

Department of the Interior Bureau of Ocean Energy Management Manual

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Series: Administrative

Part 375: Information Resources Management

Chapter 7: Geospatial Data Management

Office of Primary Responsibility: Office of Strategic Resources Programs

BOEMM 375.7

1.1 **Purpose.** This chapter establishes the Bureau of Ocean Energy Management (BOEM) policy regarding compliance with the Geospatial Data Act (GDA) of 2018.

1.2 **Scope.** This policy applies to all BOEM employees responsible for GDA compliance requirements.

1.3 **Objective.** To ensure BOEM's compliance with the GDA.

1.4 **Authority.**

A. Public Law 115-435, Title II, "Open, Public, Electronic, and Necessary Government Data Act," dated January 14, 2019, also known as the OPEN Government Act.

B. 43 U.S.C. Chapter 46, "Geospatial Data Act," also known as the GDA.

C. Office of Management and Budget (OMB) Circular No. A-16, "Coordination of Geographic Information and Related Spatial Data Activities."

D. [Department of the Interior \(DOI\) Office of Grants Management \(PGM\) Policy \(DOI-PGM-POL\) 2021-0005, "Use of Geospatial Data."](#)

E. [DOI Office of the Chief Information Officer \(OCIO\), Office of Acquisition and Property Management \(PAM\), PGM Memorandum, "GeoPlatform.gov Verification and Geospatial Data Quality Control," dated July 18, 2023.](#)

F. [DOI OCIO Memorandum, "Chief Information Officer Requirement for Bureau and Office Management Controls – Geospatial Metadata," dated December 15, 2023.](#)

1.5 Reference.

- A. OMB Circular No. A-130, “Managing Information as a Strategic Resource.”
- B. OMB Memorandum M-10-06, “Open Government Executive.”
- C. OMB Memorandum M-13-13, “Open Data Policy – Managing Information as an Asset.”
- D. [DOI Acquisition, Arts, and Asset Policy 0169 \(DOI-AAAP-0169\), “Special Acquisition Planning Considerations.”](#)
- E. [DOI OCIO Memorandum, "Records Management Policy RMP-2021-02: Electronic Records Management" dated September 8, 2022.](#)
- F. BOEM Manual (BOEMM) 380.1, "Program Elements and Responsibilities."
- G. BOEMM 380.2, "Electronic Records Management."
- H. Federal Geographic Data Committee (FGDC) Standards:
 - (1) <https://www.fgdc.gov/standards>
 - (2) <https://www.fgdc.gov/metadata/geospatial-metadata-standards>
 - (3) <https://kb.geoplatform.gov/gp-faq/fair-insights.html>

1.6 Definitions.

A. **Geospatial Data.** Information that is tied to a location on the Earth, including by identifying the geographic location and characteristics of natural or constructed features and boundaries on the Earth, and that is generally represented in vector datasets by points, lines, polygons, or other complex geographic features or phenomena. It may be derived from, among other things, remote sensing, mapping, and surveying technologies. It includes images and raster datasets, aerial photographs, and other forms of geospatial data or datasets in digitized or non-digitized form. The GDA describes which types of data and activities are not included under the definition of geospatial data and are thus, hereby similarly excluded by reference.

B. **Covered Agency.** An Executive department, as defined in 5 U.S.C. 101, that collects, produces, acquires, maintains, distributes, uses, or preserves geospatial data on paper or in electronic form to fulfill the mission of the Executive department, either directly or through a relationship with another organization, including a State, local government, Indian tribe,

institution of higher education, business partner or contractor of the Federal Government, and the public.

1.7 Policy. The GDA formalizes governance processes related to geospatial data, establishes geospatial data standards, provides policy and guidance to empower the use of geospatial data and technology, and facilitates broad cooperation between the public and private sector. The GDA requires that, not less than once every two years, the Inspector General submit to Congress a report of DOI and its bureaus' compliance with the Act. The GDA auditors examine the allocation of resources to fulfill the responsibilities of effective geospatial data collection, production, and stewardship regarding related activities of DOI, and as necessary to support the activities of the FGDC, while 43 U.S.C. 2809 establishes the limitation on the use of Federal funds.

DOI, as a covered agency, and BOEM require that all data subject to the GDA and the related spatial data activities (e.g., collection, production, acquisition, maintenance, or dissemination) that use appropriated funds meet all relevant standards established by BOEM, DOI, and the FGDC as mandated by the GDA, OMB Circular A-16, and related DOI policies; similarly, all data and spatial data activities described in OMB Circular A-16 (e.g., creating, collecting, acquiring, maintaining, controlling, producing, stewardship, dissemination, sharing, or publishing) need to meet the aforementioned standards. All deliverables acquired by appropriated funds that include geospatial data products must include appropriate metadata conforming to FGDC standards (see paragraph 1.5 Reference) and be tested for quality. All geospatial data made public by BOEM must contain appropriate metadata and must be properly registered with the Department's Enterprise Data Inventory system for harvest to Data.gov and to GeoPlatform.gov.

