



United States Department of the Interior

FISH AND WILDLIFE SERVICE

Washington, D.C. 20240

IN REPLY REFER TO:

FWS/DEN/BES

Memorandum

To: Chief, Division of Information Resources Management

From: Chief, Division of Engineering

Subject: Designation of Data Steward

The purpose of this memorandum is to designate the following individual as Data Steward for the identified data standards:

Cathryn Lockwood, Computer Specialist, Division of Engineering:

Data Element: Maintenance Code

Data Element: Organization Type

Data Element: Organization Type Acronym

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

Prepare draft data standards;

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;

Modify and reissue the data standards, as necessary.

If you have any questions concerning the designated individual or the proposed data standards, please contact me. Thank you for your assistance in facilitating the review and approval process.



Paul J. Camp