

Process for the Addition, Change, or Removal¹ of NGDA Datasets

Action 1B.3 in the [NGDA Management Plan](#) calls for the development of an approval process for adding/changing/removing NGDA Datasets that fall within the [Themes](#) of the A–16 NGDA Portfolio. [OMB Circular A–16 Supplemental Guidance](#) requires that geospatial datasets be routinely inventoried and recommended for inclusion in (or removal from) the A–16 NGDA Portfolio. The inventory process is considered a collaborative responsibility of NGDA Theme Leads, NGDA Dataset Managers, NGDA Executive Theme Champions, the FGDC Coordination Group, and the FGDC Steering Committee.

This document describes the process Federal agencies shall use to propose modifications such as adding datasets to, changing, or removing datasets from the inventory of NGDA Datasets² (also known as the A-16 NGDA Portfolio). NGDA Dataset modifications are initiated by NGDA Theme Leads, working with Executive NGDA Theme Champions, NGDA Dataset Managers, and contributing agencies.

NGDA Datasets Change Notification Information

The initial notification process for proposed changes will be accomplished via an email from the NGDA Theme Lead to the FGDC Office of the Secretariat (OS) which currently maintains the official NGDA Dataset Inventory. This manual reporting and tracking process is expected to be replaced by an automated tool implemented within the Geoplatform.gov Theme Lead Community. Updates on proposed changes will be shared and considered by the FGDC Coordination Group and Theme Leads on a monthly basis. The FGDC Steering Committee will review recommendations for action as part of the NGDA Portfolio management process. FGDC Steering Committee review and endorsement are required for dataset addition, dataset removal, and moving a dataset from one NGDA theme to another, but are not required for dataset changes. Once the FGDC Steering Committee endorses a change it will be incorporated into the official NGDA Dataset Inventory and the online lists will be updated accordingly.

The NGDA Theme Lead shall send the information listed below to the FGDC OS (fdgc@fgdc.gov). Contact information for Theme Leads and Dataset Managers is available in the Geoplatform.gov Theme Lead Community (<https://www.geoplatform.gov/node/3510>).

NGDA Dataset Addition – Steering Committee endorsement required

In order to be identified as an NGDA Dataset by the FGDC Steering Committee the dataset must meet at least one of the following criteria:

- Used by multiple agencies or with agency partners such as State , Tribal and local governments;
- Applied to achieve Presidential priorities as expressed by OMB;
- Required to meet shared mission goals of multiple Federal agencies; or
- Expressly required by statutory mandate.

¹ The terms “remove”, “delete”, and “retire” have been used in various documents. For the purpose of the processes describe in this document, the term “remove” is used and refers to a dataset being removed from the A–16 NGDA Portfolio. It is not intended to refer to additional data lifecycle management actions.

² The procedures to adjust the A–16 NGDA Portfolio Themes this is covered in the [Reference Document: Process for Adjusting OMB Circular A-16 \(Appendix E\): NSDI Geospatial Data Theme Principles](#).

Since NGDA Datasets are nationally significant datasets, the FGDC Steering Committee must endorse additions because there may be broader impacts to consider at the portfolio level.

Information to provide:

Proposed NGDA Dataset Addition

NGDA Theme: <theme name>

NGDA Theme Lead: <name, agency, contact information >

NGDA Dataset: <new dataset name>

NGDA Dataset Manager: <name, agency, contact information>

- **A-16 Supplemental Guidance Criteria** (The dataset should meet at least one of these four criteria)
 - Used by multiple Federal agencies and(or) partners
 - <list Federal agencies and(or) partners>
 - Applied to achieve Presidential priorities
 - <list Presidential priorities>
 - Required to meet shared mission goals of multiple Federal agencies
 - <list shared mission goals>
 - Expressly required by statutory mandate
 - <list statutory mandates>
- **Dataset Quality and Usability**
 - Discoverable – published and available
 - Registered with <Data.gov/GeoPlatform.gov and <other>>
 - <API>
 - Reliable – Coordinated by recognizable national steward
 - <Dataset managing agency>
 - <list FGDC Subcommittee(s), FGDC Working Group(s), and(or) other committees, work groups with which the dataset is associated >
 - <when/how is dataset shared with stakeholders and (or) community of interest?>
 - Consistent – supported by schemas/standards
 - <list applicable schemas/standards>
 - Current and Applicable – Geospatial Data Lifecycle
 - <where in the data lifecycle process, <http://www.fgdc.gov/policyandplanning/a-16/stages-of-geospatial-data-lifecycle-a16.pdf?>>
 - Resourced – established, recognized as enterprise investment
 - <briefly state funding source (e.g. mission or jointly funded by ...)>

NGDA Dataset Removal – Steering Committee endorsement required

Federal agencies might have a variety of reasons to remove an NGDA Dataset from the A-16 NGDA Portfolio. Since these are nationally significant datasets, the FGDC Steering Committee must endorse the change because there may be broader impacts to consider at the portfolio level.



Information to provide:

Proposed NGDA Dataset Removal

- NGDA Theme: <theme name>
- NGDA Theme Lead: <name, agency, contact information>
- NGDA Dataset: <dataset name>
- NGDA Dataset Manager: <name, agency, contact information>
- o Justification
 - <rational for removal>
- o Archive
 - <plan>

NGDA Dataset Move to Different NGDA Theme – Steering Committee endorsement required

In some cases, Federal agencies may determine that an NGDA Dataset is better suited for a different Theme. If the Theme Leads agree, this change shall be submitted to the FGDC Steering Committee for endorsement.

Information to provide:

Proposed NGDA Dataset Move to Different NGDA Theme

- Old NGDA Theme: <theme name>
- Old NGDA Theme Lead: <name, agency, contact information >
- New NGDA Theme: <theme name>
- New NGDA Theme Lead: <name, agency, contact information >
- NGDA Dataset: <dataset name>
- NGDA Dataset Manager: <name, agency, contact information>
- o Change information
 - <justification for the switching of NGDA Themes>

NGDA Dataset Change – Steering Committee endorsement not required, Theme Leads submit the change to the FGDC OS and the list of changes is maintained and made available

In some cases, an existing NGDA Dataset may undergo changes such as its name, the Dataset Manager, or lead Federal agency. In these cases, Steering Committee endorsement and FGDC Coordination Group consideration is not required. Theme Leads shall submit the change to the FGDC OS, which currently maintains the official NGDA Dataset Inventory.

Information to provide:

Proposed NGDA Dataset Change

- NGDA Theme: <theme name>
- NGDA Theme Lead: <name, agency, contact information >
- NGDA Dataset: <dataset name>
- NGDA Dataset Manager: <name, agency, contact information>
- o Change information
 - <description of change which includes Dataset name, Dataset Manager, or agency>
 - <justification>

