

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: 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.