

Arizona State Land Department

Military Mapping Team

Volume I: Team Report

FINAL REPORT

December 3, 2008



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Team Sponsor: Jamie Hogue, *Deputy Land Commissioner*

TABLE OF CONTENTS

	PAGE
EXECUTIVE SUMMARY	3
<i>SUMMARY RECOMMENDATIONS</i>	4
METHODOLOGY	5
DATA GATHERING AND ANALYSIS	6
<i>PRODUCT SETS, INFORMATION GUIDE</i>	7
RECOMMENDATIONS	15
IMPLEMENTATION MATRIX	17
APPENDICES	23
A TEAM CHARTER	23
B MMT QUESTIONS	25

All appendices named with numeric characters are team products that are included in Volume II: Supplemental Appendix, as listed below. All appendices named with alpha characters are items that are included in the main report appendix (Volume I) as listed above.

VOLUME II: SUPPLEMENTAL APPENDICES – TEAM RESOURCES AND PRODUCTS

- 1 Team Charter
- 2 Cover Letter Template for Distribution
- 3
- 4

EXECUTIVE SUMMARY

Over the last several years the Arizona State Legislature has assigned the Arizona State Land Department (ASLD) various responsibilities in producing maps and legal descriptions indicating the locations of a number of military operations within the state of Arizona. The purpose of these responsibilities is to convey this information to other state and local agencies and the public so that geographic locations of the military operations are well known and can be integrated with a variety of land use, planning, zoning and development activities within the state. This document provides an overview of the requirements for producing these maps. Also included is a description of the required data necessary for ASLD to implement updates of the information. Proposals for coordination with the U.S. Department of Defense (DOD) to insure proper change notification and flow of required data to the state are described

There are 4 types of military mapping product types that ASLD has produced:

- 1) Military Training Routes (MTR) – these are statewide.
- 2) Restricted Airspace (RA) – primarily southern Arizona
- 3) Ancillary military facilities (AMF) – included Yuma Air Station
- 4) Military Electronic Test Range (MER) – Fort Huachuca

Upon reviewing the legislation and the Department's work to date in this area for continuation and compliance with legislative directives several deficiencies were discovered including:

- Lack of communication with the Department of Defense (DOD) and points of contact at Arizona bases and within the several branches of the military. This has resulted in difficulties knowing when changes in military operations might require changes in the products that ASLD is required to produce and who would provide ASLD notification of the changes and the geospatial data to make the necessary changes.
- Lack of internal procedures and assigned responsibilities to produce and disseminate the required products. Because these requirements have been add in an ad hoc fashion over time by the Legislature the Department has not to date incorporated these duties into any standard procedures and work assignment. Because the list of assignments in this area is growing and the low frequency of changes it is important that some basic procedures and responsibilities be developed to insure future compliance and efficiency in performing these tasks.

The **Military Mapping Team** was chartered on September 15, 2008 with Jamie Hogue as team sponsor and Ben Altener as team leader (Appendix A). The task team's mission was to make recommendations to the Deputy Land Commissioner for presentation to the Military Affairs Committee. Assigned tasks associated with this mission included:

1. Review existing (and new) statutes governing how we collect/disseminate this information and to define required products types to be developed and disseminated.
2. Analyze existing internal and external processes for information collection, processing and dissemination.
3. Review communication/coordination on this issue.
4. Develop data and product storage and management directory and file structure
5. For each of the defined product types develop recommendations for processes to accomplish the following:
 - a) Initial product development and maintenance update events
 - b) Data acquisition process
 - c) Initial data storage and management (including any initial processing needed for the data)
 - d) Map and legal description product development
 - e) Required map and legal description dissemination and notification to third parties
 - f) Data dissemination to third parties

Members of the Team were selected based on their knowledge of state statute, cartography, GIS, information technology, ability to work collaboratively and commitment to the success of the Department and Trust.

Over the course of several meetings from September through November, the team examined the scope of the statutes, its'. The team then took the approach of identifying tasks and issues that needed to be addressed in two stages: 1) currently in implementation out of necessity and 2) the needs related to process improvement efforts.

The team produced two draft products which need to be completed when additional information can be obtained from the military. These are:

1. A product set guide which provides the necessary information to conduct the military mapping process.
2. A set of procedures which provides instructions on the flow of work within ASLD and assigns responsibilities for conducting the various tasks in that work flow

Suggested Review Process

The following team recommendations should be reviewed and processed in the following order:

1. Review by the Land Commissioner/Deputy Land Commissioner and Directors for approval/disapproval
2. Establish process owners for each recommendation relying on the implementation matrix.
3. Require reporting date for deliverables to be accomplished.
4. Include these reports as addendums in the final team report.
5. Make final team report available for review for future reference.

