoted text hidden]

FACA Overview-Commission OperationUnder FACA (2).ppt
316K

Alexander Kurien - M1A <alexander.kurien@gsa.gov> Tue, Jul 18, 2017 at 11:56 AM

To: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, "Duane L. Smith" <duane.smith@gsa.gov>
Cc: Virginia Wills - M1AK <virginia.wills@gsa.gov>

Thank you, Duane.

Dear Lori,

I am assuming that you are pulling this into the overall presentation. Thank you.

Best Regards,
Alex

GSA Logo
Alexander J. Kurien
Deputy Associate Administrator
Office of Asset & Transportation Management
Office of Government-wide Policy (OGP)
1800 F Street NW
Washington DC 20405
E-Mail: Alexander.Kurien@gsa.gov
Office: 202-969-4073

(b)(6) [redacted]

[Quoted text hidden]

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Tue, Jul 18, 2017 at 12:00 PM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Alexander Kurien - M1A <alexander.kurien@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>, Lorelei Kowalski <Lorelei.Kowalski@gsa.gov>, Virginia Wills <virginia.wills@gsa.gov>

Hi Duane - I will send just your slide to Andrew to insert into the presentation I sent him last night (see attached). I just added a cover sheet and made sure all of the fonts were consistent. Lori
[Quoted text hidden]

FACA Overview-Commission OperationUnder FACA-071717.ppt
318K

Subject: RE: PCEI 1st meeting - July 19th
Date: Thu, 13 Jul 2017 13:13:02 +0000
From: "Kossack, Andrew J. EOP/OVP" <(b) (6) [redacted]
To: Audrey Brooks - H1 <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>
Message-ID: <da2572aadad04a30a2764c110239cb66@ovp.eop.gov>
MD5: 7fa6f3ec2d7b195b9c24955b358bd82d

Hi all,

(b)(5) [redacted]

Thanks,
Andrew

Andrew J. Kossack
Associate Counsel
Office of the Vice President
Cell: (b) (6) [redacted]
Email: (b) (6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Wednesday, July 12, 2017 3:45 PM
To: 'Audrey Brooks - H1' <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>
Subject: RE: PCEI 1st meeting - July 19th

(b)(5) [redacted]

Andrew

Andrew J. Kossack
Associate Counsel
Office of the Vice President
Cell: (b) (6) [redacted]
Email: (b) (6) [redacted]

From: Audrey Brooks - H1 [mailto:audrey.brooks@gsa.gov]
Sent: Friday, July 7, 2017 1:23 PM
To: Kossack, Andrew J. EOP/OVP <(b) (6) [redacted]
Cc: Duane Smith <duane.smith@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>; Lennard Loewentritt - L <lenny.loewentritt@gsa.gov>
Subject: Re: PCEI 1st meeting - July 19th

Hi Andrew,

I'll look into the travel support on my end to facilitate support for the commission members after I consult with G S Alegal counsel. - Thanks

Kind Regards,

Audrey **C**orbett **B**rooks

GSA Committee Management Officer
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | M (b)(6) [redacted]

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On Mon, Jun 26, 2017 at 4:14 PM, Kossack, Andrew J. EOP/OVP <(b)(6) [redacted] wrote:

> Hi Audrey,
>
> (b)(5) [redacted]
>
> Andrew
>
> Andrew J. Kossack
> Associate Counsel
> Office of the Vice President
> Cell: [redacted] (b)(6)
> Email (b)(6) [redacted]

--

Duane L. Smith

Assistant General Counsel

General Law Division, Office of General Counsel

U.S. General Services Administration

Virginia Wills - M1AK <virginia.wills@gsa.gov>

New CMO Contact

Audrey Brooks - H1 <audrey.brooks@gsa.gov> Thu, Jul 13, 2017 at 2:33 PM
To: "Kossack, Andrew J. EOP/OVP" <(b)(6)[redacted]
Cc: Cynthia Metzler - H <cynthia.metzler@gsa.gov>, Virginia Wills - M1AK <virginia.wills@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>

Good Afternoon Andrew,
Please be aware that **Ms.Virginia Willis** is the Committee Management Officer (CMO) for GSA. Virginia is very experienced and has expert knowledge in all matters pertaining to the Federal Advisory Committee (FACA) Program. You may contact Ms. Willis via telephone or email:

Ms. Virginia Willis
virginia.wills@gsa.gov

Phone: (202) 501-3851
Cell: (b)(6)[redacted]

Thus, going forward, please refer to Ms. Willis regarding all matters pertaining to the Presidential Advisory Commission on Election Integrity. It's been great working with you. You're in excellent hands. - Thanks

Audrey Corbett Brooks
GSA FOIA Public Liaison
Office of Administrative Services (OAS)
U.S. General Services Administration
1800 F Street, NW
Washington, DC 20405
W 202-205-5912 | (b)(6)[redacted]

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I received Dunlap's EFT just a few minutes ago. It's attached here, along with the others I've received to date. More should be coming shortly.

Thanks,
Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

Email: (b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Wednesday, July 12, 2017 9:04 PM
To: Purucker, Katherine M. EOP/OVP (b)(6) [redacted]
Cc: Elizabeth Cain - BB <elizabeth.cain@gsa.gov>; Pritcher, Wayne E. EOP/OA (b)(6) [redacted]; Savercool, Kristin A. EOP/OA (b)(6) [redacted] Morgan, Matthew E. EOP/OVP (b)(6) [redacted]>; Andrea Fisher-Colwill - B-D <andrea.fisher-colwill@gsa.gov>; Jonathan Clinton - M <jonathan.clinton@gsa.gov>; Christine Courter - H1CT <christine.courter@gsa.gov>

[Quoted text hidden]

[Quoted text hidden]

Christine Courter - H1CT <christine.courter@gsa.gov> Thu, Jul 13, 2017 at 1:18 PM
To: "Kossack, Andrew J. EOP/OVP" <(b)(6) [redacted]
Cc: Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Tom Mueller - H1D <Thomas.mueller@gsa.gov>

Andrew,

I have a vendor ID issued for everyone now except Christy McCormick and Christian Adams. Have not received forms for them.

Thanks,

Christine Courter
Branch Chief, Travel & Event Programs Div. (H1CT)
Office of Travel and Charge Card Services (H1C)
Office of Administrative Services (H)
U.S. General Services Administration
202-501-9136 (desk)
(b)(6) [redacted] (mobile)
christine.courter@gsa.gov

[Quoted text hidden]

Jonathan Clinton - M <jonathan.clinton@gsa.gov> Thu, Jul 13, 2017 at 3:28 PM

To: Christine Courter - H1CT <christine.courter@gsa.gov>
Cc: "Kossack, Andrew J. EOP/OVP" <(b)(6) [redacted]>, Tom Mueller - H1D <Thomas.mueller@gsa.gov>

Andrew--

Once we get the green light on the IAA and all accounts are created we'll send you the detailed instructions for the members (or their respective admins) to book travel through our GSA travel agent. Given timing--it's most efficient for them to work directly with the travel agent, who is available 24/7, rather than doing a lot of back and forth with our team on preferences for flights, airports, hotels etc.

Have you established parameters on # of travel days for the members--e.g. max of 3 days (travel on 18th; departure on 19th/20th)? We'll need to ensure we're just covering the travel expenses for what the mission of the committee calls for, and it will be good to set those expectations in the instructions.

Are you recommending members to stay at a particular hotel [max reimbursement rate (per diem) is $172]? If so, we can include that in the instructions or just leave the members to choose for themselves at/under the max reimbursement rate.

