



United States Department of the Interior

FISH AND WILDLIFE SERVICE
Bishop Henry Whipple Federal Building
1 Federal Drive
Fort Snelling, MN 55111-4056

IN REPLY REFER TO:

FWS/NWRS

Memorandum

To: Chief, Division of Information Resources and Technology Management
and Deputy Chief Information Officer

From: Regional Chief, National Wildlife Refuge System, Region 3

Subject: Designation of Data Steward

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

Todd Sutherland, Information Technology Specialist, Biological Monitoring & Database Team, National Wildlife Refuge System, Region 3

Data Element: Wind Speed
Date Element: Wind Direction

Todd will perform the following duties of a Data Steward:

- Prepare the draft data standard.
- 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.

The Biological Monitoring & Database Team is responsible for developing and establishing standardized protocols, methods, and procedures for inventory and monitoring on refuges in Regions 3 & 5. Todd is involved with new database development efforts and also provides technical support for existing refuge database applications. Todd's knowledge and functions in his current position makes him highly suited for reviewing and updating these data standards in the future.

If you have any questions concerning these proposed data standards, please contact Todd at 608-781-6263.

cc: National Data Administrator