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**From:** Joe Heublein - NOAA Federal <joe.heublein@noaa.gov>  
**Sent:** Tuesday, April 9, 2019 2:46 PM  
**To:** Cathy Marcinkevage - NOAA Federal  
**Cc:** Barbara Byrne; Evan Sawyer - NOAA Affiliate; J. Stuart; Brian Ellrott; Brittany Cunningham - NOAA Affiliate; Kristin McCleery - NOAA Affiliate; Sarah Gallagher - NOAA Federal; Boring, Susan; Naseem.Alston; Garwin Yip; Howard Brown  
**Subject:** Re: ROC VERSION CONTROL

Along those lines I'm moving on to steelhead I&S while folks review GS I&S and have created another document in the I&S folder that I'll be working in for the next few days- 2.8 Integration and Synthesis V1 srb  
jch sth

Thanks

Joe

On Tue, Apr 9, 2019 at 2:29 PM Cathy Marcinkevage - NOAA Federal <[cathy.marcinkevage@noaa.gov](mailto:cathy.marcinkevage@noaa.gov)> wrote:

Hi all --

We've had some issues with version control and files floating around (at all levels, believe me). I'm establishing some protocols:

1. USE THE SERVER. I know it requires a VPN, but if you are working on a version locally, someone else won't know it and may edit the server version while you are editing a local version. Please, use the server, and open and close that. If you have problems with this (Kristin), let one of us know.
2. CHECK BEFORE YOU REVISE. At the same time, a quick call/chat/email to the main drafter, Garwin, Susan, and Naseem is key. Reach out to confirm that NO ONE ELSE is working on either a server or local version before you start to revise something.
3. ADD YOUR INITIALS. If you edit a document that you are not a main author for, add your initials to the filename and Save As.. This lets us all know that it was revised.
4. SAVE A BACKUP. I know this is counter to #1, but just create a local back up folder and put it in there. Don't WORK ON it there, but put it in there for safe keeping.

The key to this is communication. Please do not silo, we are a team! So talk to each other to be sure we don't set each other back.

Thanks,  
Cathy

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