
From: Hall, James[/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=9475D8F983174759A506988F86 F2BEA2-JAMESHALL]
Sent: Mon 12/20/2021 8:11:01 AM (UTC-05:00)
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Subject: Asset Inventory at EMM

Good Morning!

I just wanted to give everyone notice that we'll be hosting two additional PHMC employees here on a "temporary duty assignment" for the next week or so to perform an Asset/Property Inventory of this site.

Stewart McKinley & Heather McFadden will be here later this AM (Monday, 12/20) to begin this undertaking and are entitled to full access of all areas at the site (aside from on-board the Lettie G. Howard) – indoors & outdoors, including (but not limited to) the shop/subbasement/Brig Niagara/storage/Education Room/Museum Store/all PHMC & FNL office areas.

This inventory is being done at the behest of both myself & our Director as a necessary part of our ongoing security improvements here. Any questions, comments, or concerns should be addressed directly to me as the administrator for this site.

Ms. McFadden & Mr. McKinley will have been issued electronic access fobs as well as keys to be able to complete this inventory and I ask that any assistance that they may need to complete their tasks be offered to them so that they can proceed with due accuracy, speed, and safety. This is a general inventory of tangible assets now located at the site – without any favor or regard to "ownership" of the items ... we're just looking at a baseline of what physical property/materials are on-site here now.

Again, feel free to contact me directly in regard to any of the above – thanks very much for your cooperation! My best - JIM

James E. Hall
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