

# Roles and Responsibilities

A-16 Supplemental Guidance **Roles and Responsibilities** are maintained on the FGDC Website under “Supplemental Guidance Reference Materials.” These reference materials are considered part of the guidance but may be updated as a result of Work Group efforts, FGDC Coordination Group and should be revised and approved by either the FGDC Coordination Group or the FGDC Steering Committee.

The Key Stakeholder Roles and Responsibilities (Table C1) below describes the responsibilities of each National Geospatial Data Asset (NGDA) Portfolio Management stakeholder in detail and how those responsibilities relate to the portfolio management process (Inventory, Select, Manage, Evaluate/Monitor, and Identify) and execute inter-agency priorities. Responsibilities in italics indicate new or modified activities that will facilitate achievement of the “target state” for NGDA Portfolio Management. These roles and responsibilities do not supersede or alter in any way the content or intent of roles or responsibilities defined as part of the FGDC Steering Committee charter, or other FGDC charter.

**Table C1. Key Stakeholder Roles and Responsibilities Table**

<b>Office of Management and Budget (OMB)</b>	
<b>Description:</b> The federal agency that issues circulars that set policy and the direction for NGDA Themes and datasets of national significance as defined in OMB Circular A-16; the OMB Deputy Director for Management, or his designee, is co-chair of the FGDC Steering Committee.	
<b>OMB Role:</b> Maintain OMB Circular A-16; consider NGDA Theme and NGDA Dataset funding recommendations of the FGDC Steering Committee.	
<b>Responsibilities</b>	
Inventory	N/A
Select	N/A
Manage	<ul style="list-style-type: none"> <li>* Acts as Vice Chair of the FGDC and is responsible for OMB Circular A-16 and its appendices</li> <li>* Provides final concurrence to changes to OMB Circular A-16 or its appendices</li> <li>* Makes recommendations to agencies and to the President regarding the coordination of all governmental map making and surveying</li> <li>* Maintains and coordinates changes to OMB Circular A-16 or its appendices</li> <li>* Serves as catalyst to link NGDA portfolio management to Federal Enterprise Architecture (FEA) efforts through the Geospatial LoB and Chief Information Officers Council (CIOC)/Architecture Information Committee (AIC).</li> </ul>
Evaluate/monitor	N/A
Identify and execute inter-agency priorities	<ul style="list-style-type: none"> <li>* Works with agency budget offices to provide appropriate resources in support of National Spatial Data Infrastructure (NSDI) activities</li> <li>* Reviews annual portfolio summary reports from FGDC and considers NGDA Portfolio Management resource planning with responsible agencies and factors these into budget discussions</li> </ul>
<b>Federal Geographic Data Committee (FGDC) Executive Committee</b>	
<b>Description:</b> A group of seven members of the FGDC Steering Committee appointed by the Chair, whose agencies most heavily produce or use geospatial data or technology. The Executive Committee is chaired by the FGDC Steering Committee Chair.	
<b>FGDC Executive Committee Role:</b> Advise the FGDC Steering Committee on policy, implementation and investment directions, and establish agendas for Steering Committee meetings.	
<b>Responsibilities</b>	
Inventory	N/A
Select	N/A
Manage	* Evaluates recommendations from the FGDC Coordination Group on proposed and current OMB Circular A-16/NGDA portfolios and portfolio management requirements
Evaluate/monitor	N/A

<b>Identify and execute inter-agency priorities</b>	<ul style="list-style-type: none"> <li>* <i>Develops, reviews, and coordinates interagency concepts and proposals, as requested by the FGDC Chair, for consideration by the FGDC Steering Committee as a whole.</i></li> <li>* <i>Recommends annual OMB Circular A-16 investment priorities, revisions to OMB Circular A-16 Appendix E, and requirement analyses for new national efforts, based on input from the FGDC Coordination Group</i></li> </ul>
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## FGDC Steering Committee

**Description:** Senior Agency Officials for Geospatial Information (SAOGIs) as referenced in OMB Memorandum 06-07.

**FGDC Steering Committee Role 1:** Provide A-16 community leadership; this policy-level interagency group is responsible for overseeing OMB Circular A-16 related activities and the implementation of the NSDI. Their central focus is to provide the leadership for the coordination of federal geospatial activities between, among, and within agencies by establishing policy, providing guidance, and giving direction to FGDC member agencies.

