# NWCG Data Standard
# Meta-data Definition

**Status:** __ Draft   ___ Change Proposal  _X_ Approved                    **Date:** January 2005

## Name:

| | |
|---|---|
| **Data Attribute Name** | *Unit Identifier* |
| **Abbreviation** | *Unit ID* |

## Contacts:

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| **Data Stewardship Group (NWCG Working Team or Associated Group)** | *National Coordinators Group* |
| **Data Steward** | *Doug Shinn, National Interagency Coordination Center (NICC)* |
| **System of Record** | *NICC Unit Identifier Database* |
| **Custodian** | *A list of the Geographic Area Data Custodians is available at:* <br> *http://www.nific.blm.gov/nsdu/unit_id/Publish.html* <br> *National (consolidated into system of record):* <br> • *NICC - Rick Squires* |

## Definition:

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| **Description** | *A code used within the interagency wildland fire community to uniquely identify a particular organizational unit within the government or a non-government organization recognized by NWCG as a wildland fire cooperator. An organizational unit is defined as an office that is administratively responsible for either: 1) managing events (e.g. incidents or projects) supported by the wildland fire community, 2) providing resources to the wildland fire community, or 3) providing logistical services to the wildland fire community.* | |
| | **Data Exchange Standards** | **Data Entry Guidelines** |
| **Length** | *Maximum: 6          Minimum: 5* | *Maximum: 7          Minimum: 7* |
| **Data Type** | *Alpha-numeric* | *Character* |
| **Case Sensitivity** | *Upper Case* | *Upper Case* |
| **Format** | SSXXXX | SS-XXXX |
| | *SS = State Code or International Code XXX or XXXX = A code assigned to an organizational unit; with a trailing space for 3-character codes.* | *SS = State Code or International Code XXX or XXXX = A code assigned to an organizational unit; with a trailing space for 3-character codes.* |
| **Example** | *IDBOF = Boise National Forest located in the state of Idaho.* | *ID-BOF = Boise National Forest located in the state of Idaho.* |

## Business Rules:

1.  *A Unit Identifier is designated only for 1) government (federal, state, tribe, and local) units, and 2) certain non-government organizations approved by NWCG. Non-government organizations must meet the following criteria: a) a wildland fire cooperator, and b) provides a nationally available pool of resources to wildland fire efforts.*
2.  *Any specific unit identifier can only be assigned to one distinct organizational unit.*
3.  *An organizational unit can have only one distinct unit identifier.*
4.  *An organizational unit whose jurisdiction crosses state boundaries should use the state code of the state within which the main office is physically located.*

*A Discussion Paper that provides assumptions clarifications, examples, and background related to this data standard is also available.*

*For information regarding this document, contact:*

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# Explanation of the Meta-data Definition Format

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|---|---|
| **Status**<br>*(To be filled out by the DAWG only)* | **Draft** - The meta-data definition has been defined, but has not been reviewed by the DAWG.<br>**Proposed** – The meta-data definition has been reviewed by the DAWG and is in the review stage.<br>**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 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. |

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| **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.