



# United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

In Reply Refer To:  
FWS/ANRS-NR-FM

2007

## Memorandum

To: Chief, Division of Information Technology Management

From: Chief, Division of Natural Resources

Subject: Designation of Data Steward

The purpose of this memorandum is to designate the following individual as Data Steward for the proposed data element standard identified below, to be effective on the date of signature:

Data Steward: Andrea Olson, Information Technology Specialist, Branch of Fire Management

Data Element: Fire Unit Identifier

Ms. Olson will perform the following duties of a Data Steward:

- Prepare the draft data standard and any subsequent revision;
- Provide advice on the proper use of the data and the standard;
- Review comments on the data standard that result from the review process, and
- modify the standard as necessary;
- Make current, electronic copies of the data available (if appropriate);
- Review the data standard periodically to ensure their continued utility and accuracy;
- Modify and reissue the data standard as necessary; and
- Create, modify, and delete fire unit identifier codes for Service organizations in the Corporate Master Table (CMT) System.

Since the Branch of Fire Management is responsible for maintaining the Service's fire unit identifier codes, Ms. Olson is the person best suited to develop the draft data element standard for Service-wide review and, once adopted, to review and update the standard in the future.

If you have any questions concerning this proposed data standard, please contact Ms. Olson at 208-387-5597.