



## NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE  
ARLINGTON VA 22204-1382

ARNG-HRZ

22 May 2012

MEMORANDUM FOR Army National Guard Human Resources Directorate, (G1)

SUBJECT: DATA STANDARDS, QUALITY AND SYSTEM DEVELOPMENT (ARNG-HRZ Policy Memo #12-042)

1. Reference, G1, Human Resource Information Technology (IT) Steering Committee Charter, dated 1 March 2011.
2. Purpose: This memorandum emphasizes and reinforces the intent of the Human Resource Information Technology (IT) Steering Committee Charter.
3. The following procedures will apply:
  - a. New Metric Creation: The intent of the G1 data warehouse was to have one source provide one answer. All metrics will mean the same thing in all applications. If there is a requirement for new metrics, the business case and metric definition will be submitted to the Data Governance Working Group for review. This working group is co-chaired by LTC Dismore of HRP and CW3 Carollo of HRM. The working group will review and forward to the HR IT Steering Committee with recommendations. Upon approval by the Steering Committee, it will be returned for implementation into the Data Warehouse, or an alternate solution will be proposed. This is the only method that will be used to create new metrics.
  - b. There may be cases where there is an emergency requirement for change or implementation of a metric directed by senior leadership. In these instances, the G1 Chief Information Officer (CIO) will coordinate with individual divisions, the Data Governance Working Group and the IT Steering Committee to notify them of the action taken.
  - c. Software development and modernization: All requirements for software development/modernization must go thru the Data Governance Working Group and the HR IT Steering Committee. Both the Steering Committee and Data Governance Working Group will meet independently on a monthly basis and the G1 CIO will meet with both on a weekly basis. The G1 CIO is responsible for briefing the G1 on all HR IT issues on a weekly basis.
  - d. The G1 Enterprise Data Warehouse(EDW) will be the central point for all internal and external data information received for all web based systems, applications and tools developed by the G1 Directorate to support the Army National Guard. All System

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Interface Agreements(SIA), Memorandums of Authority(MOA), Memorandums of Understanding(MOU) will be between the G1 EDW and appropriate system owners. All system, reoccurring and adhoc data analysis requirements will be conducted using data stored in the G1 EDW and will occur in a secure .mil environment.

4. The defined process is not meant to interfere with daily business but to provide oversight and continuity for all.

5. Neither I, nor the G1 CIO will approve any expenditure of funds from this point forth that does not meet the above requirements.

6. The Point of Contact for this matter is Mr. Terry Carroll, G1 Chief Information Officer at DSN 327-9773 or Commercial 703-607-9773, terry.carroll2@us.army.mil



TAMMY L. MIRACLE  
Colonel, GS  
G1, Army National Guard