AI Use Case	Commercial Examples	Agency Use (Y/N)?	Name of Commercial Product or Service Used	Estimated # of Licenses/Users
Scheduling internal-to-government meetings or appointments or setting reminders using AI.	Calendly, Reclaim.AI	N		
Logging and analyzing time spent on tasks using AI-powered time management tools.	Timely, Asana	N		
Transcribing, summarizing, or other efforts that improve the accessibility of a virtual meeting or interview using AI.	Otter.ai, Evernote, Fireflies	N		
Prioritizing and categorizing incoming emails using AI.	SaneBox, OpenPaas	N		
Editing images, videos, or other public affairs materials using AI.	Adobe Firefly, Instagram Edits	Y	Adobe Photoshop AI (AI Plugin) Artic	1-100
Scheduling and managing social media posts using AI.	ContentStudio, Sprout Social	N		
Generating first drafts of documents, briefing, or communication materials using AI.	ChatGPT, Gemini	N		
Improving the quality of written communications using AI tools.	Grammarly, ProWritingAid	N		
Summarizing the key points of a lengthy report using AI.	ChatGPT, Perplexity	N		
Creating visual representations of data sets for reports or presentations using AI.	Tableau Agent, Julius AI	N		
Using AI-assisted tools in word processors.	Grammarly, Microsoft Copilot	Y	Microsoft Copilot	1-100
Generating code using AI.	Poolside, GitHub Copilot	N		

Searching for agency information using a knowledge retrieval system.	ChatGPT, Gemini	N		
Identifying and cataloging items in a storage room using AI-driven image recognition.	Google Lens	N		
Managing or implementing security controls for information systems (e.g., cybersecurity) using AI	Crowdstrike Falcon, Microsoft Defender	N		
Managing and prioritizing internal service or help desk tickets using AI.	Supportbench, ServiceDesk Plus	N		
Curating news articles and updates based on user preferences using AI.	MediaViz AI, Google News Brief	Y	Law360 (Lexis Nexis)	1-100
Planning travel routes using AI-driven map applications.	Google Maps, Apple Maps	N		
Finding and booking travel accommodations using AI-powered platforms.	SAP Concur, Navan	N		
Unlocking smartphones or other devices without the need for passwords or PINs using AI-based facial recognition technology.	Apple iPhone, Google Pixel	N		