To: Parkin, Richard[Parkin.Richard@epa.gov]
From: Tyler, Kendra
Sent: Fri 5/31/2013 1:53:03 PM
Subject: Fw: Letter to send notice of 30 day extension
May 30 2013 Ltr to Ext Time Period.docx
Bristol Bay Alaskan Corporation Labels.docx
Adresses for ltr of Ext period.xlsx
Tribal President List_Alaska Labels doc.docx

Hi Rick-
I wasn't able to get onto your floor to drop off the envelopes, so they are in a folder in the ETPA box. I let Sharon Buza know the letter will be coming up for RA signature; once its finalized she can print them out on our color printer. If there needs to be additional changes to the letter and it needs to be mail merged again, you could probably ask her to assist if there is no admin available in ETPA.

From: Tyler, Kendra
Sent: Thursday, May 30, 2013 7:05:13 PM
To: Parkin, Richard
Subject: FW: Letter to send notice of 30 day extension

Hi Rick-

I'm not going to be in tomorrow (and Matt and Michel are both out). Sharon Buza is covering the front desk tomorrow. Because the letter hasn't been finalized yet by Linda or Dennis, I'm bring the envelopes back down to you for someone on your admin staff to finish tomorrow. As I understand it from Carol, there may still be some letters that need to be generate based on the labels that are created.

Please let me know if you have any questions (I will be available by email and phone)
Kendra

From: Hubbard, Carol
Sent: Thursday, May 30, 2013 5:19 PM
To: Tyler, Kendra
Cc: Parkin, Richard; Eckman, Sheila; Pavy, Jonathan
Subject: Letter to send notice of 30 day extension

Hello Kendra,

The attached document is the revised letter (reviewed by Linda Anderson-Carnahan), but still needs to be seen by Rick Parkin, initialed and then seen by Linda again for final review. I sending the document to you with all the letters and labels in one file due to performing the mail merge, that's how it comes out, but they print separately.

I am glad you have a color printer because running up and down the stairs or elevator to retrieve documents, then find out a change is needed, reprint and go back and forth, is not fun! Thank you for offering to assist us in processing the documents.

If you don't want this date – you can search and replace the date for all the letters, if needed.

I'll give the envelopes to Rick and/or I could bring them to you. The one thing I can't help with is "scanning" the documents for our records because they have to be stamped. I do have a copy of this document on my desktop. I won't be back to work until Monday. Jonathan is off as well until Monday.

Thank you again for your support. Becky from the Acquatics Section offered to help out if we needed her. Her extension is 3-1353.

Have a great weekend.

Carol