



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

NGB-ARZ-CIO

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

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.

NGB-ARZ-CIO

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

(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

NGB-ARZ-CIO

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

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.

NGB-ARZ-CIO

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

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:



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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	

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

SUBJECT: SUBMISSION SCHEDULE FOR GIS DATA TO BE INCLUDED IN THE NATIONAL GEOSPATIAL DATASET (NGDS)

1. Requirements:

a. All GIS data shall be submitted via CD-ROM, or File Transfer Protocol (FTP). Data submissions via ftp shall be made to the following site <ftp://gis.ngb.army.mil/incoming>. Data shall be transferred into the appropriate state folder (i.e. Maine will store their data in the ME folder).

b. All data shall be submitted to the NGDS by the date mentioned below for each respective State. Data shall be submitted in SDS-compliant personal geodatabases with FGDC-compliant metadata for each feature class submitted.

c. States N – P shall submit their data 26 May 2003. For future data submissions, states N – P shall submit their data the first day of the third quarter of the current fiscal year. States R – W shall submit their data the first day of the fourth quarter of FY2003. States A – H shall submit their data the first day of the first quarter of FY2004. States I – M shall submit their data the first day of the second quarter of FY2004.

d. The first round of submission shall include all GIS data that a state has in their possession. For the subsequent submission each state shall provide NGB with only the GIS data that has been updated or created since the submission the previous year.

NGB-ARZ-CIO

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

SUBJECT: All States (Log Number P02-XXXX) Metadata Requirements for Geographic Data

1. References.

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

b. Executive Order 12906, Coordinating Geographic Data Acquisition and Access: The National Spatial Data Infrastructure (encl 1).

c. Federal Geographic Data Committee (FDGC), Content Standard for Digital Geospatial Metadata (CSDGM), version 2, FGDC-STD-001-1998 (encl 2).

2. The purpose of this memorandum is to establish Army National Guard (ARNG) policy on metadata requirements for geographic data.

3. Definitions.

a. Metadata is descriptive information (encapsulated in file format) that summarizes the content, quality, condition, lineage, and other relevant characteristics of geographic data. Metadata is intended to aid users in determining the "fitness for use" of data for a particular application.

b. Geographic data is digital information that identifies the geographic location and characteristics of natural or constructed features or boundaries on, above, or below the earth's surface.

4. Background. Executive Order (EO) 12906 establishes metadata standards for Federal agencies. The ARNG is herein providing guidance on metadata in order to meet the standards outlined in the EO. Metadata ensures that potential data users can make an informed decision about whether data are appropriate for the intended use, and guarantees that geographic data sets possessed by the ARNG will not be vulnerable to risk of data loss due to personnel turnover. Lack of knowledge about what data is available within ARNG has led to duplication of effort. Having complete metadata will make it possible to catalog and search available data sources. The ARNG's utilization of geographic information makes the adoption of metadata standards

NGB-ARZ-CIO

SUBJECT: All States (Log Number P02-xxxx) Metadata Requirements for Geographic Data

essential for efficient information exchange and to meet the metadata requirements established in the above references.

5. All geographic data shall be documented in accordance with Executive Order 12906.

a. Metadata file content and structure shall be compliant with the standards set forth in reference 1b. Metadata shall be included with the data set as a companion file or files in American Standard Code for Information Interchange (ASCII) text or Hypertext Markup Language (HTML) format.

b. Metadata should be created while the geographic data are being developed. This is the point when the information needed for compiling metadata is most readily available. Creating metadata after the geographic data are developed can lead to creation of less accurate documentation and can significantly increase the time and cost of gathering necessary information. Geographic data that was previously collected or produced, either indirectly or directly shall be documented as stated in paragraph 3b of reference 1a above.

c. The creator of a specific geographic data set is responsible for creating the associated metadata. As stated in paragraph 4d of reference 1a, geographic data created for the ARNG via contracts or interagency agreements are subject to the same metadata requirements as data created internally by the ARNG. Any contract or agreement that will result in creation or collection of geographic data must explicitly state that the contractor will also create or collect metadata that complies with standards set forth in reference 1b above.

d. Geographic data shall not be distributed to other external agencies, entities, or persons, either public or private, without including the associated metadata. Geographic data shall not be utilized to perform analysis relating to environmental projects or analysis for items such as Integrated Natural or Cultural Resource Management Plans (ICRMPs), National Environmental Policy Act (NEPA) documents or construction projects unless FGDC compliant metadata is available for these data. This restriction also applies when the ARNG redistributes geographic data previously obtained from other governmental agencies or non-governmental organizations.

