From: Bowman, Randal
To: Stevenson, Jennifer
Subject: Re: Mail in comments
Date: Wednesday, May 17, 2017 1:44:24 PM

Get back to me once you hear on their availability - still makes me nervous, but will do it with the understanding that if there are problems it will go back to FWS.

On Wed, May 17, 2017 at 1:33 PM, Stevenson, Jennifer <jennifer_stevenson@ios.doi.gov> wrote:

> Thanks Randy,
>
> I've checked with Marcia and FWS has one person dedicated to scanning comments and uploading, with back up if needed.
>
> I'll check with Julie to see if she's able to dedicate Julia and Andrea to scanning full time. I have experience with uploading and posting documents to FDMS, so I'm confident I can do that part.
>
> We'll talk this afternoon when you get a chance.
>
> Jennifer
>
> **Jennifer Stevenson**
> OS Print Services Specialist
> US Department of the Interior
> Assistant Secretary for Policy, Management & Budget
> Office of the Chief of Staff
> Business and Administrative Division
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>
> On Wed, May 17, 2017 at 12:13 PM, Bowman, Randal <randal_bowman@ios.doi.gov> wrote:
>
> > My only concern is whether your team can process the volume of written comments we may receive. FWS has experienced people who can do this with large volumes of comments, and I have already made arrangements for the mail that is received here to be transported to FWS. I will be at lunch and in a meeting until after 2. If after consideration - and perhaps discussion with Marcia - you believe you can handle this, that's fine with me, but we cannot afford a bottleneck on this. Let me know for sure one way or the other this afternoon and if needed I'll divert the mail to your office.
> >
> > On Wed, May 17, 2017 at 11:46 AM, Stevenson, Jennifer <jennifer_stevenson@ios.doi.gov> wrote:
> >
> > > Good Morning Randy,
> > >
> > > My manager, Julie Spano, sent an email to Julia, Andrea and I to keep her informed as to the

progress of the project; who is working on what part and how things are moving along. She asked us to prepare a spreadsheet so we as the Division can keep track of what was handled here in the office.

I mentioned that I'll be uploading the comments that come in from regulations.gov, but a decision was made yesterday to have a FWS employee scan, upload and post the mail in comments. Since she's promised Amy that her team would do this, in addition to OS paying for the license, she's requesting that her staff process the mail in comments.

Marcia Cash in FWS can provide assistance with Discover Text and share her knowledge of the systems and processes, which we're grateful for.

If you have any questions or concerns, please contact Julie at 202-208-7624.

Jennifer

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