Summary Recommendations

Currently in Implementation

RECOMMENDATION 1 – Define product sets for each Legislative Requirement and document those product requirements

Implement on or before December 15, 2008

RECOMMENDATION 2 – Develop procedures for performing tasks associated with developing the required products for each product set defined. The procedures should include the responsible party and coordination links between responsible parties.

RECOMMENDATION 3 – Establish a contacts list for individuals within the several branches of the military who can relay information and updates regarding military mapping to assist ASLD in complying with its legislative mandates to produce military operations maps and legal descriptions

Methodology

Scheduling of Team meetings:

Team meetings were held at ASLD on September 23, October 6, October 23 and November 12. Meetings were typically scheduled to last 2 to 4 hours. Most meetings were held two weeks apart to allow team members to coalesce their action items and materials.

How decisions were made:

Decisions were made by Team consensus or at the sponsor's direction.

How tasks were assigned to the Team:

Tasks were assigned to Team members by area(s) of expertise or general interest, or by familiarity with topic. Report sections were written by subject matter experts and/or by Team members who volunteered to write specific sections.

Methods used to gather and analyze data:

- Team members conducted Web searches to gather information, conducted interviews internal and external, shared first hand knowledge in the field, knowledge of software capabilities, legislative arena and administrative duties.
- The assistant attorney general performed legal research using standard legal methodology to gather information using A.R.S. Title 37 and ASLD Rules and Policy.
- Contact was made with the Department of Defense (DOD) and state agencies including the Arizona Department of Transportation and Real Estate Department.

Data Gathering and Analysis

The majority of the actual data gathering and analysis was completed using team member's first-hand knowledge. Additional data and information was gathered from interviews and queries of other subject matter experts internal and external to ASLD. Various branches of the armed forces that are involved or have knowledge of the data and objectives of the statutes and product development were interviewed as part of this process. The in-depth knowledge of processes and procedures of the team members facilitated the rapid identification of potential problems, and the development of recommendations to efficiently resolve them. The collaboration of team members' subject expertise led to many breakthroughs in problem identification, process improvements, and action item coordination.

Upon reviewing the legislation for possible implementation several deficiencies were discovered including:

1. Lack of communication with the DOD and points of contact at Arizona bases and within the several branches of the military. This is needed to determine when products need updating and also to obtain the updated GIS data needed for the map products
2. Lack of clear internal procedures and staff assignments for developing and distributing map and other informational products for compliance with the statutes

The data that follows should serve as a resource in the future for individuals to:

1. Learn about the ASLD's roles and responsibilities relating to military mapping.
2. Provide information regarding directory locations, resource data, previously produced products and other data to assist in

The data developed by the team was consolidated and assembled into a product set information guide which provides critical information needed by ASLD staff to continue the military mapping process and insure compliance with the legislative requirements.

PRODUCT SETS – INFORMATION GUIDE

ELECTRONIC TESTING RANGE

Abstract – Product production requirements: *[Describes what products are required to be produced by ASLD, cite the ARS clauses. Include original production and update requirements as well as requirements for delivery]*

Primarily the bill (SB 1387 Laws 2008, Chapter 196) was written for and to protect Fort Huachuca's (Fort) electronic communications mission. Bill language was inclusive of other electronic ranges in the State, but most likely drafted specifically for the Fort.

Statutes:

“Within ninety days after the effective date of this amendment to this section and on receipt of proper information from the military installation commander with responsibility for the military electronics range, prepare a map of the military electronics range as defined in section 9-500.28 and make that map available to the public in printed or electronic format and provide the map in printed or electronic format to the state real estate department. Within ninety days of receipt of notice of any change in the boundaries of the military electronics range from the military installation commander, the state land department shall revise its map and provide the map to the public and to the state real estate department.”

Definition:

“Sensitive electronic testing range” means the geographically defined area in which electronic communication, monitoring or other devices are routinely tested as part of the military mission of a military base.

External Data requirements : *briefly describe what external data is required to produce the products and the source of that data. Include current legislative requirements for content and source and optimal (desired) requirements:*

None is associated with the testing range

Required Data Source: “on receipt of proper information from the military installation commander”

Preferred Data Source:

(An alternative data source which might be more readily available and effective.)

