From: Bowman, Randal
To: Stevenson, Jennifer
Subject: Re: Mail in comments
Date: Thursday, May 18, 2017 7:00:22 AM

Thanks

On Thu, May 18, 2017 at 7:07 AM, Stevenson, Jennifer <jennifer_stevenson@ios.doi.gov> wrote:

> Good morning Randy,
>
> Please come to my office for the DiscoverText briefing. I'll make sure Julia and Andrea are there so you can meet them.
>
> Thanks,
>
> 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
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>
> jennifer_stevenson@ios.doi.gov
>
> On Wed, May 17, 2017 at 3:17 PM, Bowman, Randal <randal_bowman@ios.doi.gov> wrote:
>
>> Proposed compromise - have them take the FWS shuttle to the FWS Falls Church office daily for a week and scan there under supervision of the FWS person who regularly does it and Marcia. If that goes well, we can then have them work from your office and deliver the incoming mail there.
>>
>> Marcia says it requires some aptitude and ability to enter information into the system, not just feeding paper into a scanner. She is checking with her supervisor to be sure it is OK on that end, but if so I would strongly prefer this approach.
>>
>> Also, we have an OK from the contracting officer to hold the briefing on DiscoverText tomorrow. Should I come to your office for that? Julie and Andrea could also watch it, and that would give me a chance to meet them.
>>
>> On Wed, May 17, 2017 at 1:33 PM, Stevenson, Jennifer <jennifer_stevenson@ios.doi.go

v> 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

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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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