

NWCG UNIT IDENTIFIER

Change Initiation Procedures

December 23, 2002

INTRODUCTION

This document provides the procedures to initiate a change to an NWCG data standard.

These procedures outline the process for initiating the process for making additions, modifications, and deletions to the three parts of the data standard. These procedures should be used by individuals or groups external to the NWCG Data Administration Working Group's (DAWG) data stewardship and custodianship organization. Once a change proposal is received by the DAWG, the internal Unit Identifier Change Procedures will be used.

A data standard consists of three parts:

1. **meta-data definition** – the rules needed to ensure the data format and data usage is standardized across automated systems
2. **standard data values** – the actual standardized data used by the wildland fire community, oftentimes provided as a pick-list or look-up table
3. **change management process** – the procedures on how to make changes to the meta-data definition or the standard data values

In addition, these procedures outline the process for initiating a change to the:

4. **Presentation/layout of screens and reports** – the look and feel of the web-based Unit Identifier List.

The following section outlines the procedures for initiating a change proposals for the four areas identified above.

PROCEDURES

1. Changes to the Meta-data Definition

The meta-data definition contains the contacts, definition (including description and format), and business rules for a data element. Change proposals for the meta-data definition should include the following information:

- a. Name of Initiator
- b. Date
- c. Phone Number
- d. Email Address
- e. Office
- f. Data Standard Name; in this case, "Unit Identifier"
- g. Description of proposed change
- h. Reason for wanting the change

Proposals may be submitted via email or fax to:

Judy Crosby, Chair	Phone: (208) 947-3741
NWCG Data Administration Working Group	FAX: (208) 947-3712
NWCG IRM Program Management Office	Email: Judy_Crosby@nifc.blm.gov
1387 South Vinnell Way	
Boise, ID 83709	

(The Data Administration Working Group (DAWG) chair serves as the point-of-contact to ensure that the proposal is logged and tracked throughout the change process.)

The DAWG chair and the Unit Identifier Data Steward (Doug Shinn, NICC) will respond to the change proposal. If accepted and if the change proposal results in a significant change to the meta-data definition, the proposal will be routed to the data custodians, system and project managers, agency data administrators, and members of the DAWG for review and comment. The updated meta-data definition will be distributed to interested parties and posted on the NWCG DAWG website.

Changes to the Standardized Data Values

Change proposals for additions, modifications, or deletions to the Unit Identifier list should include the following information:

- a. Name of Initiator
- b. Date
- c. Phone Number
- d. Email Address
- e. Office
- f. Data Standard Name; in this case, “Unit Identifier”
- g. Description of proposed change
- h. Reason for wanting the change

Change proposals for the Unit Identifier list should be directed to the Geographic Area Data Custodian for the area in which the subject unit(s) is located.

Geographic Area Unit Identifier Data Custodians are:

Geographic Area	Data Custodian	Phone	Email
Alaska	Lindsey Lien	907-356-5680	Lindsey_lien@ak.blm.gov
California - North Ops	Thomas Evans	530-226-2800	tkevans@fs.fed.us
California - South Ops	Beth Mason	909-276-6721	Bmason02@fs.fed.us
Eastern Area	Ruta Glinski	612-713-7300	rglinski@fs.fed.us
Eastern Great Basin	Ed Gray	801-531-5320	egrays01@fs.fed.us
Northern Rockies	Kathy Elzig	406-329-4880	kelzig@fs.fed.us
Northwest	Steve Arasim	503-808-2720	Steve_arasim@or.blm.gov
Rocky Mountain	Patrick O’Leary	303-239-3630	Poleary01@fs.fed.us
Southern Area	Pat Boucher	770-458-2464	Pat_boucher@fws.gov
Southwest	Dave Boyd	505-842-3473	David_boyd@blm.gov
Western Great Basin	Kathy Wiegard	775-861-6455	Kathy_wiegard@nv.blm.gov

Change proposals may also be sent to the national data custodian, who will forward the proposal to the appropriate GACC data custodian:

Rick Squires National Interagency Coordination Center National Interagency Fire Center 3833 South Development Avenue Boise, ID 83705	Phone: (208) 387-5400 FAX: (208) 387-5414 Email: Rick_Squires@blm.gov
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The Geographic Area data custodian will follow procedures established by the Geographic Area Coordination Group regarding adding, modifying, and archiving Unit Identifiers. All changes will be sent to the national data custodian who will update the national Unit Identifier system of record.

Changes to the Change Initiation Process

Change proposals for additions, modifications, or deletions to this document should include the following information:

- i. Name of Initiator
- j. Date
- k. Phone Number
- l. Email Address
- m. Office
- n. Document Title; in this case, “Unit Identifier Change Initiation Procedures”
- o. Description of proposed change
- p. Reason for wanting the change

Proposals may be submitted via email or fax to:

Judy Crosby, Chair	Phone: (208) 947-3741
NWCG Data Administration Working Group	FAX: (208) 947-3712
NWCG IRM Program Management Office	Email: Judy_Crosby@nifc.blm.gov
1387 South Vinnell Way	
Boise, ID 83709	

(The Data Administration Working Group (DAWG) chair serves as the point-of-contact to ensure that the proposal is logged and tracked throughout the change process.)

The DAWG chair the Unit Identifier Data Steward and the national Unit Identifier Data Custodian will respond to the change proposal. If accepted and if the change proposal results in a significant change to the document, the proposal will be routed to the data custodians, system and project managers, and members of the DAWG for review and comment. The updated document will be distributed to interested parties and posted on the Unit Identifier website.

2. Changes to the Presentation/layout of screens and reports

Change proposals for additions, modifications, or deletions to the design of the Unit Identifier Spreadsheet or Report should include the following information:

- a. Name of Initiator
- b. Date
- c. Phone Number
- d. Email Address
- e. Office
- f. System Name; in this case, “Unit Identifiers”
- g. Description of proposed change
- h. Reason for wanting the change

Proposals may be submitted via email or fax to:

Judy Crosby, Chair	Phone: (208) 947-3741
NWCG Data Administration Working Group	FAX: (208) 947-3712
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(The Data Administration Working Group (DAWG) chair serves as the point-of-contact to ensure that the proposal is logged and tracked throughout the change process.)

The DAWG chair will send the proposal to the Unit Identifier Data Steward and the national Unit Identifier Data Custodian. If accepted and if the change proposal results in a significant change to the system, the proposal will be routed to the data custodians for review and comment. Any changes to the system will be supported with updated user and system documentation.

NWCG Data Standard

Change Proposal

The purpose of this document is to provide a template for submitting a change proposal for an NWCG data standard. Utilization of this format is not required; however all change proposals should include all the information requested below.

Date	
Name of Initiator	
Phone Number	
Email Address	
Office	

Data Standard Name	Unit Identifier
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Change Category (Select one)	<input type="checkbox"/> Meta-data definition (description length, format, rules, contacts) <input type="checkbox"/> Standardized Data Values <input type="checkbox"/> Change Procedures
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Description of proposed change:

Reason for wanting the change:

Submit this proposal to the person identified in the data standards' change procedures for the appropriate change category. Proposals may be submitted via mail, email, or fax. If you are unsure who to send the proposal to, send it to:

Judy Crosby, Chair
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NWCG IRM Program Management Office
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