Thanks,

Jon
[Quoted text hidden]
--
Jon Clinton
Chief of Staff
Office of Government-wide Policy
U.S. General Services Administration
202-549-2430

Kossack, Andrew J. EOP/OVP <(b)(6) [redacted] Thu, Jul 13, 2017 at 4:46 PM
To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Christine Courter - H1CT <christine.courter@gsa.gov>
Cc: Tom Mueller - H1D <Thomas.mueller@gsa.gov>

(b)(5) [redacted]

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

Email: (b)(6) [redacted]

From: Jonathan Clinton - M [mailto:jonathan.clinton@gsa.gov]
Sent: Thursday, July 13, 2017 3:29 PM
To: Christine Courter - H1CT <christine.courter@gsa.gov>
Cc: Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]>; Tom Mueller - H1D <Thomas.mueller@gsa.gov>

[Quoted text hidden]

[Quoted text hidden]

---

2 attachments

Gardner EFT.PDF
74K

blackwell EFT.PDF
327K

Kossack, Andrew J. EOP/OVP (b)(6) [redacted]> Thu, Jul 13, 2017 at 4:54 PM
To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Christine Courter - H1CT <christine.courter@gsa.gov>
Cc: Tom Mueller - H1D <Thomas.mueller@gsa.gov>

Sorry, Jon - I hit send before I answered your question about travel days. I am fine with members traveling either two or three days, depending on what works for them. I anticipate most will fly in Tuesday afternoon/evening, and fly out later on Wednesday or sometime Thursday.

I'm also fine with the members selecting the hotel. Just given the timeline, I think more flexibility is better at this point.

Thanks again,
Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

Email: (b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Thursday, July 13, 2017 4:46 PM
To: 'Jonathan Clinton - M' <jonathan.clinton@gsa.gov>; Christine Courter - H1CT <christine.courter@gsa.gov>
Cc: Tom Mueller - H1D <Thomas.mueller@gsa.gov>
Subject: RE: IAA between EOP/EOVP and GSA in support of the Presidential Commission on Election Integrity

Thanks, Jonathan. It sounds like the IAA is being signed by GSA within the next few minutes (per Andrea Fisher-Colwill), so hopefully we'll be clear shortly.

I think you all have these already, but I've attached Gardner and Blackwell's EFTs to this email as well. Same password.

(b)(5) [redacted]

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

Email: (b)(6) [redacted]

From: Jonathan Clinton - M [mailto:jonathan.clinton@gsa.gov]
Sent: Thursday, July 13, 2017 3:29 PM
To: Christine Courter - H1CT <christine.courter@gsa.gov>
Cc: Kossack, Andrew J. EOP/OVP (b)(6) [redacted]>; Tom Mueller - H1D <Thomas.mueller@gsa.gov>

Jonathan Clinton - M <jonathan.clinton@gsa.gov> Thu, Jul 13, 2017 at 5:59 PM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]>
Cc: Christine Courter - H1CT <christine.courter@gsa.gov>, Tom Mueller - H1D <Thomas.mueller@gsa.gov>, lorelei.kowalski@gsa.gov

No problem. Okay--thanks for the response.

I think we're in good shape on the forms and account creation.

(b)(5) [redacted]

We received the IAA back through Andrea. It's with my office for signature now.

I'll be back in touch with the detailed travel instructions.

Finally, I told Lori Kowalski I'd be reaching out to you on the above admin items. She asked whether you'd seen the FACA slides she sent Tuesday and whether you wanted to discuss?

Sent from my iPhone

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] > Thu, Jul 13, 2017 at 6:35 PM
To: Jonathan Clinton - M <jonathan.clinton@gsa.gov>
Cc: Christine Courter - H1CT <christine.courter@gsa.gov>, Tom Mueller - H1D <Thomas.mueller@gsa.gov>, "lorelei.kowalski@gsa.gov" <lorelei.kowalski@gsa.gov>

Thanks, Jon. Sounds great; I'll watch for the instructions.

Appreciate the ping re: FACA materials. My apologies to Lori for leaving her hanging on that. I've been buried in litigation the last few days, but hope to turn my attention to those slides tomorrow.

Thanks again, everyone.

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

Email: (b)(6) [redacted]

From: Jonathan Clinton - M [mailto:jonathan.clinton@gsa.gov]
Sent: Thursday, July 13, 2017 6:00 PM
To: Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]
Cc: Christine Courter - H1CT <christine.courter@gsa.gov>; Tom Mueller - H1D <Thomas.mueller@gsa.gov>; lorelei.kowalski@gsa.gov

---

Christine Courter - H1CT <christine.courter@gsa.gov> Thu, Jul 13, 2017 at 7:51 PM
To: "Kossack, Andrew J. EOP/OVP" <(b)(6) [redacted] >
Cc: Jonathan Clinton - M <jonathan.clinton@gsa.gov>, Tom Mueller - H1D <Thomas.mueller@gsa.gov>

Andrew,

Yes we are only missing McCormick and Adams EFT forms. :)

Christine Courter
Branch Chief, Travel & Event Programs Div. (H1CT)
Office of Travel and Charge Card Services (H1C)
Office of Administrative Services (H)
U.S. General Services Administration

(b)(6) [redacted] (mobile)
christine.courter@gsa.gov

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Thu, Jul 13, 2017 at 7:57 PM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]
Cc: Jonathan Clinton - M <jonathan.clinton@gsa.gov>

Hi Andrew - No problem, I know you've been busy. I have talking points for your slides and can go over them with you when you are ready. Anytime after 11 tomorrow works for me. Have a good night. Lori

Sent from my iPhone

Presidential Advisory Commission on Election Integrity Briefing

Federal Advisory Committee Act

Presidential Records Act

July 19, 2017

Overview of Discussion

- What is the Federal Advisory Committee Act (FACA)?
- FACA and Transparency
- Establishment Authorities
- FACA Major Players
- Federal Advisory Committees
- Operational Roles Under FACA
- Commission Meetings Under FACA
- Subcommittees
- Commission Interactions/Transparency
- Commission Records – Presidential Records Act

What is the Federal Advisory Committee Act?

- FACA governs the establishment, operation, and termination of Federal advisory committees within the executive branch
- Provides objective and accessible advice
- Created the Committee Management Secretariat
- Requires that Federal advisory committees advise and recommend, <u>not</u> decide or implement
- Regulations for implementing FACA: 41 CFR Parts 101-6 and 102-3 (2001)

FACA and Transparency

FACA is one of the "Four Pillars of Openness in Government" (or Access) Statutes:

- *Administrative Procedure Act (APA)* – 1946
  [5 U.S.C. 551-553]
- *Freedom of Information Act (FOIA)* – 1966
  [5 U.S.C. 552]
- *Federal Advisory Committee Act (FACA)* – 1972
  [5 U.S.C. App.]
- *Government in the Sunshine Act* – 1977
  [5 U.S.C. 552b]

Establishment Authorities

Sources of Authority	Explanation	Mandated or Agency Choice
Required by Statute	Congress establishes by law, or directs agency or President to establish	Non-Discretionary
Presidential Authority (PACEI Commission)	By Executive Order or other Presidential directive	Non-Discretionary
Authorized by Statute	Congress authorizes, but does not direct agency or President to establish	Discretionary
Agency Authority	Agency chooses to establish under general, organic authority	Discretionary

FACA Major Players

- GSA's Committee Management Secretariat provides oversight and management controls government-wide
- Each agency head must designate a Committee Management Officer (CMO) who is responsible for managing their agency committee management program
- A Designated Federal Officer (DFO) oversees and manages a Federal advisory committee
- FACA legal counsel provides legal advice

Federal Advisory Committees

- Commission = Federal advisory committee
- A Federal advisory committee must have a filed charter before it can meet or conduct any business
- Federal advisory committees are ADVISORY only, and must provide independent advice that is not inappropriately influenced by the appointing authority or any special interest

Operational Roles Under FACA

- Commission Chair
- Commission Members
- DFO
- CMO
- Agency Staff

Commission Meetings Under FACA

- Meetings are open to the public, with limited exceptions; public permitted to file written statements
- Meetings can be closed with advance OGC and agency head approval per exemptions in Government in the Sunshine Act
- All meetings require a 15 day advance notice in *Federal Register*
- The Chair and DFO must be present (the entire meeting)
- Minutes required; other recordkeeping requirements

Subcommittees

- Subcommittee meetings not required to be open to the public
- Require a DFO and Chair attend
- Subcommittees report only to Commission, not to a Federal official or agency
- Subcommittee draft products must be vetted by Commission
- Recordkeeping requirements

Commission Interactions/Transparency

- During public meetings
- Between meetings
- Emails, phone calls, social media
- Public/Press
- Commission website, FACA database

Commission Records - Presidential Records Act (PRA)

- This Commission was created by Executive Order and the records are maintained subject to the Presidential Records Act (PRA).
- Per 44 USC 22(b), “(b)Documentary materials produced or received by the President, the President’s staff, or units or individuals in the Executive Office of the President the function of which is to advise or assist the President, shall, to the extent practicable, be categorized as Presidential records or personal records upon their creation or receipt and be filed separately.”
- 44 USC 2207 states that the same provisions of the PRA apply to Vice Presidential records as well.