### Responsibilities

<b>Inventory</b>	N/A
<b>Select</b>	<ul style="list-style-type: none"> <li>* <i>Takes final action to endorse (or decline) NGDA Themes and/or NGDA Datasets recommended for inclusion in the NGDA Dataset Portfolio</i></li> <li>* <i>Takes final action to endorse (or decline) alignment of NGDA Datasets under NGDA Themes of the NGDA Dataset Portfolio</i></li> </ul>
<b>Manage</b>	<ul style="list-style-type: none"> <li>* <i>Leads, develops, and supports the NSDI strategy, spatial data policy development, management, and operational decision-making</i></li> <li>* <i>Directs and facilitates national implementation of the Framework NGDA Data Themes and other themes in the NSDI and implements the NSDI Clearinghouse</i></li> <li>* <i>Advises federal and other spatial data end users on NSDI implementation</i></li> <li>* <i>Serves as lead federal executive body charged with the leadership, development, implementation, and review of a strategic plan for federal agencies responsible for the NSDI Framework Data Themes and other themes to collect and provide broad access to spatial data assets</i></li> <li>* <i>Takes actions to recommend to the OMB additions, revisions, or deletions to OMB Circular A-16 or its appendices</i></li> <li>* <i>Promotes and guides cooperation and coordination among federal, state, tribal, and local government agencies, academia, and the private sector in the collection, production, sharing, and use of spatial information and NSDI implementation</i></li> <li>* <i>Acts on recommendations from the FGDC Executive Committee and the FGDC Coordination Group on priority OMB Circular A-16 investments, resource needs, and adjustments to their respective NGDA Themes and NGDA datasets found in Appendix E of OMB Circular A-16 for which they are responsible</i></li> <li>* <i>Promotes coordination of geospatial investment management both externally and with agency CFO/CIO</i></li> <li>* <i>Endorses, adopts, and supports portfolio management requirements, including annual reporting, using the lifecycle guidance as a basis and reporting requirements proposed by the FGDC Coordination Group and considers recommendations for adoption of themes and datasets found in or proposed for inclusion in OMB Circular A-16, Appendix E</i></li> <li>* <i>Promotes coordination and portfolio management of the member agencies' acquisition, management, development, maintenance, documentation, and dissemination of geospatial themes and datasets for which they are responsible as designated in OMB Circular A-16, Appendix E, through the National Spatial Data Clearinghouse and the Geospatial One-Stop (GOS) portal</i></li> </ul>
<b>Evaluate/monitor</b>	<ul style="list-style-type: none"> <li>* <i>Reviews NGDA Theme and NGDA Dataset annual reports</i></li> </ul>

## FGDC Steering Committee

*\* Reviews and endorses (or declines) annual NGDA Theme and NGDA Dataset reporting guidance*

**Identify and execute inter-agency priorities**

- \* Provides guidance to FGDC thematic subcommittees on annual funding targets by NGDA Theme*
- \* Provides funding recommendations by NGDA Theme and associated NGDA datasets to OMB, the CIO Council, and the agency CFO community*
- \* Establishes government-wide steps needed to achieve the future concept of operations outlined in the Supplemental Guidance*
- \* Advises OMB and the agency CFO community on funding and priorities for the development and/or acquisition and management of NGDA Datasets*

**FGDC Steering Committee Role 2:** Represent federal agencies on the FGDC Steering Committee; SAOGIs, as agency officials, have agency-wide responsibility, authority, and accountability for geospatial information issues.

**Responsibilities**

**Inventory**                      N/A

**Select**                              N/A

**Manage**

- \* Promotes and utilizes partnerships that promote cost-effective data collection, documentation, maintenance, distribution, and preservation strategies, and that leverage resources*
- \* Coordinates national security, national defense, and emergency preparedness program policies regarding data accessibility*
- \* Appoints a contact to coordinate with lead agencies for the collection, acquisition, maintenance, or dissemination of the spatial data themes used by the agency*
- \* Identifies and reports on agency geospatial data requirements and resource needs to the FGDC Executive Committee about activities related to their respective NGDA Themes for which they are responsible and for action*
- \* Ensures that anticipated OMB Circular A-16 data investments related to NGDA Themes and associated NGDA Datasets under the purview of their agencies are reported on the GOS Marketplace, and reviews the Marketplace prior to investments*

**Evaluate/monitor**

- \* Produces reports on status, requirements, implementation, and resource issues related to NGDA Themes and associated NGDA Datasets under the purview of their agencies to the FGDC Steering Committee and, as necessary, requests action*
- \* Ensures agency compliance with OMB Circular A-16 Annual Reporting requirements, standards, and guidelines across the agency and its bureaus*
- \* Produces annual summary assessments of NGDA Datasets, organized by NGDA Theme*

**Identify and execute inter-agency priorities**                      N/A

**FGDC Steering Committee Role 3:** Oversee agency Circular A-16 investments; SAOGIs, as agency officials, have responsibility, authority, and accountability for agency geospatial information related to OMB Circular A-16 investments.

**Responsibilities**

**Inventory**                      *\* Allocates agency resources to fulfill responsibilities of effective spatial data collection, production, and stewardship*

**Select**                              N/A

**Manage**                              *\* Carries out activities required to implement its responsibilities as described in section 8 of OMB Circular A-16*

