



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



In Reply Refer To:
FWS/DF

DEC - 8 2000

Memorandum

To: Service Directorate

From: Assistant Director - Business Management and Operations

Subject: Adoption of Data Standards

The following two data element standards have been formally adopted. Components received from Service personnel have been incorporated into the standards whenever practical. Please distribute this memorandum and attachments to all Regional and Field Offices to ensure that staff members are aware of these standards, and the requirement to apply them Servicewide where appropriate.

The final standards may be viewed on the Service Internal Internet at <http://sii.fws.gov/r9data/> and on the Internet at <http://www.fws.gov/stand/>. These data standards are:

- Data Element: Organization Code
- Data Element: Organization Name

A printed copy of the standards may be requested from Barb White, Data Specialist, Branch of Data and Systems Services, Division of Information Resources Management, via electronic mail, or by phone at 303-275-2310.