

From: Butler, John
To: [Bowman, Randal](#)
Cc: [Nassar, Joe](#); [Bennett, Gregory](#); [Taunya A Scott](#)
Subject: Re: Secretary's Monument Review
Date: Thursday, May 18, 2017 6:33:04 AM

No problem, We will relate this change to our mail center.

On Wed, May 17, 2017 at 5:11 PM, Bowman, Randal <randal_bowman@ios.doi.gov> wrote:

Another change in plans - one of the PMB division chiefs wants her office more involved in the review, so instead of shipping the public comments to FWS, please deliver them to room 5013 MIB. The staff there (in the inner office), with help from another individual, will process the comments.

On Wed, May 17, 2017 at 10:16 AM, Butler, John <john_r_butler@ios.doi.gov> wrote:
Joe,

I'm waiting to hear back from Randy regarding an estimated volume that he may foresee storing. We need to consider space (or the lack thereof),

On Wed, May 17, 2017 at 9:38 AM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:
Greg and Taunya: please answer the question about how it gets back here and do we have somewhere in the mail area where it can be stored temporarily?

Thanks

Joe Nassar
Director, Office of Facilities and Administrative Services
Department of the Interior
Office: 202-208-5617
Cell: 202-436-2041
joseph_w_nassar@ios.doi.gov

For more information, visit our website at: <http://www.doi.gov/ofas>

On Wed, May 17, 2017 at 8:15 AM, Bowman, Randal <randal_bowman@ios.doi.gov> wrote:

I would like to keep it for a couple of weeks in case of unexpected developments, such as the Dep Sec conference room being booked to the point that we need an alternative place to meet. If that doesn't happen, I will return it to you. At this point we will still need a room to store the processed mail - I found out late yesterday that FWS does not have room to keep it, so can it come back via the same delivery process that it goes over? However, the mail will be in boxes or bags - however your folks deliver it to FWS, and so we would need a much smaller space. SOL says we can't just throw it away, but they are still pondering on how long we need to keep it, if it goes to the Federal Records Center or what.

On Wed, May 17, 2017 at 8:08 AM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

Randy,

Do you still need the room in 5100 or can we put it back the way it was?

Thanks

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On Tue, May 16, 2017 at 2:34 PM, Butler, John <john_r_butler@ios.doi.gov> wrote:

Randy,

You're most welcome. We'll now take the mail stop information into account and will process and terminate accordingly. Please don't hesitate to contact Taunya Scott or myself if we can be of any further assistance.

On Tue, May 16, 2017 at 2:09 PM, Bowman, Randal <randal_bowman@ios.doi.gov> wrote:

The mail stop is: MS: BPHC, 5275

We hope to have the contract for the comment system in place Friday, so that would be a good time to start delivery. You could stop July 21.

Thanks again for all your help with the overall process.

On Tue, May 16, 2017 at 1:33 PM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

Spoke to Taunya. We deliver and pick-up from FWS twice a day (morning & afternoon). So in order to get the mail to FWS, all we need is the mail-stop you would like us to use and we'll get the process started.

Thanks

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On Tue, May 16, 2017 at 12:07 PM, Bowman, Randal
<randal_bowman@ios.doi.gov> wrote:

Thank you Joe for the quick response. I am happy to discuss options if that would help.

On Tue, May 16, 2017 at 11:55 AM, Nassar, Joe
<joseph_w_nassar@ios.doi.gov> wrote:

Greg: Could you, John or Taunya provide some guidance? Thanks

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On Tue, May 16, 2017 at 11:39 AM, Bowman, Randal
<randal_bowman@ios.doi.gov> wrote:

It turns out technology will save us much time with the mail; FWS will scan it all into a processing system initially, so the issue at hand is how to get the incoming monument review mail to the FWS office in Falls Church. Who should I talk to about that?

On Thu, May 11, 2017 at 8:01 AM, Nassar, Joe
<joseph_w_nassar@ios.doi.gov> wrote:
Sure thing - they will be open.

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On Thu, May 11, 2017 at 7:57 AM, Bowman, Randal
<randal_bowman@ios.doi.gov> wrote:

Are the rooms open? If not, could you have someone open them at about 8:30?