## FGDC Steering Committee

	<ul style="list-style-type: none"> <li>* Identifies proven practices</li> <li>* Identifies an Executive Theme Champion for each agency that has been designated a "lead agency" for themes under OMB Circular A-16</li> <li>* Consults and coordinates with the Executive Theme Champions for each agency that has been designated a "lead agency" for themes under OMB Circular A-16</li> <li>* Works with Executive Theme Champions to promote allocation of agency and partner resources to fulfill responsibilities of effective spatial data collection, production, and stewardship</li> </ul>
<b>Evaluate/monitor</b>	<ul style="list-style-type: none"> <li>* Meets regularly with Executive Theme Champions, under the purview of their agency, to keep current on planning, implementation, and overall portfolio management issues associated with each NGDA Theme</li> <li>* Facilitates within their agency's (and advocates with OMB, if necessary) to establish financial tracking protocols and conventions that will ultimately lead to this information becoming available for all NGDA Datasets (may also be a Secretariat responsibility)</li> </ul>
<b>Identify and execute inter-agency priorities</b>	<ul style="list-style-type: none"> <li>* Collaborates with agency CFOs, CIOs and Executive Theme Champions to ensure that agencies leverage cumulative geospatial information investments to benefit agency-wide business processes and support information technology</li> </ul>
<b>FGDC Steering Committee Role 4: Provide funding recommendations by NGDA Theme and associated NGDA Datasets to OMB, the CIOC, and the agency CFO community</b>	
<b>Responsibilities</b>	
<b>Inventory</b>	N/A
<b>Select</b>	N/A
<b>Manage</b>	N/A
<b>Evaluate/monitor</b>	N/A
<b>Identify and execute inter-agency priorities</b>	<ul style="list-style-type: none"> <li>* Helps identify funding opportunities by NGDA Theme and associated NGDA Datasets and share them with OMB, the CIOC, and the agency CFO community</li> </ul>

## FGDC Coordination Group

<p><b>Description:</b> FGDC member agency representatives that provide recommendations to the FGDC Steering Committee and the FGDC Secretariat on the management of the federal component of the NGDA Dataset Portfolio, government-wide priorities for the development of standards and associated datasets, and convenes sessions of or makes presentations at stakeholder meetings to ensure that the appropriate decision-makers and resource managers understand the needs of stakeholders.</p>
<p><b>FGDC Coordination Group Role 1:</b> Formulate recommendations by consensus on the strategic and action plans for OMB Circular A-16 portfolio management.</p>

## FGDC Coordination Group

Responsibilities	
<b>Inventory</b>	<i>* Identifies opportunities for collaboration and avoids duplicative(or unnecessary overlap of NGDA Dataset Portfolio data and makes recommendations to the FGDC Steering Committee through such mechanisms as GOS Marketplace or analysis of OMB data calls (also Evaluate/Monitor)</i>
<b>Select</b>	N/A
<b>Manage</b>	<ul style="list-style-type: none"> <li><i>* Communicates with and fosters communication among federal agencies and others concerning spatial data technology development, transfer, and exchange</i></li> <li><i>* Solicits concurrence on OMB Circular A-16 related lifecycle and portfolio management guidance, standards, and procedures developed by FGDC working groups, subcommittees, and NGDA Theme communities of interest</i></li> <li><i>* Convenes regular meetings with Executive Theme Champions , Theme Leads, and stakeholders to hear requirements for changes to OMB Circular A-16, Appendix E, including the integration, consolidation, splitting, addition, or deletion of NGDA Themes</i></li> <li><i>* Invites Theme Leads and NGDA Dataset Managers to present at monthly meetings so sufficient information is available for making recommendations to the FGDC Steering Committee</i></li> </ul>
<b>Evaluate/monitor</b>	<i>* Reviews and discusses results of the annual NGDA Theme status reports and annual GOS Marketplace postings or other available sources to determine if any NGDA Themes or associated NGDA Datasets need further discussion or whether the FGDC Steering Committee needs to make recommendations</i>
<b>Identify and execute inter-agency priorities</b>	N/A

### FGDC Coordination Group Role 2: Advise the FGDC Steering Committee.

Responsibilities	
<b>Inventory</b>	N/A
<b>Select</b>	N/A
<b>Manage</b>	<ul style="list-style-type: none"> <li><i>* Makes recommendations to the FGDC Steering Committee about the adoption of lifecycle and portfolio management guidance, standards, and procedures associated with OMB Circular A-16 developed by FGDC working groups, subcommittees, and NGDA Theme communities of interest</i></li> <li><i>* Makes recommendations to the FGDC Steering Committee on whether to maintain the current OMB Circular A-16 Appendix E, as is or to modify the Appendix (modification of the Appendix may include changes of lead agencies or configuration of the NGDA Theme s or associated NGDA Datasets)</i></li> <li><i>* Reviews, recommends, endorses, and, when appropriate, develops standards for NGDA Theme s and associated NGDA Datasets and lifecycle and portfolio management guidance and procedures</i></li> </ul>
<b>Evaluate/monitor</b>	N/A
<b>Identify and execute inter-agency priorities</b>	<i>* Makes recommendations on cross-agency investment priorities based on business requirements provided by member agencies and stakeholders for completing NGDA Themes and associated NGDA Datasets</i>

### FGDC Coordination Group Role 3: Increase awareness of efforts associated with OMB Circular A-16 implementation and portfolio management and foster partnerships at all levels of government to leverage efforts and reduce development and investment redundancies.

