



**Office of Architecture, Engineering,
Technology and Innovation
(AETI; IM50)**

**FY21-22 Geospatial
Communications Plan**

Record of Changes

Version	Date	Author/Owner	Description of Change
V1.0	7/1/2020	Rene'e Porter	Initial Draft
V2.0	7/5/2020	Wende Wiles	Updates
V3.0	7/9/2020	Rene'e Porter	Updates
V4.0	7/10/2020	Wende Wiles	Updates
V5.0	7/10/2020	Jennifer Bauer	Updates & Edits
V6.0	7/31/2020	Rene'e Porter	Updates & Edits
V7.0	8/3/2020	Rene'e Porter	Incorporate feedback
V8.0	8/18/2020	Jennifer Bauer	Updates & Edits
V9.0	8/25/20	Rene'e Porter	Final Updates & Edits

Contents

BACKGROUND AND PURPOSE	4
GOALS AND OBJECTIVES	4
GOVERNANCE BODIES.....	5
TYPES OF COMMUNICATION VEHICLES AND FREQUENCY	6
COMMUNICATION PLANS	7
COMMUNICATIONS ARTIFACTS AND PRODUCTS	11
APPENDIX A - AUDIENCES	12
APPENDIX B – GEOSPATIAL CONTACTS AND ROLES	13
APPENDIX C – GEOSPATIAL COMMUNICATION SCHEDULES	14

Background and Purpose

Geospatial data sit at the core of on-going efforts to support the Department of Energy's mission; from maintaining the nation's nuclear deterrent, reducing the threat of nuclear proliferation, overseeing the nation's energy supply, and driving scientific and technology innovations to ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges. However, geospatial activities and advancements at the Department of Energy (DOE) are largely de-centralized, across Headquarters, the Program Offices, Sites, and Laboratories. Effective communication of DOE policies and activities are key because of the broad use and diversity of geospatial activities at DOE. In addition, a unified communications plan ensures agency-wide compliance with the 2018 Geospatial Data Act (GDA) and other federal regulations and guidance, including OMB's Circular A-16 and DOI's cross-agency Federal Geographic Data Committee (FGDC). Ultimately, setting up DOE for success in bringing these efforts and teams together as one and ensuring geospatial insights are foundational to protect, connect, and lead the agency mission.

The purpose of the geospatial communications plan is to establish communication vehicles to share DOE governance and policies across the agency. These efforts will ensure consistent use and adherence with federal regulations, provide access to knowledge and expertise, educate internal and external stakeholders, raise awareness to better establish DOE as a resource for geospatial data and geospatial innovations, and foster collaboration with stakeholders. This work will ultimately help support and meet DOE's, as well as national, needs, priorities and circumstances.

DOE represents the agency when working with the Administration, with technical, operational, and administrative support provided by the OCIO. With additional support from OMB's Circular A-16 and DOI's cross-agency FGDC. They also hold the role to communicate out to the internal DOE offices providing governance, sharing and collecting information. Outside of DOE, efforts are also required to extend geospatial communications beyond agency boundaries to other federal agencies, state and local government, academia and international organizations as geospatial datasets are valuable across the globe. In addition, communications with the public are essential to promote DOE geospatial data and resources are discoverable and accessible as appropriate.

This Communications Plan offers goals, objectives, and implementation objectives to ensure communication of DOE geospatial policies, data, and activities across the Agency, which comprises of 107 Departmental elements spread across over 30 states, and beyond to external stakeholders.

Goals and Objectives

The goals and objectives of the DOE Geospatial Communications Plan are as follows:

1. **ACT** as one DOE Geospatial Community with a Senior Agency Official for Geospatial Information (SAOGI), an agency Geospatial Information Officer (GIO), a Compliance Workgroup, a DOE Geospatial User's Group, and a Program Management Office (PMO) with a Governance framework:
 - a. Establish channels for regular dialogue with key stakeholders
 - b. Ensure all messages are concise and clear
 - c. Provide Points of Contact in subject matter areas
 - d. Pursue enterprise level contracting agreements (ELAs) when appropriate
 - e. Set new guidance on Geospatial Data Owner and Stewardship Roles
2. **COLLECT AND BUILD** a Repository of DOE Geospatial producers and consumers information **TO SHARE** with leadership including:
 - a. Data Call #1 Ex. Who is in the DOE Geospatial Community? What are some of the Tools being used?