QUESTIONS?

Duane Smith <duane.smith@gsa.gov>

GSA Participants in July 19 Administrative Briefings for the Presidential Advisory Commission on Election Integrity

8 messages

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Mon, Jul 17, 2017 at 3:07 PM
To: "Kossack, Andrew J. EOP/OVP" <(b)(6)[redacted]
Cc: "Duane L. Smith" <duane.smith@gsa.gov>, Lorelei Kowalski <Lorelei.Kowalski@gsa.gov>

Hi Andrew - The following GSA employees need clearance to the EEOB on July 19 in order to participate in the FACA and ethics administrative briefings for the Commission:

Lori Kowalski, lorelei.kowalski@gsa.gov
Duane Smith, duane.smith@gsa.gov
Shana Vinson, shana.vinson@gsa.gov
Eugenia Ellison, eugenia.ellison@gsa.gov

I will be back in touch with another version of the FACA presentation that includes a title page, a slide on the Presidential Records Act (given by Duane), and notes. Can you provide us a room number and confirm the briefings begin at 9am? Also let us know what time the briefings need to end to give the members time to move to the room that will be used for the public meeting.

Let me know if you have any questions. Thanks! Lori
--
Lorelei Kowalski
Director
Committee Management Secretariat (MAK)
Office of Asset and Transportation Management
Office of Governmentwide Policy
U.S. General Services Administration
202.208.6035 (p)

(b)(6)[redacted] Mon, Jul 17, 2017 at 4:31 PM
To: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Cc: "Duane L. Smith" <duane.smith@gsa.gov>

Thanks, Lori. Here is the link we'll need you and each of your colleagues to fill out to get cleared: https://events.whitehouse.gov/form?rid=Q863BT7JF6. If you have any trouble with it, just let me know. We'll meet in the VP's ceremonial office for the briefings.

(b)(5)[redacted]

All of your folks are certainly welcome to attend the public meeting as well, if you'd like. We'll have a few spaces for staff. That's up to you; no pressure.

Thanks again,
Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Lorelei Kowalski - M1AK [mailto:lorelei.kowalski@gsa.gov]
Sent: Monday, July 17, 2017 3:07 PM
To: Kossack, Andrew J. EOP/OVP <A(b)(6) [redacted]
Cc: Duane L. Smith <duane.smith@gsa.gov>; Lorelei Kowalski <Lorelei.Kowalski@gsa.gov>
Subject: GSA Participants in July 19 Administrative Briefings for the Presidential Advisory Commission on Election Integrity

[Quoted text hidden]

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Mon, Jul 17, 2017 at 5:44 PM
To: Shana Vinson - LG <shana.vinson@gsa.gov>, Eugenia Ellison <eugenia.ellison@gsa.gov>
Cc: "Duane L. Smith" <duane.smith@gsa.gov>

Hi Eugenia and Shana - See forwarded message. Lori
[Quoted text hidden]

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Mon, Jul 17, 2017 at 9:52 PM
To: (b)(6) [redacted]
Cc: "Duane L. Smith" <duane.smith@gsa.gov>, Lorelei Kowalski <Lorelei.Kowalski@gsa.gov>

Hi Andrew - Thanks for the link. I sent in my information and forwarded the email to Shana and Eugenia. Sure, I can make the earlier time, and understand the concern of finishing too close to the actual meeting time. It makes sense. Is the VP's ceremonial office on the same corridor as his office on the second floor? I really appreciate the offer to stay for the meeting, but unfortunately I have a deadline for another project on Friday, so I will need to leave after the ethics briefing. The presentation with bulleted notes is attached - let me know if you'd like to discuss with Duane and I before Wednesday. We will see you soon! Thanks! Lori
[Quoted text hidden]

FACA Overview-Commission OperationUnder FACA-Notes-AK-071717.ppt
324K

Kossack, Andrew J. EOP/OVP <(b)(6) [redacted] Mon, Jul 17, 2017 at 10:24 PM
To: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Cc: "Duane L. Smith" <duane.smith@gsa.gov>

Thanks, Lori. This looks great. (b)(5) [redacted]

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Lorelei Kowalski - M1AK [mailto:lorelei.kowalski@gsa.gov]
Sent: Monday, July 17, 2017 9:52 PM
To: Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]
Cc: Duane L. Smith <duane.smith@gsa.gov>; Lorelei Kowalski <Lorelei.Kowalski@gsa.gov>
Subject: Re: GSA Participants in July 19 Administrative Briefings for the Presidential Advisory Commission on Election Integrity

[Quoted text hidden]

Kossack, Andrew J. EOP/OVP (b)(6) [redacted] Mon, Jul 17, 2017 at 10:27 PM
To: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Cc: "Duane L. Smith" <duane.smith@gsa.gov>

Sorry – I hit send before responding to your questions. Yes, the VP's ceremonial office is on the 2nd floor, near where we met with you last time you visited. I totally understand not staying for the meeting; I know you're all busy, so no worries at all. Thanks for your flexibility on timing with the earlier start!

Andrew J. Kossack

Associate Counsel

Office of the Vice President

(b)(6) [redacted]

From: Lorelei Kowalski - M1AK [mailto:lorelei.kowalski@gsa.gov]
Sent: Monday, July 17, 2017 9:52 PM
To: Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]
Cc: Duane L. Smith <duane.smith@gsa.gov>; Lorelei Kowalski <Lorelei.Kowalski@gsa.gov>
Subject: Re: GSA Participants in July 19 Administrative Briefings for the Presidential Advisory Commission on Election Integrity

[Quoted text hidden]

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Mon, Jul 17, 2017 at 11:03 PM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted] >
Cc: "Duane L. Smith" <duane.smith@gsa.gov>

Hi Andrew - Yes, that is correct, I will hand off to you after slide 7, and Duane will cover slide 12. Let us know if you have any questions. Thanks for the info on the meeting room! Lori
[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Tue, Jul 18, 2017 at 1:42 PM
To: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Shana Vinson - LR <shana.vinson@gsa.gov>, Eugenia Ellison - LG <eugenia.ellison@gsa.gov>

Do you guys want to meet at the entrance at 17th St. NW and State Place at 8am? Per the meeting below he wants to start at 8:30am.

---------- Forwarded message ----------
From: **Kossack, Andrew J. EOP/OVP** (b)(6) [redacted]
Date: Mon, Jul 17, 2017 at 4:31 PM
Subject: RE: GSA Participants in July 19 Administrative Briefings for the Presidential Advisory Commission on Election Integrity
To: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
[Quoted text hidden]

--
Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

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Virginia Wills - M1AK <virginia.wills@gsa.gov>

Congratulations! Next...

Virginia Wills - M1AK <virginia.wills@gsa.gov> Wed, Jul 19, 2017 at 5:13 PM
To: "Andrew J. Kossack" (b)(6) [redacted]
Bcc: Virginia Wills <virginia.wills@gsa.gov>

Dear Andrew,

Good first live streamed meeting. Below are the FACA next steps which you will want to track.