## FGDC Coordination Group

Responsibilities	
<b>Inventory</b>	<i>* Develops recommendations on the addition, deletion, or combination of NGDA Themes and associated NGDA Datasets</i>
<b>Select</b>	N/A
<b>Manage</b>	<ul style="list-style-type: none"> <li><i>* Identifies, participates and coordinates with agency and FGDC working group and subcommittee initiatives that may affect implementation of NGDA Themes and associated NGDA Datasets, either individually or across all NGDA Themes</i></li> <li><i>* Attends stakeholder meetings and invites stakeholders to FGDC Coordination Group meetings to facilitate coordination, identify opportunities, eliminate gaps, and reduce duplication</i></li> <li><i>* Develops mechanisms to routinely capture stakeholder business requirements and make Federal Government requirements known to stakeholders engaged in work associated with NGDA Themes and associated NGDA Datasets</i></li> <li><i>* Ensures leadership in FGDC subcommittees fully supports and has representation from Theme Lead agencies</i></li> </ul>
<b>Evaluate/monitor</b>	N/A
<b>Identify and execute inter-agency priorities</b>	<ul style="list-style-type: none"> <li><i>* Develops recommendations for FGDC Steering Committee review on investment in activities and initiatives that support the NSDI</i></li> <li><i>* Periodically seeks the advice of state, tribal and local governments with respect to their geospatial data priorities and concerns through the NGAC</i></li> </ul>

## FGDC Thematic Subcommittees

<b>Description:</b> FGDC member agency representatives and FGDC-recognized stakeholder groups who focus on issues pertaining to coordination and standards associated with a specific NGDA Themes and associated NGDA Datasets (especially with regard to data collection, access, and exchange), and those applications using data.	
<b>FGDC Thematic Subcommittee Role:</b> Advise Theme Leads and associated NGDA Dataset Managers.	
Responsibilities	
<b>Inventory</b>	<i>* Works with subcommittee members, as necessary, to review candidate datasets for inclusion in the NGDA Dataset Portfolios NGDA Datasets</i>
<b>Select</b>	N/A
<b>Manage</b>	<ul style="list-style-type: none"> <li><i>* Advises NGDA Dataset Managers on the direction, content and evolution of NGDA Themes and associated NGDA Datasets</i></li> <li><i>* Serves as subject matter expert on applying best practices for each area of the data lifecycle as it applies to specific NGDA Themes and associated NGDA Datasets</i></li> <li><i>* Provides recommendations to the Theme Leads and NGDA Dataset Managers on how to organize NGDA Themes and associated NGDA Datasets</i></li> <li><i>* Advises the FGDC Coordination Group, the FGDC Executive Committee, and the FGDC Steering Committee, upon request</i></li> <li><i>* Provides thematic funding recommendations for datasets within the theme to the FGDC Coordination Group and then to the FGDC Steering Committee</i></li> </ul>

	<i>* Works with respective Theme Leads and NGDA Dataset Managers to develop, maintain and manage these NGDA Themes and associated NGDA Datasets</i>
Evaluate/monitor	N/A
Identify and execute inter-agency priorities	N/A

FGDC Working Groups	
<b>Description:</b> Representatives from federal agencies and FGDC-recognized stakeholder groups who develop data standards and protocols across all NGDA Themes, and provide recommendations to the FGDC Coordination Group.	
<b>FGDC Working Groups Role:</b> Produce cross-theme and cross-dataset development, portfolio management guidance and procedures.	
<b>Responsibilities</b>	
Inventory	N/A
Select	N/A
Manage	<ul style="list-style-type: none"> <li><i>* Assesses existing standards and identifies anticipated or needed data standards</i></li> <li><i>* Develops a plan to originate and implement needed standards with relevant community and international practices</i></li> <li><i>* Provides recommendations to the FGDC Coordination Group regarding the improvement of existing practices in each area of the data lifecycle</i></li> <li><i>* Provides recommendations to the FGDC Coordination Group regarding the continued existence or potential combination of each NGDA Theme</i></li> </ul>
Evaluate/monitor	<i>* Establishes recommendations for the FGDC Coordination Group, the FGDC Steering Committee, and the NGDA Dataset Managers to prepare, maintain, publish, and implement strategies for advancing geographic information and related spatial data activities appropriate to their mission and in support of the NSDI</i>
Identify and execute inter-agency priorities	N/A

## FGDC Secretariat

**Description:** Executive and support staff and administrators that facilitate implementation of NGDA Portfolio Management processes and assists Theme Leads in keeping abreast of portfolio management requirements. The Secretariat encourages partnership opportunities, as appropriate, across datasets housed within NGDA Themes.

**FGDC Secretariat Role 1:** Assist agency Theme Leads and NGD A Dataset Managers.

### Responsibilities

<b>Inventory</b>	<ul style="list-style-type: none"> <li>* Provides and annually updates an online status summary for each NGDA Theme authored by the lead agencies, the FGDC, or other subcommittees, working groups, and advisory committees</li> <li>* <i>Maintains the current list of NGDA Themes and Theme Lead Agencies</i></li> </ul>
<b>Select</b>	N/A
<b>Manage</b>	<ul style="list-style-type: none"> <li>* Maintains an online FGDC membership directory, including current subcommittee and working group memberships</li> <li>* <i>Promotes maintenance of the current list of datasets, services, and metadata for each NGDA Theme on Geospatial One-Stop (GOS)</i></li> <li>* <i>Manages the FGDC Web site to disseminate information</i></li> <li>* <i>Coordinates regular meetings with and among Theme Leads (for example, quarterly conference calls)</i></li> </ul>
<b>Evaluate/monitor</b>	<ul style="list-style-type: none"> <li>* <i>Provides guidance for annual reporting to Theme Leads, NGDA Dataset Managers, and Data Stewards</i></li> <li>* <i>Organizes annual NGDA Theme reports from Theme Leads in a consistent manner providing the overall status of NGDA Themes and associated NGDA Datasets</i></li> </ul>
<b>Identify and execute inter-agency priorities</b>	N/A

**FGDC Secretariat Role 2:** Support the FGDC Steering Committee in fulfilling its NGDA Portfolio Management responsibilities.