6. The metadata tools in ArcCatalog by ESRI shall be utilized to produce FGDC compliant metadata. ArcCatalog enables ARNG personnel to reduce the training and effort involved in creating metadata.

7. All ARNG offices possessing geographic data will immediately undertake an internal assessment of its level of compliance with the metadata requirements of Executive

NGB-ARZ-CIO

SUBJECT: (All States Log Number P02-xxxx) Metadata Requirements for Geographic Data

Order 12906 and report the results of that assessment to the GIS POC identified in the last paragraph of this memorandum no later than 30 days after receipt of memorandum. In addition, all offices will ensure that metadata exists for all geographic data in its possession no later than their first GIS data submission to NGB. The scope of this memorandum includes all digital geographic data.

8. This memorandum will expire one year from receipt unless sooner rescinded or superseded.

9. Points of contact are COL Findlay, Chief Information Officer, at 703-607-0022, DSN 327-0022 or email: Richard.Findlay@ngb.army.mil, and Mr. Travis Fortie, Geographic Information Systems Specialist, at 703-607-7989, DSN 327-7989 or email: Travis.Fortie@ngb.army.mil.

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3 Encls  
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NGB-ART  
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NGB-AVN  
NGB-ARF  
NGB-ARM  
NGB-ASM  
NGB-ARA  
NGB-ARC  
NGB-CD  
Each State USPFO

Each State IG  
(CONT)

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SUBJECT: (All States Log Number P02-xxxx) Metadata Requirements for Geographic Data

CF: (CONT)

Each State CIO/DOIM

Each State DSCOPS/POTO

Each State Environmental Program Manager

## APPENDIX I: CORE AND OPTIONAL GIS DATA LAYERS

Table I-1 contains a listing of core and optional data layers for the Integrated Training Area Management (ITAM) Geographic Information Systems (GIS). Core data layers are a standardized requirement at all ITAM installations. The maintenance of core data layers should be considered a top priority effort. Optional Data layers provide additional information supporting ITAM management.

Table I-1. ITAM Data Layers

DATA LAYER	TYPE	ITAM	CORE	Responsible Organization			
			or OPT	ITAM	DPTM	Envr	Engineer
<b>General:</b>							
Aerial Photography	R	YES	C	X	X	X	X
Horizontal Control Points							
Bench marks	V	YES	O		X		X
Buildings/Facilities	V	NO					X
Usage	T						
Cantonment Area/Camps	V	NO	C				X
Contour Lines	V	YES	C	X			
Digital Elevation Maps (DEM)	R	YES	C	X	X	X	X
Fire Breaks	V	YES	C		X	X	
Surface Type	T						
Width	T						
Maintenance Information	T						
Grid Scale	V	YES	C	X			
UTM	V						
Latitude/Longitude	V						

Table I-1. ITAM Data Layers

DATA LAYER	TYPE	ITAM	CORE or OPT	Responsible Organization			
				ITAM	DPTM	Envr	Engineer
Historic Impact Areas	V	YES	O		X		
Installation Boundary	V	YES	C				X
Political Boundaries	V	YES	C	X	X	X	X
County	V						
City	V						
Zoning, Deed Restriction, etc.	V						
Railroads	V	YES	C				X
# Spurs	T						
Cars per Spur	T						
Recreational Areas	V/T	YES	C				X
Roads	V	YES	C				X
By Type (Define)	T						X
With Bridge Classification	T						X
Culverts w/ Classification	T						X
Satellite Imagery	R	YES	O	X		X	
Slope	R/V/T	YES	O	X	X	X	X
<b>Training Data:</b>							
Accidents in Training Area	V	YES	O		Safety		
Date	T						
Type	T						
Synopsis	T						

