U.S. Nuclear Regulatory Commission Open Government High-Value Dataset Identification and Submission Process

Version 2.4 (Draft)

Document Revision History

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		Roles Updated Process Requirements Edited document to add Public Feedback Process	

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1. Introduction

1.1 Purpose

The purpose of this document is to provide a set of requirements for the submission of high-value datasets (also referred to simply as "datasets" in this document), including dataset identification, publication, and maintenance.

1.2 Scope

This document provides the overall vision and objectives for the U.S. Nuclear Regulatory Commission's (NRC's) Open Government (OG) dataset identification and submission process and the key requirements to address these objectives.

2. Background

On December 8, 2009, Peter R. Orszag, Director of the Office of Management and Budget (OMB), issued the Open Government Directive (OGD) in a memorandum to the heads of executive departments and agencies (M-10-06), as required by the President's Memorandum on Transparency and Open Government, dated January 21, 2009. The directive outlined specific agency actions to implement the principles of transparency, participation, and collaboration stated in the President's memorandum. A key element in the directive's section on increasing transparency was the publication of high-value datasets. The directive stated that each agency should identify three high-value datasets and publish the data in an open format on the agency's public Web site within 45 days. The directive also stated that each agency should develop a plan for achieving the goals of open government. This would include inventorying agency high-value information currently available for download, fostering the public's use of this information to increase public knowledge and promote public scrutiny of agency services, and identifying high-value information not yet available and establishing a reasonable timeline with specific target dates for its publication online in open format.

Appendix C of the official NRC Open Government Plan indicates the datasets that the NRC committed to publish and their planned publication dates.

In addition, OMB established a citizen-friendly Web-based platform, Data.gov, to make these datasets searchable (or visible), accessible, and downloadable. All datasets at Data.gov must follow certain standard, machine-readable dataset formats. The OGD requires the agency to register all published datasets on Data.gov.

2.1 What Is a High-Value Dataset?

According to OMB's OGD,[1] high-value datasets contain information that can be used to do the following:

- Increase agency accountability and responsiveness.
- Improve public knowledge of the agency and its operations.
- Further the core mission of the agency.
- Create economic opportunity.

[1] OMB M-10-06, "Memorandum for the Heads of Executive Departments and Agencies, Open Government Directive," December 8, 2009

- Respond to needs and demands identified through public consultation.

Appendix 6.1 reflects expanded criteria based on more recent guidance from OMB.

2.2 Providers and Consumers of High-Value Data

NRC data providers publish datasets that consumers can access over the public Internet. A dataset provider is defined as the business owner (NRC office) or the owner of the system of record from which the data originate. The dataset provider is responsible for data accuracy, integrity, and availability. A dataset consumer is a member of the public that uses the dataset directly or causes it to be downloaded to a computer.

2.3 How Agency Data Are Made Available on Data.Gov

Agency data that are made available through Data.gov do not actually reside there. Rather, they reside on each agency's public Web site and are referenced at Data.gov through links to the data at the agency sites. The NRC currently publishes nonsensitive public datasets or data reports to the NRC public Web site at http://www.nrc.gov/data . Each NRC office that owns one of these datasets complies with the NRC Web Publishing Guidance and Management Directive 3.14, "U.S. Nuclear Regulatory Commission Public Web Site," dated August 6, 2008, to make these data available on the NRC public site. The use of Data.gov is not intended to replace the NRC's existing processes and tools but rather to enhance and supplement them by providing wider exposure of NRC data.

2.4 Vision Statement

Table 1 summarizes the NRC's vision statement for high-value datasets.

Table 1 Vision Statement Summary

Objective	Improve NRC data transparency quality (data visibility and usability) and meet the requirements of the OMB OGD.
Applicability	All NRC offices that own existing nonsensitive public datasets or plan to publish new nonsensitive public datasets.
Impacts	To produce datasets as scheduled in current and future versions of the NRC OG Plan that meet Data.gov requirements, and to enable dataset registration on Data.gov.
Outcome	To increase dataset access and consumption. To meet all requirements of the OMB OGD with respect to transparency improvements for high-value information. To fulfill the NRC's commitments to publish datasets described in the agency's OG Plan. To institutionalize a process for identifying, reviewing, and prioritizing datasets for future submission to Data.gov.

2.5 Value to the Agency

Each NRC office will continue to define and manage the datasets it owns. These datasets will continue to serve their business purposes to meet the offices' and the NRC's mission and goals. The use of OMB's Data.gov to supplement the agency's own public Web site adds the following key values to each NRC office's datasets:

- Public trust is based in large part on transparency. Transparency promotes accountability by providing the public with information about Government activities. By making NRC data more widely available and publishing it in standard formats, the public will perceive the NRC as more open and transparent in its activities, enhancing the public's trust in the agency.
- NRC data help stakeholders to participate more effectively in the regulatory process.
- Once the published datasets are registered with Data.gov, they are searchable among other agencies of the executive branch of the Federal Government. This improves the visibility of NRC information and contributes to increased Government efficiency.
- Data.gov is widely used by the general public and Federal Government agencies to access published datasets. Making NRC datasets accessible from Data.gov expands the diversity of the agency's dataset consumers.
- Machine-readable formats increase the scope of how the public can use the datasets and may help the NRC offices prepare to automate data exchange with NRC licensees or other stakeholders.
- Data.gov implements Web 2.0 technology that allows the Web site's visitors to rate and comment on the published datasets. The NRC offices may leverage this feedback data to improve existing datasets and identify new ones.
- Data.gov has been in production for more than a year and is free for use by all agencies in the executive branch of the Federal Government. Thus, NRC offices may use Data.gov to accelerate the return on investment of their datasets by increasing dataset usability with a low-cost solution.