### Responsibilities

<b>Inventory</b>	N/A
<b>Select</b>	N/A
<b>Manage</b>	<ul style="list-style-type: none"> <li>* <i>Arranges presentations on NGDA Themes and associated NGDA Datasets at monthly meetings for the FGDC Coordination Group, as requested; where needed arranges updates for the FGDC Steering Committee on a quarterly or bi-annual basis.</i></li> <li>* <i>Arranges, at the request of the FGDC Coordination Group, special sessions to discuss theme and portfolio management issues</i></li> <li>* <i>Present to the FGDC Steering Committee a systematic 5-year plan for reviewing the status of all NGDA Themes contained in OMB Circular A-16, Appendix E</i></li> </ul>
<b>Evaluate/monitor</b>	<ul style="list-style-type: none"> <li>* <i>Provides annual NGDA Theme status reports (and NGDA Dataset Reports as needed) to the FGDC Steering Committee and identifies areas needing attention, including overall NGDA Theme standards, production, and development, as well as production schedules, milestones, performance measures, and metrics information</i></li> <li>* <i>Reports on NGDA Portfolio Management issues and concerns in support of FGDC Steering Committee, FGDC Executive Committee or FGDC Coordination Group.</i></li> </ul>

## FGDC Secretariat

Identify and execute inter-agency priorities	<i>* Develops recommendations for the FGDC Steering Committee review on investment in activities and initiatives that support the NSDI</i>
<b>FGDC Secretariat Role 3: Provide staff support to the FGDC Coordination Group in fulfilling its NGDA portfolio management responsibilities.</b>	
<b>Responsibilities</b>	
Inventory	N/A
Select	<i>* Coordinates with each Executive Theme Champion to prepare recommendations for changes to NGDA Themes and facilitates the recommendations process with the FGDC Coordination Group</i>
Manage	<i>* Performs administrative tasks, such as arranging meetings, issuing agendas, drafting meeting minutes, and providing presentation support * Promotes NSDI activities and partnerships to stakeholder communities and professional associations to support development, maintenance, and standards</i>
Evaluate/monitor	<i>* Reviews each annual NGDA Theme report against the reporting requirements, and reports the results of the review to the FGDC Coordination Group</i>
Identify and execute inter-agency priorities	<i>* Collaborates with the FGDC Coordination Group in developing recommendations for the FGDC Steering Committee on priorities of NGDA Datasets within and across NGDA Themes * Recommends topics, themes, and theme management for the FGDC Coordination Group to consider based on review of the annual NGDA Theme report and new requirements identified by the FGDC Steering Committee, and FGDC working groups, subcommittees, and stakeholder groups, and (or) the OMB</i>
<b>FGDC Secretariat Role 4: Facilitate and/or coordinate NGDA Portfolio Management activities with other FGDC activities and governmental initiatives.</b>	
<b>Responsibilities</b>	
Inventory	N/A
Select	N/A
Manage	<i>* Promotes and guides cooperation and coordination among federal, state, tribal, and local government agencies, academia and the private sector in the collection, production, sharing, and use of spatial information, in NSDI implementation, and in the identification of best practices * Manages the clearinghouse that supports the infrastructure of networks, systems, services, and standards that provide a digital representation of Earth's surface to users * Identifies where NGDA Portfolio Management activities intersect and need coordination with other significant FGDC activities [for example, Cooperative Agreements Program (CAP) grants, the Fifty States Initiative, The National Map, GOS, and the Global Earth Observation System of Systems (GEOSS)]</i>
Evaluate/monitor	<i>* Assures that appropriate initiatives are coordinated with NGDA Portfolio Management activities * Tracks the implementation of action plans approved by the FGDC Coordination Group and the FGDC Steering Committee</i>
Identify and execute inter-agency priorities	<i>* Facilitates execution of action plans developed by the FGDC Coordination Group and the FGDC Steering Committee to implement integration efforts</i>

## Theme Lead Agency

**Description:** Federal agencies identified in OMB Circular A-16 Appendix E, to lead the coordination of an NGDA Theme.

**Theme Lead Agency Role 1:** Oversee the development, implementation, and maintenance of NGDA Themes and associated NGDA Datasets; although a lead agency for NGDA Themes may not create the NGDA Dataset for the NGDA Theme with which it is identified, it is still responsible for the coordination, planning, and leadership needed to develop nationwide data coverage.