- b. Data Call #2 Ex. What DOE Platforms are used to source and produce geospatial data? What standards are used?
- 3. In the DOE Innovation Community Center (ICC) **EXCHANGE**, provide key resources, including:
 - a. Frequently Asked Questions (FAQ)
 - b. Geospatial Training and Education on Emerging Geospatial Developments
 - c. Geospatial Research
 - d. Geospatial Community Quarterly Newsletter
 - e. Peer-to-Peer Best Practices and Lessons Learned
 - f. Geospatial Common Terms and Definitions
- 4. **INFORM** the Community of:
 - a. OMB, DOI FGDC, and DOE Geospatial policies and guidance
 - b. Upcoming Geospatial Events and Webinars (e.g., DOE events and seminars, scientific and technical conferences, etc.)
 - c. DOE Geospatial PMO Role, Strategy, and Plans
 - d. Federal and DOE agency Geospatial Standards
 - e. Geospatial Records Management Requirements and Schedules
- 5. **ENCOURAGE SHARING AND REUSE** with the public:
 - a. Geospatial data shared on Data.gov and GeoPlatform.gov as federal compliance to the Open Data Act
 - b. Identify and encourage other national and international platforms for consumption and for derivative producing of geospatial data
- 6. **SECURE** Data and Communications:
 - a. Communicate Geospatial Risk Areas
 - b. Help Identify Geospatial Mitigations and Controls
 - c. Create and Distribute Data Sharing Criteria

Governance Bodies

Governance Body	Activity			Description	Representation	Participation
	FY18	FY19	FY20			
Federal Geographic Data Committee (FGDC)	✓	✓	✓	FGDC Steering Committee, GDA Working Group, and FGDC Tiger Team Communications Workgroup	NSDI, NGAC, FGDC SC	DOE (SAOGI, GIO, OCIO), GSA, USACE, NPS, USCB, HUD, DOJ, USDA, USFS, NGA, DOI USGS, NOAA, DOT, DHS, EPA
Geospatial Science Program Management Office	✓	✓	✓	GS-PMO Core (provide governance structure)	Senior Executives and Labs	SAOGI, GIO, SC, EM, LM, EIA, NETL, NNSA, CESER, OE, AITO, ORNL, SNL, FNAL,

(GS-PMO)						PNNL, INL, BNL, LANL, RS
				Geospatial Science Steering Committee	GSSC	ANL, BNL, INL, LLNL, LM, NETL, NREL, NNSA, ORNL, SNL, RL, SRS
Geospatial Data Act (GDA) Compliance Work Group (WG)		✓	✓	Ensuring DOE is addressing the 13 Covered Agency Responsibilities	DOE National Labs and OCIO	GIO, LM, EIA, NNSA, NETL, OCIO
DOE Geospatial User Group (GUG)	✓	✓	✓	Communication for all Internal Stakeholders to share on-going geospatial activities, governance, best practices, and share community activities and events	SAOGI, GIO, OCIO, LM, NETL	National Laboratories/ M&O, Power Marketing Administrations, Environmental Management, Field and Site Offices, Program & Staff Offices

Types of Communication Vehicles and frequency

Types of Communication Vehicles	Description	Frequency
Senior Leadership Meetings	Meetings include GS-PMO meetings and may also include Cyber Council, IMGB, All Hands, etc.	Monthly
Governance Meetings	Meetings to discuss and decide on governance for DOE geospatial strategy and implementation	Monthly