(b)(5) [redacted]

Please contact me with FACA policy, FACA Database or FACA processes questions or concerns you may have. My number is below.

Sincerely,

Virginia

--
M. Virginia Wills
Committee Management Officer
Committee Management Secretariat
General Services Administration
Washington, DC 20405
(b)(6) [redacted]

Cell: (b)(6) [redacted]

Email: (b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Wednesday, June 28, 2017 5:34 PM
To: 'Audrey Brooks - H1' <audrey.brooks@gsa.gov>
Cc: Duane Smith <duane.smith@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Subject: RE: PCEI 1st meeting - July 19th

Hi Audrey and GSA team -

I have a couple things for you, which I figured I would put into a single email to keep all of us on the same page. (b)(5) [redacted]

[redacted] (b)(5) [redacted]

You also asked for a list of members, which I've pasted below. Do you need other information for them?

Michael R. Pence	Vice President
Kris Kobach	Secretary of State - KS
Connie Lawson	Secretary of State - IN
Bill Gardner	Secretary of State - NH
Matt Dunlap	Secretary of State - ME
Ken Blackwell	Former Secretary of State - OH
Christy McCormick	Commissioner, Election Assistance Commission
David Dunn	Former State Representative - AR
Luis Borunda	Deputy Secretary of State - MD

Mark Rhodes	Wood County Clerk - WV

(b)(5) [redacted]

I think that's all I have for now. Please call/email anytime if I owe you guys anything or you have any questions/concerns.

Thanks again for all your help!

Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

Email: (b)(6) [redacted]

From: Audrey Brooks - H1 [mailto:audrey.brooks@gsa.gov]
Sent: Tuesday, June 27, 2017 11:55 AM
To: Kossack, Andrew J. EOP/OVP <A(b)(6) [redacted]
Cc: Duane Smith <duane.smith@gsa.gov>; Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Subject: Re: PCEI 1st meeting - July 19th

Hi Andrew,

GSA would like to conduct the required FACA and ethics briefings on June 18th. Hopefully, the members will be in the area and this won't pose a logistical challenge to anyone. I'll get back with you with the meeting details once this is firmed up. I'm looking forward to receiving the draft FR meeting notice tomorrow, Wednesday, June 28th, for the upcoming Jul 19th meeting for the Presidential Committee on Election Integrity (PCEI). As we discussed earlier, the Standard Form 50 also comprises the package. I should also let you know that we really need everyone to be physically present for the GSA Briefing on July 18th. If there are any issues, don't hesitate to let me know. - Thanks

Duane Smith <duane.smith@gsa.gov>

FACA Briefing for Presidential Commission on Election Integrity (PCEI)

11 messages

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Tue, Jul 11, 2017 at 11:52 AM
To: Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>, Alexander Kurien - M1A <alexander.kurien@gsa.gov>
Cc: "Duane L. Smith" <duane.smith@gsa.gov>, Lorelei Kowalski <Lorelei.Kowalski@gsa.gov>

Hi - FYI, attached is the draft presentation I need to provide Andrew as soon as possible. I will cover the general FACA overview slides in the front portion, and the rest are operational slides for the DFO to cover. The content was approved by OGC in 2013. Duane agreed to cover the Presidential Records Act during the briefing to the Commission, and will need to explain it's intersection with FACA, which is why the last two slides of the presentation are currently blank. The last two slides can be removed before sending to Andrew this afternoon. If you have any feedback, please let me know by 1pm. Thank you. Lori

--
Lorelei Kowalski
Director
Committee Management Secretariat (MAK)
Office of Asset and Transportation Management
Office of Governmentwide Policy
U.S. General Services Administration
202.208.6035 (p)

(b)(5)
[redacted]

Duane Smith <duane.smith@gsa.gov> Tue, Jul 11, 2017 at 12:21 PM
To: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Cc: Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>, Alexander Kurien - M1A <alexander.kurien@gsa.gov>

Lori-

Is the expectation that I add information for the slides? I don't have the bandwidth to do that right now. At least not by 1pm.
[Quoted text hidden]
--
Duane L. Smith
Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 694-2934

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me immediately by telephone or return e-mail and delete and destroy the original e-mail message, any attachments thereto and all copies thereof.

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Tue, Jul 11, 2017 at 12:24 PM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>, Alexander Kurien - M1A <alexander.kurien@gsa.gov>

Hi Duane - I don't think that is necessary. I added the two slides as placeholders. I can take them out and mention in the email you will be covering those topics. Lori
[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Tue, Jul 11, 2017 at 12:24 PM
To: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>
Cc: Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>, Alexander Kurien - M1A <alexander.kurien@gsa.gov>

Ok. Thanks.
[Quoted text hidden]

Alexander Kurien - M1A <alexander.kurien@gsa.gov> Tue, Jul 11, 2017 at 12:30 PM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>

Dear Duane,

Good afternoon!

In terms of timing, Lori can send this out by COB tomorrow or sooner. Is it possible to add your two slides on Presidential Records Act by then? Thank you, Duane for your continued support.

Of course, you can also speak from your notes, without slides. If that is the case, Lori can remove the placeholder. We look to you for what serves you best. We are at your service. Thank you.

Best Regards,
Alex

GSA Logo
Alexander J. Kurien
Deputy Associate Administrator
Office of Asset & Transportation Management
Office of Government-wide Policy (OGP)
1800 F Street NW
Washington DC 20405
E-Mail: Alexander.Kurien@gsa.gov
Office: 202-969-4073
Cell: 202-495-9628
Cell: (b)(6) [redacted]

On Tue, Jul 11, 2017 at 12:21 PM, Duane Smith <duane.smith@gsa.gov> wrote:
[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Wed, Jul 12, 2017 at 11:31 AM
To: Alexander Kurien - M1A <alexander.kurien@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>

Hi Alex-

I'll have the slides done by noon tmrw. We have a couple of time sensitive issues related to litigation I have to respond to by COB. Hopefully that time table works.

Duane
[Quoted text hidden]

Alexander Kurien - M1A <alexander.kurien@gsa.gov> Wed, Jul 12, 2017 at 12:28 PM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>

Thank you, Duane.

That perfectly works. Thank you so much for our partnership.

Best Regards,
Alex

GSA Logo
Alexander J. Kurien
Deputy Associate Administrator
Office of Asset & Transportation Management
Office of Government-wide Policy (OGP)
1800 F Street NW
Washington DC 20405
E-Mail: Alexander.Kurien@gsa.gov
Office: 202-969-4073
Cell: 202-495-9628
Cell: (b)(6) [redacted]
[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov> Mon, Jul 17, 2017 at 10:53 AM
To: Alexander Kurien - M1A <alexander.kurien@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>

All-

I've added the slide with the relevant PRA information to include in the presentation. My apologies, I thought I sent this email over previously.
[Quoted text hidden]

(b)(5) [redacted]

Duane Smith <duane.smith@gsa.gov> Tue, Jul 18, 2017 at 11:18 AM
To: Alexander Kurien - M1A <alexander.kurien@gsa.gov>
Cc: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>

All-

I saw a small edit on slide 12. I've attached the correct version here.
[Quoted text hidden]

(b)(5) [redacted]

Alexander Kurien - M1A <alexander.kurien@gsa.gov> Tue, Jul 18, 2017 at 11:56 AM

To: Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, "Duane L. Smith" <duane.smith@gsa.gov>
Cc: Virginia Wills - M1AK <virginia.wills@gsa.gov>

Thank you, Duane.

Dear Lori,

I am assuming that you are pulling this into the overall presentation. Thank you.

