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FWS/ES

Memorandum

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

From: Supervisor, Tennessee Ecological Services Field Office

Subject: Designation of Data Steward

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

Data Steward: Kurt Snider, Cartographer

Data Element: Ecosystem Unit Name

Data Element: Ecosystem Unit Number

Data Layer: Ecosystem Unit Boundaries

Mr. Snider will perform the following duties of a Data Steward:

- Prepare any subsequent revisions to the adopted data standards;
- Provide advice on the proper use of the data and the standards;
- Review comments on the data standards that result from the established review process, and modify the standard 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.

Mr. Snider, a Cartographer in the Ecological Services Field Office, Cookeville, TN, is very knowledgeable about the FWS ecosystem units and is willing to perform the tasks necessary to ensure the accuracy of ecosystem unit names, numbers, and boundaries nationwide.

If you have any questions concerning these adopted data standards, please contact Mr. Snider at 931-528-6481 (ext. 219).



Cc: National Data Administrator