

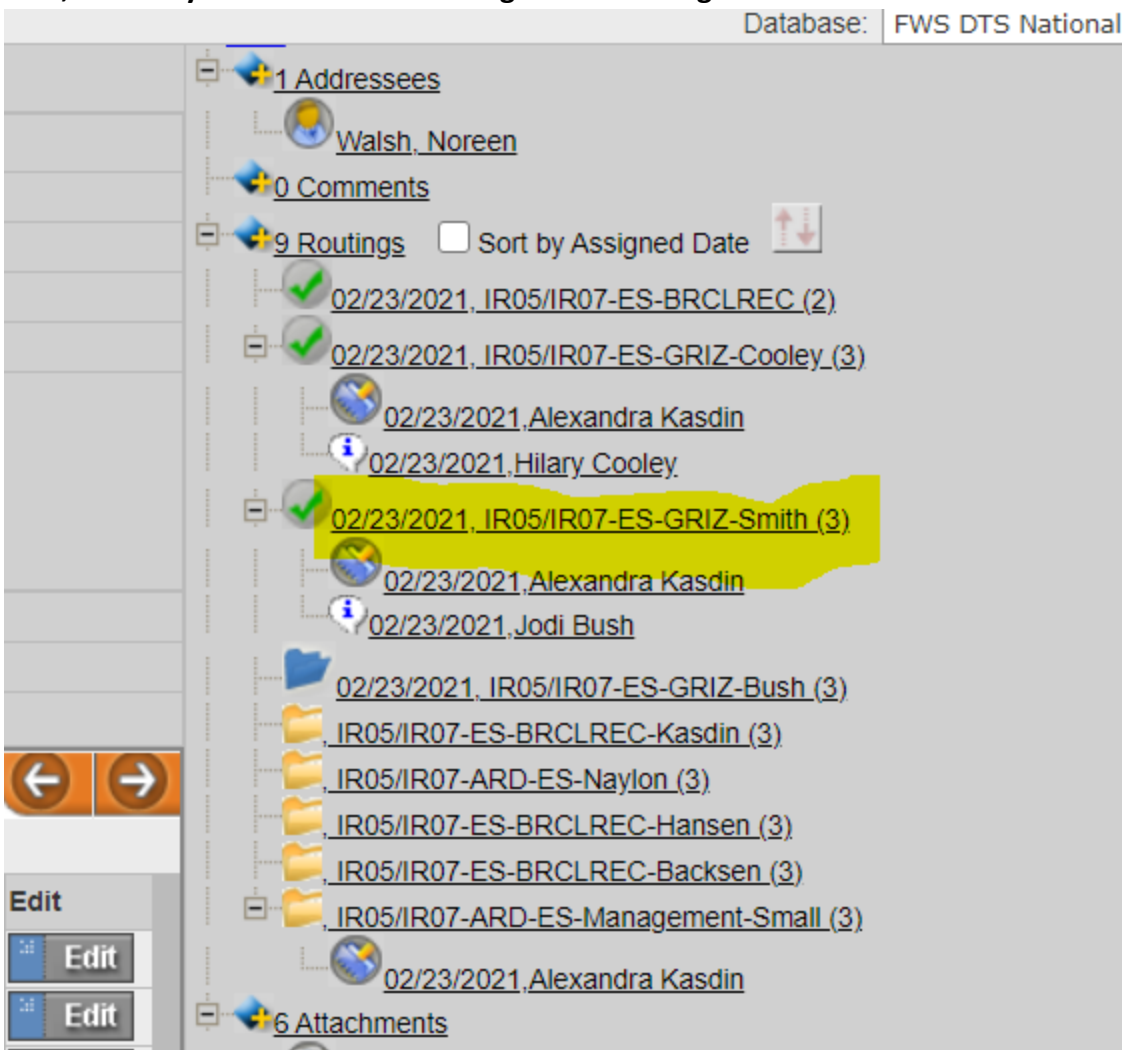
**From:** [Kasdin, Alexandra E](#)  
**To:** [Smith, Kate](#); [Cooley, Hilary](#); [Smith, Katherine E](#)  
**Subject:** Re: [EXTERNAL] RE: grizzly update  
**Date:** Wednesday, February 24, 2021 8:44:24 AM  
**Attachments:** [image.png](#)  
[image.png](#)  
[image.png](#)

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Hi all,

Thanks for your diligence with this, and I am so sorry it's so confusing (and that I didn't catch you before your 8am training; you guys are earlier birds than me!). We are doing great, I know this is new. Don't worry about the file names for now (I checked those with Jill so I think we are good, but I so appreciate how closely you read the manual, Kate!). Just keep changing the version number as you upload the new surname sheet. In terms of surnaming in DTS, you want to look at pages 52-53 of the manual. But, I have provided an overview with screenshots below that I think will be easier to follow.

