



DEPARTMENTS OF THE ARMY AND THE AIR FORCE
NATIONAL GUARD BUREAU
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NGB-ARZ-CIO

10 February 2003

MEMORANDUM FOR THE ADJUTANTS GENERAL OF ALL STATES,
PUERTO RICO, GUAM, THE US VIRGIN ISLANDS AND THE COMMANDING
GENERAL OF THE DISTRICT OF COLUMBIA

SUBJECT: (All States Log Number P02-0069) Maintenance of National Geospatial
Data Repository (NGDR) of Army National Guard (ARNG) Installations

1. References:

a. Executive Order 12906, Coordinating Geographic Data Acquisition and Access:
The National Spatial Data Infrastructure, 11 Apr 94.

b. Federal Geographic Data Committee (FGDC), Content Standard for Digital
Geospatial Metadata (CSDGM), version 2, FGDC-STD-001-199, revised Jun 98.

c. Integrated Training Area Management (ITAM) Procedural Manual, Department
of the Army, Implementing Draft, Aug 99, Appendix I – Core and Optional Data Layers.

d. Memorandum, NGB-ARZ-CIO, 28 Aug 01, subject: (All States Log Number
P01-0055) Metadata Requirements for Geographic Data.

e. Memorandum, DAIM-MD, 16 Oct 01, subject: Data Standards for Computer
Aided Drafting and Design (CADD), Geographic Information Systems (GIS) and Related
Technologies.

2. This memorandum establishes procedures and standards for updating the ARNG
NGDR maintained at the National Guard Bureau (NGB).

3. Background:

a. The ARNG established the NGDR in 2000. The NGDR is a repository of all GIS
and geo-spatial CADD data that has been created, contracted for, or purchased by the
ARNG, or by the 54 States and Territories and reimbursed by the ARNG. The
repository is housed on a 1.5 Terabyte (TB) Storage Area Network at the ARNG
Readiness Center. The repository is being linked to existing ARNG databases such as
PRIDE, ASIP, TROUPERS, ISR, EPR, and EQR.

b. The data is available to all 54 States and Territories and ARNG staff via the
NGDR server located at <https://gis.ngb.army.mil>. The ARNG staff and the 54 States

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and Territories use the server to manage ARNG concerns nationwide, respond to tasks from Department of the Army (DA) and ARNG staff, and to more intelligently evaluate State requests.

c. The NGDR contains spatial data as listed in this table.

Types of Spatial Data

Roads	ranges	airports	streams	vegetation communities	digital raster graphics
Buildings	training areas	dams	lakes	rare and endangered species	national imagery and mapping agency data
Installation boundaries	firing points	bridges	contour lines	cultural sites	digital elevation models
Utilities	impact areas	demographic data	rivers	digital ortho-photography satellite imagery	

d. It is critical to provide up to date information for the NGDR. This data is used to determine funding requirements, analyze requests from the States, and determine locations for fielding. Uninformed decisions could be made if the data is not kept current. The data will be used to determine compliance with existing federal and Department of Defense (DOD) GIS/CADD standards (see references 1a-1f).

e. In order to receive funding for GIS/CADD Programs in the States, all GIS/CADD data that is created, contracted for, or purchased must conform to the required standards set forth in this guidance.

4. Roles and Responsibilities:

a. The ARNG GIS/CADD Staff is responsible for:

(1) Maintaining the infrastructure for the NGDR.

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(2) Evaluating the data submitted to the NGDR to ensure that it conforms to federal standards.

(3) Coordinating with the 54 States and Territories on data submission procedures.

(4) Loading the data into the NGDR.

(5) Making that data available to the ARNG.

b. Each State shall identify one Point Of Contact (POC) who will be responsible for coordinating GIS data submissions from all functional areas. Each State shall identify the POC and provide that name to the ARNG GIS POC—identified in the last paragraph NLT 30 days following receipt of this memorandum. The State Environmental Program Manager shall serve as the POC unless otherwise appointed by the Adjutant General.

c. Each State ARNG GIS/CADD Staff is responsible for:

(1) Creating, obtaining, maintaining, and submitting, through their respective GIS/CADD POC as identified in subparagraph 4a, the required State data layers to the NGDR for their respective installations and States. States that do not have GIS expertise should contact the ARNG GIS POC within 30 days of receipt to coordinate the data submission.

