



DEPARTMENT OF THE ARMY
CHIEF INFORMATION OFFICER
107 ARMY PENTAGON
WASHINGTON DC 20310-0107

ADD-GOV-DS-028

11 June 2024

SAIS-ADD (25-1rrrr)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Expanded Guidance on the Mandatory Implementation of Army Data Services Requirements—Army Data Catalog

1. References. See Enclosure 1.

2. Purpose. This memorandum provides policy details with respect to registering metadata in the Army Data Catalog (ADC).

3. Background.

a. The Secretary of the Army issued the Mandatory Implementation of Army Data Services Requirements (DSR) memorandum (reference 1a). It specifies in Principle DSR-3 that metadata about all Army data assets must be registered in an enterprise data catalog or repository. The Army Data Stewardship Roles and Responsibilities memorandum (reference 1b) designates the ADC as the Army's centralized metadata registry for all Army authoritative data. ADC will be used to store and publish metadata to meet the Army's data-sharing vision and comply with the visible, accessible, understandable, linked, trusted, interoperable, and secure (VAULTIS) goals. Metadata already present in the Catalog will remain available for Army data community discovery and usage.

b. Army Data Stewards manage enterprise and domain specific data by establishing guidelines; ensuring compliance with legal and policy requirements, and conformance to data policies and standards; ensuring application of appropriate security controls; and analyzing and improving data quality. They provide guidance to Functional Data Managers (FDMs). FDMs work with system owners and others that work with data to ensure that enterprise and Data Steward policies are implemented.

4. Scope. The policy in this memorandum applies only to data products and authoritative data assets intended for Armywide or cross-command use, and their hosting systems. Data that is not authoritative does not need to be registered in ADC.

5. Policy/Guidance.

a. All FDMs, with the assistance of system owners, are required to register and

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maintain all identified authoritative system and data asset metadata in the ADC with the exception of those granted exemption by their Mission Area Data Officer (MADO) or Data Steward. All exemptions granted by MADOs and Data Stewards will be communicated to the office of the Army Chief Data and Analytics Officer (CDAO). The metadata registration includes systems, data dictionaries, data models, data sets, data products, system interfaces, and other supporting assets. Terms as they apply to ADC are defined in Enclosure 2. Registration of APIs and access control policies may be included as appropriate.

b. Data Stewards and FDMs must execute their responsibilities as identified in reference 1b in order to identify, register, and approve data products and authoritative data sets for their domains via the ADC so that Army data products and authoritative data sets are discoverable across the Army enterprise.

c. Data products will be authoritative once registered in the ADC. Details of these ADC processes can be found within the “ADC FAQs” and “ADC Knowledge Center” tabs of the ADC (reference 1c). MADOs, Data Stewards, and FDMs, with their point of contact (POC) information, are listed in the ADC.

d. An FDM determines whether a data set meets a prescribed documentation standard to achieve the Data Steward-approved guidelines for quality, clear mission support, and ease of use for consideration as a data product. The FDM then initiates designation using the Data Product Designation workflow in the ADC. The workflow prompts the Data Steward to assess quality and purpose and affirm that the requirements for a data product are met.

e. Once new systems are registered in ADC, system owners are required to register their data dictionaries in ADC.

6. Compliance.

a. Responsibilities are specified in the Army Data Governance Roles and Responsibilities Memorandum (reference 1b, Enclosure 2).

b. The Army CIO is the proponent for this augmenting guidance as well as oversight mechanisms to ensure compliance.

c. The ASA(ALT) supports the implementation of this memo across software development and acquisition actions.

7. Intended Effect. Easily discoverable Data products and Authoritative Data Sets will help to achieve common situational understanding across commands and Armywide.

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8. Duration. This guidance is effective upon signature and stays in effect until rescinded or superseded.

