

From: [Smith, Kate](#)
To: [Cooley, Hilary](#); [Kasdin, Alexandra E](#); [Smith, Katherine E](#)
Subject: RE: [EXTERNAL] RE: grizzly update
Date: Wednesday, February 24, 2021 7:12:34 AM

Hi Alex – I signed the surname sheet; however, the manual says to make sure the file name begins with the document control number (P.53). Do you want me to change the file name or leave as is with ks added to the hc and jb at the end? Thanks for your help!

Kate

Kate Smith

FWS Grizzly Bear Recovery Program

W.A. Franke College of Forestry & Conservation | University of Montana

University Hall, Room 309

Missoula, MT 59812

phone: (406)243-4903

From: Cooley, Hilary [mailto:hilary_cooley@fws.gov]

Sent: Tuesday, February 23, 2021 4:48 PM

To: Smith, Kate <kate.smith@mso.umt.edu>; Kasdin, Alexandra E <alexandra_kasdin@fws.gov>; Smith, Katherine E <katherine_smith@fws.gov>

Subject: Re: [EXTERNAL] RE: grizzly update

I think I fixed.

You'd think we could come up with a system less cumbersome!

THanks Alex.

From: Smith, Kate <kate.smith@mso.umt.edu>

Sent: Tuesday, February 23, 2021 4:44 PM

To: Kasdin, Alexandra E <alexandra_kasdin@fws.gov>; Smith, Katherine E <katherine_smith@fws.gov>

Cc: Cooley, Hilary <hilary_cooley@fws.gov>

Subject: [EXTERNAL] RE: grizzly update

This email has been received from outside of DOI - Use caution before clicking on links, opening attachments, or responding.

Hey Alex – I'm heading "out" for the day, but will go in before my 8:00 am travel training and see if I can't do it (correctly!). I think it's a first for a lot of us.

Thanks!

Kate

Kate Smith

FWS Grizzly Bear Recovery Program

W.A. Franke College of Forestry & Conservation | University of Montana

University Hall, Room 309

Missoula, MT 59812

phone: (406)243-4903

From: Kasdin, Alexandra E [mailto:alexandra_kasdin@fws.gov]

Sent: Tuesday, February 23, 2021 4:28 PM

To: Smith, Kate <kate.smith@mso.umt.edu>; Smith, Katherine E <katherine_smith@fws.gov>

Subject: Re: grizzly update

Hey Kate,

We just need to fix one small thing on Hilary's surname so stand by before you jump in (you probably just got a notification that it was your turn). I'll let you know once we've corrected.

Thanks!

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

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From: Cooley, Hilary <hilary_cooley@fws.gov>

Sent: Tuesday, February 23, 2021 4:19 PM

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

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.umt.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

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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.umn.edu>; Smith, Katherine E <katherine_smith@fws.gov>

Subject: Re: grizzly update

Perfect, thanks!

Alex Kasdin | Species Assessment Team Project Manager

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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.umn.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!

Alex Kasdin | Species Assessment Team Project Manager
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