

DEIS Availability & Comment Period Notification - Internal Process & Procedure

Once direction is selected by Department of Agriculture, notification will be given to Christine Dawe & Ken Tu, who will then inform the AK Roadless Team to proceed with the following mail out process. Dates below reflect a Federal Register Notice publication date of 10/18/2019.

Robin Dale will facilitate the signing, dating, and loading of the below listed letters into Box folder <https://usfs.box.com/s/2d0rcf3td4ydpfaj83vc67py7h8uyvsf>, renaming each with the current date (YYYYMMDD) and adding "SIGNED" as part of the name.

Packet mailed out by print contractor:

All letter packages which include enclosures will be handled at the print contractor. Once the signed/dated letters are posted to Box by Robin Dale, Shannon O'Brien will send to contractor, along with the Distribution List and instructions; contractor will use a mail-merge application to address envelopes.

If mailing batches need to take place, Tab A will be the first mailed out with a projected post mark date of 10/18/2019. All other packets would be post marked as soon as possible to 10/18/2019.

The print contractor will also be responsible for printing, packaging, and sending the following:

- 1) **Tab A & B** of the Distribution List contain mailing information for Tongass and Chugach Tribal Governments and Corporations. The print contractor will use the mail-merge feature to address the mail packages. Shannon O'Brien will email signed letters from Box to the print contractor for inclusion in the mailing packages. These mailing package will contain a signed letter, hard copy of the Federal Register Notice, the dEIS, a thumb drive, and cover letter addressed to the each Tribal/Corporation leader.
- 2) **Tab C** of the Distribution List contains mailing information for regulatory agencies who are required to receive hard copies. Some regulatory agencies may receive two mailings and are listed twice in Tab C. The print contractor will use the mail-merge feature to address the packages. These mailing packages will contain a hard copy of the Federal Register Notice, the dEIS, a thumb drive, and regulatory agency cover letter addressed to contact for each regulatory agency.
- 3) **Tab D** of the Distribution List contains mailing information for city governments who will receive a hard copy of the Federal Register Notice, the dEIS, a thumb drive, and the 'interested party' cover letter. The print contractor will use the mail-merge feature to address the mailing packages.

All remaining hard copy dEIS and thumb drives will be mailed to the Regional Office in Juneau for mailing to Ranger Districts, Staff Offices, and to any additional requestors. Robin Dale will facilitate these mail outs.

Forest Service
Attention: Alaska Roadless Rule
P.O. Box 21628
Juneau, Alaska 99802

Letters mailed out by Alaska Regional Office:

- 1) **Tab E** of the Distribution List contains mailing information for regulatory agencies who are only required to receive information on where digital copies of the documents may be located. Some regulatory agencies may receive two mailings and are listed twice in Tab E. Robin Dale will facilitate the use of the mail-merge feature to populate the greeting and addresses into the letter for each specific agency. Mail out target date 10/18/2019.
- 2) **Tab F** of the Distribution List contains mailing information for individuals, groups, and other stakeholders who requested to be the mailing list and did not provide an email address. Robin Dale will work with Charlette to facilitate addressing and mailing the letters (10/18/2019).

Letters mailed via Gov Delivery

- 1) **Tab G** of the Distribution list contains email addresses of recipients who will receive notification via GovDelivery. Stephanie Rust (with support from Sitka Pence) will process this through GovDelivery.

10/18/2019 – Added Hard copies to the offices of Murkowski at the following addresses using newly created personalized cover letters. Rush delivery:

Senator Murkowski

Washington, D.C.
522 Hart Senate Office Building
Washington, DC 20510
Phone: (202)-224-6665

Juneau

800 Glacier Avenue, Suite 101
Juneau, AK 99801
Phone: (907) 586-7277

10/18/2019 – Priority ship 3 copies (3 books in a medium sized priority box) to Juneau FS Regional Office.