

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

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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

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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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Each State Environmental Program Manager