2.6 Value to the Public

Making NRC datasets available provides value to the public in the following ways:

- helps the public understand the NRC's mission and activities
- alone or in combination with data from other agencies, may create economic value
- helps the public participate in the regulatory process
- contributes to accountability for both the NRC and its licensees

2.7 Alignment with the NRC Strategic Plan

The vision, values, and objectives described in this document embrace the NRC Strategic Plan's operational excellence objectives of openness and effectiveness. For example, publication of high-value data contributes to the following strategies:

- Openness

  - Enhance awareness of the NRC's independent role in protecting public health and safety, the environment, and the common defense and security.
  - Provide accurate and timely information to the public about the NRC's mission, regulatory activities, and performance.
- Effectiveness
  - Manage agency information and employ information technology to improve the productivity, effectiveness, and efficiency of agency programs and enhance the availability and usefulness of information to all users inside and outside the agency.

2.8 Alignment with Enterprise Architecture

The Enterprise Architecture and Standards Branch (EASB), part of the Office of Information Services (OIS) Business Process Improvement and Application Division (BPIAD), is leading the Open Government Flagship Initiative, which includes enhancing dataset accessibility to foster transparency. The use of external services, such as Data.gov, complements other technology services implemented by the NRC to achieve business goals. Because Data.gov is an OMB-hosted Web site and the OMB OGD requires registration of the agency's datasets on that site, EASB considers Data.gov as an external Federal service provider. Use of data.gov is part of the NRC enterprise architecture direction.

3. Stakeholder Summary

Table 2 identifies the stakeholders involved with the process to publish high-value datasets.

Table 2 Process Stakeholder Summary

Name	Description	General Responsibilities
Data.gov Primary Point of Contact (POC)	Primary Data.gov POC representing the NRC. OIS (Stuart Reiter)	Coordinate NRC dataset registration with Data.gov. Act as a liaison between Data.gov and the NRC offices. Communicate Data.gov updates and OG dataset publication guidance to the NRC offices.
Data.gov Secondary POC	Secondary Data.gov POC representing the NRC. OIS/PMPD/ISPB (Kenyatta Jackson)	Provide backup for the primary POC. Assist NRC offices in registering OG datasets. Advise offices on implementation of OMB guidance.
Open Government Flagship Initiative Lead	NRC project lead for the OG Flagship Initiative. OIS/PMPD/ISPB (Edwin Leong)	Oversee NRC project activities associated with the Flagship Initiative as described in the agency's OG Plan. Lead the effort to institutionalize the NRC OG dataset life-cycle management process.

Name	Description	General Responsibilities
Open Data POC	NRC project lead for the Open Data Policy	Maintains NRC's Enterprise Data Inventory and Public Data Listing. Provides Web Content Services Group updated Public Data Listing and Public Data Listing .json file for publication.
Web Content Services Group	NRC Web publishing and content management team. OIS/IRSD (Patricia Hall, Joan Hoffman, Paula Garrity, Sally Hardy, Alex Pena)	Implementing and maintain the content of the NRC's public and internal Web sites. Publish Public Data Listing and Public Data Listings.json to the public site.
NRC Dataset Provider/Owner	The NRC office that owns the publication of the planned and future OG dataset.	Define the OG dataset for publication and registration at Data.gov. Work with the Web Content Services Group to publish datasets on the NRC public Web site. Work with Data.gov primary and secondary POCs to register datasets. Maintain the published datasets to keep data current. Ensure dataset quality and integrity.
Open Government Advisory Group (OGAG)	An NRC core team with representatives from the Office of Public Affairs (OPA), the Office of the Executive Director for Operations (OEDO), and OIS. These offices jointly chair the OGAG. The OGAG is augmented by representation from each program and support office and the NRC Regions, as needed.	Meet on a periodic basis, as needed (e.g., monthly), to oversee implementation of the agency's OG Plan and associated program. Monitor dataset publication plan commitments.
Data Management Working Group (DMWG)	The DMWG consists of NRC data stakeholders who have an understanding of the agency's various business information needs. Data stakeholders include subject matter experts	Perform periodic review of dataset proposals submitted by the NRC offices. Focus on data quality of the proposed datasets, working with data owners to select and prioritize datasets for publication.

Name	Description	General Responsibilities
	from OIS, CSO, ADM, NSIR, NRR, NMSS, NRO, FSME, OCFO, Region 4, SECY, and OHR. The purpose of the DMWG is to establish effective management of the NRC's data resources in support of its business requirements. The goal of the DMWG is to improve data quality and integrity, reduce duplication, and increase data sharing and data consistency.	