GS-PMO Working Groups	Meetings to discuss and draft governance advised by GS-PMO core, including GDA Compliance WG meetings and others as determined necessary by the GS-PMO.	Weekly to bi-weekly
Internal Stakeholder Meetings	Meetings open to all DOE Geospatial Community as part of the DOE GUG to share DOE geospatial governance, best practices, share on-going geospatial activities	Monthly
Email	Email will be used strategically to disseminate instruction and gather information.	As needed
Powerpedia Page	Powerpedia is the central information site for DOE and will be an important tool for housing Geospatial information.	As needed
Website Landing Page(s)	Provide information on capabilities and share success stories for internal and external stakeholders.	As needed
eDARS Geospatial Data Call Forms and Dashboards	ServiceNow forms collecting information from DOE geospatial data producers and consumers	As needed
eDARS Community Site	ServiceNow Community Site for exchanging information with peers	As needed
eDARS Online Research Repository	ServiceNow posting of geospatial research	As needed
Geospatial Newsletter	Provide information on GS-PMO activities, DOE polices and governance in relation to geospatial data and activities, as well as offer insights into DOE geospatial capabilities and success stories for internal stakeholders.	Bi-monthly

Communication Plans

Goal	Objective	Communication Plan
1. ACT as one DOE Geospatial Community	Establish channels for regular dialogue with key stakeholders	Establish the DOE Geospatial Science Program Management Office and assign an agency Geospatial Information Officer to develop and execute DOE Geospatial communications

	Ensure all messages are concise and clear	Ensure Data Call messages and other communications are approved before transmitting.
	Provide Points of Contact in subject matter areas	Building a voluntary geospatial skills repository by DOE org
	Pursue enterprise level contracting agreements (ELAs) when appropriate	Establish a process for identifying enterprise contract opportunities and creating DOE BPAs
	Set new guidance on Geospatial Data Owner and Stewardship Roles	Standards need to be set and communicated for who is seen as data owners and who are the stewards.
2.COLLECT AND BUILD a Repository of DOE Geospatial Producers and Consumers information TO SHARE	Data Call #1 Ex. Who is in the DOE Geospatial Community? What are some of the Tools being used?	Used the IM20 Data Call process and a form on the eDARS ServiceNow platform to ask a host of questions of the geospatial community
	Data Call #2 Ex. What DOE Platforms are used to source and produce geospatial data? What standards are used?	Using the IM20 Data Call process but supplementing email distribution with over 300 known geospatial community members. This second data call will collect Challenge Areas to help us identify opportunities to help the community.
	Share connection information for DOE sites that provide access to and publication of DOE geospatial resources	Share connection information through all communications vehicles
3. In the DOE Innovation Community Center (ICC) EXCHANGE	Frequently Asked Questions (FAQ)	Assemble, Create, and Post FAQ as a resource to the DOE Geospatial community.

	Geospatial Training and Education on Emerging Geospatial Developments	Assemble, Create, and Post training and educational resources for the DOE community.
	Geospatial Research	Create a Geospatial Research knowledgebase and make it accessible to the entire DOE geospatial community. There is also a knowledgebase for sharing key documents with the DOE geospatial community.
	Geospatial Community Quarterly Newsletter	Create an online Geospatial Community Quarterly Newsletter to inform the community of important developments
	Peer-to-Peer Best Practices and Lessons Learned	Enable the community to exchange information with their peers in on online community page
	Geospatial Common Terms and Definitions	Build an online Geospatial interactive Glossary for DOE scientists to submit and research preferred definitions.
4. INFORM the Community	OMB, DOI FGDC, and DOE Geospatial policies and guidance	Share with the DOE Geospatial Community the governing policies and guidance.
	Upcoming Geospatial Events and GUG Meeting Webinars (ex. DOE events and seminars, scientific and technical conferences, etc.)	Events and Webinars will be available on the community site.
	Geospatial Platform Reviews	Reviewing data integration practices used by current DOE Geospatial Data Sharing Platforms and GeoPlatform
	DOE Geospatial PMO Role, Strategy, and Plans	Core information including the DOE Geospatial Strategic Plan.

