NWCG Data Standard
Meta-data Definition

Status: __ Draft   __ Proposal   **X** Approved   **Date:** February 16, 2006

Name:

Data Attribute Name	*Geographic Area Code*
Abbreviation	*GA*

Contacts:

Data Stewardship Group (NWCG Working Team or Associated Group)	*National Coordinators*
Data Steward or Source Reference	*Doug Shinn, Data Steward – National Coordinators*
System of Record	*Unit Identifier System*
Custodian	*Rick Squires, National Data Custodian – Unit Identifier System*

Definition:

	Data Exchange Standards		Data Entry Guidelines	
Description	A code that identifies one of the wildland fire geographic areas.			
Length	*Maximum: 2*	*Minimum: 2*	*Maximum: 2*	*Minimum: 2*
Data Type	*Alphabetic*		*Character*	
Case Sensitivity	*Upper Case*		*Upper Case*	
Format	*XX*		*XX*	
Example	*NW*		*NW*	

Business Rules:

None identified.

For information regarding this document, contact: <u>*Chair, NWCG Data Administration Working Group*</u>

Meta-data Definition

Name:

Data Attribute Name	*Geographic Area Name*
Abbreviation	

Contacts:

Data Stewardship Group (NWCG Working Team or Associated Group)	*National Coordinators*
Data Steward or Source Reference	*Doug Shinn, Data Steward – National Coordinators*
System of Record	*Unit Identifier System*
Custodian	*Doug Shinn, Data Steward – National Coordinators*

Definition:

Description	The name of the geographic area that identifies a boundary designated by wildland fire protection agencies within which they work together for the interagency, intergovernmental planning, coordination, and operations leadership for the effective utilization of emergency management resources.	
	Data Exchange Standards	**Data Entry Guidelines**
Length	*Maximum: 20 Minimum:*	*Maximum: 20 Minimum:*
Data Type	*Alphabetic*	*Character*
Case Sensitivity	*Mixed Case*	*Mixed Case*
Format	*X(20)*	*X(20)*
Example	*Northwest*	*Northwest*

Business Rules:

None identified.

For information regarding this document, contact: [Chair, NWCG Data Administration Working Group](#)

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 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.