From:	Stevenson, Jennifer
To:	Cash, Marcia
Cc:	Randal Bowman
Subject:	Fwd: Mail in comments
Date:	Wednesday, May 17, 2017 11:40:26 AM

Hi Marcia,

Please see email below.

Shortly after our chat this morning, my manager sent an email to Julia, Andrea and I asking for a status. When I told her FWS would be processing mail in comments, she requested that her staff do that piece of the project.

How many people do you have assigned to scan and upload to FDMS?

Jennifer

Jennifer Stevenson
OS Print Services Specialist
US Department of the Interior
Assistant Secretary for Policy, Management & Budget
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Business and Administrative Division
1849 C Street NW - Room 5013
Washington, DC 20240
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jennifer_stevenson@ios.doi.gov

---------- Forwarded message ----------
From: **Bowman, Randal** <randal_bowman@ios.doi.gov>
Date: Wed, May 17, 2017 at 12:13 PM
Subject: Re: Mail in comments
To: "Stevenson, Jennifer" <jennifer_stevenson@ios.doi.gov>
Cc: Julie Spano <julie_spano@ios.doi.gov>

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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