Best Regards,
Alex

GSA Logo
Alexander J. Kurien
Deputy Associate Administrator
Office of Asset & Transportation Management
Office of Government-wide Policy (OGP)
1800 F Street NW
Washington DC 20405
E-Mail: Alexander.Kurien@gsa.gov
Office: 202-969-4073
Cell: 202-495-9628
Cell: (b)(6) [redacted]

[Quoted text hidden]

Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov> Tue, Jul 18, 2017 at 12:00 PM
To: Duane Smith <duane.smith@gsa.gov>
Cc: Alexander Kurien - M1A <alexander.kurien@gsa.gov>, Giancarlo Brizzi - M1 <giancarlo.brizzi@gsa.gov>, "Jonathan Clinton (M)" <jonathan.clinton@gsa.gov>, Lorelei Kowalski <Lorelei.Kowalski@gsa.gov>, Virginia Wills <virginia.wills@gsa.gov>

Hi Duane - I will send just your slide to Andrew to insert into the presentation I sent him last night (see attached). I just added a cover sheet and made sure all of the fonts were consistent. Lori
[Quoted text hidden]

(b)(5) [redacted]

Virginia Wills - M1AK <virginia.wills@gsa.gov>

Congratulations! Next...

Virginia Wills - M1AK <virginia.wills@gsa.gov> Wed, Jul 19, 2017 at 5:13 PM
To: "Andrew J. Kossack" (b)(6) [redacted]
Bcc: Virginia Wills <virginia.wills@gsa.gov>

Dear Andrew,

Good first live streamed meeting. Below are the FACA next steps which you will want to track.

(b)(5) [redacted]

Please contact me with FACA policy, FACA Database or FACA processes questions or concerns you may have. My number is below.

Sincerely,

Virginia

--
M. Virginia Wills
Committee Management Officer
Committee Management Secretariat
General Services Administration
Washington, DC 20405
(b)(6) [redacted]

Virginia Wills - M1AK <virginia.wills@gsa.gov>

Re: Congratulations! Next...

Virginia Wills - M1AK <(b)(6) [redacted] Thu, Jul 20, 2017 at 2:39 PM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted] >
Bcc: Virginia Wills <virginia.wills@gsa.gov>

Hello Andrew,

(b)(5) [redacted]

Best always,

Virginia

On Thu, Jul 20, 2017 at 1:30 PM, Kossack, Andrew J. EOP/OVP <(b)(6) [redacted] wrote:

> Thank you, Virginia. This is helpful.
>
> One other question for you: (b)(5) [redacted]
>
> For your reference, the documents will all be posted here: https://www.whitehouse.gov/blog/2017/07/13/presidential-advisory-commission-election-integrity
>
> And here: https://www.whitehouse.gov/presidential-advisory-commission-election-integrity-resources
>
> Thanks again,
> Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

[redacted]

From: Virginia Wills - M1AK [mailto:virginia.wills@gsa.gov]
Sent: Wednesday, July 19, 2017 5:14 PM
To: Kossack, Andrew J. EOP/OVP (b)(6) [redacted] v>
Subject: Congratulations! Next...

Dear Andrew,

Good first live streamed meeting. Below are the FACA next steps which you will want to track.

(b)(5) [redacted]

Please contact me with FACA policy, FACA Database or FACA processes questions or concerns you may have. My number is below.

Sincerely,

Virginia

--

M. Virginia Wills

Committee Management Officer

Committee Management Secretariat

General Services Administration

Washington, DC 20405

(b)(6) [redacted]

--
M. Virginia Wills
Committee Management Secretariat
General Services Administration
Washington, DC 20405
202-501-3851

Virginia Wills - M1AK <virginia.wills@gsa.gov>

Re: Congratulations! Next...

Virginia Wills - M1AK <virginia.wills@gsa.gov> Tue, Jul 25, 2017 at 1:20 PM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]
Cc: Jonathan Clinton - M <jonathan.clinton@gsa.gov>
Bcc: Virginia Wills <virginia.wills@gsa.gov>

Hello Andrew,

(b)(5) [redacted]

Best always,

Virginia

On Tue, Jul 25, 2017 at 1:10 PM, Kossack, Andrew J. EOP/OVP (b)(6) [redacted] > wrote:

> Hi Virginia,
>
> (b)(5) [redacted]
>
> Thanks!
> Andrew
>
> **From:** Virginia Wills - M1AK [mailto:virginia.wills@gsa.gov]
> **Sent:** Thursday, July 20, 2017 2:39 PM
> **To:** Kossack, Andrew J. EOP/OVP (b)(6) [redacted]
> **Subject:** Re: Congratulations! Next...
>
> Hello Andrew,
>
> (b)(5) [redacted]

(b)(5) [redacted]

Best always,

Virginia

On Thu, Jul 20, 2017 at 1:30 PM, Kossack, Andrew J. EOP/OVP (b)(6) [redacted] > wrote:

Thank you, Virginia. This is helpful.

(b)(5) [redacted]

For your reference, the documents will all be posted here: https://www.whitehouse.gov/blog/2017/07/13/presidential-advisory-commission-election-integrity

And here: https://www.whitehouse.gov/presidential-advisory-commission-election-integrity-resources

Thanks again,
Andrew

Andrew J. Kossack

Associate Counsel

Office of the Vice President

Cell: (b)(6) [redacted]

[redacted]

From: Virginia Wills - M1AK [mailto:virginia.wills@gsa.gov]
Sent: Wednesday, July 19, 2017 5:14 PM
To: Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]
Subject: Congratulations! Next...

Dear Andrew,

Good first live streamed meeting. Below are the FACA next steps which you will want to track.

(b)(5) [redacted]

Please contact me with FACA policy, FACA Database or FACA processes questions or concerns you may have. My number is below.

Sincerely,

Virginia

--

M. Virginia Wills

Committee Management Officer

Committee Management Secretariat

General Services Administration

Washington, DC 20405

(b)(6)

M. Virginia Wills

Committee Management Secretariat

General Services Administration

Washington, DC 20405

(b)(6)

--
M. Virginia Wills
Committee Management Secretariat
General Services Administration
Washington, DC 20405
(b)(6)

Duane Smith <duane.smith@gsa.gov>

Commission SGEs and the Hatch Act – Point of Clarification

2 messages

Shana Vinson - LG <shana.vinson@gsa.gov> Thu, Jul 27, 2017 at 8:06 AM
To: "Kossack, Andrew J. EOP/OVP" <(b)(6)[redacted]
Cc: "Eugenia Ellison (LG)" <eugenia.ellison@gsa.gov>, Virginia Wills - M1AK <virginia.wills@gsa.gov>, Duane Smith <duane.smith@gsa.gov>

Hi Andrew,

This is a follow-up to our ethics briefing on July 19, 2017. I wanted to provide the members of the Presidential Commission on Election Integrity (the "Commission") with additional information on the Hatch Act and clarify what "duty hours" for the Commission means since they are in a non-pay status.

Under the Hatch Act, 5 C.F.R. § 734.601, Subpart F—Employees Who Work on An Irregular or Occasional Basis Employees, "[a] employee who works on an irregular or occasional basis or is a **special Government employee**…is subject to the [Hatch Act] when he or she is on duty."

The Hatch Act governs the political activities of federal employees, including special government employees. Political activity is defined as an activity directed at the success or failure of a political party, candidate for partisan political office or partisan political group.

For purposes of the Hatch Act, because the Commission members are special government employees and are not in a pay status, "on duty" means the hours each member performs government business (i.e., Commission business). A Commission members duty hours include, but are not limited to: 1) attendance at official meetings; 2) attendance at sub-committee meetings; 3) research performed on behalf of the Commission; and 4) the review of research/preparation to attend meetings.

For example, "[a]n employee appointed to a special commission or task force who does not have a regular tour of duty may run as a partisan political candidate, but may actively campaign only when he or she is not on duty." 5 C.F.R. § 734.601.