Not Available

Notification Procedures of Revisions/Changes to the MERs and external contacts:

(how we are notified on revisions to data from the external data source.)

“On receipt of proper information from the Military Installation Commander with responsibility for the military electronics range”

For production of original products it was Matt Walsh – Ft Huachuca

Internal Receipt of Notification

Who at ASLD receives notice of required change for these products – (see Implementation Matrix, pg X)

External Notification Contact

What external source provides notice of required change for these products – list contact information for the source of the data –(provide Contact Information) – (see Implementation Matrix, pg X)

There is no current notification procedure established either in Statute or practice. The statute provides ASLD no clear instructions on how it will know when changes occur. It only specifies that ASLD will be “notified” by the military base commander.

External Technical Contact

What external source provides data revisions for these products – list contact information for the source of the data – provide Contact Information) – (see Implementation Matrix, pg X)

Location of Data (in our system): *organization of data on folders on the k drive: The date component of all path names will vary depending on last update.*

All external input data and output products are located at:
K:\work4\military_maps\ElectronicTestingRange

Product Distribution and Recipient Contact Information - what's included, i.e. maps products, legal descriptions etc?

Original

Map products – A set of MER maps for the area of the military electronic range.

Legal Descriptions: MER's

Recipients:

Hard copy and electronic copies of MER Map and Legal Descriptions to:

- All County Recorder's Offices
- Arizona Real Estate Department
- Municipalities with the MER

*Have Hard copies available for the public.

Updates

Map products – A new MER map and accompanying letter (specifying changes) is required within 90 days of receipt of notice of change.

Legal Descriptions: MER's

Recipients:

Hard copy and electronic copies of MER maps and letter (specifying changes) to:

- All County Recorder's Offices
- Municipal Town Clerks affected by changes
- Arizona Real Estate Department

*Have Hard copies available for the public.

Version History:

Original Map Set – Produced November 2008

First Update – NA

ANCILLARY FACILITIES

Abstract – Product production requirements: *[Describes what products are required to be produced by ASLD, cite the ARS clauses. Include original production and update requirements as well as requirements for delivery]*

Statutes

“Ancillary military facilities” (AMF) are defined in ARS § 28-8461, paragraph 7.

Original Product - Requirements and delivery

- Prepare maps of the AMF described in section 28-8461, paragraph 7, subdivisions (b) and (c).
- Make a map of the AMF described in section 28-8461, paragraph 7, subdivision (a) available to the public in printed or electronic format and provide the map in printed or electronic format to the state real estate department.
- ASLD shall provide each map and the legal description of the boundaries of each AMF described in section 28-8461, paragraph 7 in electronic format to the state real estate department. Each map prepared by ASLD pursuant to this section shall:
 - Describe the AMF, the territory in the vicinity of the AMF and the high noise and accident potential zone, accident potential zone one and accident potential zone two associated with the ancillary military facility.
 - Be submitted to the county in which the AMF is located.
 - Be made available in printed or electronic format to the public at ASLD and at the state real estate department.

Updates – Required Products and delivery

The legislature did not intend for these maps to be updated. These maps are current as of March 2004. The statute does not contemplate a change in AMF and does not require ASLD to update these maps. Any updates must be done through the legislative process by amending the statute first.

External Data requirements: *briefly describe what external data is required to produce the products and the source of that data. Include current legislative requirements for content and source and optimal (desired) requirements:*

Required Data Source:

The required data source may be found here: “Ancillary military facilities” as defined in ARS § 28-8461, paragraph 7.

Preferred Data Source:

(An alternative data source which might be more readily available and effective.)

Not Available

Notification Procedures of Revisions/Changes to the MTRs and external contacts:

(how we are notified on revisions to data from the external data source.)

The legislature did not intend for these maps to be updated. These maps are current as of March 2004. The statute does not contemplate a change in auxiliary facilities and does not require ASLD to update these maps. Any updates must be done through the legislative process by amending the statute first.

Location of Data (in our system): *organization of data on folders on the k drive: The date component of all path names will vary depending on last update.*

All external input data and output products are located at:

- K:\work4\military_maps\Ancillary

Product Distribution and Recipient Contact Information - *what's included, i.e. maps products, legal descriptions etc?*

Original

Map products – A depiction of the ancillary military facility, the territory in the vicinity of the ancillary military facility and the high noise and accident potential zone, accident potential zone one and accident potential zone two associated with the ancillary military facility.

