United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240
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Memorandum

To: Heads of Bureaus and Offices

From: Michael Howell
            Chief Information Officer

Subject: Department of the Interior (DOI) Data Quality Management Guide

The attached Data Quality Management Guide establishes common principles for monitoring, assessing, and correcting mission-critical data. This data is shared across organizational boundaries and resides in DOI owned and managed sources. Mission-critical data is used in operations, planning, and processes regarding decision-making.

Mission-critical data is fundamental for DOI to appropriately conduct business. This data is frequently used by the Department and is vital to the Department's integrity and accountability. Mission-critical data is also used to support the Government Performance and Results Act (GPRA) reports.

Ensuring the quality (e.g. accuracy, validity, timeliness, and completeness) of the data enhances its value to the department. The Data Quality Management Guide describes a method using four processes to improve the quality of data in DOI owned data sources. These processes are based upon accepted industry standards and they incorporate project management and data quality management principles. The method is iterative and may be repeated until the data reaches the desired quality levels.

Per the Office of the Chief Information Officer (OCIO) *Directive 2008-020 Designation, Management, and Enforcement of Authoritative Data Sources*, all four processes in the Data Quality Management Guide are mandatory only when the data being assessed are an officially designated Authoritative Data Source (ADS). The use of this guide is optional when the data being assessed resides in DOI owned and managed data sources that are not designated as an ADS.

This information should be distributed to program managers that are responsible for the collection and management of data, as well as other employees who have roles in the collection and management of data. A downloadable copy of the Data Quality Management Guide will be available at:
http://www.myinterior.doi.net/ocio/architecture/policy.html

The OCIO will present training opportunities for the Data Quality Management Guide in the near future.

If you have any questions concerning this memorandum, please contact me at (202) 208-6194. Staff may contact Suzanne Acar at (202) 208-3216 or suzanne_acar@ios.doi.gov.

Attachment

cc: Bureau and Office Chief Information Officers
        Bureau Deputy Chief Information Officers
        Bureau Data Architects and Data Managers