Message

From: Gerdes, Jason [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=D7113E90C9F048FE83D55C5FE643C7E8-JGERDES]
Sent: 10/13/2020 4:10:59 PM
To: Gerdes, Jason [Gerdes.Jason@epa.gov]
Subject: RE: New procedure for checking in with work plans (week of Monday, October 12th)

Hello Jean,

I forgot to mention in this previous note that I intend to telework this week.

Thank you,
Jason

From: Gerdes, Jason
Sent: Tuesday, October 13, 2020 7:51 AM
To: Prijatel, Jean <PRIJATEL.JEAN@EPA.GOV>
Subject: New procedure for checking in with work plans (week of Monday, October 12th)

Good morning Jean!

My primary task for the week is to complete my letter for the FEIS for the Point Reyes National Seashore General Management Plan Amendment; I'm hoping to have a letter to you by the end of today or early Wednesday. I will also continue my review of the FEIS for the East San Fernando Valley Transit Corridor Project.

Besides my team meetings, I have the All Hands Meeting on Reopening, the REAT Managers' call, and the TIP Division Managers' Meeting on Tuesday morning; our PARS end of year discussion on Wednesday morning; and the national NEPA call and OPA Communications Meeting on Thursday morning.

Just a heads up that I may be late to the TIP Division Managers' Meeting depending on how long the REAT call goes this morning.

I plan to work 7:00 to 4:30 or 7:30 to 5:00 each day.

Thank you,
Jason

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