### Responsibilities

**Inventory** N/A

**Select** N/A

**Manage**

- \* Designates a point of contact within the lead agency who will be responsible for the development, maintenance, coordination, and dissemination of data
- \* Supports allocation of agency resources to fulfill the responsibilities of effective spatial data collection, production, and stewardship
- \* Prepares goals that support the NSDI strategy and, as needed, collect and analyze information from users about their needs for spatial data
- \* *Performs portfolio management for t NGDA Themes and associated NGDA Datasets, including maintaining an inventory of themes and datasets, schedules for completion, and reports on progress*
- \* *Other proposed tasks are associated with individual roles within the lead agency for each NGDA Theme*
- \* *Works with respective Theme Lead and national dataset managers to develop, and manage these NGDA Themes and associated NGDA Datasets*

**Evaluate/monitor** N/A

**Identify and execute inter-agency priorities** N/A

**Theme Lead Agency Role 2 (Executive Theme Champion):** Provide high-level sponsorship and support for the NGDA Theme and associated NGDA Datasets; facilitate communication among the FGDC, other Executive Theme Champions, and agencies to promote effective and efficient development and management of themes and their associated resources to benefit implementation.

### Responsibilities

**Inventory** N/A

**Select** N/A

**Manage**

- \* *Plays a leadership role (e.g. Thematic Subcommittee Chair) in promoting the theme vision and developing the initial scope and charter for the theme*
- \* *Serves as director or senior level manager within the organization responsible for managing the NGDA Theme*
- \* *Provides (or finds) resources, in funding or in kind, for the NGDA Theme and associated NGDA Datasets by influencing program decision-making for the organization*
- \* *Provides (or finds) resources (funding or in kind) for the NGDA Theme and associated NGDA Datasets through the agencies and business(es) served by the NGDA Theme and associated NGDA Datasets and advocates theme benefits*
- \* *Provides (or finds) resources (funding or in kind) for the NGDA Theme and associated NGDA Datasets by establishing the appropriate core team*
- \* *Promotes coordination among and reaches out to other agencies for development of the NGDA Theme*

## Theme Lead Agency

	<p><i>* Supports Theme Leads in convening communities of interest[1] around topics or themes by providing facilitation and outreach assistance</i></p> <p><i>* Supports Theme Leads, NGDA Dataset Managers, and data stewards in convening communities of interest around datasets by providing facilitation and outreach assistance</i></p>
Evaluate/monitor	<i>* Tracks common interests and facilitates common meetings of Theme Leads with representatives of relevant OMB cross-agency lines of business (LoBs)</i>
Identify and execute inter-agency priorities	<i>* Ensures that the NGDA Theme community focuses on business-critical issues that are in alignment with lifecycle outcomes and FGDC priorities and Presidential Initiatives</i>
<b>Theme Lead Agency Role 3 (Theme Lead):</b> Coordinate and oversee the strategic planning and implementation of NGDA Themes and associated NGDA Datasets and the development of annual NGDA Theme Reports.	
<b>Responsibilities</b>	
Inventory	N/A
Select	N/A
Manage	<p><i>* Carries out the activities required to implement responsibilities as described in section 8 of OMB Circular A-16</i></p> <p><i>* Collects, maintains, disseminates, and preserves spatial information such that resulting data, products, or information can be readily shared with other federal agencies and non-federal users</i></p> <p><i>* Searches all sources, including the National Spatial Data Clearinghouse, to determine if existing federal, state, local or private data meet agency needs before expending funds for data collection</i></p> <p><i>* Provides leadership and facilitates the development and implementation of FGDC standards, especially data content standards for each theme</i></p> <p><i>* Assesses existing standards, identifies anticipated or needed data standards, and develops a plan to originate and implement standards with relevant community and international practices</i></p> <p><i>* Publishes maps or comparable graphics online showing the current extent and status of the NGDA Themes for which the agency has the lead; encourages other sources of data for those same NGDA Themes to provide access to data through the clearinghouse as often as appropriate for each NGDA Theme</i></p> <p><i>* Facilitates implementation of a plan for nationwide population of the NGDA Theme for which the responsible agency's plans include the development of partnership programs with States, tribes, academia, private sector organizations, other federal agencies, and localities that:</i></p> <ul style="list-style-type: none"> <li>- meet the needs of users</li> <li>- address human and financial resource needs</li> <li>- identify needs for standards, metadata, and the clearinghouse</li> <li>- advance a timetable for the development of NSDI themes</li> </ul> <p><i>* Polls stakeholders on an ongoing basis within the context of subcommittee meetings, or through conference calls, Web meetings, or special interest group meetings at conferences, to either develop the theme or review the status of the various stages of the data lifecycle to ensure that the theme's associated NGDA Datasets remain relevant and current</i></p> <p><i>* Provides regular recommendations to the FGDC Coordination Group regarding the NGDA Theme and associated NGDA Datasets</i></p> <p><i>* Works with NGAD Dataset Managers and data stewards to plan, develop, distribute, maintain, and evolve NGDA Themes and associated NGDA Datasets</i></p>
Evaluate/monitor	<i>* Presents evaluation of various sources of datasets for decisions by the FGDC Coordination Group per stage 2 of the data lifecycle</i>

