



**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 Management Planning Procedural Directive

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 Management Planning Procedural Directive (PD) to the NOAA Observing Systems Council.

The Data Management Planning PD was approved unanimously by the EDMC on October 24, 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 Jim Sargent of the National Marine Fisheries Service (NMFS) for his exemplary service as principal author of this PD.

Data Management Planning is the responsibility of each Observing Program or IT system that creates or manipulates environmental data. Environmental data is defined as recorded and derived observations and measurements of the physical, chemical, biological, geological, and geophysical properties and conditions of the oceans, atmosphere, space environment, sun, and solid earth, as well as correlative data, such as socio-economic data, related documentation, and metadata. Media, including voice recordings and photographs, may be included.

The EDMC will report its progress on implementing this PD to the NOSC no less than annually. Next steps for the EDMC include setting up a repository for Data Management Plans, identifying good examples of existing plans throughout NOAA, identifying people in each Line Office to serve on the Data Management Planning Team, and identifying new projects to become our early adopters.

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.



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MEMORANDUM OF TRANSMITTAL

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FROM: Deirdre R. Jones

Chair of the Environmental Data Management Committee (EDMC)

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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.