4. Dataset Submission Process

The dataset submission process has three subprocesses, as depicted in Figure 1. Figure 2 illustrates the subprocess to identify and prioritize datasets for publication, Figure 3 illustrates the subprocess to author and publish new datasets, and Figure 4 illustrates the subprocess to periodically maintain and update published datasets. To facilitate progress monitoring and reporting for this process, as well as management of dataset information across offices, the NRC has established an internal NRC dataset inventory. This inventory is maintained by the NRC Data.gov POCs and is accessible from the Web link below:

http://portal.nrc.gov/edo/ois/bpiad/EASB/EDI/default.aspx

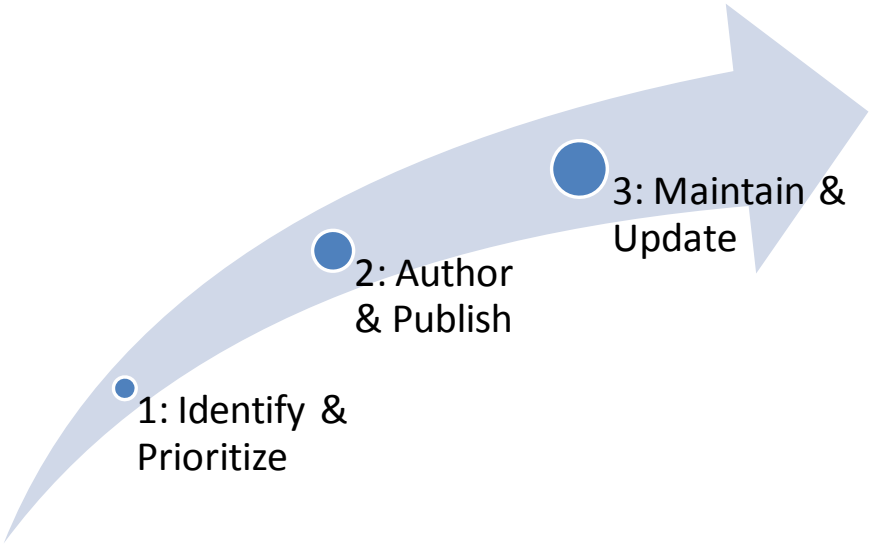

Figure 1 Dataset submission process

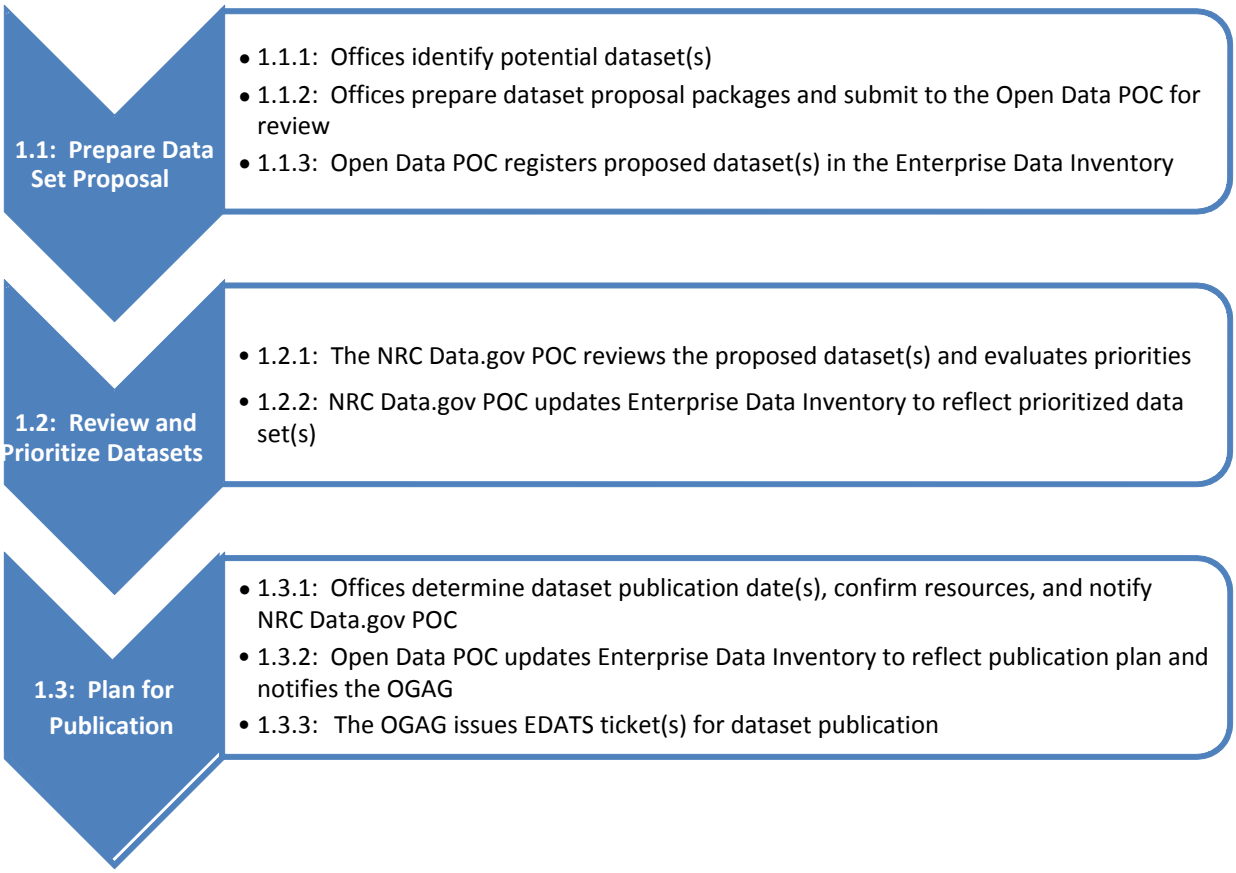

Figure 2 Subprocess to identify and prioritize new datasets

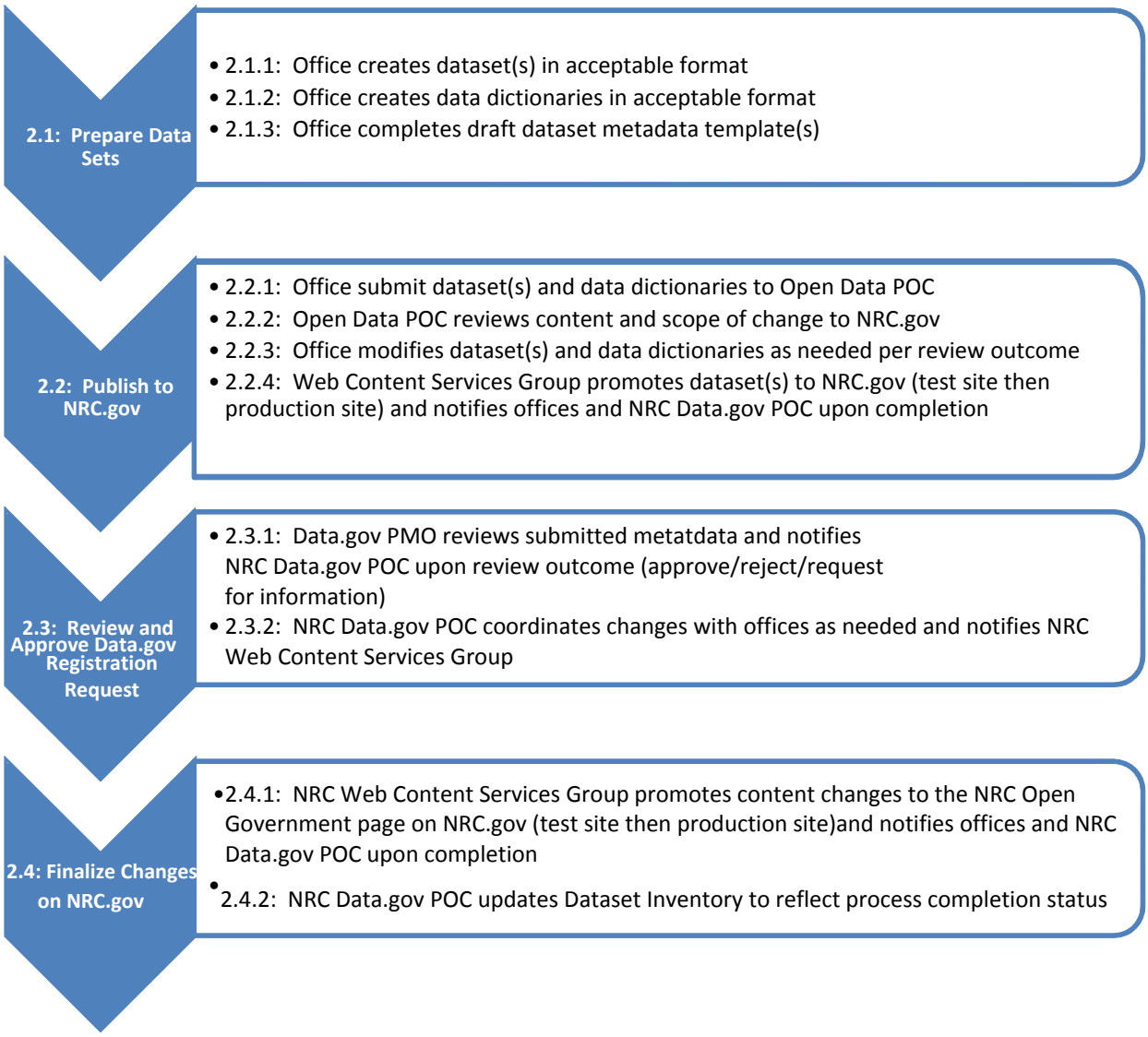

Figure 3 Subprocess to author and publish new datasets

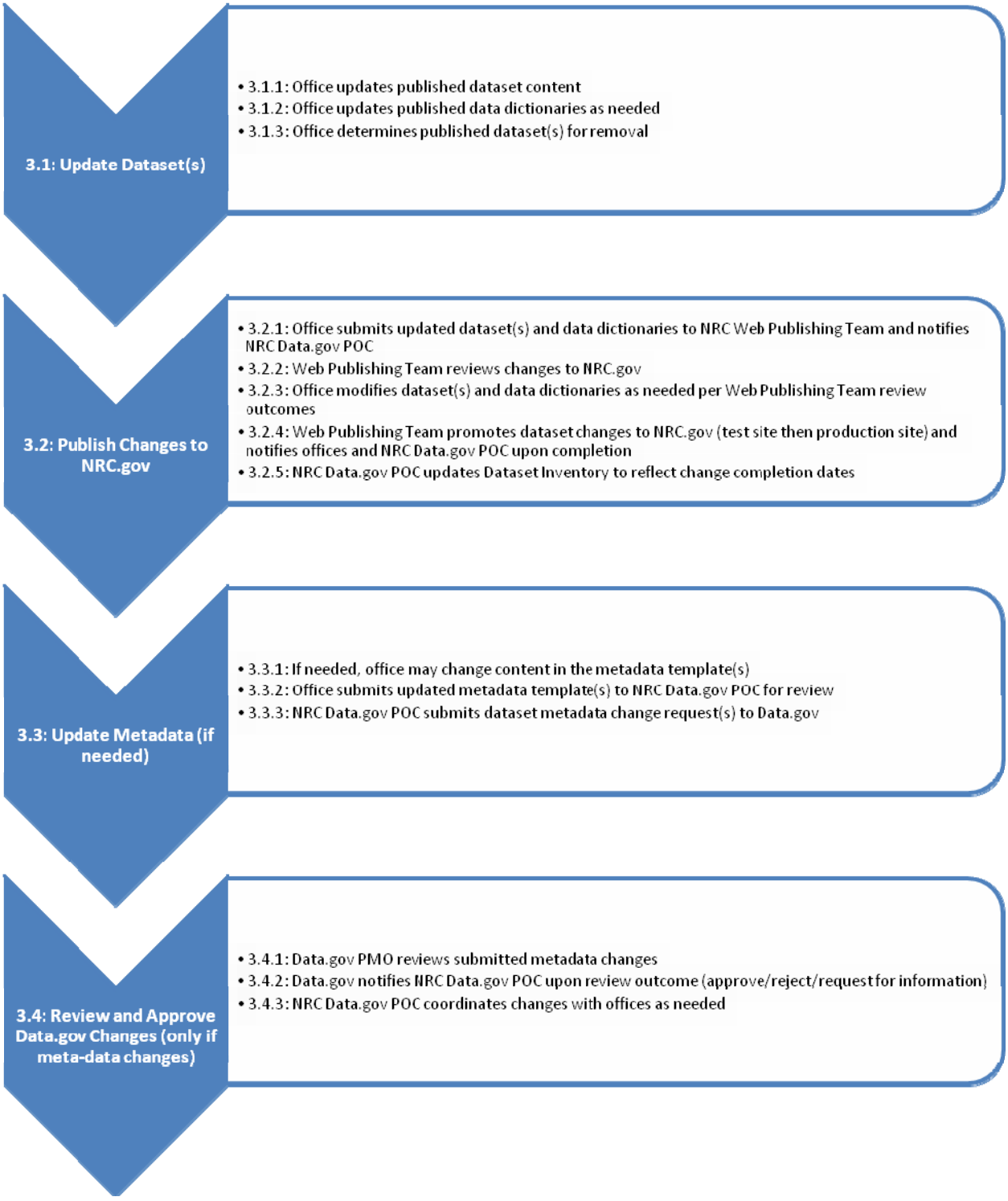

Figure 4 Subprocess to maintain and update published datasets

