



Application Inventory Registry (AIR)

AIR Compliance

Key Points

In April of 2017, Shane Compton, Associate Director-- Information Resources Management, implemented the Application Inventory Registry (AIR). This registry fulfills one of NPS's FITARA (Federal Information Technology Acquisition and Reform Act) requirements.

The announcement stated ALL current production and in-development applications **must** be registered in AIR by June 30, 2017. It also stated that region or program information officers should review AIR before any acquisition approvals, in order to avoid duplication of systems.

IMD has many applications and data sets, and the AIR requirements would place a significant burden on division staff. NRSS Data and Systems Officer, Pete Budde, along with other IMD staff, spoke with NPS Portfolio Manager, Phyllis St. John, to consider alternatives. They arrived at a [compromise solution](#) eliminating the need to register every network and central office application in AIR.

IMD Compromise Solution

Rather than creating hundreds of entries in AIR for IMD databases, ONE entry will be made in AIR for the Protocol Tracker application (irma.nps.gov/protocoltracking)

- I&M Networks will enter information about databases, tools, and applications in the technology tab of Protocol Tracker, specifically:
 - SQL Server databases hosted in an NPS data center (understanding that IMD is working to ensure applicable servers are moved to one of the three primary data centers by 2021)
 - Access databases for one or many users on either a single end-user device or a network share
 - FileMaker Pro (flat table) forms
- These computing instances are solely used to capture data points from natural resource monitoring and

may include data entry validation such as range or type validation for quality control purposes, but do not otherwise process information or data.

- All data capture instances must conform to published NPS natural resources data collection, security, quality assurance and back-up protocols.
- Exempt items: specialized electronic sensing or resource monitoring/measurement devices (e.g., air quality meters, water flow meters, logging instruments) with embedded software will be exempt from application inventory registry until further notice.

Any instance that does not comply with the protocols or configuration scenarios noted above, or otherwise, presents an unacceptable risk to the NPS mission. These need to be assessed separately and require separate entry in the AIR.

IMD Implementation

Marianne Tucker, IMD Deputy Division Chief, emailed networks on May 22, 2017, with the finalized details of the agreement:

IMD will...

1. Have all networks apps/systems in Protocol Tracker which will be referenced in a single record in AIR that reads "Natural Resource Inventory and Monitoring Protocol Tracker Database"

NOTE: If network monitoring apps/systems have been entered into IMD's Protocol Tracker, DO NOT ENTER them into AIR, they are already included by the Protocol Tracker.

Network must...

1. Enter monitoring apps/systems into IMD's Protocol Tracker no later than June 2, 2017
2. Upload all monitoring data or databases to the Data Store when Annual Administrative Reports

are due each November (2017 adjusted to the end of the calendar year)

3. Register other applications or systems that are not funded by or related to IMD in AIR through the network's Regional Information Office

The AIR requirement has forced IMD to modify application and data governance practices. **Reporting IMD applications via Protocol Tracker and posting data to the Data Store meet the compromise solution and prevent a far more onerous route to compliance.**

We hope that in crafting processes to satisfy this obligation, we minimize the burden on networks and avoid re-work in the future as more comprehensive data posting policies are developed.

Posting inventory and monitoring data to the Data Store is simply good practice and should be a habit for I&M networks. However, a recent survey suggests that only one-third of networks are following this practice with their monitoring data.

Steps for Posting to Data Center

Detailed guidance on posting data and creating references in Data Store will follow. The expectation is that data will be posted by December 31, 2017.

Additional Background

As one of the responses to Federal Information Technology Acquisition and Reform Act (FITARA) legislation, the NPS Associate Chief Information Office (ACIO) has instituted an Application Inventory Registry (AIR) process to provide better governance of applications and related data usage across NPS.

The Application Inventory Registry Guidance attached to the [memo](#) from the Associate Director—Information Resources Management stated that approval of a software product on the categorized software list (CSL) does not exempt an application from registration in AIR. It further stated that AIR “registers applications and systems that will be or have been implemented in the NPS IT environment.”

Criteria for what applications must be reported include the following (*not a complete list; see the memo for details*):

- Applications that maintain NPS records subject to NARA or other non-temporary records requirements
- Multi-user Access implementations

- Mobile applications, regardless of who created it or how much it cost (including applications created by staff, interns, universities, partners, cooperative agreements, etc.) that are running on an NPS device and/or network and are used by NPS staff to support NPS business processes
- Applications with custom coding, including SharePoint applications and applications developed by staff, interns, universities, partners, cooperative agreements, etc.
- Multi-user and/or server-based applications
- Applications or systems used by NPS personnel to conduct NPS business that are hosted in the cloud or by a third party provider
- Applications with databases using Oracle, SQL Server, MySQL, or other RDBMS software
- Data mart or data warehouse

Next Steps

Goals and Scope of Guidance

IMD Central Office staff have met several times and consulted with several data managers to work out guidance for posting of data to Data Store. We recognize that it is our long-term desire to post data for broader discoverability by audiences both internal and external, including the public. However, we will let the Long-term Data Management (LTDM) efforts address those goals and focus solely on compliance with AIR requirements for now.

The goals of any proposed guidance on posting data to Data Store for AIR compliance are the following:

- Keep it simple
- Focus only on satisfying AIR requirements
- Try to avoid methods that will lead to re-work
- Don't worry about making posted data publically available. If QA/QC, flagging, completeness, etc. are not finished, keep it internal.

More Information

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IMD AIR SharePoint: http://go.nps.gov/NRSS_SharePoint_AIR

AIR ADIR memo: http://go.nps.gov/AIR_ADIR_memo

Email - Phyllis St. John: http://go.nps.gov/AIR_StJohn_Email