



# United States Department of the Interior

FISH AND WILDLIFE SERVICE  
Washington, D. C. 20240



In Reply Refer To:  
FWS/ANRS-RE

## Memorandum

To: Chief, Division of Information Resources and Technology Management  
Attention: Deputy Chief Information Officer (BDSS)

From: *Acting* Chief, Division of Realty *Janet Bruner* JUL 18 2013

Subject: Designation of Data Steward

The purpose of this memorandum is to designate the following individual to replace Simi Batra as Data Steward for the data element standards identified below, effective on the date of signature:

Ken Fowler, Realty Specialist, Division of Realty:

1. Data Element: GSA Installation Code
2. Data Element: Interior-Fish and Wildlife Service (IFWS) Number
3. Data Element: Literal Codes (aka Literals)

Ken Fowler will perform the following duties of Data Steward:

- prepare the draft data standards and/or any subsequent revisions;
- provide advice on the proper use of the data and the standards;
- review comments on the data standards that result from the review process, and modify the standards as necessary;
- make current, electronic copies of the data available (if appropriate);
- review the data standards periodically to ensure their continued utility and accuracy; and
- modify and reissue the data standards as necessary.

If you have any questions concerning these adopted data standards, please contact Ken Fowler at 703-358-1876.

cc: Douglas Steinshouer, National Data Administrator