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**From:** Sarah Gallagher - NOAA Federal <sarah.gallagher@noaa.gov>  
**Sent:** Friday, June 14, 2019 4:17 PM  
**To:** Garwin Yip - NOAA Federal  
**Subject:** Re: Telework AND ROCON check-in June 14, 2019-ROC UPDATE and CHECKOUT

I ended up working on the ITS all day-some small tweaks in effects as I went along again. Effects is ready to send out if needed. I am finished with ITS for now; I believe Naseem is sending a draft to you all soon. We still may need to continue working on it to get it more finalized over the weekend.

I am available to work this weekend- I can be flexible on times: I'll check my email in the morning but text me if you need something before then.

**What I know I have to do: I will plan on these for sure so they are out of the way.**

- memo to record
- Shasta look-back

**Likely things to do**

- Edits to effects section from reviews-please let me know.
- Edits to ITS after management team review-please let me know and I told Naseem to let me know.

**Other assignments?**

**Sarah Gallagher | Fish Biologist**

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On Fri, Jun 14, 2019 at 8:07 AM Sarah Gallagher - NOAA Federal <[sarah.gallagher@noaa.gov](mailto:sarah.gallagher@noaa.gov)> wrote:  
I also have Shasta lookback document to finish!

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On Fri, Jun 14, 2019 at 7:58 AM Sarah Gallagher - NOAA Federal <[sarah.gallagher@noaa.gov](mailto:sarah.gallagher@noaa.gov)> wrote:

- I went back over the ITS tables this morning. It is ready for review. I would like feedback if you have time.
- Now starting work on the term and conditions document-I have been thinking about it since yesterday, and now have a few more to add and should be done in an hour or so..

- I still need to work on admin record/file clean up.
- Let me know what else needs to be done for ROC

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