An example of "on duty" for Commission members is: a Commission member attends a committee meeting from 8:00 a.m. - 1:00 p.m., during this time the Commission member is prohibited from engaging in political activity, including but not limited to sending a tweet about a candidate for partisan political office or send out emails asking for donations to his or her campaign for partisan political office. On the very same day, from 3:00 p.m. to 7 p.m., the Commission member is not prohibited from attending a political fundraiser and even soliciting political contributions from the attendees, because the event is not during the Commission member's duty hours.

Please note that based on the heightened level of interest this Commission has received, to alleviate potential appearance concerns, when possible, Commission members may not want to engage in political activities on days where the Commission member has or will perform work on behalf of the Commission.

Best Regards,

Shana

--
Shana T. Vinson
Assistant General Counsel
Ethics Law Staff - General Law Division
U.S. General Services Administration
Office: 202-501-9103
Fax: 202-501-1944

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Kossack, Andrew J. EOP/OVP <(b)(6) [redacted]> Wed, Aug 2, 2017 at 9:30 AM
To: Shana Vinson - LG <shana.vinson@gsa.gov>
Cc: "Eugenia Ellison (LG)" <eugenia.ellison@gsa.gov>, Virginia Wills - M1AK <virginia.wills@gsa.gov>, Duane Smith <duane.smith@gsa.gov>

Shana,

Thank you for this clarification. I have shared it with the members and will let you know if any of them has additional questions.

Again, thank you for your presentation to the members on the 19th. You and your colleagues did a great job, and we appreciate the flexibility on timing and your willingness to come over to the EEOB as well.

Thanks again,
Andrew

Andrew J. Kossack

Executive Director & Designated Federal Officer

Presidential Advisory Commission on Election Integrity

From: Shana Vinson - LG [mailto:shana.vinson@gsa.gov]
Sent: Thursday, July 27, 2017 8:07 AM
To: Kossack, Andrew J. EOP/OVP <(b)(6) [redacted] v>
Cc: Eugenia Ellison (LG) <eugenia.ellison@gsa.gov>; Virginia Wills - M1AK <virginia.wills@gsa.gov>; Duane Smith <duane.smith@gsa.gov>
Subject: Commission SGEs and the Hatch Act – Point of Clarification

[Quoted text hidden]

Duane Smith <duane.smith@gsa.gov>

Fwd: FW: travel expenses

2 messages

Kris Palmer - M <kris.palmer@gsa.gov> Wed, Nov 8, 2017 at 8:49 AM
To: Duane Smith <duane.smith@gsa.gov>

Good Morning Duane,

Here is the email in regards to reimbursing the speaker (Andrew Appel) for speaking at the PACEI meeting that was held in Manchester, NH on September 12, 2017.

Thanks!

HAVE A GREAT DAY!

Kris L. Palmer

Kris L. Palmer
Program Analyst
Office of Governmentwide Policy (M)
1800 F Street, NW - 2461X
Washington, DC 20405
Office: (202) 501-0525
Email: kris.palmer@gsa.gov

Go GREEN Keep It On The Screen!

---------- Forwarded message ----------
From: **Kris Palmer - M** <kris.palmer@gsa.gov>
Date: Fri, Sep 29, 2017 at 7:12 AM
Subject: Fwd: FW: travel expenses
To: (b)(6) [redacted]

Good Morning Andrew,

As stated in Jonathan's Clinton email below the panelist can be reimbursed. A concur account will need to be set-up. Please have the attached EFT form completed and submitted to Christine Courter (christine.courter@gsa.gov) to create the account. Once the account has been established, I will generate the authorization, which will need to be generated in order to generate the reimbursement voucher.

For some reason I can't find your original email with the receipts attached, please send to me again.

Thanks

HAVE A GREAT DAY!

Kris L. Palmer

Kris L. Palmer
Program Analyst

Office of Governmentwide Policy (M)
1800 F Street, NW - 2461X
Washington, DC 20405
Office: (202) 501-0525
Email: kris.palmer@gsa.gov

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---------- Forwarded message ----------
From: **Jonathan Clinton - M** <jonathan.clinton@gsa.gov>
Date: Thu, Sep 28, 2017 at 3:52 PM
Subject: Re: FW: travel expenses
To: Kris Palmer - M <kris.palmer@gsa.gov>

Hi Kris--

Yes--we can reimburse for expenses per direction we had provided (per diem, etc). I spoke with OAS re: any policy issues. There are none.

Can you coordinate getting the EFT form, creating the Concur account, authorization, etc?

Thank you very much.

Best,

Jon

On Thu, Sep 28, 2017 at 11:01 AM, Kris Palmer - M <kris.palmer@gsa.gov> wrote:

> Hi Jon,
>
> Andrew would like to reimburse one of the panelist for his participation in the Manchester, NH. Can we reimburse him, since he is not a part of the Commission? If so, a profile will have to be set-up in Concur for him.
>
> Thanks
>
> **HAVE A GREAT DAY!**
> *Kris L. Palmer*
> Kris L. Palmer
> Program Analyst
> Office of Governmentwide Policy (M)
> 1800 F Street, NW - 2461X
> Washington, DC 20405
> Office: (202) 501-0525
> Email: kris.palmer@gsa.gov
>
> **Go GREEN Keep It On The Screen!**

---------- Forwarded message ----------
From: **Kossack, Andrew J. EOP/OVP** <(b)(6)[redacted]
Date: Tue, Sep 26, 2017 at 2:36 PM
Subject: FW: travel expenses
To: Kris Palmer - M <kris.palmer@gsa.gov>

Hi Kris,

I'll ping the other folks on expense reports. Thanks for letting me know which ones are still outstanding.

Attached is a reimbursement request from one of the panelists who came in late to the process. It looks like this would be within the government rate. Can we proceed with processing this for him?

Thank you,
Andrew

Andrew J. Kossack

Executive Director, Presidential Advisory Commission on Election Integrity

Associate Counsel, Office of the Vice President

Cell: (b)(6)[redacted]

Email: (b)(6)[redacted]

From: Andrew Appel [mailto(b)(6)[redacted]
Sent: Saturday, September 23, 2017 5:41 PM
To: Kossack, Andrew J. EOP/OVP (b)(6)[redacted]
Subject: [EXTERNAL] travel expenses

Dear Mr. Kossack:

Attached is my expense report.

-- A. Appel

Virginia Wills - M1AK <virginia.wills@gsa.gov>

Re: Questions Re: Member Appointments, etc.

Virginia Wills - M1AK <virginia.wills@gsa.gov> Wed, Aug 2, 2017 at 11:01 AM
To: "Kossack, Andrew J. EOP/OVP" (b)(6) [redacted]
Cc: "Williams, Ronald E. EOP/OVP" (b)(6) [redacted]

Hello Andrew and Ron,

Thank you for your quick response. I'll be available anytime between 7 a.m. and 9 a.m. or 1 or 2 p.m. in the afternoon.

Looking forward to whatever time frame will work for you both based on the above.

Sincerely,

VA

On Wed, Aug 2, 2017 at 10:17 AM, Kossack, Andrew J. EOP/OVP (b)(6) [redacted] wrote:

> Hi Virginia,
>
> (b)(5) [redacted]
>
> If you want to shoot us a couple times when you're available tomorrow, we can coordinate on this end and get a time booked. Look forward to connecting.
>
> Thanks for all your help!! It's a real pleasure working with you as well.
>
> Andrew
>
> Andrew J. Kossack
>
> Executive Director & Designated Federal Officer
>
> Presidential Advisory Commission on Election Integrity

From: Virginia Wills - M1AK [mailto:virginia.wills@gsa.gov]
Sent: Wednesday, August 2, 2017 9:59 AM
To: Kossack, Andrew J. EOP/OVP <(b)(6)[redacted]
Subject: Questions Re: Member Appointments, etc.

Good Morning Andrew,

Just want you to know it's a pleasure to work with you. Thank you for the cc re: the Ethics Presentation by Shana.