The dataset submission process involves multiple stakeholders. Table 3 summarizes the role of each stakeholder with respect to each process activity. A process stakeholder may have one of four roles associating with a process activity: accountable (A), responsible (R), informed (I), or consulted (C). A stakeholder who has the Accountable role initiates the process activity and ensures its completion. In general, each process activity should have only one Accountable stakeholder. Stakeholders with a Responsible role perform work and produce the deliverable to complete the process activity. Stakeholders with a Consulted role support the Accountable and Responsible stakeholders in completing their work. Stakeholders with the Informed role need only know the outcome of a process activity. Each process activity can have more than one stakeholder in the Responsible, Consulted, and Informed roles.

Table 3 Process Stakeholder Roles

Process Activity ID	Offices	NRC Data.gov POC	Web Content Services Group	OGAG	DMWG	Data.gov PMO
1.1.1	A					
1.1.2	A	I			I	
1.1.3	I	A			I	
1.2.1	R	R			A	
1.2.2	I	A			I	
1.3.1	A	I				
1.3.2		A		I		
1.3.3	I	I		A		
2.1.1	A	C				
2.1.2	A	C				
2.1.3	A	C				
2.2.1	A	I	I			
2.2.2			A			
2.2.3	A		C			
2.2.4	I	I	A			
2.3.1		I				A
2.3.2	R	A	R			C

Process Activity ID	Offices	NRC Data.gov POC	Web Content Services Group	OGAG	DMWG	Data.gov PMO
2.4.1	I	I	A			
2.4.2		A				
3.1.1	A					
3.1.2	A					
3.1.3	A					
3.2.1	A	I	I			
3.2.2	I	I	A			
3.2.3	A		C			
3.2.4	I	I	A			
3.2.5		A				
3.3.1	A					
3.3.2	A	I				
3.3.3		A				I
3.4.1						A
3.4.2		I				A
3.4.3	R	A	R			

5. Process Requirements

5.1 Identifying and Prioritizing New Datasets

1. Offices are responsible for proposing new datasets for publication.[2] Dataset candidates for proposal can be identified in five ways:

    1.1. An office identifies new datasets or enhancements to currently published datasets.

[2] Offices must respect and protect individual privacy when proposing new datasets. OMB M-11-02, "Sharing Data while Protecting Privacy," dated November 3, 2010, provides guidance on compliance with privacy policies.

