NWCG Data Standard
Meta-data Definition

Status: __ Draft __ Proposal **_X_** Approved   **Date:** October 10, 2002

Name:

Data Attribute Name	*Country Code*
Abbreviation	

Contacts:

Data Stewardship Group (NWCG Working Team or Associated Group)	*NWCG Data Administration Working Group*
Data Steward or Source Reference	*International Organization for Standardization (ISO)*
System of Record	*ISO 3166-1 (http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/list-en1.html)*
Custodian	*ISO 3166 Maintenance Agency (ISO 3166/MA) (http://www.iso.org/iso/en/prods-services/iso3166ma/index.html)*

Definition:

	Data Exchange Standards	Data Entry Guidelines
Description	A code for the identification of the countries	
Length	*Maximum: 2 Minimum: 2*	*Maximum: 2 Minimum: 2*
Data Type	*Alphabetic*	*Character*
Case Sensitivity	*Upper Case*	*Upper Case*
Format	*XX*	*XX*
Example	*US = United States, CA = Canada*	*US = United States, CA = Canada*

Business Rules:

None identified.

This standard adopts the International Organization for Standardization (IS0) two-letter country codes in ISO-3166-1. This standard was published in 1997 and is maintained by the ISO 3166 Maintenance Agency (ISO 3166/MA). New names and codes are added when the United Nations publish new names in either their Terminology Bulletin *Country Names* or in the *Country and Region Codes for Statistical Use* maintained by the United Nations Statistics Division. There is no other way of having new country names included in ISO 3166-1.

For information regarding this document, contact:

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Explanation of the Meta-data Definition Format

Status *(To be filled out by the DAWG only)*	**Draft** - The meta-data definition has been defined, but has not been reviewed by the DAWG. **Proposed** – The meta-data definition has been reviewed by the DAWG and is in the review stage. **Approved** – The meta-data definition has been approved by the DAWG and published as an NWCG standard.	
Name:		
Data Attribute Name	The business term in its unabbreviated form.	
Abbreviation	The short form of the attribute name using standard abbreviations.	
Contacts:		
Data Stewardship Group	The wildland fire organization(s) responsible for the accuracy of the attribute's definition.	
Data Steward or Source Reference	The person(s) responsible for the attribute meta-data definition (name, contacts, definition, business rules) or the reference number of an adopted data standard from an external source.	
System of Record	The manual or automated system that serves as the authoritative source for accurate data values.	
Custodian	The person(s) responsible for the maintenance and quality of the actual data in the system of record.	
Definition:		
Description	The textual definition of the attribute.	
	Data Exchange Standards	**Data Entry Guidelines**
Length	The maximum & minimum allowable lengths for the raw data.	The maximum & minimum allowable lengths for the data entry.
Data Type	The kind of data. Examples are: alphabetic, binary, numeric, alpha-numeric	The kind of data. Examples are: integer, decimal, currency, date, time, character, and Boolean.
Format	A specification of the way the raw data should be arranged.	The way the data should be displayed to the users.
Case Sensitivity	A specification of whether or not the data is to be upper, lower, or mixed case.	A specification of whether or not the data is to be upper, lower, or mixed case.
Example	Example(s) of valid raw data and descriptor, if appropriate.	Example(s) of valid data entry and descriptor, if appropriate.
Business Rules:	Business rules are a set of conditions that govern the data attribute so that it occurs in a way that is acceptable to the business (or customer). A business rule is a statement that defines or constrains some aspect of the data. There may be many business rules that pertain directly to the attribute, or to its relationship to other attributes.	

Information about this NWCG Data Standard

Applicability

1. The Data Exchange Standards section represents the standard for representation of data files for data interchange.
2. This standard applies to all existing NWCG applications.
3. This standard applies to the acquisition of all applications software, whether commercial off-the-shelf (COTS) products, or custom-designed applications.
4. The Data Entry Guidelines are recommended but not mandatory and do not require a waiver.

Provision for Waiver - A waiver may be granted by the NWCG DAWG for:

- Legacy applications that are able to achieve compliance by means other than the use of this standard
- Systems where the costs of implementing this standard are significantly higher than the benefits warrant

The requesting office shall draft an application to the NWCG DAWG for a waiver providing the reasons why the data standard should not be implemented in the information collection. This application shall contain:

a. An outline of the reasons why the data standard should not be implemented in the specific application.
b. A risk assessment and cost-effectiveness evaluation of continued operation in a non-compliant mode.
c. Approval of the waiver request by decision officials within the requesting office, if applicable.

The DAWG shall notify the requesting office in writing of the disposition of the waiver within 60 days of receipt.

Maintenance - This standard is one of several applicable to all NWCG applications; as such, it will be reviewed, and the NWCG DAWG will schedule updates at designated intervals. Reviews shall occur at time intervals not to exceed 5 years.