(2) Complying with existing federal, DOD, and ARNG policies and standards (see references 1a-1f). This includes creating, obtaining, and maintaining FGDC-compliant metadata for all datalayers created by, contracted for, or purchased for installations in the State and submitted to the NGDR.

(3) Updating the NGDR for their installations. Data to be submitted includes installation data, State data, facility data (armories, operations and maintenance shops, MATES, UTES, etc.).

d. States shall make one data submission each year according to a quarterly schedule as stipulated in the NGDR update schedule (enclosure 1). The schedule may be expanded, updated, or modified in subsequent correspondence from the CIO.

5. All spatial data CADD/GIS that is stored on a hard drive, CD-ROM, floppy disk, or magnetic tape shall be submitted to the NGDR for inclusion in the system annually as per the NGDR update schedule. It includes data such as roads, buildings, installation boundaries, ranges, firing points, target points, tank trails, flora and fauna, wetlands, hypsography, surface water, above ground storage tanks, and waste water treatment

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plants. Other important features are monitoring wells, wash racks, asbestos areas, historic buildings, burn areas, utility lines, utility poles, manholes, fire hydrants, fences, gates, helipads, runways, airports, dams, bridges, and imagery. At a minimum, this data shall include the data from the ITAM Core and Optional data list.

6. All spatial data that is submitted must be in Spatial Data Standards (SDS) compliant personal geodatabases that comply with the GIS/CADD standards in reference 1e. States must submit spatial data for all required data assuming that each geographic feature does exist on the installation. More information on the SDS can be found at the CADD/GIS Centers web site at <http://tsc.wes.army.mil>. A GIS Tracking database developed and housed at the ITAM Regional Support Centers will be utilized to track datalayers that exist at each installation.

7. A CADD is to be submitted to the NGDR include installation/master plan drawing files. These files may be submitted in the native CADD file format (file extension: *.dwg). The CADD data must be in either the A/E/C CADD standard (e.g., The American National CAD Standard or American Institute of Architects standard) or the Spatial Data Standards for Facilities, Infrastructure, and Environment.

8. Submission of data shall occur by sharing Internet Map Server services whenever possible. When this is not possible, data shall be submitted to the NGDR via file transfer protocol at <ftp://gisdata.ngb.army.mil>. If this is not feasible, data shall be submitted via CD-ROM to the ARNG GIS POC.

9. The NGDR shall store all of its data in a multi-user SDS-compliant geodatabase with FGDC compliant metadata.

10. This memorandum will expire one year from date of publication unless sooner rescinded or superseded.

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11. Points of contact are Ms. Lily Ho at, DSN 327-7634, 703 607-7634 or via e-mail at lily.ho@ngb.army.mil and Mr. Travis Fortie, Geographic Information Systems Program Manager, at DSN 327-7989, 703-607-7989, or via email at travis.fortie@ngb.army.mil.

FOR THE CHIEF, NATIONAL GUARD BUREAU:



RICHARD FINDLAY
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Chief, Information Officer

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1. as
2. DAIM MD Memorandum
3. ITAM Datalayer List
4. Metadata Memorandum
5. Executive Order 12906
6. Metadata Content Standard

CF:

NGB-ARI	Each State Construction and Facilities Management Officer
NGB-ARE	Each State Inspector General
NGB-AIS	Each State Environmental Office
NGB-PL	Each State United States Property and Fiscal Office
NGB-IG	Each State Aviation Officer
NGB-CS	Each State Director of Operations
NGB-ARO	Each State Director of Logistics
NGB-ART	NGB-CD
NGB-ARL	NGB-ARC
NGB-AVN	NGB-ARA
NGB-ARF	NGB-ASM
NGB-ARM	