1.2. The Web Content Services Group determines, based on the preliminary evaluation criteria in Appendix 6.1 of this document, that new public Web site content requested by the offices constitutes potential dataset. In this case, the Web Content Services Group must inform the request originating offices and the NRC Data.gov POC for possible inclusion in the dataset proposal.

1.3. Using the preliminary evaluation criteria in Appendix 6.1 of this document, the Capital Planning and Investment Control (CPIC) vision screening and approval process determines whether a new project requested by an office includes new dataset. If it does, the process requires informing the office that originated the request and the NRC Data.gov POC for possible inclusion in the dataset proposal.

1.4. The OGAG recommends new datasets to the offices.

1.5. The general public provides input via Data.gov or other NRC communication channels.

2. The NRC Data.gov POC is responsible for reviewing the offices' dataset proposals. The NRC Data.gov POC review establishes data quality by ensuring that the following objectives are met:

2.1. effectiveness, in terms of data being relevant and pertinent to the NRC mission as well as being delivered in usable manner

2.2. efficiency, in terms of the provision of data through the optimal (most productive and economical) use of resources

2.3. confidentiality, in terms of the protection of sensitive data from unauthorized disclosure

2.4. integrity, in terms of the consistency, accuracy, and completeness of data as well as its validity in accordance with business values and expectations

2.5. availability, in terms of data being obtainable when needed by the general public now and in the future, and in terms of safeguarding necessary resources and associated capabilities

3. Offices must prepare their dataset proposal packages and submit them to the NRC Data.gov POC for review. The proposal package should include the following components:

3.1. Definition of the proposed dataset, including data field definitions

3.2. Proposed frequency of data refresh to ensure that the data are kept current

3.3. Completed NRC Data.gov POC dataset quality assessment criteria, as illustrated in Appendix 6.2 of this document, which address the five data quality objectives described above and, in terms of effectiveness, include dataset value definitions provided by the OGD, OMB guidance, and the agency's guidance for completing Exhibit 300 (budget justification and reporting for major information technology investments required by OMB).

4. The NRC Data.gov POC and the offices are responsible for prioritizing final datasets for publication based on offices' responses to the evaluation criteria. The NRC Data.gov POC will record the priorities in the NRC Dataset Inventory.

5. Offices must determine the implementation plans for their prioritized datasets and provide their planned publication dates and implementation POCs to the NRC Data.gov POC for recording in the NRC Enterprise Data Inventory. The offices' dataset implementation POCs will work with the Open Data POC throughout the dataset authoring and publication subprocess.

5.2 Authoring and Publishing New Datasets

5.2.1 Dataset Publication to the NRC Public Web Site

1. All datasets must meet Data.gov format requirements for raw data files. The raw data format is machine readable. Data.gov only accepts the following raw data formats:

   1.1. Microsoft Excel 2003 (xls)

   1.2. W3C Extended Markup Language (XML)

   1.3. Comma Separated Values (CSV)

   1.4. Plain text with value separator or fixed value length

   1.5. Keyhole Markup Language (KML) or Keyhole Markup Zip (KMZ) for geographic annotation and visualization data

   1.6. Environmental Systems Research Institute (ESRI) shapefile for geospatial data

2. Each dataset can support more than one of the formats described in item 1 above.

3. If Microsoft Excel 2007 is used to create a dataset, the file must be saved in compatibility mode (Microsoft Excel 2003 or prior version with xls file extension).

4. Each dataset must be accompanied by a data dictionary that includes, but is not limited to, the data field names and their corresponding definition. The data dictionary can be implemented as a Hyper-Text Markup Language (HTML) file or a Microsoft Excel 2003 (xls) file. An example of a published data dictionary is the daily power reactor status data dictionary located at http://www.nrc.gov/reading-rm/doc-collections/event-status/reactor-status/Data_gov_PowerStatus_DataDictionary.xls.

5. Each office must ensure that proper NRC information technology security policies, privacy policies, and record management policies are cleared for dataset publication.

6. All datasets and their data dictionaries must be accessible from the Open Data page of the NRC public Web site (www.nrc.gov/data) . The NRC Data.gov primary and secondary POCs are responsible for providing the Web Content Services Group once datasets have been reviewed and data dictionary have been created and submitted. The NRC Web Content Services Group is responsible for updating this page. The Web Content Services Group will publish the updates to the Open Data page once datasets have been added the NRC Enterprise Data Inventory and Public Data Listing (if applicable).

7. Each office must publish its dataset(s) to the NRC public Web site no later than 3 weeks before the scheduled publication dates that were documented in the NRC Dataset Inventory during the dataset identification and prioritization subprocess.

5.3 Maintaining and Updating Published Datasets

1. Each office is responsible for updating and republishing its datasets at the frequencies documented in the NRC Dataset Inventory to keep the underlying data current. If data fields are added or removed or their definition changed in a dataset, the corresponding data dictionary must be updated and republished.
2. The file names of the datasets and their corresponding data dictionaries must stay identical to their original names. If the file name must be changed, or if any part of the dataset's metadata must be modified to keep dataset definitions current, the dataset's provider or originating office must update the corresponding metadata document.
3. Each office must follow the current NRC Web Publishing Guidance to update published datasets on the NRC public Web site.
4. Offices must notify the NRC Data.gov POC when their datasets are updated. The NRC Data.gov POC is responsible for maintaining current information in the NRC Dataset Inventory.
5. Offices must submit all updates or changes to the metadata document to the NRC Data.gov primary and secondary POCs for review. NRC Data.gov primary and secondary POCs are responsible for submitting metadata changes to Data.gov.
6. Offices are responsible for evaluating and making decisions on which of their published datasets are no longer effective and can be removed. The NRC Data.gov POC provides quarterly dataset metrics to offices to support their decision processes. Dataset metrics include download counts for individual datasets and NRC published datasets overall. The NRC Dataset Inventory maintains these quarterly metrics for up to 1 year.
7. Offices must inform the NRC Data.gov POC 1 week before the physical removal of the datasets from the NRC public Web site. The NRC Data.gov POC is responsible for removing dataset metadata from Data.gov and updating the NRC Dataset Inventory.

