



User Functionality & Tips

Need Help? Have Questions?

Survey Navigation page:

Experiencing an issue? Choose one of the following issues, then click the email link below to contact us.

Choose one of the following answers

Please choose...
Please choose...
Accounts
Technical Troubleshooting
Maturity Assessment Process
General Question
Feedback
Other

on / help. You may reference this page at any time through the index

Or contact:

NGDA LMA Help Desk
NGDA_LMA_help@fgdc.gov

FAQs are being developed and will be made available online!



Overview

- ◆ Question Index for easy navigation across all 7 stages (only 19 questions!)
- ◆ Resources and additional instruction for each question
 - Reference links and documentation
 - Clarifying Statement examples
 - Justification Comments

Question index
1. Survey Navigation / Help
2. Introduction
3. Questions Overview
4. Questions for All Stages
5. STAGE 1- Define/Plan
6. STAGE 2- Inventory/Evaluate
7. STAGE 3- Obtain
8. STAGE 4- Access
9. STAGE 5- Maintain
10. STAGE 6- Use/Evaluate
11. STAGE 7- Archive
12. Review and Approval
13. Feedback
14. Submit

Clarifying statement - example actions may include: Stewards are included as part of stakeholders; partners/stakeholders for the dataset are identified at all levels (i.e. - local, regional, national, etc.); partners/stakeholders are involved and supporting the dataset; roles and responsibilities of partners/stakeholders are defined; etc.

References as they pertain to Stage 1 Define/Plan: [Transparency and Open Government, Controlled Unclassified Information EO 13526, Personally Identifiable Information, NIST Special Publication 800-122 and OMB Circular A-16 Supplemental Guidance \(pages 31-32\).](#)

REQUIRED: Please provide a comment that justifies your selection above.
Text Limit: 3500 characters (including spaces)
Justification Comment – provide supporting statements justifying metric selection, where appropriate provide links to web documentation or upload a file. If not applicable identify sensitivity (PII, CUI, etc.) requirements.



Survey Navigation

- ◆ Use Question Index to move from section to section

Question index	
1.	Survey Navigation / Help
2.	Introduction
3.	Questions Overview
4.	Questions for All Stages
5.	STAGE 1- Define/Plan
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12.	Review and Approval
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14.	Submit

- ◆ Use survey “Next” and “Previous” buttons to navigate - **Do NOT use browser buttons**



Mozilla Firefox & Google Chrome



Saving Your Work

- ◆ Clicking '**Next**' will **save** your inputs on the current page
- ◆ Before leaving a page make sure you click '**Next**' !
- ◆ Do NOT leave survey open for more than 1 hour or it will timeout – ALL information entered will be lost!



Time < 1:00



Printing

- ◆ If you would like to export your answers, please **wait until your Assessment page**
- ◆ Click the option to "**Print this Page**"
- ◆ A pop up window will open and you can choose the option to '**Export to PDF**'
- ◆ Please use the '**landscape**' option

Click the button to print the current page or save as a PDF.



Note: report formatting is not available at this time, will be improved in the future.

“Do & Do Nots”

- ◆ Use a preferred browser: Firefox or Chrome
 - ◆ Use survey buttons vs. browser buttons
 - ◆ Save as you proceed through each Question by clicking “**Next**”!
 - ◆ Be conscious of time! 1 hour timeout!
 - ◆ Use offline word tool to write up narratives outside of assessment and cut-n-paste!
- ◆ Do NOT print in Portrait orientation, use Landscape
 - ◆ Avoid timeouts – Do NOT leave survey open for more than 1 hour
 - ◆ Do NOT use the browser forward and back buttons



Justification Comments

- ◆ **How far back?** For the first or “baseline” assessment select from the following:
 - First assessment will include all pertinent information associated with the dataset to the most recent defined business requirements.
 - Historical documents can be referenced – may be prior to 1990.
 - Datasets created after 1990 can go back to the creation date or a significant change to the business requirements.
 - Entered on **Review and Approval** page – possible responses:
 - ◆ *Baseline assessment responses include historic information from 1940. Business requirements were updated in 1992, and again in 2005 due to changing technologies identified in response to question 18.*
 - ◆ *Baseline assessment responses based on start time of 2002 when business requirements were updated to support data needed for 2010 deliverables. Reassessment of business requirements underway for 2020 deliverables.*
 - ◆ *Baseline assessment responses include dataset requirements from 1998 to 2015.*



Justification Comments - Examples

- ◆ **Clarifying Statements** – example actions are provided for each question – use these to formulate justification comments.
- ◆ **Justification Comments** provide additional details on why the maturity metric was selected – what demonstrates this level is achieved.
- ◆ Enter answers from the perspective of the Dataset Manager – with respect to the maturity metric you selected.
- ◆ Some questions are related but are specific to lifecycle stage – referencing to previous answers is acceptable, ensure maturity metric is justified. More later on Q3 and Q7; as well as Q4 and Q16
- ◆ Text box limit: 3500 characters (including spaces)
- ◆ Offline template developed to enable users to easily 'cut-n-paste' text



Justification Comments - Examples

- ◆ **Level of detail** – sufficient information to justify the metric selected
 - **Q1 – Q3** - cover all 7 Lifecycle stages – note where issues may exist with funding, transparency, and staffing.
 - **Upload Documents** – upload documents that support the metric selected.
 - **Web link** – provide links to documents that support the metric selected.
 - **Summary Narratives** – provide any summaries, status updates or maps, annual reports, etc. supporting the metric selected.
 - **Referencing between questions** is appropriate, provide this in the narrative.
 - **Internal/Sensitive documents** – cite these and provide a brief summary of contents. If there is a need to review the Dataset Manager will be contacted.



