



# U.S. FISH AND WILDLIFE SERVICE TRANSMITTAL SHEET

PART	SUBJECT	RELEASE NO.
270 FW 1, 2, 4, 6, 7 & 8	ITM Program Management	406
FOR FURTHER INFORMATION CONTACT Division of Information Technology Management		DATE September 30, 2002

## EXPLANATION OF MATERIAL TRANSMITTED:

270 FW 1 describes the Fish and Wildlife Service Information Technology Architecture (SITA).

270 FW 2 defines policies for planning and managing investments in information technology and automated information systems.

270 FW 4 establishes policies and procedures for performing management control reviews of automated information systems in the Service.

270 FW 6 defines data management practices and the process for establishing data standards.

270 FW 7 identifies the policies, procedures, and responsibilities that form the basis of the Service's automated information technology (IT) security program.

270 FW 8 states the objectives of the spatial data management program.

  
Deputy DIRECTOR

## FILING INSTRUCTIONS:

### Remove:

270 FW 3, 03/08/94, FWM 130 (5 pages)  
270 FW 4, 03/08/94, FWM 130 (4 pages)  
Illustration 1, 270 FW 4, 03/08/94, FWM 130 (1 page)  
Illustration 2, 270 FW 4, 03/08/94, FWM 130 (1 page)  
270 FW 7, 10/13/92, FWM 042 (4 pages)  
Exhibit 1, 270 FW 7, 10/13/92, FWM 042 (2 pages)  
Appendix 1, 270 FW 7, 10/13/92, FWM 042 (3 pages)  
Appendix 2, 270 FW 7, 10/13/92, FWM 042 (1 page)  
Appendix 3, 270 FW 7, 10/13/92, FWM 042 (2 pages)

### Insert:

270 FW 1, 09/30/02, FWM 406 (2 pages)  
270 FW 2, 09/30/02, FWM 406 (5 pages)  
270 FW 4, 09/30/02, FWM 406 (4 pages)  
270 FW 6, 09/30/02, FWM 406 (3 pages)  
270 FW 7, 09/30/02, FWM 406 (6 pages)  
Exhibit 1, 270 FW 7, 09/30/02, FWM 406 (4 pages)  
Exhibit 2, 270 FW 7, 09/30/02, FWM 406 (2 pages)  
Exhibit 3, 270 FW 7, 09/30/02, FWM 406 (2 pages)  
Exhibit 4, 270 FW 7, 09/30/02, FWM 406 (4 pages)  
270 FW 8, 09/30/02, FWM 406 (3 pages)

**FISH AND WILDLIFE SERVICE  
INFORMATION RESOURCES MANAGEMENT**

**Information Resources Management**

**Part 270 ITM Program Management**

**Chapter 6 Data Management and Standards**

**270 FW 6**

**6.1 What is the purpose of this chapter?** This chapter defines data management practices within the Service and the process for establishing data standards.

**6.2 To whom does this chapter apply?** This policy applies to all Service employees who collect, produce, procure or use data, including information system owners.

**6.3 Why are data standards important?** Standards are important in data management issues such as data quality, compatibility, accessibility, and sharing. They also reduce the costs for creating new systems that use existing data. Access to data in a standard format and ease of their use will help Service employees meet the increasing demand for mission related information and fiscal year accountability. There are several Federal statutes and Departmental policies and guidelines that mandate the establishment of data standards in the Service.

**A.** OMB Circular A-130, Management of Federal Information Resources.

**B.** 375 DM 12, Information Resources Standards Program.

**6.4 What is the Service's policy on data management and standards?**

**A.** The Service will manage its data as a corporate asset. Managers will ensure that current and accurate data are shared among the Programs and Regions whenever possible.

**B.** Data standards are part of the Service Information and Technology Architecture (SITA). See 270 FW 1.

**C.** Managers will ensure that data used or produced by their Programs and Regions comply with applicable Service data standards.

**D.** Designated data stewards will document and manage approved data standards, including standards that are defined primarily by external organizations such as the National Institute of Standards and Technology (NIST) or vendor associations.

**E.** Managers will ensure that relevant data sets are created, maintained, stored, and archived in accordance with the policy, procedures, and information presented in 282 FW 4.

**F.** The Corporate Master Table (CMT) is the official repository of administrative data on Service organizations, and its use is mandatory when officially publishing or sharing Service information that uses this data.

**6.5 How do I create a data standard?**

**A. Determine if a standard already exists.** Service personnel who have a need for a particular standard should check the data standards web site on the Intranet to determine if a standard has been adopted already or is in progress. If a standard is not available, contact the National Data Administrator for advice and assistance in establishing a standard that will meet the identified need. The Data Administrator will provide directions on how to create the specific standard using the established procedures and assist the requestor throughout the formal process. Step-by-step procedures can be found on the Service's Intranet and are summarized below.

**B. Establish clear ownership and authority.** Each standard must have a data steward who is responsible for determining when the standard needs to be adopted, revised, or canceled. Standards adopted for one process or Program area may have impacts on another (especially standards for data used by different Programs, like "organization code" or "vegetation type"). The person requesting the standard must clearly identify the steward at the start of the process, in order to have a focal point for resolving conflicts constructively.

**C. Circulate the proposed standard for review.** The data steward will prepare a draft standard with assistance from the National Data Administrator and identify the expected benefits and impacts of adoption in a transmittal memorandum for signature by the CTO. The steward will then forward the proposed standard and memorandum to the CTO for circulation to the Directorate, requesting review by Service personnel. The steward will identify the anticipated time frame for reviewing the standard in the transmittal memorandum, as well as any items to consider in implementing the proposed standard, such as impacts on other Service Programs, Regions, partners, and customers. All feedback must be considered and incorporated into the standard, if appropriate.