## Theme Lead Agency

- \* Compiles information for annual NGDA Theme reports in a consistent manner and provides the overall status of NGDA Themes and associated NGDA Datasets, as well as standards development, production schedules, milestones, performance measures, and metrics information to assist the FGDC Coordination Group
- \* Analyzes the status of standards development, production schedules, milestones, performance measures, and metrics information
- \* Submits to the FGDC Steering Committee, through the Theme's Executive Champion, annual NGDA Theme Reports based on the Supplemental Guidance based on information provided by the NGDA Dataset Managers within the NGDA Theme
- \* Submits, through their agency's SAOGI, an implementation plan for implementing the Supplemental Guidance

Identify and execute inter-agency priorities N/A

**Theme Lead Agency Role 4 (NGDA Dataset Managers):** Act as primary data steward(s), directly develop(s) national geospatial data assets (i.e. datasets) that fall under an NGDA Theme (in whole or part) in conjunction with other Dataset Managers and Data Stewards; work with Theme Lead to produce annual NGDA Dataset Reports.

### Responsibilities

Inventory N/A

Select N/A

- Manage**
- \* Uses FGDC data standards, FGDC Content Standards for Digital Geospatial Metadata, and other appropriate standards, documents spatial data with the relevant metadata, and makes metadata available online
  - \* Searches all sources, including the National Spatial Data Clearinghouse, to determine if existing federal, state, local or private data meet agency needs before expending funds for data collection
  - \* Provides or develops the required technology and services required to enable and provide access to NSDI data and information
  - \* Coordinates and works in partnership with federal, state, tribal, and local government agencies, academia and the private sector to efficiently and cost-effectively collect, integrate, maintain, disseminate, and preserve spatial data, building upon local data wherever possible
  - \* Coordinates the creation or review of proposed data standards with all business data stewards and bureau data architects for their respective business subject area
  - \* Identifies and tracks geospatial data requirements to be satisfied within the stakeholder community
  - \* Works with Theme Leads and appropriate working groups to establish and use standards in dataset design, development, modification, and improvement efforts
  - \* Works directly with Theme Leads and data stewards to implement accepted business rules, best practices, standards, quality control procedures, and security requirements for agency geospatial themes or business lines
  - \* Informs the agency budget process as to the condition of the dataset with respect to norms and policies established under the geospatial data lifecycle
  - \* Develops a NGDA Dataset implementation plan with key stakeholders that addresses overall requirements for the dataset and outlines each step in the lifecycle
  - \* Brings findings to the Theme Lead for resource planning
  - \* Sets up mechanisms to meet regularly with key stakeholders to ensure that data stewardship processes are in place and that user requirements are identified and met
  - \* Meets with state, tribal, and local governments and private or nonprofit data collectors to measure Federal Government activities in a theme area and identify possible overlaps gaps, and available resources for NGDA Theme development

## Theme Lead Agency

- \* Maintains current data standards for the agency's line of business
- \* Submits proposed data standards to the data architect for formal review
- \* Resolves review comments and conflicting data issues
- \* Provides program leadership and management to develop NGDA Themes, NGDA Datasets, and the NSDI
- \* Promotes integration of all technical and management aspects of the datasets
- \* Organizes and schedules yearly stewardship workshops
- \* Provides tools, documentation, and training necessary to edit and update the dataset(s)
- \* Hosts or provides information on applications developed for the datasets
- \* Ensures availability of data to the user community
- \* Provides documentation on transaction processes and guidelines needed for updating the datasets
- \* Provides clear guidance on format, validation criteria, and expectations for acceptable updates
- \* Adheres to the agreed-upon transaction process workflow
- \* Provides best information technology (IT) practices concerning database mirroring, backup, and recovery
- \* Works with Theme Lead to develop implementation plan for the Supplemental Guidance
- \* Works with Theme Lead to develop annual dataset and theme reports

### Evaluate/monitor

- \* Supports annual reports to the OMB via the FGDC Secretariat on agency achievements relative to strategies as required by OMB Circular A-16
- \* Works with the Executive Theme Champion and Theme Leads to outline resource needs and action plans for the current fiscal year and for out years
- \* Evaluates theme portfolio management progress and reports progress, issues, or concerns to the Theme Lead
- \* Provides annual review and development of operations and maintenance budget
- \* Works with Data Stewards to evaluate datasets against the stages of the data lifecycle and submits findings to the Theme Lead

### Identify and execute inter-agency priorities

N/A

**Theme Lead Agency Role 5 (Data Stewards):** individuals with formalized accountability for the management of data resources and a willingness to be accountable for a set of business information for the well-being of the larger organization by operating in service, rather than control; or person(s) charged by the NGDA Dataset Manager in conjunction with his or her management to be accountable for the production, maintenance, and usage of the dataset within the agency.

### Responsibilities

See Theme Lead Agency Role 5 (Data Steward) responsibilities under the Stakeholder Community section.

## Stakeholder Groups

## Stakeholder Groups

**Description:** A group of two or more willing parties working with NGDA Dataset Managers

**Stakeholder Groups Role 1 (Data Stewards):** Create, maintain, and evolve national geospatial data assets in a consistent manner; support NGDA Dataset Managers in producing dataset reports and in performing dataset lifecycle stages evaluations.

