

# MS 326 Data Governance and Management

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**Responsible Office:** Office of Strategic Information, Research, and Planning (OSIRP)

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## 1.0 Purpose

The purpose of this Manual Section is to describe the data governance and management function at the Peace Corps in support of the agency’s core mission and to inform policy, regulatory, program management, and operational decisions.

## 2.0 Authority

The Foundations for Evidence-Based Policymaking Act of 2018, Pub. L. No. 115-435, 132 Stat. 5529 (2019) and Office of Management and Budget (OMB) Memo M-19-18, “Federal Data Strategy – A Framework for Consistency.”<sup>1</sup>

## 3.0 Definitions

- (a) **Data Governance** refers to the structure and policies for the management of data. It is the process of setting and implementing priorities for managing and using data as a strategic asset and includes the exercise of authority and control (planning, monitoring, and enforcement) over the management of data assets. The data governance function should guide all other data management functions.

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<sup>1</sup> Those U.S. government agencies covered by the Chief Financial Officers Act of 1990 are required to adhere to the Foundations for Evidence-Based Policymaking Act of 2018 (the Act). Certain portions of the Act do not apply to the Peace Corps. Nevertheless, OMB strongly recommends, to the extent agencies are not covered by the Act, they should still be guided by the Act. The Peace Corps follows this OMB recommendation and is guided by the Act.

- (b) **Data Management** is the active administration of an organization’s data to help ensure data integrity, support operational effectiveness, and inform strategic decision making. Data Management includes the development and implementation of governing procedures, practices, and standards to ensure consistency in the agency’s development, use, and storage of data throughout its lifecycle, which consists of a sequence of stages of a particular unit of data. The sequence begins when the data is initially generated or captured and ends with the data being archived and/or deleted. Data quality, metadata, and security is managed continually throughout its lifecycle.
- (c) **Data Stewardship** is a collective, agency-wide effort to develop and document the agency’s policies, standards, and principles governing Data Governance and Data Management throughout the data’s lifecycle.
- (1) Data Stewardship should ensure that Peace Corps data is:
    - (i) Structured and managed to meet business needs, goals, and objectives and ensure effective, transparent, and accountable use of Peace Corps resources;
    - (ii) Well-defined, documented and understood by users;
    - (iii) Of high quality, timely, reliable, and accurate;
    - (iv) Findable, accessible, interoperable, reusable (FAIR); and
    - (v) Shared in accordance with all applicable laws and regulations.
- (d) **Data Stewards** are those individuals in functional areas within the agency responsible for ensuring proper management of data to implement the agency’s Data Stewardship policies and procedures, including ensuring that the data is accessible, accurate, properly classified, and that appropriate security measures have been followed.
- (e) **FAIR Principles** are those principles as set forth in (1) through (4) below, that embody the federal government’s efforts to make data more findable and discoverable through rich descriptions and the use of metadata.
- (1) Data should be findable – Data assets and their metadata should be easily identifiable and located. The data’s appropriate owners or stewards should also be clearly defined.
  - (2) Data should be accessible – Data assets should be widely available, accessible, or should be able to be used in an efficient manner. Accessibility should include decisions about who can use the data and for what purposes.
  - (3) Data should be interoperable – Data from one system or source should be able to be integrated and used with data from other systems effectively and efficiently (e.g., for reporting, analysis, storage, and processing). This includes structuring data appropriately, including documenting the data and the data’s semantics.

- (4) Data should be reusable – Metadata and other attributes should exist to provide structure, context, and organization for ease of data identification, searchability, accessibility, linkage, and integration of data.

## **4.0 Policy**

The Peace Corps intends to follow best practices in data governance and management to enable the agency to measure how effectively and efficiently it is pursuing its mission and to support evidence-based policies. It is the policy of the Peace Corps to develop, define, implement, and oversee the agency’s data through the Enterprise Data Governance Council (EDGC). The EDGC will determine the important components of Data Governance and Data Management for the Peace Corps’ data ecosystem and establish priorities to be addressed.

The goal of the EDGC is to ensure the Peace Corps has high quality data, uses consistent and clearly defined data standards, and creates a network of Data Stewards to manage and implement Data Governance and Data Management standards. The EDGC will ensure the agency’s standards meet the FAIR Principles of making data findable, accessible, interoperable, and maximally usable, while also adhering to data privacy and security protocols and requirements.

Where applicable, the EDGC will develop and adopt implementing procedures for this policy to facilitate Data Governance and oversight of Data Management activities that will serve as agency guidelines and/or standards for use throughout the data’s lifecycle. The EDGC will define any roles and responsibilities that managers will need to assign to implement the data governance and management goals of this policy. (See the [EDGC Charter and By-Laws](#) for further information on the duties, responsibilities, and operations of the EDGC.)

## **5.0 Roles and Responsibilities**

Data Governance is a cooperative effort, which depends on the collaboration of stakeholders across the Peace Corps who provide critical expertise and perspectives related to the agency’s functional areas and specific aspects of Data Management.

### **5.1 The Enterprise Data Governance Council (EDGC)**

The EDGC is responsible for managing the agency’s enterprise data as a strategic asset by facilitating Data Management and oversight activities. The EDGC is charged with establishing and continuing to foster a sustainable culture of continuous learning and data management through policies, procedures, standards, teamwork, data ownership, and accountability in accordance with the Foundations for Evidence-Based Policymaking Act of 2018 where applicable.

### **5.2 Office of Strategic Information, Research, and Planning (OSIRP)**

The role of OSIRP is to strengthen agency performance and advance evidence-based management, data governance, and accountability through strategic, analytical, and operational support to the Director, senior leadership, and partner offices. OSIRP oversees the agency’s Data Governance, leads the EDGC, and represents the Peace Corps on the inter-agency Chief Data Officer Council (see [MS 123 Office of the Director: Organization, Mission, and Functions](#)).

### **5.3 Office of the Chief Information Officer (OCIO)**

Consistent with their role in providing assistance to ensure technology resources are managed in a manner that implements Peace Corps policies and procedures (see [MS 129 Office of the Chief Information Officer: Organization, Mission, and Functions](#)), the OCIO is responsible for the implementation of technologies to support data governance policies and procedures.

### **6.0 Procedures**

The EDGC is authorized to adopt procedures, guidance, and standard operating procedures (SOPs) implementing this Manual Section.

### **7.0 Effective Date**

The effective date of this Manual Section is the date of issuance.