**D. Obtain the CTO's signature.** After revising the standard according to feedback from all Service personnel, the steward will submit a memorandum that officially defines the Servicewide standard to the CTO for signature and formal adoption.

**E. Revise or cancel the standard.** The steward will ensure that the adopted standard is revised whenever necessary, and canceled if no longer needed. When there is a proposal to revise or cancel a standard, the National Data Administrator will help stewards determine the most effective means of coordinating and communicating this information with Service users.

**6.6 Who is responsible for implementing the provisions of this chapter?**

**FISH AND WILDLIFE SERVICE  
INFORMATION RESOURCES MANAGEMENT**

**Information Resources Management**

**Part 270 ITM Program Management**

**Chapter 6 Data Management and Standards**

**270 FW 6**

**A. Assistant Directors and Regional Directors** are responsible for ensuring that these policies and procedures are implemented by their staffs.

**B. The Chief Technology Officer (CTO)** will:

(1) Distribute proposed standards throughout the Service for review.

(2) Sign the standards to officially adopt them once they have completed the formal review process.

(3) Develop policies and procedures for managing and sharing the Service's data.

**C. Information System Owners** are responsible for:

(1) Ensuring that approved data standards and procedures are implemented in systems for which they are responsible.

(2) Identifying data elements under their management for which official standards are necessary and initiating action to establish them as Servicewide data standards.

(3) Designating data stewards who have a thorough knowledge of the subject matter described in the standard.

(4) Complying with the policies, procedures, and responsibilities defined in 270 FW 2, 270 FW 7, and 282 FW 4.

**D. The National Data Administrator** will:

(1) Manage data standards that have been adopted by the Service or are in the data standards review process. Maintain a list of officially approved Servicewide data standards and those being proposed for adoption.

(2) Manage and update the Data Architecture component of SITA and provide assistance with that component.

(3) Provide assistance to Service managers and data stewards in creating, modifying, and canceling national data standards.

(4) Provide assistance to Service managers and data stewards in locating and sharing data, and improving the quality and accuracy of data that are shared among the Programs and Regions.

**E. Data Stewards** are responsible for

(1) Developing, maintaining, and documenting the data standard.

(2) Adjudicating Service comments received during review of the standard.

(3) Providing guidance to Service personnel on the proper use of the data.

(4) Modifying the standard as necessary to ensure its proper use.

(5) Providing accurate and current documentation of the standard.

**6.7 What terms do I need to know?**

**A. Chief Technology Officer (CTO).** The official responsible for coordinating IT issues on a Servicewide basis and for ensuring that information resources support the Service's strategic missions. The CTO is the Chief, Division of Information Technology Management - Washington Office.

**B. The Corporate Master Table (CMT).** A core data set that contains current and accurate information on Service organizations, such as organization codes and names, organization name abbreviations, ecosystems, mailing and physical/shipping addresses, telephone, TTY, and fax numbers, as well as information on States, counties, and congressional districts. The CMT is available to all Service employees and can be accessed through the Corporate Information Center link on the Service Intranet site. A complete and current description of the CMT data fields is provided in the application.

**C. Data Standard.** An approved format for data that may include approved procedures, definitions, and source data. Standards used by the Service include, but are not limited to:

(1) **Classification System.** A collection of procedures, characteristics, and definitions used to classify or identify things such as mammals, birds, wetlands, plants, and insects.

(2) **Data Element.** An item used to contain data values. A data element can be a field in a relational database, a column in a flat file, an attribute used to describe spatial data, or a row or column in a spreadsheet. Examples of data elements are: name, date, length, time, cost, etc.

(3) **Data Layer.** A spatial data set used in a geographic information systems (GIS).

(4) **Data Set.** One or more data elements and associated data values. Examples of data sets are: a database containing a mailing list or a flat file containing taxonomic names.

(5) **Data value.** A single piece of information. Examples of data values are: names, dates, or dollar amounts.

(6) **Data procedures.** A series of defined steps or tasks, such as formats for exchanging data between different

**FISH AND WILDLIFE SERVICE  
INFORMATION RESOURCES MANAGEMENT**

**Information Resources Management**

**Part 270 ITM Program Management**

**Chapter 6 Data Management and Standards**

**270 FW 6**

systems and processes for creating standardized data across varying systems.

**D. Data Steward.** An individual in the Service who is responsible for managing a particular standard and having a thorough knowledge of the subject matter of the standard.

**E. Information System.** A discrete set of information and IT organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. Information systems include local and wide area networks, telecommunications systems, electronic mail systems, GIS projects, data creation projects, databases, and radio projects.

**F. Information System Owner.** The manager who makes the decision to fund the information system and is responsible for development, acquisition, operation and maintenance.

**G. Information Technology (IT).** Any equipment or interconnected system or subsystem of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. Typically, IT includes hardware and software pertaining to computers, telecommunications, networks, and radio equipment.

**H. National Data Administrator.** A position in the Division of Information Technology Management - Washington Office responsible for managing the process for adoption of Servicewide data standards, for maintaining the repository of such standards, and for coordinating data administration activities with data stewards.

**I. National Institute of Standards and Technology (NIST).** A non-regulatory Federal agency within the U.S. Department of Commerce that develops standards and guidelines for Federal computer systems. These standards are issued as Federal Information Processing Standards (FIPS) for Governmentwide use.

**J. Service Information and Technology Architecture (SITA).** The set of Service standards, policies, and procedures that aligns IT with the Service's mission and goals and provides guidance to information system owners and developers on the IT infrastructure that is supported in the Service. SITA includes a component Data Architecture (see 270 FW 1).