



To: Senior Agency Officials for Geospatial Information

From: Select One

1. FGDC Chair and Co-Chair
2. FGDC Chair
3. Ivan DeLoatch, Executive Director, Federal Geographic Data Committee (FGDC)

Date:

Subject: A-16 Supplemental Guidance Agency Implementation Planning

The [Office of Management and Budget \(OMB\) Circular A-16 Supplemental Guidance](#) (A-16 Supplemental Guidance) issued by OMB on November 10, 2010, lays out a vision for portfolio management of National Geospatial Data Assets (NGDAs).

Fully implementing the A-16 Supplemental Guidance will take a number of years, therefore the Federal Geographic Data Committee (FGDC) is moving forward quickly to plan for and implement steps to realize the vision of portfolio management as described in the A-16 Supplemental Guidance.

The FGDC requests that Federal agencies submit Agency Implementation Plans within 90 days of the date of signature of this document. These plans will help FGDC, OMB, and the Federal geospatial community create a phased government-wide plan and schedule for full implementation of the A-16 Supplemental Guidance, and identify the priorities and challenges associated with implementation of portfolio management processes.

Portfolio management roles and responsibilities are outlined in the A-16 Supplemental Guidance Section 4: Roles and Responsibilities Pursuant to OMB Circular A-16, Section 8 and described in more detail in [Reference Document: Key Roles and Responsibilities](#). The attached A-16 Supplemental Guidance Agency Implementation Plan Template asks agencies to focus their plans on fulfilling the roles and responsibilities that will enable effective NGDA Dataset and Theme management, which are integral components of portfolio management. All agencies are encouraged to make these roles and responsibilities operational as soon as practicable.

Implementation plans will be reviewed by the FGDC, and will help shape the Federal Portfolio Implementation Strategy. They will also be referenced in the annual Portfolio Summary Report to agency



Chief Information Officers (CIOs), Chief Financial Officers (CFOs), and OMB. This first Portfolio Summary Report will be included in the FY 2011 FGDC Annual Report expected to be published in XX or 20ZZ. It will provide a snapshot of the current state of Federal management of geospatial data assets as well as support planning for portfolio management and the development of implementation guidance and training.

We anticipate providing a progress report to OMB 100 days after the date of signature on this memorandum. If you have any questions or are interested in a briefing designed to help you comply with this request, please contact XX.

DRAFT



A-16 Supplemental Guidance Agency Implementation Plan Template

Agency Respondent (Name of person(s) completing this form)	Name:
	Agency/Bureau:
	Address:
	Email address:
	Phone number:

Agency Information

Please review and confirm the information in the table below.

Agency	
Senior Agency Official for Geospatial Information (SAOGI)	Name:
	Address:
	Email address:
	Phone number:
Geospatial Information Officer (GIO), if applicable	Name:
	Address:
	Email address:
	Phone number:
FGDC Coordination Group Representative	Name:
	Address:
	Email address:
	Phone number:

Theme Lead Agency Roles and Responsibilities

Your agency has been identified as the Theme Lead Agency for the following NGDA Themes: (LIST).

Please fill in the following information for each NGDA Theme listed.

Theme:	
Executive NGDA Theme Champion (if identified):	Name:
	Address:
	Email address:
	Phone number:
If you have not identified an Executive NGDA Theme Champion, by what date will this role be operational?	
Theme Lead	Name:
	Address:
	Email address:

	Phone number:
If you have not identified a Theme Lead, by what date will this role be operational?	
If you have not yet identified a Theme Lead, who will serve as interim Theme Lead?	Name:
	Address:
	Email address:
	Phone number:

Dataset Manager Roles and Responsibilities

Your agency has been identified as the Dataset Manager for the following NGDA Datasets **(LIST)**.

Please fill in the following information for each NGDA Dataset listed. If you do not manage these datasets or you recommend changing the Theme designation, please note this in the appropriate table below.

Dataset (this is the name provided to FGDC during FY10 Inventory activity)	
Dataset (what is the official dataset name – this is the name that is entered in Data.Gov, etc)	
Link to dataset (URL where dataset is available)	
Link to metadata (URL where metadata is available)	
Theme (what Theme is the dataset a part of?), note changes in theme association as appropriate	
Dataset Manager, note changes as appropriate	Name:
	Address:
	Email address:
	Phone number:
What percent of the Dataset Manager's time is dedicated to managing this dataset?	
If you have not identified a Dataset Manager, by what date will this role be operational?	
If you have not yet identified a Dataset Manager, who will serve as interim Dataset Manager?	Name:
	Address:
	Email address:
	Phone number:

Do you currently track obligations on your NGDA Themes and Datasets?
If yes, would you be willing share the approach you use and lessons learned?

Closing Questions



The FGDC completed an initial inventory of datasets to identify the initial NGDA Portfolio. We know that this inventory was likely incomplete and therefore we are trying to expand the inventory and the Portfolio. To be considered a NGDA Dataset and be included in the Portfolio, datasets must meet at least one of the following Portfolio inclusion criteria:

- Used by multiple agencies or with agency partners such as State, Tribal and local governments
- Applied to achieve Presidential priorities as communicated to your agency by OMB
- Required to meet shared mission goals of multiple Federal agencies
- Expressly required by statutory mandate

Please fill in the following information for each dataset your agency manages that is not included in the list above and meets at least one of the Portfolio inclusion criteria.

Dataset (what is the official dataset name – this is the name that is entered in Data.Gov, etc)	
Link to dataset (URL where dataset is available)	
Link to metadata (URL where metadata is available)	
Theme (what Theme should this dataset a part of?)	
Dataset Manager	Name:
	Address:
	Email address:
	Phone number:

Thank you for completing your Agency Implementation Plan. Your Agency Implementation Plan will be reviewed by the FGDC and summarized in the FGDC’s annual Portfolio Summary Report. The Portfolio Summary Report will provide stakeholders an understanding of what is available and how to access the data, thereby increasing value of geospatial datasets through wider use.

As part of the portfolio management efforts, the FGDC will be offering a variety of training and learning opportunities. Please note below if you are interested in attending the following training sessions.

- ___ A-16 Supplemental Guidance background
- ___ Geospatial Data Lifecycle Management (Dataset Management)
- ___ Dataset Manager and Theme Lead Roles and Roles and Responsibilities
- ___ Theme Management
- ___ Other (Please describe below)