I want to let you know that one of the additional ways beside the Commission web site to share critical information with the public and Congress (so the Congressional Staffers can get quick answers) is by populating the information in the FACA Database. The information for example on Commission member's appointment start and end dates.

You all are so busy right now I know, but if anyone has 30 minutes they can spend with me this week via teleconference to go into the FACA Database, please have them contact me. Otherwise, I will be on annual leave August 9-21. BTW, do we know the exact date of the September meeting?

You're doing a fantastic job Andrew.

Sincerely yours,

Virginia

--

M. Virginia Wills

Committee Management Secretariat

General Services Administration

Washington, DC 20405

(b)(6)[redacted]

--
M. Virginia Wills
Committee Management Secretariat
General Services Administration
Washington, DC 20405
(b)(6) [redacted]

Virginia Wills - M1AK <virginia.wills@gsa.gov>

Minor Edits on Meeting FR Draft

Virginia Wills - M1AK <virginia.wills@gsa.gov> Thu, Aug 17, 2017 at 9:21 AM
To: "Andrew J. Kossack" (b)(6) >, (b)(6)
Cc: Jonathan Clinton - M <jonathan.clinton@gsa.gov>
Bcc: "M. Virginia Wills" <virginia.wills@gsa.gov>, Lorelei Kowalski - M1AK <lorelei.kowalski@gsa.gov>, alexander.kurien@gsa.gov, Carolyn Austin-Diggs <carolyn.austin-diggs@gsa.gov>

Hello Andrew,

(b)(5)

Because I'm traveling without a laptop, Lori also did a review and made the edits. It must publish by 08/28 to not be late. For the next meeting FR with a 10-12 day lead time to process publication would assure the FR will not be late.

Thanks for a quick turn around on getting the edited draft to Jon for GSA processing prior to the FR Office processing.

Most sincerely,

Virginia

2 attachments

noname.txt
1K

(b)(5)

Duane Smith <duane.smith@gsa.gov>

Fwd: Presidential Advisory Commission On Election Integrity (PACEI) - Over 3,500.00 Purchases

3 messages

Kris Palmer - M <kris.palmer@gsa.gov> Tue, Nov 14, 2017 at 10:39 AM
To: Duane Smith <duane.smith@gsa.gov>

Item 746

HAVE A GREAT DAY!

Kris L. Palmer

Kris L. Palmer
Program Analyst
Office of Governmentwide Policy (M)
1800 F Street, NW - 2461X
Washington, DC 20405
Office: (202) 501-0525
Email: kris.palmer@gsa.gov

Go GREEN Keep It On The Screen!

---------- Forwarded message ----------
From: **Jonathan Clinton - M** <jonathan.clinton@gsa.gov>
Date: Thu, Sep 7, 2017 at 10:14 AM
Subject: Re: Presidential Advisory Commission On Election Integrity (PACEI) - Over 3,500.00 Purchases
To: Bridgette Overbey - H1AW <bridgette.overbey@gsa.gov>, Diane Taylor - H1AA <diane.taylor@gsa.gov>
Cc: Kris Palmer - M <kris.palmer@gsa.gov>

Hi Bridgette and Diane--

Bob Stafford let me know you're working this on our behalf--we very much appreciate it given the very short notice and that its way outside of your normal lead time at end of year.

I've cc'd Kris Palmer here. She's getting regular calls from our contact in the VP's office checking on status. If there are developments, if you wouldn't mind letting us know--we would really appreciate it.

Many thanks again for taking this on.

Best,

Jon

On Wed, Sep 6, 2017 at 11:18 AM, Jonathan Clinton - M <jonathan.clinton@gsa.gov> wrote:

> Thank you for looking into it. Completely understand--this came to us unexpectedly. We'll be sure to inform them of needed lead time for future meetings/procurement support.
>
> On Wed, Sep 6, 2017 at 10:42 AM, Cynthia Metzler - H <cynthia.metzler@gsa.gov> wrote:

All, Bob is talking with Nina to ensure that this can be done, but please give more notice in the future. This is year end and OIA folks are very busy trying to accommodate customers also with urgent needs.

We understand the urgency of the Commission matters, but do need appropriate lead time.

Cynthia

Cynthia A. Metzler
Chief Administrative Services Officer
General Services Administration
(202) 357-9697
(b)(6) [redacted] ***(cell)***
cynthia.metzler@gsa.gov

On Wed, Sep 6, 2017 at 9:26 AM, Jonathan Clinton - M <jonathan.clinton@gsa.gov> wrote:

Cynthia and Bob--

Wondering if there might be a way to support this. The Presidential Commission on Election Integrity has public meeting next week, 9/12. They need to procure live streaming services for the meeting. We received an invoice of $12,500.

Is there any flexibility within the regs for CO purchase card holders to procure on behalf of the commission?

Per Nina's note--standard practice is 25 business days.

I stopped by and let Amie know I was looking for you.

Thanks,

Jon
---------- Forwarded message ----------
From: **Nina Malakouti (QTFAAA)** <nina.malakouti@gsa.gov>
Date: Tue, Sep 5, 2017 at 5:01 PM
Subject: Re: Presidential Advisory Commission On Election Integrity (PACEI) - Over 3,500.00 Purchases
To: Kris Palmer - M <kris.palmer@gsa.gov>
Cc: Patricia Sylvester - H1AP <patricia.sylvester@gsa.gov>, (b)(6) [redacted] Jonathan Clinton <jonathan.clinton@gsa.gov>, Nina Malakouti <nina.malakouti@gsa.gov>

Good Afternoon Kris,

Since total estimated value is above the micro-purchase threshold ($3,500.00), we would need to receive funding (approved PR), a limited acquisition plan (template attached) including IGCE, statement of work/bill of materials, and justification for other than full and open competition (template attached) (if a sole source / brand name requirement) for the request.

We do have a government purchase card with $5K but the documentation above would still be required before we can award such order. Our standard procurement lead time is 25 business days for this type of procurement.

Thank you.

LIMITED ACQUISITION PLAN for actions below or a...

FAR 6.302 Justification for Other than Full and...

If you have any questions regarding this or any other matter, please do not hesitate to contact me.

Best regards,

Nina

Nina Malakouti

Division Director
OAS OIA Acquisition Management and Policy Division
U.S. General Services Administration
1800 F Street, NW, Washington, DC 20405
Office: 703-605-2742 Cell: (b)(6) [redacted]
E-mail: nina.malakouti@gsa.gov

Procurement Request Package Submission:

OIA PR Package Submission Google Form: https://goo.gl/forms/TluRYENTwhL61sFU2

Please note, you must create a Google Folder with your PR package documents before completing the form.

COR Certification Submission: To submit your COR credentials to OIA's COR certification repository, please use the following form: https://goo.gl/forms/LW3AbZgzJgUYadnI3

On Tue, Sep 5, 2017 at 9:28 AM, Kris Palmer - M <kris.palmer@gsa.gov> wrote:

Good Morning All,

The Presidential Advisory Commission on Election Integrity will be using a live streaming service at a meeting to be held in Manchester, NH on September 11, 2017. The cost of the service will be $12,500.00.

Is this a cost that you can pay with a credit card, if so, what documentation do you need?

Thanks

GSA Logo

Kris L. Palmer

Kris L. Palmer
Program Analyst
Office of Governmentwide Policy (M)
1800 F Street, NW - 2461X
Washington, DC 20405
Office: (202) 501-0525
Email: kris.palmer@gsa.gov

Go GREEN Keep It On The Screen!

On Wed, Aug 30, 2017 at 3:38 PM, Bridgette Overbey - H1A <bridgette.overbey@gsa.gov> wrote:

Hello Kris,

Please have Ronald Williams contact Patricia Sylvester and Nina Malakouti.

Thank you

Bridgette

On Wed, Aug 30, 2017 at 12:49 PM, Kris Palmer - M <kris.palmer@gsa.gov> wrote:

Good Morning Bridget,

This is a follow-up message from the meeting we had in regards to making purchases for PACEI that are over $3,500.00.