9. POCs:

a. OCIO Policy Inbox: usarmy.pentagon.hqda-cio.mbx.policy-inbox@army.mil

b. Office of the CDAO: usarmy.data.management@army.mil

c. OCIO Data Division: Mr. Alfred Hull, (571) 279-1690, alfred.hull2.civ@army.mil

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LEONEL T. GARCIGA
Chief Information Officer

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Director, Office of Analytics Integration

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REFERENCES

URLs to access the references are provided in the table on the next page.

- a. HQDA, SECARMY and Chief of Staff of the Army memorandum (Mandatory Implementation of Army Data Services Requirements), 10 April 2020.
- b. HQDA CIO memorandum (Army Data Stewardship Roles and Responsibilities (Fiscal Year 2024)), 2 April 2024.
- c. HQDA CIO website (Army Data Catalog), "ADC FAQs" and "ADC Knowledge Center" tabs of the ADC.
- d. HQDA CIO website (Army Data Management and Analytics Lexicon), on the Army Data Body of Knowledge site. (Available upon request: see the table below.)
- e. Information Technology: Additional Responsibilities of Chief Information Officer of Military Departments, 10 U.S.C., Section 2223(b) (1998).
- f. Agency Chief Information Officer, 40 U.S.C., Section 11315 (1996).
- g. Federal Agency Responsibilities, 44 U.S.C., Section 3506 (2006).
- h. Chief Data Officers, 44 U.S.C., Section 3520 (2006).

1a	https://api.army.mil/e2/c/downloads/2022/04/21/2ee1f1fe/mandatory-implementation-of-army-data-services-requirements-memo.pdf
1b	Available at the CIO Policy Library, at https://armyeitaas.sharepoint-mil.us/sites/HQDA-CIO-SAIS-PRP/Policy%20Library/Forms/Subjects.aspx
1c	https://datacatalog.army.mil
1d	https://armyeitaas.sharepoint-mil.us/:f:/r/teams/ADBOKArmyDataBodyofKnowledge/Shared%20Documents/General/Army%20Data%20Management%20and%20Analytics%20Lexicon?csf=1&web=1&e=yjkSx6
1d, link to request access	https://dod.teams.microsoft.us/l/team/19%3adod%3a6a243ca767d547c0ac06471e5c0bac9f%40thread.skype/conversations?groupId=14bfd003-b0c4-44fb-a20d-996df2481681&tenantId=fae6d70f-954b-4811-92b6-0530d6f84c43
1e	https://uscode.house.gov/browse/prelim@title10/subtitleB&edition=prelim
1f	https://uscode.house.gov/browse/prelim@title40/subtitle3&edition=prelim
1g	https://uscode.house.gov/browse/prelim@title44&edition=prelim
1h	https://uscode.house.gov/browse/prelim@title44&edition=prelim

KEY ADC LEXICON DEFINITIONS

Terms as they apply to ADC are defined in Table 1 below. These definitions are meant to be brief ones for the context of ADC. This enclosure is not the authoritative source of definitions for these terms. For that, refer to the Army Data Management and Analytics Lexicon on the Army Data Body of Knowledge (ADBOK) (reference 1d). There is a spreadsheet template there to provide feedback on those definitions. Note: the ADBOK lexicon is to be transferred into ADC as a glossary asset in the near future.

ADC Lexicon Term	Definition
Data Dictionary	Contains descriptions of the physical and logical characteristics of all the data that is present in, and ideally accessible from, a given data source.
Data Model	Depicts and enables an organization to understand a data asset. Models comprise and contain metadata essential to data consumers.
Data Product	A pre-packaged set of data and metadata produced to satisfy consumers' mission or business demand. Data products are designed to be high quality, easy to use, self-describing and computationally governed.
Data Set	A subset of related information which originates from one system, many systems, or other sources.
System	A discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information to accomplish a set of specific functions; provide a capability or satisfy a stated need or objective; or produce, use, transform, or exchange information.
System Interface	A record in ADC that represents an actual exchange of data between systems and describes how information flows between systems.

Table 1: Key ADC Lexicon Definitions