Justification Comments - Examples

◆ **Level of detail** – short examples:

Watershed Boundary Dataset – example from 2008 – Stage 1 Define/Plan:

QA/QC is a required component of the dataset certification process. USGS/NRCS plan to continue these QA/QC activities and have included QA/QC checklists in guidelines:

- NRCS Guidelines Section 8 (<ftp://ftp-fc.sc.egov.USDA-NRCS.gov/NCGC/products/watershed/hu-standards.pdf>)
- NRCS QA/QC checklist (ftp://ftp.ftw.NRCS.USDA-NRCS.gov/pub/wbd/hu_qa/HU_QA_Review_Checklist.doc)
- USGS Guidelines Section 7 contains QA/QC information used in re-certification. (<http://pubs.usgs.gov/tm/tm11a3/pdf/TM11-A3.pdf>)



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Justification Comments - Examples

◆ **Level of detail** – short examples:

Watershed Boundary Dataset – example from 2008 – Stage 7 Archiving:

NRCS Geospatial Data Warehouse replicates the geospatial databases at NCGC to USDA FSA APFO in Salt Lake City. There are failover systems on multiple servers and the data are stored in the ASM tape library. The Information Technology Services team at Fort Worth stores offsite copies of the data at One Safe Place in accordance with our Disaster Recovery Plan. I will follow up and provide the URL to the DR and Business Contingency Plans. The USDA-NRCS Geospatial Enterprise Data Center that is being built in Salt Lake City will address this Lifecycle Stage



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Justification Comments - Examples

- ◆ NGDA is not one dataset, but many datasets – how is this handled?
 - Clarify this in your narrative – for this year respond as if the group was one dataset.
 - Provide any documentation that clarifies this further, if possible recommend how to split out the NGDA to individual, but related datasets.
 - Further discussions with the Dataset and Theme Manager will be scheduled to determine if the NGDA should split into separate datasets or be maintained as one.



Justification Comments - Examples

◆ Level of detail – short examples – NGDA with many datasets – response to Question 12 (Two part maturity metrics):

The primary datasets included as part of the ODIN application are water levels, currents, water level (tide) predictions, and current predictions. Each of these have their own set of geographic requirements and assessments/update plans. The overall assessment metric is an average with respect to the full range of different data products. In some instances, such as currents, no geographic coverage requirement exists. In others, the percentage may change (increase or decrease) based on factors such as age of data set or changes in the local environment.

Water Levels: approx. 65% complete

CO-OPS performed a formal gap analysis of water level stations in September, 2014, which is published as NOAA Technical Memorandum NOS CO-OPS --48:

http://tidesandcurrents.noaa.gov/publications/Technical_Memorandum_NOS_COOPS_0048_Updt.pdf. The gap analysis is updated every couple of years. From this latest analysis, we have 210 existing NWLON stations with a target of 324 stations, resulting in an approximate completion rate of 65%. Requirements are generally customer driven, with needs changing over the years.

Water Level Predictions: approx. 75% complete

CO-OPS has obtained oceanographic data for over 200 years and produced water level predictions for over 3000 locations. At this time, approximately 75% of geographic areas for areas of customer interest have predictions. The remaining 25% cannot be surveyed at this time because of their geographic features (i.e. beachfront property). Areas with larger gaps in coverage include, for example, Florida, California, and Oregon. CO-OPS is investigating technical solutions such as GPS tide buoys, that may allow us to survey these regions in the future. However, no firm timeline is in place at this time.



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Currents: n/a

No formal gap analysis exists as for water levels. The PORTS program and associated expansion of current meter station is driven completely by customer and partner requirements. In general, CO-OPS installs anywhere between 0-5 new current meter stations per year. A description of the PORTS program with an emphasis on value to the economy is given in the technical report http://tidesandcurrents.noaa.gov/publications/ASSESSMENT_OF_THE_VALUE_OF_PORTS_TO_THE_US_ECONOMY.pdf

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Current Predictions: approx. 50% complete

The National Current Observation Program (NCOP) recently completed a 5 year plan for new current prediction locations ("NCOP 5 Year Current Survey and Reconnaissance Plan"). This assessment is updated annually and ranks locations based on a variety of factors, such as Tonnage (commercial and fishing), number of accidents, age of predicted data, etc. and solicits input from various customers. There are a number of geographic regions, where CO-OPS is unlikely to obtain data for predictions due to the characteristics of the tidal currents (weak and variable currents or non-tidal currents). Some locations have predictions resulting from data collected over 40 years ago and likely need to be updated. Comparing number of regions surveyed recently vs total number of tidal regions, CO-OPS is roughly 50% complete in updating data.