**First, click on your name in the routing tree on the right hand side of the screen:**



That should open a new screen on the left that looks like this:

**Routing**

Routing Type  
☒ Electronic ☐ Hard copy

Assigned To  
☐ Office FWS IR05/IR07-ES-GRIZ  
☒ Individual Smith, Katherin

Task Due Date 02/25/2021 (Reminder: fill in a Date if necessary)  
 Task Assigned Date 02/23/2021  
 Task Completed Date 02/23/2021  
 Task 3-Surname

Sent To  
 katherine\_smith@fws.gov 02/23/2021 06:19:08 PM  
 robert\_tjomsland@fws.gov 02/23/2021 06:19:08 PM  
 jennifer\_fortin-noreus@fws.gov 02/23/2021 06:19:08 PM  
 jodi\_bush@fws.gov 02/23/2021 06:19:08 PM  
 hilary\_cooley@fws.gov 02/23/2021 06:19:08 PM

Assigned By Cooley, Hilary  
 Last Updated jodi\_bush@fws.gov 02/23/2021 07:48:04 PM

Click the tab called "Surname" at the top and the screen should then look like this (though with your name, instead of mine):

**Routing**

Upload any new or changed attachments before surnaming.

Surname: Alexandra Kasdin  
 Title:  
 Review Date: 02/24/2021  
 Comments:  
 Entered By: Alexandra Kasdin  
☐ Show as Acting For Reviewer in surname report

Attachments Surnamed: ☒ Select all files

Surname	View	File Name	Description	Version	Date
<input checked="" type="checkbox"/>		4. 20210222_Info Memo_Grizzly 5 YSR.docx	Info Memo		02/23/2021
<input checked="" type="checkbox"/>		5. SIGNATURE 20210222_Five Year Status Review_Grizzly.docx	Five-Year Status Review		02/23/2021
<input checked="" type="checkbox"/>		6. 20210131_SSA_Grizzly v1.1.pdf	SSA		02/23/2021
<input checked="" type="checkbox"/>		1. 20210223_Routing List_Grizzly 5 YSR.docx	Routing List		02/23/2021
<input checked="" type="checkbox"/>		2. 20210223_NTR_Grizzly 5 YSR.docx	Note to Reviewer		02/23/2021

Check the boxes for all of the documents, and then click the floppy disk icon on the left to save the surname. Click "Ok" on the dialog box that will appear.

Give me a call if you are stuck! Let me know once you have completed this so I can jump back in and make sure we are still on track.

Thank you!!

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:** Smith, Kate <kate.smith@mso.umt.edu>  
**Sent:** Wednesday, February 24, 2021 7:34 AM  
**To:** Cooley, Hilary <hilary\_cooley@fws.gov>; Kasdin, Alexandra E <alexandra\_kasdin@fws.gov>; Smith, Katherine E <katherine\_smith@fws.gov>  
**Subject:** RE: [EXTERNAL] RE: grizzly update  
Hi again, Alex – I uploaded the surname document V5 and just kept the file name as it was, but added my initials. Now, onto the DTS signing. I believe I'm on the right page of the directions; however, I just don't know what I should put as the task. Is it "3-surname"?  
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

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**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.

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**From:** Smith, Kate <[kate.smith@mso.umt.edu](mailto:kate.smith@mso.umt.edu)>  
**Sent:** Tuesday, February 23, 2021 4:44 PM  
**To:** Kasdin, Alexandra E <[alexandra\\_kasdin@fws.gov](mailto:alexandra_kasdin@fws.gov)>; Smith, Katherine E

<[katherine\\_smith@fws.gov](mailto:katherine_smith@fws.gov)>

**Cc:** Cooley, Hilary <[hilary\\_cooley@fws.gov](mailto: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

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**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

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**From:** Kasdin, Alexandra E [[mailto:alexandra\\_kasdin@fws.gov](mailto:alexandra_kasdin@fws.gov)]

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

**To:** Smith, Kate <[kate.smith@mso.umt.edu](mailto:kate.smith@mso.umt.edu)>; Smith, Katherine E <[katherine\\_smith@fws.gov](mailto: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](mailto:hilary_cooley@fws.gov)>