Table I-1. ITAM Data Layers

DATA LAYER	TYPE	ITAM	CORE or OPT	Responsible Organization			
				ITAM	DPTM	Envr	Engineer
Air Corridors	V	YES	C		X		
Airfields/Assault Strips	V	NO	C		X		X
Ammunition Holding Areas	V	YES	O		X		X
Capacity	T						
Artillery/Mortar Positions	S	YES	C		X		
Munitions Acceptable	T						
Survey Points	T						
Size	T						
Aviation Crash Maps	V	NO			X		
Constraints to Training e.g.	V	YES	C		X		
No Dig Areas	V					X	
Pipelines w/Crossing Sites	V/T						X
Noise Limitation Areas	V					X	
Limitations to Pyro Use	V				X		
Limitations to Obscurant Use	V				X		
Foot Traffic Only	V				X		
Crossing Sites/Ford Sites	V	YES	C		X	X	X
Unserviceable	T						
Unimproved	T						
Improved	T						
Hardened Sites	T						

Table I-1. ITAM Data Layers

DATA LAYER	TYPE	ITAM	CORE or OPT	Responsible Organization			
				ITAM	DPTM	Envr	Engineer
DZ/LZ/PZ	V	YES	C		X		
Type	T						
Overall Dimensions	T						
Length in Seconds	T						
Number of Ships by Type	T						
FAARP Sites, Prepared & Approved	V	YES	O		X		
Field Kitchen/Mess Sites	V	YES	O		X		
Gates w/Key Numbers	V/T	YES	O		X		
Hardened Training Sites	V	YES	C		X		
Heavy Equip Transport Sites	V/T	YES	O		X		
Impact Areas, Dudded	V	YES	C		X		
w/Buffer Zones							
Impact Areas, Non Dudded	V	YES	C		X		
w/Buffer Zones							
Land Navigation Courses	V	YES	C		X		
Laundry & Bath Sites	V	YES	O		X		
Loading Ramps	V	YES	O		X		
Maneuver Corridors	V	YES	O		X		
Maneuver Lanes	V	YES	O		X		
MOAs	V	YES	C		X		
No Overflight Areas	V	YES	C		X		

Table I-1. ITAM Data Layers

DATA LAYER	TYPE	ITAM	CORE or OPT	Responsible Organization			
				ITAM	DPTM	Envr	Engineer
NOE Training Areas	V	YES	C		X		
OPs	V	YES	C		X		
Lines of Visibility	V						
Linked to Firing Positions	T						
POL Sites, Field	V	YES	C		X		
Potable Water Locations	V	YES	O				X
Ranges/Training Facilities	V	YES	C		X		
Facility Category Group	T						
FCG Description	T						
Category Code	T						
Cat Code Description	T						
Range Configuration	V/T	NO	C		X		
Number of Lanes	T						
Left/Right Firing Limits	S						
Safety Fan/SDZ	V						
Historic Range Use	T	NO	O		X		X
ROWPU Approved Sites	V	YES	O		X		
Telephone/MAG Sites	V	NO	O		X		
Telephone #	T						
Coordinates	T						
Trash Collection Sites	V	YES	O		X		X

Table I-1. ITAM Data Layers

DATA LAYER	TYPE	ITAM	CORE or OPT	Responsible Organization			
				ITAM	DPTM	Envr	Engineer
Training Area Boundaries	V	YES	C		X		
ROWPU Approved Sites	V	YES	O		X		
Water Training Areas	V	YES	C		X		
Restrictions	T						
Depth	T						
Current	T						
<b>Public Works:</b>							
Borrow Pits	V	NO					X
Building Floor Plans		NO					X
Fire Management Areas	V	YES	O		X	X	X
Fire Hydrants		NO					X
Flood Plains	V	YES	O				X
Landfills/Solid Waste Sites	V	NO					X
Major Work Orders		NO					X
Manholes		NO					X
MCA Projects		NO					X
Organizations w/in Bldgs		NO					X
Power Lines	V	YES	C				X
Height Above Ground	T						
Depth Below Ground	T						
Septic Drain Fields	V	NO					X

