

NGDA Dataset Report

Official NGDA Title: BLM Administrative Unit Office Points

Metadata Record Title: BLM Administrative Unit Office Points

A-16 NGDA Theme: Governmental Units, and Administrative and Statistical Boundaries

Executive NGDA Theme Champion(s):

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Metadata:

Registration Status: Complete

Registered on 8/15/2013

GeoPlatform Link*: <https://www.geoplatform.gov/node/243/16aaff83-477a-497b-b042-c38891a1d80a>

Data.gov Metadata Link*: <http://catalog.data.gov/harvest/object/8ee66351-a268-4ebd-bb25-d1a8520c220f/html>

*If the metadata has been updated and reharvested after publication of this report, the link may no longer be valid. The dataset may be searched for manually in Data.gov or GeoPlatform.gov.

NGDA Lifecycle Maturity Assessment (LMA) Report

Time Frame:

Baseline assessment responses based on start time of implementation of data standards.

LMA Submission:

Status: Complete

Date: 9/30/2015

Extension Requested: No

LMA Reviewer(s):

Supervisor: Al Tariq Samuels (asamuels@blm.gov); Tiya Samuels (tsamuels@blm.gov)

Theme Lead: Don Buhler (dbuhler@blm.gov)

Executive Champion: Did not review

SAOGI*: Did not review

Other: Did not review

LMA Verifier:

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Attachments:

To get access to any attachments referenced in the report, email the LMA Help Desk at NGDA_LMA_help@fgdc.gov. Please use the subject "Dataset Report Attachment(s)" and indicate the associated official NGDA title.

*Senior Agency Official for Geospatial Information (SAOGI)

Lifecycle Maturity Assessment (LMA) Summary

Overall Maturity:

Mature; Consistent

General Questions: 66%

Managed; Predictable

Stage 4 - Access: 100%

Optimized; Established

Stage 1 - Define/Plan: 93%

Optimized; Established

Stage 5 - Maintain: 82%

Mature; Consistent

Stage 2 - Inventory/Evaluate: 100%

Optimized; Established

Stage 6 - Use/Evaluate: 44%

Transition; Transformation

Stage 3 - Obtain: 83%

Mature; Consistent

Stage 7 - Archive: 100%

Optimized; Established

NGDA Dataset Maturity Definitions:

How To Calculate Maturity: https://www.geoplatform.gov/sites/default/files/How_to_Calculate_Maturity.pdf

| Maturity | Maturity Characteristics for All Lifecycle Stages |
|---|--|
| Optimized; Established Rank = 5 | Dataset meets virtually all business needs of all users. The dataset is considered authoritative by owners and secondary users. It is curated across all stages of the approved lifecycle. Future needs are defined on a regular basis and resources for addressing both current and future business requirements are available. |
| Mature; Consistent Rank = 4 | Dataset meets all the business needs of the primary owner and most of the secondary users. The dataset is curated and used as authoritative by the primary owner. Dataset is used widely by secondary users actively engaged in sustaining the dataset. Future needs are identified and steps are planned to address these. All stages are supported and reviewed on a recurring basis. The dataset is well managed in relation to the approved lifecycle. |
| Managed; Predictable Rank = 3 | Dataset meets a significant number of the business needs of the primary owner and is widely used as an authoritative resource by secondary users. Benchmark activities are occurring in at least four of the approved lifecycle stages. Management practices in relation to the approved lifecycle is moderate but consistent. Dataset is integrating changing business requirements in lifecycle stages impacting overall maturity. |
| Transition; Transformation Rank = 2 | Dataset meets business needs of the primary owner and has moderate use by secondary users. Benchmark activities are occurring in at least three stages. Efforts to integrate funding, include partners, and obtain data are not supported in a sustained manner. Management practices in relation to the stages of the approved lifecycle is limited. |
| Planned; Initial Development Rank = 1 | Dataset limited in meeting business needs of the primary owner. Benchmark activities in the approved lifecycle are just starting to consider secondary uses, partnerships are forming to support additional dataset uses. Dataset development is in a very early stage. Minimal or limited management against the benchmarks in the approved lifecycle. |
| No Activity Rank = no activity | Dataset meets project or local business needs of the primary owner, secondary or additional uses or users were not considered, not recognized as an authoritative data or is part of a similar dataset. Not managed to any of the benchmarks in the approved lifecycle. |

General Questions for All Stages

1) Is there a recurring process to obtain funding for all lifecycle stages of this dataset?

Answer: Funding is from local offices, budgeting effort minimal, staffing minimal.

Justification Comment:

Attachment(s): 0

This dataset requires very little effort and is considered normal order of business by Bureau of Land Management offices. No special funds are set aside for this.

2) Is there a process in place to ensure that open government and transparency guidelines are followed in all lifecycle stages for this dataset?

Answer: Process established, significant portions of the documentation is complete.

Justification Comment:

Attachment(s): 0

Internal Data Management Handbook Two details BLM data management lifecycle process and associated information. These guidelines are followed with this dataset.

3) Are there processes and tools in place so that staff are sufficiently knowledgeable to ensure a continuity of the dataset for all stages of the lifecycle, especially during staffing transitions?

Answer: Processes and tools to ensure dataset continuity are in place and implemented for all lifecycle stages.

Justification Comment:

Attachment(s): 3

- A data standard has been developed and adopted across field offices and states. Data steward training is available and data management handbooks and training materials are stored on the internal Data Management SharePoint site for all those who need access. This ensures the continuity of the dataset.
 - Automated tools collate and verify submissions are within specified range of error tolerance.
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STAGE 1 - Define/Plan

4) Are user and business requirements defined and formalized?

Answer: A recurring process is in place, including defining new partner and stakeholder business needs as they arise, and is fully implemented.