### Responsibilities

<b>Inventory</b>	<i>* Recommends to the FGDC Coordination Group agency member whether the FGDC Steering Committee should evaluate a data theme as a possible NGD A theme</i>
<b>Select</b>	N/A
<b>Manage</b>	<ul style="list-style-type: none"> <li><i>* Ensures that data in datasets conform to all applicable FGDC data standards</i></li> <li><i>* Characterizes datasets using FGDC metadata that are then posted on the GOS</i></li> <li><i>* Makes datasets accessible to Federal and non-Federal Government users through the GOS</i></li> <li><i>* Ensures that data standards reflect the programmatic needs of users and cooperates with the appropriate Theme Lead(s).</i></li> <li><i>* Implements best practices and standards for developing logical and physical data models for NGDA Themes or business lines</i></li> <li><i>* Identifies sensitive data associated with NGDA or other geospatial themes or business lines, to ensure appropriate designations (that is, "Government Use Only," "Proprietary," "Subject to the Privacy Act," or other applicable security classifications)</i></li> <li><i>* Provides publicly available information on the status of data stewardship activities</i></li> <li><i>* Coordinates with other federal and in-state agencies, adjacent states, Native American organizations, and counties or other local governmental organizations to identify and provide programmatic coordination on maintenance activities</i></li> <li><i>* Works with the organizational data architect, subject matter experts, and other data stewards to develop, review, modify, and (or) establish data standards for bureau subject areas or business lines</i></li> <li><i>* Maintains awareness of the activities of other agencies and organizations involved in stewardship</i></li> <li><i>* Provides data maintenance and ensures that all edits are in accordance with established standards, procedures, and timelines</i></li> <li><i>* Ensures integration of geometry and attribution</i></li> <li><i>* Accepts and responds to submittal of suggested edits within a reasonable timeframe</i></li> <li><i>* Performs other tasks as directed by the SAOGI and any relevant Theme Lead</i></li> </ul>
<b>Evaluate/monitor</b>	<ul style="list-style-type: none"> <li><i>* Identifies data quality metrics and coordinates data accuracy and quality assurance checks, formal reviews, and information exchanges relevant to OMB Circular A-16 portfolio management and information exchange relevant to data standards with the bureau data architect, subject matter experts, and other data stewards</i></li> <li><i>* Performs quality assurance checks, formal reviews, and information exchanges relevant to NGDA Dataset portfolio management</i></li> <li><i>* Informs the NGDA Dataset Manager of the condition of the dataset with respect to norms and policies established under the geospatial data lifecycle</i></li> <li><i>* Works with NGDA I Dataset Managers, as appropriate, to evaluate datasets against the stages of the data lifecycle and submits findings to the Theme Lead</i></li> </ul>
<b>Identify and execute inter-agency priorities</b>	<i>* Informs the agency budget process as to the condition of the dataset with respect to norms and policies established under the geospatial data lifecycle</i>

## Stakeholder Groups

**Stakeholder Group Role 2 (National Geospatial Advisory Committee-NGAC):** Represent stakeholder from Federal, state, tribal, and local governments, the private and nonprofit sectors, and academia; provide advice and recommendations to FGDC Chair; offer advice to the FGDC Steering Committee on the content of OMB Circular A-16, Appendix E, standards for NGDA Themes and associated NGDA Datasets, and lifecycle and portfolio management for NGDA Themes and associated NGDA Datasets.

### Responsibilities

Inventory	N/A
Select	<i>* Offers recommendations on stakeholder requirements for modifying, adding, or deleting NGDA Themes and (or) NGDA Datasets associated with OMB Circular A-16, Appendix E</i>
Manage	<p><i>* Provides advice and recommendations related to management of federal and national geospatial programs for the development of the NSDI, and the implementation of OMB Circular A-16 and Executive Order 12906</i></p> <p><i>* Reviews and comments upon geospatial policy and management issues and provides a forum to convey views and representation of non-federal stakeholders in the geospatial community</i></p> <p><i>* Reviews proposed lifecycle and portfolio management for NGDA Themes and associated NGDA Datasets and provides recommendations</i></p>
Evaluate/monitor	N/A
Identify and execute inter-agency priorities	N/A

**Stakeholder Group Role 3 (General End Users):** Provide feedback and support as needed, as requested or as appropriate.

### Responsibilities

Inventory	N/A
Select	<i>* Offers recommendations on stakeholder requirements for modifying, adding, or deleting NGDA Themes and (or) associated NGDA Datasets</i>
Manage	<i>* Provides feedback to data managers on how to make data and services more accessible and usable</i>
Evaluate/monitor	<p><i>* Supports Data Stewards, NGDA Dataset Managers and Theme Lead, as needed and as appropriate, in evaluating datasets against the stages of the data lifecycle</i></p> <p><i>* Provides feedback to Data Stewards, NGDA Dataset Managers and Theme Leads, on use, usefulness, availability, and general condition of NGDA Datasets</i></p>
Identify and execute inter-agency priorities	N/A

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