Note that the GDA and OPEN Government Data Act include provisions for the proper handling of proprietary interests or information, personally identifiable information, and other sensitive and protected data. See 43 U.S.C. 2804(b), 2807(b)(1), and OPEN Government Data act definition of "open Government data asset" and "public data asset" (defined at 44 U.S.C. 3502(20) and 3502(22)). Also see data inventory and catalogue protections in 44 U.S.C. 3511.

1.8 Responsibilities. The following sections describe responsibilities to ensure compliance with this policy, including responding to questions and maintaining and producing relevant evidence necessary for GDA compliance audits.

A. Associate Directors, Office Directors, and Regional Directors.

(1) Support the BOEM Geospatial Information Officer (GIO) and Geospatial Services Division (GSD) Manager in coordination efforts to report compliance during the biennial Office Inspector General (OIG) audit through designated GDA Compliance Facilitators.

(2) Notify the GSD Manager and the GIO if someone other than a BOEM Geospatial Steering Committee (GSC) member is designated as a GDA Compliance Facilitator.

B. GSD Manager.

(1) Directs and oversees the overall collection of relevant documentation to support the agency's response to GDA audits in coordination with the BOEM Audit Liaisons and the Office of Budget and Administration.

(2) Ensures coordination with the BOEM Information Technology Manager, BOEM GIO, BOEM Associate Chief Data Officer (ACDO), BOEM Records and Privacy Officers, Bureau of Safety and Environmental Enforcement (BSEE) Technology Services Division, DOI OCIO, DOI GIO, the FGDC and related subcommittees (e.g., GeoPlatform.gov, Data.gov), the Office of Strategic Resources Programs (OSRP) Associate Director, and the BOEM Senior Leadership Team (SLT) concerning BOEM's OIG GDA audit response and the submission of required instruments.

(3) Oversees coordination with BSEE, the GSD, BOEM GIO, the GSC and other subject matter experts across BOEM offices and programs, as appropriate, to resolve, address, and report on any audit recommendations.

(4) Aids, upon request, programs with validating their compliance, providing recommendations and technical support, counsel, and will advise technical staff, contracting officers, contracting officer representatives, requisitioners, program leads, and others including educating offices concerning GDA requirements.

(5) GSD Staff, under the direction of the GSD Manager, provide support, training, guidance, and input to the geospatial community to assist with meeting their GDA geospatial data and related data activity requirements and to resolve, address and report on any audit recommendations.

C. BOEM GIO.

(1) Is the accountable party within BOEM for geospatial data.

(2) Collaborates with the ACDO to coordinate interactions with DOI.

(3) Coordinates through and with the GSD Manager, and coordinates with the OSRP Associate Director, the GSC, the SLT, and respective BOEM and BSEE subject matter experts related to policy requirements and training.

(4) Coordinates with GSD, BOEM ACDO, data managers, and data stewards in their capacity of collecting, producing, acquiring, maintaining, distributing, and preserving compliant geospatial data, such that the resulting geospatial data, information, or products can be readily shared with other Federal agencies and non-Federal users.

D. BOEM GSC Members.

(1) Represent their respective program, office, or region in geospatial data program activities and meetings.

(2) Serve as GDA Compliance Facilitators unless otherwise directed by Associate Directors, Office Directors, and Regional Directors.

(3) Assist the BOEM GIO in coordinating with the GSD, BOEM ACDO, data managers, and data stewards in their capacity of collecting, producing, acquiring, maintaining, distributing, using, and preserving compliant geospatial data, such that the resulting geospatial data, information, or products comply with procedures and can be readily shared with other Federal agencies and non-Federal users.

E. GDA Compliance Facilitators. Assist the BOEM GIO and GSD Manager in identifying OIG GDA audit points of contact, drafting replies, gathering evidence, addressing recommendations, briefing their respective constituents and leadership on the GDA and OIG GDA audit.

1.9 **Procedures.**

A. When acquiring or collecting geospatial data using appropriated funds, the acquiring or collecting entity is required to complete a due diligence, documented search of Geoplatform.gov or other required sources. If the required data set already exists, the program or office must use it. If the required data are not already available, the program or office must document and acquire the proposed geospatial data, products, or services in compliance with applicable guidance and standards established by BOEM, DOI, and the FGDC. The geospatial data must also be tested for quality prior to being accepted from third parties.

B. When procuring geospatial data, technology or services, or the use of resources for the execution of geospatial activities subject to the GDA, supervisors, managers, and acquisition officials must ensure the appropriate Activity-Based Costing (ABC) and/or Work Breakdown Structure (WBS) code combinations are used and or cross-walked in financial and labor management accounting systems.

C. When procuring geospatial data, the following statement will appear in the procurement documents:

“All geospatial data collected for or produced by federal agencies are required to meet all relevant standards established by the FGDC as authorized by the Geospatial Data Act of 2018 (43 U.S.C. 2809). All deliverables that include geospatial data products must include appropriate metadata conforming to FGDC standards.”