

From: Bowman, Randal
To: [Nassar, Joe](#)
Cc: [Bennett, Gregory](#); [Butler, John](#); [Taunya A Scott](#)
Subject: Re: Secretary's Monument Review
Date: Tuesday, May 16, 2017 12:34:42 PM

Wonderful. Will ask on that now and get back as soon as I have it.

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

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

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

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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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