



Exhibit 2, 274 FW 2
**Sample Note to
Reviewers and
Memorandum for
Reviewing a Proposed
Data Standard**

Supersedes 270 FW 6, FWM 406, 09/30/02
Date: March 4, 2009
Series: Information Technology
Management
Part 274: Data Management
Originating Office: Division of Information
Resources and Technology Management

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***** Note to Reviewers *****

The Service is using data standards to increase the quality and compatibility of its data (see 274 FW 2). This approach will:

- Identify the organizations responsible for particular data,
- Increase opportunities to share data,
- Reduce redundant data development, and
- Reduce the loss of valuable data.

The Assistant Director – Information Resources and Technology Management (IRTM) is the Chief Information Officer and the lead for data standardization in the Service. Information on this effort is available on the Intranet.

This memo requests the Service Directorate's review and comment on a new *[insert type of standard]* standard proposed by *[insert group proposing it]*, in full cooperation with the Headquarters IRTM.

Comments are due to the Data Steward within 45 days after the Director signs this memo. This review is part of the process for establishing data standards as described in 274 FW 2 and on the Service's Data Standards Web site.

For further information, contact *[Insert Name]*,
National Data Administrator, IRTM, at *[insert phone number]*.

In Reply Refer To:
FWS/IRTM

Memorandum

To: Service Directorate

From: Director

Subject: Review of Proposed Data Standard
**COMMENTS DUE WITHIN 45 DAYS FROM THE SIGNATURE
DATE OF THIS MEMORANDUM**

This memo requests your review and comment on the new *[insert type, e.g., data element]* standard listed below, which is being proposed for adoption as a national Service standard.

[Insert type and name of standard, e.g., Data Element: Wind Speed]

The proposed standard is attached and can be viewed at *(insert Intranet URL)*. Information on the data standards process is also available on the Service Intranet.

Please coordinate review comments through your Regional and Program Chief Technology Officers.

Comments are due **within 45 days** from the signature date of this memorandum.

Send comments to *[insert name, position, program, Region]*. *[Insert name]* is the Data Steward responsible for this proposed standard and will review all comments and modify the standard as needed.

Send questions on adopted standards and the process for establishing data standards to *[insert name]*, National Data Administrator, Information Resources and Technology Management, via electronic mail, or by phone at *[insert phone number]*.

Attachment

cc: National Data Administrator

For information on the content of this exhibit, contact the Division of Information Resources and Technology Management. For information about this Web site, contact [Krista Holloway](#) in the Division of Policy and Directives Management.

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