

National Data Standard Change Request Procedures

The following steps are used by Data Administrators to facilitate creating new and updating existing Bureau of Land Management (BLM) national spatial and alphanumeric data standards.

Note: Organization codes are changed through the steps found in the ORGANIZATION CODE CHANGE REQUEST PROCESS.

Any BLM employee may initiate a change request and it must be based on a business need. The change request is coordinated with the initiator's Data Administrator and local Data Steward. The Washington Office (WO) may select a Data Administrator to work on the change request. The Data Administrator will obtain preliminary feedback from the National Data Steward, who, based on business requirements may approve, modify, or reject the change request.

1. The Data Administrator must research existing data standards and verify that no conflicts with current data standards exist. The Data Administrator reviews, approves, revises, or rejects the change request if it is not needed.
2. A description of the proposed new or changed data standard should be jointly developed by the initiator, Data Administrator, and National Data Steward. The description includes: the name of the change request (e.g., use keywords to reference the change request), definition, business requirements (why it is needed), related business program area, related existing data standard (e.g., cite Instruction Memorandum number), data element number (if applicable), associated applications, metadata requirements, domain codes and attributes, business rules (source documents, currency, accuracy, and precision requirements) and procedures, data cleanup impacts, etcetera. The description also includes the name, office code, and phone number of the initiator (if applicable), Data Administrator, National Data Steward, User Representative, and due date for comments.

If creating a new data element, follow the BLM standard naming convention.

3. The Data Administrator sends the change request via email to BLM_DALIST, National Data Steward, User Representative, and any other affected parties suggested by the National Data Steward. The change request should state that comments are to be submitted to the Data Administrator and National Data Steward for review.
4. Data Management (WO-570 in Denver) assigns an analyst to work on the change; who notifies all the National Software Application System User Representatives whose application may be affected by the change. The analyst will assist the User Representative by researching technical and business issues and provides comments on the change request.

5. All Data Administrators review the change request, solicit comments from users, compile final comments with review and concurrence of the State Data Steward, and forward comments to the Data Administrator and National Data Steward.

6. The Data Administrator collects, coordinates, and analyzes comments with the initiator and the National Data Steward. National Data Steward approves, modifies, or rejects final request.

7. The Data Administrator completes final National Data Standard Change Request which includes final request and comments submitted with analysis (adopted, rejected, reason, etc.) and sends via email to BLM_DALIST, National Data Steward, and User Representative.

8. User Representative coordinates final request with Data Management (WO-570 in Denver) to have the change entered into the BLM Corporate Data Dictionary (CDD) and Corporate Metadata Repository (CMR).

Once the approved change is added to the CDD and CMR, the CMR representative emails a message to the Data Administrator who verifies the change is correct. The Data Administrator confirms accuracy of the change with the CMR representative. The CMR representative emails a message to the BLM_DALIST, User Representative(s), and National Data Steward(s) announcing the update.

9. The User Representative coordinates the update of the data validation tables, decode tables, and any other applicable software application changes including reports where needed, and notifies National Data Steward when changes are completed.

10. National Data Steward issues a directive with the final National Data Standard, program workload priorities, cleanup requirements, and time frames for implementation. National Data Steward emails courtesy copy of directive to BLM_DALIST.

11. All Data Administrators coordinate with State Data Stewards to notify users of change in the data standard and business practice. State Data Stewards verify data has been updated to conform to the new data standard. Requests for mass changes (minimum of 100 occurrences) to data are coordinated by the Data Administrator with the User Representative. The User Representative will notify the Data Administrator via email when mass changes to data have been completed. The Data Administrator will notify the State Data Stewards that the mass changes have been completed.

The Data Administrator is required to keep documentation related to data standards change requests until no longer needed for convenience or reference purposes (BLM Records Schedule 23/21). Data Management (WO-570) is responsible for maintaining complete records regarding changes to the CDD and the CMR (BLM Records Schedule 20/20). National Data Steward is responsible for maintaining records regarding National data standards.