It looks like they will have two purchases over the the $3,500.00 threshold. One for $5,000.00 and the other for $4,650.00.

Ronald Williams who is overseeing this task has requested a contact name from your office who will be making the purchases. He would like to discuss what he needs to provide.

Thanks
GSA Logo

Kris L. Palmer

Kris L. Palmer
Program Analyst
Office of Governmentwide Policy (M)
1800 F Street, NW - 2461X
Washington, DC 20405
Office: (202) 501-0525
Email: kris.palmer@gsa.gov

Go GREEN Keep It On The Screen!

--

Bridgette Overbey
Director, Office of Internal Acquisition
US General Services Administration
OAS/Office of Internal Acquisition (OIA)
703.605.2671 direct line (b)(6) [redacted] cell
bridgette.overbey@gsa.gov

--

Jon Clinton
Chief of Staff
Office of Government-wide Policy
U.S. General Services Administration
202-549-2430

--

Jon Clinton
Chief of Staff
Office of Government-wide Policy

Virginia Wills - M1AK <virginia.wills@gsa.gov>

PACEI September 12th Meeting and FACA Database

Virginia Wills - M1AK <virginia.wills@gsa.gov> Tue, Sep 5, 2017 at 1:43 PM
To: "Andrew J. Kossack" (b)(6) [redacted]
Bcc: Virginia Wills <virginia.wills@gsa.gov>

Good Afternoon Andrew,

Hope you had a really good Labor Day weekend.

(b)(6) [redacted]

Let me know if I can answer any questions for you.

Best always,

Virginia

--
M. Virginia Wills
Committee Management Secretariat
General Services Administration
Washington, DC 20405
(b)(6) [redacted]

Duane Smith <duane.smith@gsa.gov>

Fwd: Urgent - John Lott

1 message

Kris Palmer - M <kris.palmer@gsa.gov> Wed, Feb 7, 2018 at 11:23 AM
To: Duane Smith <duane.smith@gsa.gov>

U.S. General Services Administration

Kris Palmer
Office of Government-wide Policy
202-501-0525 (office)
(b)(6) [redacted] (mobile)

---------- Forwarded message ----------
From: **Kossack, Andrew J. EOP/OVP** (b)(6) [redacted]
Date: Mon, Sep 11, 2017 at 3:13 PM
Subject: RE: Urgent - John Lott
To: Marvin Somers - H1CT <marvin.somers@gsa.gov>, Kris Palmer - M <kris.palmer@gsa.gov>
Cc: "jonathan.clinton@gsa.gov" <jonathan.clinton@gsa.gov>, "Kossack, Andrew J. EOP/OVP" <(b)(6) [redacted] v>

Sounds like there's only one ticket left on the Philly connection. Can he book that?

Andrew J. Kossack

Executive Director, Presidential Advisory Commission on Election Integrity

Associate Counsel, Office of the Vice President

Cell: 2(b)(6) [redacted]

Email:(b)(6) [redacted]

From: Kossack, Andrew J. EOP/OVP
Sent: Monday, September 11, 2017 3:04 PM
To: 'Marvin Somers - H1CT' <marvin.somers@gsa.gov>; Kris Palmer - M <kris.palmer@gsa.gov>
Cc: jonathan.clinton@gsa.gov
Subject: RE: Urgent - John Lott

He said there are two flights: one leaving soon through Philly to Manchester, and also a 10:10 flight from DCA – Manchester direct. The latter is like $200. Can I tell him to book one of these and we'll reimburse?

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(b)(6) [redacted]

From: Marvin Somers - H1CT [mailto:marvin.somers@gsa.gov]
Sent: Monday, September 11, 2017 2:59 PM
To: Kris Palmer - M <kris.palmer@gsa.gov>
Cc: Kossack, Andrew J. EOP/OVP (b)(6) [redacted]; jonathan.clinton@gsa.gov
Subject: Re: Urgent - John Lott

That was referring to him being setup as a vendor in Finance. His profile still needed to be created, and I needed to add you as a host after it was created.

Marvin W. Somers

Office of Administrative Services

Travel Policy and Charge Card Program

Office: (202) 208-1237

Cell: (b)(6) [redacted]

On Mon, Sep 11, 2017 at 2:57 PM, Kris Palmer - M <kris.palmer@gsa.gov> wrote:

> Hi Marvin,
>
> I just checked some email traffic in regards to John Lott and it was stated that:
>
> John Lott was set up previously. His vendor number is E00041841.

Thanks

Kris L. Palmer

Kris L. Palmer

Program Analyst

Office of Governmentwide Policy (M)

1800 F Street, NW - 2461X

Washington, DC 20405

Office: (202) 501-0525

Email: kris.palmer@gsa.gov

Go GREEN Keep It On The Screen!

On Mon, Sep 11, 2017 at 2:54 PM, Marvin Somers - H1CT <marvin.somers@gsa.gov> wrote:

> I don't see a profile setup for him. Did you ever get a form to setup his profile?
>
> Marvin W. Somers
>
> Office of Administrative Services
>
> Travel Policy and Charge Card Program
>
> Office: (202) 208-1237
>
> Cell: (b)(6) [redacted]
>
> On Mon, Sep 11, 2017 at 2:52 PM, Kris Palmer - M <kris.palmer@gsa.gov> wrote:
>
> > Hi Marvin,
> >
> > I never received anything in regards to John Lott's travel authorization to Manchester. Do you know if his profile was set-up? See the message below.
> >
> > Thanks

Kris L. Palmer

Kris L. Palmer

Program Analyst

Office of Governmentwide Policy (M)

1800 F Street, NW - 2461X

Washington, DC 20405

Office: (202) 501-0525

Email: kris.palmer@gsa.gov

Go GREEN Keep It On The Screen!

On Mon, Sep 11, 2017 at 2:35 PM, Kossack, Andrew J. EOP/OVP (b)(6) [redacted] wrote:

> Jon/Kris -
>
> John Lott just called me from Reagan National and said his ticket was not approved and was canceled. He currently has no way to get to Manchester. Can someone please call me ASAP and help figure something out for him?
>
> Andrew J. Kossack
> Associate Counsel
> Office of the Vice President
> Email: (b)(6) [redacted]
>
> [redacted]
>
> Sent from my iPhone

Duane Smith <duane.smith@gsa.gov>

Fwd: Costs for trip to Manchester

2 messages

Kris Palmer - M <kris.palmer@gsa.gov> Wed, Feb 7, 2018 at 11:27 AM
To: Duane Smith <duane.smith@gsa.gov>

U.S. General Services Administration

Kris Palmer
Office of Government-wide Policy
202-501-0525 (office)
(b)(6) [redacted] (mobile)

---------- Forwarded message ----------
From: **John Lott** <(b)(6) [redacted]>
Date: Wed, Sep 20, 2017 at 1:32 AM
Subject: Costs for trip to Manchester
To: kris.palmer@gsa.gov
Cc: Andrew Kossack (b)(6) [redacted]

Dear Kris:

Here are the costs for my trip last week to Manchester. The airfare might have been a little costly, but I had to buy the ticket the same day as I was traveling.

Please let me know if there are any questions.

Regards,
John

Air travel: $383.00 + $35.00
Hotel: $114.45
Rental car: $44.42
Parking at DCA: $50.00
Wifi: $4.95
Food & water: $13.23 + $2.46 + $5.66 + $21.59 +$2.49

Total = $677.25

John Lott
(b)(6) [redacted]
(b)(6) [redacted]

John R. Lott, Jr., Ph.D.
President
Crime Prevention Research Center
http://crimeresearch.org
(b)(6) [redacted]
(b)(6) [redacted]

(b)(6) [redacted]

(b)(6) [redacted]

2 attachments

CPRC JPEG Letter.jpeg
40K

(b)(6) [redacted]