Datums: approx. 66.5% complete

Justification Comments - Examples

- ◆ Similar questions:
 - Sensitivity questions – Q2 and Q7
 - ◆ Q2 is on open government and transparency for all stages.
 - ◆ Q7 is specific to Stage 1 Define/Plan – examples Title 13 limits, no limitations, etc.
 - Business requirements – Q4 and Q16
 - ◆ Q4 is on your defined Business Requirements in Stage 1 Define/Plan
 - ◆ Q16 is on how to delivered those Business Requirements in Stage 6 Use/Evaluate.



CO-OPS has performed an assessment of the currently accepted datums as compared to the recommended additional installations as defined by the CO-OPS VDatum assessments. The process is defined in an internal SOP "3.2.3.3.C16_Guide_for_Supporting_Regional_VDatum_Development.pdf". Given this assessment, CO-OPS tidal datums for the US coast is 66.5% complete at this time. Efforts to densify the tidal datums along the US coast is an ongoing process which, on average, includes the installation of ~20 stations per year (VDatum installations, Hydro installations, coastal projects, USACE CEPD, etc. However there are complications with this due to the fact that when the datums are updated to the next National Tidal Datum EPOCH (NTDE), which is proposed to be 2002-2020, not all stations may be updated due to the age of the data collection time series. In this case, percent complete may drop below 50%.

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Justification Comments - Examples

- ◆ Q5 has a not a “Not applicable” option – for datasets that would never have partners/stakeholders involved in the requirements process. Examples:
 - Dataset completely designed for internal processes
 - Dataset developed to support only agency requirements

- ◆ Q7 – there are no concerns with sensitivity, privacy, or confidentiality of this dataset – no formal process.

- ◆ Others – contact help on page 1 of the LMA survey (Survey Navigation/Help)



Appending Attachments / Uploading Files

- ◆ Max file size: 2 MB
- ◆ Limit: 10 files
- ◆ Formats allowed: pdf, png, gif, jpg, doc, odt, docx, xls, xlsx, zip, pptx, txt, tif, tiff, 7zip

Please attach any documents you find relevant in answering the question above.

Max file size: 2 MB

Please upload at most 10 files

Upload files

Upload your files

Select file

You can upload pdf, png, gif, jpg, doc, odt, docx, xls, xlsx, zip, pptx, txt, tif, tiff, 7zip under 2048 KB each.



Feedback

- ◆ All feedback is welcome and helps drive future improvements
- ◆ Feedback Mechanisms:
 - Feedback page at end of survey
 - NGDA LMA e-mail: NGDA_LMA_help@fgdc.gov
- ◆ Desired inputs include:
 - Were the questions difficult to answer?
 - Where the maturity calculations confusing?
 - Was the survey tool easy to use?
 - Did you have any issues completing the full assessment?
 - Were you able to comfortably address Justification Comments?



Feedback Page

1) What method did you use to gather information for the NGDA Assessment?
Choose one of the following answers

- Individual Dataset Manager gathered information
- Dataset Manager gathered information from supporting staff
- Dataset Teams met and collaboratively gathered information
- One Coordinator was assigned to gather information
- Other

Please enter your comment here:

2) How much overall time, in hours, did you spend gathering, coordinating, and composing information to complete the NGDA Assessment?

Only numbers may be entered in this field.

3) Who entered the data into the NGDA Assessment?
Choose one of the following answers

- Dataset Manager
- Dataset Coordinator
- Other

Please enter your comment here:

4) How long did it take, in hours, to enter the gathered information into the NGDA Assessment survey?

Only numbers may be entered in this field.

5) Please provide any other comments you have on the NGDA Assessment:



Revisiting, Editing, Resubmitting

- ◆ Survey is open and available to resubmit prior to closing date
- ◆ Final NGDA LMA inputs due September 30, 2015 – reminders will be sent out periodically
- ◆ NGDA input will be reviewed to support Dataset Managers prior to September 30, 2015

◀ September, 2015 ▶						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10



Next Steps

- ◆ Deploy NGDA LMA survey: **June 10, 2015**, invitation and tokens will be sent out shortly
- ◆ Complete NGDA LMA dashboard and vet with Theme Leads and Dataset Managers: **Q3 FY 2015**
- ◆ Complete initial round of NGDA LMA survey: **September 30, 2015**
 - NGDA input will be reviewed to support Dataset Managers prior to September 30, 2015
- ◆ Incorporate NGDA reviews into the process **FY 2016**
- ◆ Discuss NGDA and Theme Assessment processes with Theme and Dataset Managers at ESRI **July 21, 2015**
- ◆ Reconvene a working group to finalize the Theme Assessment: **Q3 FY 2015**
 - Determine how to aggregate the individual NGDA results into the Theme Assessment process
 - Consider a partnership component



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- Technical Troubleshooting
- Maturity Assessment Process
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