6. Public Feedback Process

6.1 Online Comment/Feedback Form

The public can make comments, suggestions, and provide feedback on all NRC datasets through the NRC's Online Comment/Feedback Form.

1. Use the "Type of Input" drop down menu to select an input option.
2. Input questions or comments in the "Question or Comments" textbox.
3. Complete contact information. Customer must provide contact email only if an email response is preferred.
4. Select "Send Questions or Comments" button to the Comment/Feedback Form

6.2 Agency Response

Information submitted through the Online Comment/Feedback Form is sent to the open.resource@nrc.gov mailbox. Agency representatives in the Office of Information Services and the Office of the Executive Director of Operations receive email notifications containing the submitted information.

- Comments/Feedback received relating to NRC datasets will be handled by representatives from the Information Technology/ Information Management Strategic Planning Branch of Portfolio Management Planning Division in the Office of Information Services (OIS/PMPD/ISPB).
- Comments/Feedback received relating to Open Government will be handled by the Office of Information Services' open government/E-Gov representative.
- Comments/feedback received relating to all other topics will be handled by the Office of the Executive Director of Operations.

1. Comments or feedback requiring responses should be provided responses within 30 calendar days of the initial request.
2. Representatives responding to online comments or feedback must ensure responses are coordinated with the Office of Public Affairs.

7. Appendix

7.1 Preliminary Evaluation Criteria for Potential Datasets

Datasets may be considered for publication if the answer to one or more of questions 2 through 9 is "yes."

Criteria	Yes	No
1. Does this request include the posting of public data? If the answer is "yes," answer questions 2 through 9.		
2. Will the data contribute to improving the lives of ordinary Americans?		
3. Will the data demonstrate the extent to which the NRC takes into account the interests of diverse stakeholders, both with respect to policy formation and with respect to implementation or enforcement?		
4. Will the data support NRC accountability by revealing the results and characteristics of the agency's services to citizens and its mission?		
5. Will the data improve public knowledge of the agency and its operations?		
6. Will the data help further the core mission of the agency?		
7. Do the data respond to needs and demands as identified through public consultation?		

Criteria	Yes	No
8. Do the data contain information on how the agency conducts financial management or manages resources that may improve NRC efficiency and effectiveness if it is released?		
9. Do the data contain information about the policy, rulemaking, and public engagement process that would promote the involvement of the connected citizen if shared?		

7.2 Dataset Quality Assessment Criteria

Criteria	Yes	No	Notes
Effectiveness			
Do the data contribute to improving the lives of ordinary Americans? *If answer is "Yes," enter 2 for direct contributions and 1 for indirect contribution.* *Note how the data improve the lives of ordinary Americans.*			
Do the data demonstrate the extent to which the NRC takes into account the interests of diverse stakeholders, both with respect to policy formation and with respect to implementation or enforcement? *If answer is "Yes," enter 2.*			
Have the data been made available to the public? *If answer is "No," enter 2. If answer is "Yes" and only available to the public with a FOIA request, enter 1.*			

Criteria	Yes	No	Notes
Have potential external audiences or data consumers been identified? A list of external audiences/consumers is available at http://www.nrc.gov/public-involve/open/datasets-catalog.pdf. *If answer is "Yes," enter 2 for more than three types of consumers, and enter 1 for three types of consumers or fewer.* *Note the types of consumers identified.*			
Do the data create value that (1) supports NRC accountability by revealing the results and characteristics of the agency's mission and services to citizens, (2) improves public knowledge of the agency and its operations, (3) furthers the core mission of the agency, (4) responds to need and demand as identified through public consultation, (5) improves NRC efficiency and effectiveness by releasing information about how the agency conducts financial management or manages resources, or (5) promotes the involvement of the connected citizen by sharing information about the policy, rulemaking, and public engagement process? *If answer is "Yes," enter 1 for each of the six values that apply.* *Note all values that apply.*			
Do the data have breadth of coverage (e.g., data represent facility vs. data represent the nation)? *If answer is "Yes," enter 2.*			

Criteria	Yes	No	Notes
Efficiency			
What is the level of effort to author the data in the acceptable formats? *In the "Yes" column, enter 2 if it would take one person less than 1 month, and enter 1 if it would take one person less than 2 months.*			
Are resources available to author the data and supporting material in the acceptable formats? *If answer is "Yes," enter 2.*			
Confidentiality			
Will the release of data violate the NRC management directives on FOIA and privacy (MD 3.1, 3.2, and 3.4)? *If answer is "No," enter 2.* *Note reasons for potential violations.*			
Will the release of data violate the NRC management directive on unclassified information security (MD 12.6)? *If answer is "No," enter 2.* *Note reasons for potential violations.*			
Integrity			
Has a data steward been identified who is accountable for the completeness and validity of the data sources? *If answer is "Yes," enter 2.* *Note the data steward's contact information.*			