Justification Comment:

Attachment(s): 0

- Data standards with accompanying documentation were developed based upon user and business requirements
 - Change management policies and procedures are in place as data requirements change.
 - A quality assurance and quality control (QA/QC) plan exists and is reviewed and updated as appropriate (on the national Data Standard SharePoint site).
-

5) How are partners/stakeholders involved in the requirements collection process?

Answer: A recurring process exists for gathering partners/ stakeholder requirements is in place and is in the beginning stages of implementation.

Justification Comment:

Attachment(s): 0

Data Steward is assigned and responsible for ensuring a data standard is developed and approved, the data is appropriate for publication, and certifies that the quality of the data is sufficient for sharing.

6) Is there a quality assurance process for the dataset?

Answer: Quality assurance published as appropriate with respect sensitivity requirements.

Justification Comment:

Attachment(s): 0

- A data quality plan exists and is followed.
- Quality assurance and quality control (QA/QC) processes are executed every month (at a minimum)

during replication.

7) Is there a process to evaluate the sensitivity, privacy, and confidentiality of this dataset?

Answer: Sensitivity, privacy, and confidentiality evaluations fully implemented, reviewed and updated on a recurring basis.

Justification Comment:

Attachment(s): 0

A standard disclaimer statement has been assigned to this dataset regarding the sensitivity, privacy, and confidentiality of this dataset.

8) Are defined data standards used in collecting, processing, and/or rendering the data?

Answer: Standards fully implemented documented and published as appropriate.

Justification Comment:

Attachment(s): 0

Complete data standards have been developed and implemented for dataset. They are published internally and have been fully adopted by state and field office personnel.

**See documentation for question three.

STAGE 2 - Inventory/Evaluate

9) Is there a process for determining if data necessary to meet requirements already exist from other sources (either within or outside the agency) before collecting or acquiring new data?

Answer: Process for determining appropriate data is being reused fully implemented, reviewed, and updated on a regular basis.

Justification Comment:

Attachment(s): 0

Instruction Memorandum (IM) 2011-005 "Approvals for Organizational Structure/Boundary Changes" explains the procedural steps for changing administrative boundaries and office locations as well as the process for getting the approved change into the national administrative jurisdiction database.

STAGE 3 - Obtain

10) Is there a process for obtaining data in relation to this dataset?

Answer: Process is fully implemented, reviewed and updated on a regular basis.

Justification Comment:

Attachment(s): 0

- Field office submits to states, data is pulled by the National Operations Center (NOC) and combined. Replication process is used to create a read-only national dataset and publish it to an external website.
- Changes in the data occur at the field office/state level.

11) Is the metadata in a FGDC endorsed geospatial metadata standard?

Answer: Metadata is available in a format endorsed by the FGDC, it fully describes the dataset and provides all the information required to make the dataset discoverable, accessible, and usable.

Justification Comment:

Attachment(s): 0

Yes, metadata is FGDC compliant.

12) How complete is the geographic coverage as defined in the requirements for the dataset?

Part 1 Answer: Business requirement targets are being attained, cyclic updates being assessed.

Part 2 Answer: Dataset presently about 75% complete per current requirement.

Justification Comment:

Attachment(s): 1

Map displayed attached and available at this link

(<https://egisportal.blm.doi.net/portal/home/webmap/viewer.html?webmap=5315a95d4e60483cb65a41827f98183c>) details the geographic coverage of the dataset. Red signifies errors and white signifies

missing data.

STAGE 4 - Access

13) Do you have a process for providing users access to the data in an open digital machine readable format?

Answer: User access process is fully implemented, data is available, process is reviewed and updated on a recurring basis.

Justification Comment:

Attachment(s): 0

Available online through the Bureau of Land Management Enterprise Geographic Information System (eGIS) based on national standard via the BLM eGIS public gallery (<https://egisportal.blm.doi.net/portal/apps/PublicGallery/index.html?appid=3ebdc172c8444a9992d5bcd52a85f1db&group=94ecb8c6459c4e078154479ad352560d>)

STAGE 5 - Maintain

14) Is there a maintenance process for updating and storing the dataset?

Answer: Dataset maintenance process is fully implemented and processes are reviewed and periodically updated.

Justification Comment:

Attachment(s): 1

Field offices and states provide new/updated data based on the national data standard and this information is combined into a national dataset through the replication process. This is demonstrated in the attached diagram, where “NOC” signifies the Bureau of Land Management’s National Operations Center, and “QC” signifies quality control.

15) Is there an error correction process as part of dataset maintenance?

Answer: Error correction process established.

Justification Comment:

Attachment(s): 0

Quality assurance and quality control (QA/QC) is performed and states are provided an error report regarding their data. The states are responsible for correcting the errors and updating the data for replication and publication.

STAGE 6 - Use/Evaluate

16) Is there a process to determine if the dataset meets user needs?

Answer: Process is complete and being implemented on ad hoc basis.

Justification Comment:

Attachment(s): 0

A change management process exists—individuals may submit change requests, which should be reviewed by the data stewards on a periodic basis.

17) Is there a process to provide users information on how to access and properly use the dataset?

Answer: Process implementation started for access and proper use.

Justification Comment:

Attachment(s): 0

User and system documentation for BLM Enterprise Geographic Information System (eGIS) is published and available to BLM employees internally. Data documentation is also available for publicly accessible eGIS web services.

18) Are the business processes and management practices assessed to meet changing technology?

Answer: No.

Justification Comment:

Attachment(s): 0

No, business processes and management practices are not assessed to meet changing technology at this time.

STAGE 7 - Archive

19) Is there an archiving process for the dataset?

Answer: Archival and disposition processes are fully implemented.

Justification Comment:

Attachment(s): 0

NARA records schedule for geospatial datasets has been established and is being used.