On Wed, May 10, 2017 at 4:26 PM, Nassar, Joe

<joseph_w_nassar@ios.doi.gov> wrote:

Let's figure it out tomorrow. If the space in 1041 and 1043 is large enough for your needs, that is the space I want to use. Thanks

Joe Nassar

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On Wed, May 10, 2017 at 4:24 PM, Bowman, Randal

<randal_bowman@ios.doi.gov> wrote:

Again, I will look when I am back in the office tomorrow. However, if those rooms will be empty for the duration of this process, couldn't we use one of them to store the furniture? or even leave it in the hallway next to 5013, against the wall? We should be done with the comment process, and therefore the need for space, in 3 months or less.

On Wed, May 10, 2017 at 4:00 PM, Nassar, Joe

<joseph_w_nassar@ios.doi.gov> wrote:

I get that but again, I don't have space readily available to store the furniture from 5013. The rooms I am proposing are being emptied so I don't have the storage issue plus they are much closer to the mail room and my area in 1500. Thanks

Joe Nassar

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On Wed, May 10, 2017 at 2:32 PM, Bowman, Randal

<randal_bowman@ios.doi.gov> wrote:

I am leave today but will go by tomorrow and check. I

understand the storage issue, but the 5013 space is perfect size- and layout-wise.

On Wed, May 10, 2017 at 1:49 PM, Nassar, Joe

<joseph_w_nassar@ios.doi.gov> wrote:

Randy,

Since space is extremely tight right now and I would prefer not needing to find an area to store the furniture from 5013, could I offer another option? We are in the process of moving people out of 2 offices on the first floor (should be done by Friday). The rooms are 1041 and 1043. Combined, they are about 310 square feet and we can get tables and chairs in there easily.

Will that work for you? Thanks

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On Wed, May 10, 2017 at 6:55 AM, Bennett, Gregory

<gregory_bennett@ios.doi.gov> wrote:

Randy, I will have Scotty Fox contact Jennifer to work out the details on the furniture move and finding some tables and chairs - he can figure out something with Jennifer on where to put the existing furniture - not sure we have space either. If they need keys to the room they can work that out with Jennifer as well.

Mariane, note that the Break out Room is not working for Randy so it's back in your inventory.

Taunya, note the mail delivery room for this special project and let Helen and team know.

On Tue, May 9, 2017 at 4:35 PM, Bowman, Randal

<randal_bowman@ios.doi.gov> wrote:

The breakout room is just too small, I'm afraid, and if we tried to use what was the waiting room there we would be disrupted by people using the N Penthouse and vice versa.

Fortunately, PMB has volunteered a room that is large enough, the main part of 5013. Jenifer Stevenson, who is their regulatory person and already helping with this process, and another employee occupy the interior, smaller room there, but the main room is unoccupied. Acting A/S Holly has approved our use of it. Sometime in the next few days, could you arrange to have the furniture there (mostly cubicle-type desks) moved to somewhere - it seems new, so we will need to move it back in 4 months when this process is concluded - and bring in perhaps 3 long tables and chairs. Jennifer can provide guidance on that if I am unavailable - and I will be off tomorrow, for likely the last time in quite a while. This does not need to be done until the middle of next week. This room is where the public comment mail from the "MS 1530" will be delivered, and that delivery can start once the tables are set up.

Thanks again for all your help with this.

On Mon, May 8, 2017 at 2:37 PM, Hershfeld, Michael <michael_hershfeld@ios.doi.gov> wrote:
Randal,

There is no code for the lock. I spoke with Thomas Sutterfield, Physical Security Specialist, and he needs the names and email addresses of those who want their ID badges set up for access to the cypher-lock at NPH Breakout Room A. Thomas will assist in setting up badge access.

Regards,
Mike



Michael Hershfeld, CTS
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On Mon, May 8, 2017 at 2:23 PM, Bowman, Randal <randal_bowman@ios.doi.gov> wrote:

Mike, how about 3:30 today - or will you send it by email?

On Fri, May 5, 2017 at 2:03 PM, Nassar, Joe <joseph_w_nassar@ios.doi.gov> wrote:

A few things Randy,

1) I know Greg provided our mailstop (MS-1530) and OCIO gave you the phone number (208-1906).

2) The room we have set aside for your team will be in the North Penthouse. It is labeled as Breakout Room A. It has a cypher-lock on the door so when you are ready, let Mike Hershfeld know (he is cc'd on this email) and he can get you code.

3) Could you let us know what we should expect to see on the address lines for this mail? In other words, what are putting into the Fed Register as the mailing address (aside from the mailstop we provided)?

Thanks

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