



**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 Sharing Policy for NOAA Grants 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 Sharing Policy for NOAA Grants Procedural Directive (PD) to the NOAA Observing Systems Council.

The Data Sharing Policy for NOAA Grants PD was approved unanimously by the EDMC on June 8, 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 Ingrid Guch of the National Environmental Satellite, Data, and Information Service (NESDIS) for her exemplary service as principal author of this PD.

The Data Sharing Policy requires that all NOAA Grantees must share data produced under NOAA grants and cooperative agreements in a timely fashion, except where limited by law, regulation, policy or security requirements. Grantees must address this requirement formally by preparing a Data Sharing Plan as part of their grant project narrative. Sharing data refers to making data visible, accessible, and independently understandable to users in a timely manner at minimal cost to users, except where limited by law, regulation, policy or by security requirements. NOAA facilities that archive data and make the data openly available should be considered first for the disposition of the data.

The EDMC will report its progress on implementing this PD to the NOSC no less than annually. Next steps for the EDMC include education of stakeholders and coordinating implementation efforts with the Department of Commerce Federal Assistance Law Division and the NOAA Grants Management Division.

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

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

FROM: Deirdre R. Jones

Deirdre Reynolds 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.