	Federal and DOE agency Geospatial Standards	Share recommended standards for use (in compliance with Federal and FGDC guidelines) to the DOE Community.
	GDA Self-Assessment Survey	DOE and other agencies asked to review the evaluation criteria for the upcoming Self-Assessment. Single response required to FGDC by December 2020.
	Geospatial Records Management Requirements and Schedules	Study geospatial records management schedules and requirements from other agencies, create DOE policy and communicate for implementation.
	Geospatial Workshop	Outline policies for DOE geospatial data and activities addressing 13 CARs
5. ENCOURAGE SHARING WITH THE PUBLIC AND REUSE	Geospatial data shared on Data.gov and GeoPlatform.gov as federal compliance to the Open Data Act	Establish a process at DOE and encourage dataset sharing by the DOE organizations to data.gov and proper labelling as geospatial to ensure posting as well.
	Identify and encourage other national and international platforms for consumption and for derivative producing of geospatial data	Assemble, Review, and Post authoritative national and international platforms for consumption and production of geospatial data to DOE community.
6. SECURE Data and Communications Appropriately	Communicate Geospatial Risk Areas	Creating AI Risk Assessments, AI Asset Risk Management slides and next will be the drafting of an AI Risk Management Framework and Playbook and possibly a Framework and Playbook focused on geospatial.
	Help Identify Geospatial Mitigations and Controls	See above Framework and Playbook documents where best practice mitigations and controls will be incorporated and communicated.

	Create and Distribute Data Sharing Criteria	This Criteria is being developed in the Geospatial Program Management Office (PMO)
--	---------------------------------------------	------------------------------------------------------------------------------------

Communications Artifacts and Products

Artifacts and Products	Description	Status
Geospatial Data Calls	Two Geospatial Data Calls and a database collecting information on individuals working in the geospatial area in DOE	Results available July 24, 2020
DOE Geospatial Community	Create a community for DOE Geospatial producers and consumers. Enable participants to ask their peers questions and post knowledge including lessons learned and best practices	Available
Geospatial Interactive Online Glossary	Centralized document that ensures common language	Available
Geospatial Bi-Monthly Newsletter	Create Bi-Monthly DOE Basemap Geospatial Newsletter to keep community engaged	Available September 2020
Geospatial Producer and Consumer Listing	Repository of DOE users working in the geospatial area	Available (over 300 names)
DOE Geospatial Online Research Knowledgebase	Posting of Research Insights for DOE consumption.	Available
Geospatial User Knowledgebase with Skillsets of SME's	Knowledgebase of geospatial users with self-contributed skillsets for networking and information sharing purposes	In Process, Not Yet Available
DOE Geospatial Strategic Plan	The Federal NSDI Strategic Plan is in process to complete Fall of 2020. DOE needs to draft an agency Plan which is in process as well scheduled to complete in late 2020.	In Process, Not Yet Available – Will be posted in the eDARS Online Research Knowledgebase

DOE Annual Report	Annual status being reported against the 13 Covered Agency Responsibilities (CAR's) from the Geospatial Data Act	In Process, Not Yet Available – Will be posted in the eDARS Online Research
Data Sharing Criteria	A list of factors to consider when deciding what datasets should be shared with the public or with other international parties. Will be shared with the DOE geospatial community.	In Process, Not Yet Available
AI Risk Management Framework and Playbook	Creating AI Risk Management Framework and Playbook focused on Geospatial	In Process, Not Yet Available

Appendix A - Audiences

Some key Audiences include:

Audiences	Details
Geospatial Science Program Management Office (GS-PMO)	SAOGI, GIO, S3 – Energy, S4 – Science, S5 – NNSA, Energy Information Administration, Geospatial Science Steering Committee, National Laboratories
Federal Geographic Data Committee (FGDC)	FGDC, FGDC Steering Committee, Office of Management and Budget, GDA Work Groups, NGDA Theme Leads/Dataset Managers/Subcommittees
OCIO C-suite leaders who will articulate outcomes and benefits to key stakeholders	Chief Information Officer (CIO), Principal Deputy CIO (PDCIO), Deputy CIOs (DCIO), Associate Deputy CIOs (ADCIO), Directors, Chief of Staff
Geospatial Science Steering Committee (GSSC)	National Laboratories/M&O, Power Marketing Administrations, Environmental Management, Field and Site Offices, Program & Staff Offices

