

September 26, 2002

MEMORANDUM TO: Stuart Reiter  
Chief Information Officer

FROM: Michael L. Springer, Director **/RA/**  
Office of Administration

SUBJECT: INFORMATION QUALITY GUIDELINES: OFFICE INSTRUCTIONS

In your memorandum of August 16, 2002, you requested that offices review and comment on the draft instructions for implementing the Information Quality Program; designate an Information Office Coordinator; develop appropriate office instructions to process, evaluate, and respond to information quality requests and appeals; and be ready to implement the office instructions by October 1, 2002.

We have no comments on the draft Information Quality Guidelines. Michael T. Lesar will serve as ADM's Information Office Coordinator.

Information quality requests received by ADM will be entered into the ADM/OD tracking system and processed in accordance with the agency's draft instructions. We anticipate that ADM will not receive many requests. Periodically, we will evaluate our procedure for handling information quality requests and make any necessary modifications.

Please direct any questions on this matter to Michael T. Lesar (MTL) on 415-7163.

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