Legal Descriptions: AMF

Recipients:

Hard copy and electronic copies of AMF Maps and Legal Descriptions to:

- Be submitted to the county recorder's office in which the ancillary military facility is located.
- Arizona Real Estate Department

*Have Hard copies available for the public.

Updates

The legislature did not intend for these maps to be updated. These maps are current as of March 2004. The statute does not contemplate a change in auxiliary facilities and does not require ASLD to update these maps. Any updates must be done through the legislative process by amending the statute first.

Version History:

Original Map Set – Produced March 2004

First Update - NA

MILITARY TRAINING ROUTES

Abstract – Product production requirements: *[Describes what products are required to be produced by ASLD, cite the ARS clauses. Include original production and update requirements as well as requirements for delivery]*

Products Required (maps legal disc. Etc)

Original Product - Requirements and delivery - Under ARS 37-102 ASLD was required to produce original maps of Military Training Routes (MTRs) in Arizona. There is also a requirement to produce updates of the maps when changes occur. The original maps shall be made available to the public in paper and electronic format at ASLD and at the Arizona Department of Real Estate. ARS 37-102 also requires ASLD to produce legal descriptions of the Military Training Routes as shown on the maps and to provide those descriptions to the Arizona Department of Real Estate in electronic format.

Updates - Required products and delivery - When notified of updates to the MTRs ARS 37-102 requires ASLD to update the maps and provide updated maps to all counties (in either electronic or paper form with the form selected by the county) and to all municipalities effected by any changes in the MTRs. A letter specifying the MTR changes shall be developed and sent accompanying the maps to all counties and to the effected municipalities.

External Data requirements : *briefly describe what external data is required to produce the products and the source of that data. Include current legislative requirements for content and source and optimal (desired) requirements:*

Required Data Source:

The following external data is required to produce and update the MTR maps:

The MTR maps require the following GIS data: The specified source for this information under ARS 37-102 (at least the original maps) is “the most current department of defense publication that is entitled area planning military training routes for North and South America”

Preferred Data Source:

(An alternative data source which might be more readily available and effective.)

Notification Procedures of Revisions/Changes to the MTRs and external contacts:
(how we are notified on revisions to data from the external data source.)

Internal Receipt of Notification

Who at ASLD receives notice of required change for these products – (see Implementation Matrix, pg. 21)

External Notification Contact

What external source provides notice of required change for these products – list contact information for the source of the data –(provide Contact Information) – (see Implementation Matrix, pg X)

There is no current notification procedure established either in Statute or practice. The statute provides ASLD no clear instructions on how it will know when changes occur. It only specifies that ASLD will be “notified” but the statute is silent on who will provide the notification (See Recommendation #3)

External Technical Contact

What external source provides data revisions for these products – list contact information for the source of the data –(provide Contact Information) – (see Implementation Matrix, pg 23)

Location of Data (in our system): *organization of data on folders on the k drive: The date component of all path names will vary depending on last update.*

All external input data and output map products are located at:

- K:\work4\military_maps.

External input data is located at:

- K:\work4\military_maps\MilitaryTrainingRoutes\2003\data

Map products are located at:

- K:\work4\military_maps\MilitaryTrainingRoutes\2003\pdf

The .mxd files to produce the map products are located at:

- K:\work4\military_maps\MilitaryTrainingRoutes\2003\mxd

Legal descriptions (if needed) are located at:

- K:\work4\military_maps\MilitaryTrainingRoutes\2003\legal descriptions

Product Distribution and Recipient Contact Information - *what's included, i.e. maps products, legal descriptions etc?*

Original

Map products – A set of MTR maps for the entire state of Arizona is required

Legal Descriptions: MTR's

Recipients:

Hard copy and electronic copies of MTR Maps and Legal Descriptions to:

- All County Recorder's Offices
- Arizona Real Estate Department

*Have Hard copies available for the public.

Updates

Map products – A set of MTR maps for the entire state of Arizona and accompanying letter (specifying changes) is required within 90 days of receipt of notice of change.

Legal Descriptions: MTR's

Recipients:

Hard copy and electronic copies of MTR maps and letter (specifying changes) to:

- All County Recorder's Offices
- Municipal Town Clerks affected by changes
- Arizona Real Estate Department

*Have Hard copies available for the public.

