

From: [Cooley, Hilary](#)
To: [Kasdin, Alexandra E](#); [Bush, Jodi](#); [Fortin-Noreus, Jennifer K](#); [Hansen, Craig](#)
Cc: [Smith, Kate](#); [Smith, Katherine E](#)
Subject: Re: grizzly update
Date: Tuesday, February 23, 2021 4:19:45 PM

I think I did this right - can you confirm, Alex?

Thanks

From: Kasdin, Alexandra E <alexandra_kasdin@fws.gov>
Sent: Tuesday, February 23, 2021 4:06 PM
To: Cooley, Hilary <hilary_cooley@fws.gov>; Bush, Jodi <jodi_bush@fws.gov>; Fortin-Noreus, Jennifer K <jennifer_fortin-noreus@fws.gov>; Hansen, Craig <Craig_Hansen@fws.gov>
Cc: Smith, Kate <kate.smith@mso.umn.edu>; Smith, Katherine E <katherine_smith@fws.gov>
Subject: Re: grizzly update

Okey doke everyone, thanks for your patience with me as I worked through my first DTS experience. We are all set (at least I hope) and should be off to the races. Hilary, please let me know if you didn't just receive a notification to surname in DTS; you're the first on the list. A few things to note:

1. Everyone in this routing chain must provide two surnames: one on the attachment called "Surname Sheet" (which requires an electronic signature in Adobe) and one in DTS. If you don't know how to surname in DTS, give me a call and I can help.
2. Given our deadline to complete this by March 31, I was hoping to have this routed to the RD's office by March 15 at the very very latest (hopefully earlier). So, backing that out (while giving Steve a week to surname), we each have approximately one day to provide our surname. Please try not to let this languish so we can keep moving through the chain (which is long).
3. Outreach will follow (I noted this in the Note to Reviewers). Hoping we will hear from Joe soon, but I will follow up with him again tomorrow.

Let me know if you have any questions or concerns!

Alex Kasdin | Species Assessment Team Project Manager
Ecological Services
Mountain-Prairie Regional Office
134 Union Boulevard, Lakewood, CO 80228
Phone: (303) 236-4419
Pronouns: She/Her

For correspondence templates and resources, please see [Interior Regions 5 and 7's Correspondence OneDrive](#) or [Headquarters' Briefing Paper Template Sharepoint](#).

From: Kasdin, Alexandra E <alexandra_kasdin@fws.gov>
Sent: Tuesday, February 23, 2021 10:10 AM

To: Cooley, Hilary <hilary_cooley@fws.gov>; Bush, Jodi <jodi_bush@fws.gov>; Fortin-Noreus, Jennifer K <jennifer_fortin-noreus@fws.gov>; Hansen, Craig <Craig_Hansen@fws.gov>
Cc: Smith, Kate <kate.smith@mso.umt.edu>; Smith, Katherine E <katherine_smith@fws.gov>
Subject: Re: grizzly update
Perfect, thanks!

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From: Cooley, Hilary <hilary_cooley@fws.gov>
Sent: Tuesday, February 23, 2021 10:10 AM
To: Kasdin, Alexandra E <alexandra_kasdin@fws.gov>; Bush, Jodi <jodi_bush@fws.gov>; Fortin-Noreus, Jennifer K <jennifer_fortin-noreus@fws.gov>; Hansen, Craig <Craig_Hansen@fws.gov>
Cc: Smith, Kate <kate.smith@mso.umt.edu>; Smith, Katherine E <katherine_smith@fws.gov>
Subject: Re: grizzly update
You can put Kate Smith in as the FO Admin.
thanks alex

From: Kasdin, Alexandra E <alexandra_kasdin@fws.gov>
Sent: Tuesday, February 23, 2021 9:56 AM
To: Bush, Jodi <jodi_bush@fws.gov>; Cooley, Hilary <hilary_cooley@fws.gov>; Fortin-Noreus, Jennifer K <jennifer_fortin-noreus@fws.gov>; Hansen, Craig <Craig_Hansen@fws.gov>
Subject: grizzly update
Hello Team!

Quick update. I have the surname package 99% compiled (thanks for your last feedback on the 5 YSR). I will put it into DTS later this morning so we can begin the surname process (apologies that we are a few hours behind schedule!). Below is the routing chain I am envisioning. Please let me know if you feel I am missing anyone (and let me know who I should add as a FO admin):

1. Hilary Cooley
2. MT or Grizzly FO Admin (admin *must* surname before RO can surname)
3. Jodi Bush
4. Alex Kasdin
5. Trina Vigil/Jill Naylor
6. Craig Hansen

7. Sarah Backsen
8. Steve Small
9. RD's Office

Thanks!

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