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

**To:** Kasdin, Alexandra E <[alexandra\\_kasdin@fws.gov](mailto:alexandra_kasdin@fws.gov)>; Bush, Jodi <[jodi\\_bush@fws.gov](mailto:jodi_bush@fws.gov)>; Fortin-Noreus, Jennifer K <[jennifer\\_fortin-noreus@fws.gov](mailto:jennifer_fortin-noreus@fws.gov)>; Hansen, Craig <[Craig\\_Hansen@fws.gov](mailto:Craig_Hansen@fws.gov)>

**Cc:** Smith, Kate <[kate.smith@mso.umt.edu](mailto:kate.smith@mso.umt.edu)>; Smith, Katherine E <[katherine\\_smith@fws.gov](mailto:katherine_smith@fws.gov)>

**Subject:** Re: grizzly update

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

Thanks

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**From:** Kasdin, Alexandra E <[alexandra\\_kasdin@fws.gov](mailto:alexandra_kasdin@fws.gov)>

**Sent:** Tuesday, February 23, 2021 4:06 PM

**To:** Cooley, Hilary <[hilary\\_cooley@fws.gov](mailto:hilary_cooley@fws.gov)>; Bush, Jodi <[jodi\\_bush@fws.gov](mailto:jodi_bush@fws.gov)>; Fortin-Noreus, Jennifer K <[jennifer\\_fortin-noreus@fws.gov](mailto:jennifer_fortin-noreus@fws.gov)>; Hansen, Craig <[Craig\\_Hansen@fws.gov](mailto:Craig_Hansen@fws.gov)>

**Cc:** Smith, Kate <[kate.smith@mso.umt.edu](mailto:kate.smith@mso.umt.edu)>; Smith, Katherine E <[katherine\\_smith@fws.gov](mailto: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

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**From:** Kasdin, Alexandra E <[alexandra\\_kasdin@fws.gov](mailto:alexandra_kasdin@fws.gov)>

**Sent:** Tuesday, February 23, 2021 10:10 AM

**To:** Cooley, Hilary <[hilary\\_cooley@fws.gov](mailto:hilary_cooley@fws.gov)>; Bush, Jodi <[jodi\\_bush@fws.gov](mailto:jodi_bush@fws.gov)>; Fortin-Noreus, Jennifer K <[jennifer\\_fortin-noreus@fws.gov](mailto:jennifer_fortin-noreus@fws.gov)>; Hansen, Craig <[Craig\\_Hansen@fws.gov](mailto:Craig_Hansen@fws.gov)>

**Cc:** Smith, Kate <[kate.smith@mso.umt.edu](mailto:kate.smith@mso.umt.edu)>; Smith, Katherine E <[katherine\\_smith@fws.gov](mailto:katherine_smith@fws.gov)>

**Subject:** Re: grizzly update

Perfect, thanks!

Alex Kasdin | Species Assessment Team Project Manager

Ecological Services

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[Correspondence OneDrive](#) or [Headquarters' Briefing Paper Template Sharepoint](#).

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**From:** Cooley, Hilary <[hilary\\_cooley@fws.gov](mailto:hilary_cooley@fws.gov)>

**Sent:** Tuesday, February 23, 2021 10:10 AM

**To:** Kasdin, Alexandra E <[alexandra\\_kasdin@fws.gov](mailto:alexandra_kasdin@fws.gov)>; Bush, Jodi <[jodi\\_bush@fws.gov](mailto:jodi_bush@fws.gov)>; Fortin-Noreus, Jennifer K <[jennifer\\_fortin-noreus@fws.gov](mailto:jennifer_fortin-noreus@fws.gov)>; Hansen, Craig <[Craig\\_Hansen@fws.gov](mailto:Craig_Hansen@fws.gov)>

**Cc:** Smith, Kate <[kate.smith@mso.umt.edu](mailto:kate.smith@mso.umt.edu)>; Smith, Katherine E <[katherine\\_smith@fws.gov](mailto:katherine_smith@fws.gov)>

**Subject:** Re: grizzly update

You can put Kate Smith in as the FO Admin.

thanks alex

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**From:** Kasdin, Alexandra E <[alexandra\\_kasdin@fws.gov](mailto:alexandra_kasdin@fws.gov)>

**Sent:** Tuesday, February 23, 2021 9:56 AM

**To:** Bush, Jodi <[jodi\\_bush@fws.gov](mailto:jodi_bush@fws.gov)>; Cooley, Hilary <[hilary\\_cooley@fws.gov](mailto:hilary_cooley@fws.gov)>; Fortin-Noreus, Jennifer K <[jennifer\\_fortin-noreus@fws.gov](mailto:jennifer_fortin-noreus@fws.gov)>; Hansen, Craig <[Craig\\_Hansen@fws.gov](mailto: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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