



MEMORANDUM OF TRANSMITTAL

FOR: VADM Michael Devany, Chair of the NOAA Observing Systems Council (NOSC)
FROM: Jeff de La Beaujardière, Chair of the EDMC
SUBJECT: Transmittal of the approved Data Management Planning Procedural Directive

As Chair of the Environmental Data Management Committee (EDMC), I am submitting the newly-revised Data Management Planning (DMP) Procedural Directive (PD) to the NOAA Observing Systems Council (NOSC). The version attached was **approved by the EDMC unanimously on December 10, 2014**. This version represents a significant revision to the original version of the PD, which was approved by the EDMC on October 24, 2011.

NAO 212-15 states that “the EDMC shall identify, develop, and approve Procedural Directives associated with this Administrative Order.” It also states that “management of NOAA environmental data will be based upon an end-to-end data management lifecycle that includes [in part] developing and following data management plans that are coordinated with the appropriate NOAA archive for all observing and data management systems.”

The Data Management Planning Procedural Directive was developed by a NOAA-wide writing team with input from the Line Office Principals of the EDMC. After a thorough review and comment period, all comments were reviewed and resolved. The approved version of this PD is made available to NOAA on the EDMC website at <https://www.nosc.noaa.gov/EDMC/PD.DMP.php>.

The purpose of this procedural directive is to expand upon this requirement for Data Management Plans (DMPs), direct managers of all data production projects and systems to write data management plans, and provide detailed guidance on who should write them and how to write them. It contains a template with questions to be considered and addressed in planning all data production projects.

Next steps for the EDMC include announcing and socializing the revised PD to all NOAA Line Offices, maintaining the existing repository for Data Management Plans, continuing to identifying good examples of existing plans throughout NOAA, 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 support its implementation. 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.



Jeff de La Beaujardière
Chair, Environmental Data Management Committee

2014 - 12 - 12

Date





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FOR: Zachary Goldstein, NOAA CIO (Acting) and Chair of the CIO Council
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