Table I-1. ITAM Data Layers

DATA LAYER	TYPE	ITAM	CORE or OPT	Responsible Organization			
				ITAM	DPTM	Envr	Engineer
Towers/Antennas	V	YES	C				X
Height	T						
25 miles exterior of installation		NO					X
schools		NO					X
hospitals		NO					X
mass transit routes		NO					X
Mutual Aid Agreement sites		NO					Fire Dept
roads/water/basic stuff							X
Utilities		NO					X
Wells & Monitoring Wells	V	NO					X
<b>Environmental:</b>							
Ag-Leasing	V	YES	C			X	
Archaeological/Cultural Sites	V	YES	C			X	
Cedar Clearing Opns	V/T						
Cemeteries	V	YES	C			X	
Endangered Species Sites	V	YES	C			X	
Erosion Control Structures	V/T	YES	C	X		X	X
Erosion Sites	V	NO		X		X	
Fire History	V	YES	O			X	
Dates	T						
Cause	T						

Table I-1. ITAM Data Layers

DATA LAYER	TYPE	ITAM	CORE or OPT	Responsible Organization			
				ITAM	DPTM	Envr	Engineer
Type of Fire	T						
Percent Burned	T						
Acreage	T						
Forest Stand	V	NO				X	
Dominance	T						
Diameter at breast height (DBH)	T						
Stems Per Acre	T						
Age	T						
Forestry Opns/Logging	V/T	YES	O			X	
Game Management/Hunting Areas	V	YES	O			X	
Species	T						
Number of hunters	T						
Dates Open to Hunting	T						
Harvest	T						
Geology/Geomorphology	V	NO				X	
Hazardous Material Location	V	NO				X	
Type of Material	T						
Quantity	T						
Herbicide/Pest Management Areas	S	YES	O			X	X
Date of Application	T						

Table I-1. ITAM Data Layers

DATA LAYER	TYPE	ITAM	CORE or OPT	Responsible Organization			
				ITAM	DPTM	Envr	Engineer
Chemical Applied	T						
Historic Vegetation Cover	V	NO				X	
Hydrology	V	YES	C			X	
Rivers/Streams	V	YES	C			X	
Lakes	V	YES	C			X	
Wetlands Inventory	V	YES	C			X	
LCTA Transects/Plots	V	YES	C	X			
Type of Plot	T						
Monitoring Data	T						
LRAM Projects	V/T	YES	C	X			
Date/Cost/Type	T						
Noxious Weed Infestation Areas	V	NO				X	
Permit Sites		NO				X	
Prescribed Burn Areas	V	YES	O			X	
Date	T						
Type Method Employed	T						
Acreage	T						
Sensitive Species	V/T	YES	O			X	
Soils	V/T	YES	C	X		X	X
Special Interest Natural Areas	V	YES	O			X	
Vegetation Cover	V	YES	C	X		X	

Table I-1. ITAM Data Layers

DATA LAYER	TYPE	ITAM	CORE or OPT	Responsible Organization			
				ITAM	DPTM	Envr	Engineer
Wildlife Food Plots	V	NO				X	

NOTES

- 1 In TYPE column, V=vector, R=raster, S=spatial, and T=tabular.
- 2 ITAM column. Yes means that ITAM will fund digitization of that data layer since those layers are useful to the ITAM program. No means that the responsible organization will either digitize the data or fund the ITAM program to do the digitization since these layers are normally not used for the ITAM program
- 3 An X under the organization means that that organization should fund the data collection for that layer
- 4 CORE/OPT Column. C=this data layer is a standardized requirement and considered a top priority. O=this data layer is optional at the discretion of the installation
- 5 Tri Service Standard naming conventions will be used for all ITAM digitized data layers and attributes when available in TSSDS. Rather, the attributes shown were felt to be important by one or more installations
- 6 There is not intent for the data layers under Public Works to be all-inclusive or representative of all the data layers the DPW may need.
- 7 Data layers and attributes may be combined in different manners depending on installation requirements/desires.