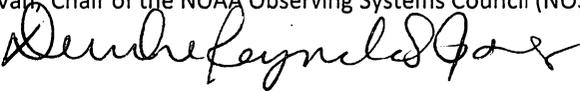




UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration

JAN 3 2012

MEMORANDUM OF TRANSMITTAL

FOR: Dr. Kathryn Sullivan, Chair of the NOAA Observing Systems Council (NOSC)  
FROM: Deirdre R. Jones   
Chair of the Environmental Data Management Committee (EDMC)  
SUBJECT: Transmittal of the approved Data Documentation Procedural Directive

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NOAA's Environmental Data Management Committee (EDMC) was established by NOAA Administrative Order (NAO) 212-15 to identify, develop, and approve procedural directives in order to improve management of NOAA environmental data. As Chair of the Environmental Data Management Committee, I am pleased to provide you with the approved Data Documentation Procedural Directive (PD) to the NOAA Observing Systems Council.

The Data Documentation PD was approved unanimously by the EDMC on October 28, 2011 after a thorough review and comment period by representatives from all NOAA Line Offices. We plan to publish the approved PD on the EDMC website at <https://www.nosc.noaa.gov/EDMC>.

The EDMC wishes to thank Ted Habermann of the National Geophysical Data Center (NGDC) for his exemplary service as principal author of this PD.

The Data Documentation PD states that NOAA's environmental data and information must be carefully documented using international metadata standards. The PD provides background information and outlines responsibilities for this effort. It applies to metadata and documentation for all existing and new NOAA environmental data, information and services, as well as to the personnel and organizations that collect and manage them. The PD considers formal metadata, other types of documentation, and the links between them, because all three will be needed to enable understanding and long-term use of NOAA's environmental data.

The EDMC will report its progress on implementing this PD to the NOSC no less than annually. Next steps for the EDMC include identifying data documentation expertise in NOAA programs, finding examples of well-documented data, establishing a rubric to measure the quality of metadata, and working with projects to improve documentation of key datasets initially and, eventually, all NOAA data.

The EDMC solicits support of the NOSC to ensure the observing system program managers in your respective line and staff offices receive this PD, understand its importance to NOAA's mission and implement it. The EDMC would be pleased to collaborate with the NOSC to determine how best to monitor and encourage compliance with this PD. EDMC staff and line office representatives are prepared to assist NOAA program managers with interpretation and implementation.



UNITED STATES DEPARTMENT OF COMMERCE  
National Oceanic and Atmospheric Administration

JAN 3 2012

MEMORANDUM OF TRANSMITTAL

FOR: Joseph Klimavicz, NOAA CIO and Chair of the CIO Council

FROM: Deirdre R. Jones

Chair of the Environmental Data Management Committee (EDMC)

SUBJECT: Transmittal of the approved Data Documentation Procedural Directive

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The EDMC solicits support of the CIO Council to ensure the chief information officers in your respective line and staff offices receive this PD, understand its importance to NOAA's mission and implement it. The EDMC would be pleased to collaborate with the CIO Council to determine how best to monitor and encourage compliance with this PD. EDMC staff and line office representatives are prepared to assist NOAA program managers with interpretation and implementation.