Internal Stakeholders	National Laboratories/M&O, Power Marketing Administrations, Environmental Management, Field and Site Offices, Program & Staff Offices
External Stakeholders	National Geospatial Advisory Committee (NGAC), Federal, State, Local, and Tribal governments, Industry Leaders, Academia, Non-profits, Geospatial Community of Practice (Practitioners), Geospatial Community of Interest (Users)

Appendix B – Geospatial Contacts and Roles

Name	Geospatial Role & Participation
Pamela K. Isom - OCIO	SAOGI, FGDC Steering Committee, PMO Chair
Tania Smith-Taylor - LM	GS-PMO Co-Chair
Jennifer Bauer – DOE & NETL	Acting DOE GIO, FGDC GDA Working Group, GS-PMO, GDA Compliance Work Group, GSSC, GUG Co-Chair
Josh Linard - LM	GS-PMO, GDA Compliance WG, GSSC, GUG Co-Chair
Kelly Rose - NETL	GS-PMO, GDA Compliance WG
Renee Porter - OCIO	GS-PMO, GDA Compliance WG
Gardy Rosius - OCIO	Assistant Deputy Chief Information Officer, GDA Compliance WG
Wende Wiles – OCIO	FGDC GDA Working Group, GDA Compliance WG
Bill Hallahan – OCIO	Innovation Community Center (ICC)
Tom Harper – PNNL	GS-PMO (Liaison to National Labs (CONTR))
Ivan Deloatch – USGS	Executive Director, FGDC, USGS

Appendix C – Geospatial Communication Schedules

Goals	Schedule
<p>1. ACT as one DOE Geospatial Community</p>	<p>Complete: DOE Geospatial Roles have been assigned and communications are being planned and executed. <i>Emails and Leadership Meetings.</i></p> <p>Complete: Enterprise License Agreement (ELA) Process established and communicated in the <i>DOE Enterprise Architecture Governance Board (EAGB).</i></p> <p>Complete: The agency GIO and the supporting Compliance WG approve the communications before executing. <i>Emails and Leadership Meetings.</i></p>
<p>2. COLLECT AND BUILD a Repository of DOE Geospatial Producers and Consumers information TO SHARE</p>	<p>In process: Data Sharing Criteria</p> <p>Complete: Data Call #1 generated 58 responses collected, 44 positive responses.</p> <p>Data call #2 generated 104 responses collected, 54 of DOE’s offices and Labs</p> <p><i>eDARS Online Repository.</i></p>
<p>3. In the DOE Innovation Community Center (ICC) EXCHANGE</p>	<p>Complete: Introduced to Geospatial community in 7/9/2020 Data Call email. To be enhanced Q4FY20 and FY21. <i>IM20 email + Community module in eDARS Online Repository.</i></p> <p>Completed: Innovation Community Center Knowledgebase <i>eDARS Online Repository.</i></p> <p>In process: DOE Geospatial Interactive Glossary for Geospatial; Bi-Monthly Newsletter.</p> <p>In Process: Geospatial User Knowledgebase with Skillsets of SME’s</p>
<p>4. INFORM the Community</p>	<p>In Process: DOE Geospatial Strategic Plan</p> <p>In Process: DOE Annual Report</p> <p>Complete: Introduced to Geospatial community in 7/9/2020 Data Call email. To be enhanced Q4FY20</p>

	<p>and FY21. <i>eDARS Online Research Repository, emails and meetings.</i></p> <p><i>In Progress:</i> Planned for Q2FY21. Presenting Workforce models to PMO Core. <i>eDARS Community module and DOE Geospatial Strategic Plan.</i></p>
<p>5.ENCOURAGE SHARING WITH THE PUBLIC AND REUSE</p>	<p><i>In Progress:</i> The process through IM20 is complete and communications will continue to reach more DOE organizations through Q1 FY21.</p>
<p>6.SECURE Data and Communications Appropriately</p>	<p><i>In Process:</i> AI Risk Management Framework and Playbook</p> <p><i>In Progress:</i> Communicate Geospatial Risk Areas Planned for Q1FY21.</p>