Criteria	Yes	No	Notes
Are derived data available from the original data sources? Have they been documented and are processes in place to ensure data integrity? *If answer is "Yes," enter 1 for documentation and processes in place. If answer is "No," enter 2.*			
Are the data a subset of a larger collection of data? *If answer is "No," enter 2. If answer is "Yes," enter 1 to indicate that no duplicated data are being published.* *Note the larger collection of data if it exists.*			
If the data are a subset of a larger collection of data, will it misrepresent the overall NRC mission and goals? *If answer is "No," enter 2.*			
Will publication of the data violate the NRC management directive on records and document management (MD 3.53)? *If answer is "No," enter 2.* *Note potential violations.*			
Availability			
What is the level of effort to refresh the data periodically after they are published? *In the "Yes" column, enter 2 if it would take one person less than 1 week, and enter 1 if it would take one person less than 1 month.* *Note the data refresh frequency.*			

Criteria	Yes	No	Notes
Are committed resources available to update the data at a predetermined data refresh frequency? *If answer is "Yes," enter 2.* *Note the resources' contact information.*			
Total Score	**? out of 38**		

7.3 Abbreviations

Table 4 Acronyms and Abbreviations

Acronyms/Abbreviations	Definition
ADM	Office of Administration (NRC)
BPIAD	Business Process Improvement and Applications Division (OIS)
CPIC	Capital Planning and Investment Control
CSO	Computer Security Office
CSV	Comma Separated Values file format
DMWG	Data Management Working Group
EASB	Enterprise Architecture and Standard Branch (BPIAD)
EDATS	Electronic Document and Action Tracking System
ESRI	Environmental Systems Research Institute
FOIA	Freedom of Information Act
FSME	Office of Federal and State Materials and Environmental Management Programs
HTML	Hyper-Text Markup Language
IRSD	Information and Records Services Division (OIS)
KML/KMZ	Keyhole Markup Language and Keyhole Markup Zip file formats
MD	Management Directive
NMSS	Office of Nuclear Material Safety and Safeguards (NRC)

Acronyms/Abbreviations	Definition
NRC	US Nuclear Regulatory Commission
NRO	Office of New Reactors (NRC)
NRR	Office of Nuclear Reactor Regulation (NRC)
NSC	National Security Council
NSIR	Office of Nuclear Security and Incident Response (NRC)
OCFO	Office of the Chief Financial Officer (NRC)
OG	Open Government
OGAG	Open Government Advisory Group
OGD	Open Government Directive (OMB)
OHR	Office of Human Resources (NRC)
OIS	Office of Information Services (NRC)
OMB	Office of Management and Budget
OPA	Office of Public Affairs (NRC)
PMO	Program Management Office
POC	Point of Contact
SECY	Office of the Secretary
XLS	Microsoft Excel 2003 file format
XML	W3C Extended Markup Language file format

7.4 References

Table 5 Reference Documents

References	Location
Data.gov Metadata Template	https://dms.data.gov/dms/webroot/data_gov_metadata_template_v2.xls
MD 3.1	http://www.internal.nrc.gov/ADM/DAS/cag/Management_Directives/md3.1.pdf
MD 3.2	http://www.internal.nrc.gov/ADM/DAS/cag/Management_Directives/md3.2.pdf

References	Location
MD 3.4	http://www.internal.nrc.gov/ADM/DAS/cag/Management_Directives/md3.4.pdf
MD 3.14	http://www.internal.nrc.gov/ADM/DAS/cag/Management_Directives/md3.14.pdf
MD 3.53	http://www.internal.nrc.gov/ADM/DAS/cag/Management_Directives/md3.53.pdf
MD 12.6	http://www.internal.nrc.gov/ADM/DAS/cag/Management_Directives/md12.6.pdf
NRC Dataset Inventory	http://portal.nrc.gov/edo/ois/irsd/OpenGovernmentDirective/Lists/HighValue%20Data%20Set%20Candidates/HighValue%20Data%20Set%20Candidates%20by%20Office.aspx?View=%7B58B9D46D%2DDBA6%2D465E%2D99E6%2D66A1DE69C9F6%7D&ShowInGrid=HTML
NRC Open Government Plan	http://www.nrc.gov/public-involve/open/philosophy/nrc-open-gov-plan.pdf
NRC Strategic Plan	http://www.nrc.gov/reading-rm/doc-collections/nuregs/staff/sr1614
OMB M-10-06, “Open Government Directive”	http://www.whitehouse.gov/open/documents/open-government-directive
OMB M-11-02, “Sharing Data while Protecting Privacy”	http://www.whitehouse.gov/sites/default/files/omb/memoranda/2011/m11-02.pdf
President’s Memorandum on Transparency and Open Government	http://www.whitehouse.gov/the_press_office/Transparency_and_Open_Government
Web Publishing Guidance	http://www.internal.nrc.gov/ois/divisions/irsd/web-program/index.html
Open Data Policy-Managing Information as an Asset	http://www.whitehouse.gov/sites/default/files/omb/memoranda/2013/m-13-13.pdf