Version History:

Original Map Set – Produced 2003

First Update - TBD

Restricted Airspace

Abstract – Product production requirements: *briefly describe what products are required to be produced by ASLD, cite the ARS clauses. Include original production and update requirements:*

Under ARS 37-102 ASLD is required to produce original maps of military restricted airspace.

Original Product – Requirements and delivery – Under ARS 37-102 ASLD was required to produce original maps of military restricted airspace. There is also a requirement to produce updates of the maps when changes occur. The original maps shall be made available to the public in printed or electronic format at ASLD and at the Arizona Department of Real Estate. ARS 37-102 also requires ASLD to produce legal descriptions of the military restricted airspace as delineated in the maps and to provide those to the state real estate department in electronic format.

Updates – Required products and delivery – When notified of updates to the military restricted airspace ARS37-102 requires ASLD provide updated maps and accompanying letter specifying the military restricted airspace changes to the municipalities affected by the changes and to all counties.

External Data requirements: *briefly describe what external data is required to produce the products and the source of that data. Include current legislative requirements for content and source and optimal (desired) requirements:*

Required Data Source:

The following external data is required to produce and update the restricted airspace maps.

Preferred Data Source:

Notification Procedures of Revisions/Changes to the MRAs and external contacts:
(how we are notified on revisions to data from the external data source.)

Internal Receipt of Notification

There is no current notification procedure established.

External Notification Contact

External Technical Contact

Location of Data (in our system): *organization of data on folders on the k drive: The date component of all pathnames will vary depending on last update.*

All external input data and output map products are located at:

- K:\work4\military_maps.

External input data is located at:

- K:\work4\military_maps\RestrictedAirspace\2006\data

Map products are located at:

- K:\work4\military_maps\RestrictedAirspace\2006\pdf

The .mxd files to produce the map products are located at:

- K:\work4\military_maps\RestrictedAirspace\2006\mxd

Product Distribution and Recipient Contact Information - *what's included, i.e. maps products, legal descriptions etc?*

Original

Map Products: The original maps shall be made available to the public in printed or electronic format at ASLD and at the Arizona Department of Real Estate.

Legal Descriptions: ARS 37-102 requires ASLD to produce legal descriptions of the military restricted airspace as delineated in the maps and to provide those to the state real estate department in electronic format.

Recipients:

*Have Hard copies available for the public.

Updates

Map products –provide updated maps and accompanying letter specifying the military restricted airspace changes to the municipalities affected by the changes and to all counties.

Legal Descriptions: Legal Descriptions: ARS 37-102 requires ASLD to produce legal descriptions of the military restricted airspace as delineated in the maps and to provide those to the state real estate department in electronic format.

Recipients:

Hard copy and electronic copies of MTR Maps and Legal Descriptions to:

- All County Recorder's Offices
- Arizona Real Estate Department
- Municipal Town Clerks affected by changes

*Have Hard copies available for the public.

Version History:

Original Map Set – Produced 2006

First Update - TBD

RECOMMENDATIONS

The team is currently implementing recommendation Number 1 as it is contained within the Team Report. A brief time/cost analysis and rationale follows each recommendation; further detail is included under the heading *Data Gathering and Analysis* found on pages 6-16.

Currently in Implementation

RECOMMENDATION 1 – Develop Basic Product sets for each Legislative Requirement and develop a document which would contain basic information needed for ASLD to comply with statutory requirements.

These will define the basic methods under which to organize the data and processes. For example a basic product set might be “Military Training Routes”. Products under that product set would be managed together in disk space and procedures would be documented toward producing the product sets. Product sets would be primarily maps and legal descriptions which are required for development by statute.

- Review all existing statutes to determine product requirements for ASLD
- Determine and define basic product sets names and components of the product sets
- Develop outline for product guide to document the required components and their various data directories and files associated with each product set.

Time/Cost Analysis: This will probably take several meetings of the team and several days work from various team members to develop product set structure, the disk directory structure and the product guide structure

Rationale: A method is needed to delineate the work associated with the legislatively mandated mapping, legal description and information distribution tasks associated with those mandates. The legislative language is too convoluted to utilize as guidance for staff to carry out its intent. Therefore an internal document describing the tasks and some associated technical details is needed. It is recommended that the document segment the tasks into required products

RECOMMENDATION 2 – Develop procedures for performing the following tasks for each product set defined. The procedures should include the responsible party and coordination links between responsible parties. A draft set of tasks to guide the procedures development is listed below.

- Receipt of notification of change coordination with the military contacts

- Obtaining GIS change data files from the military
- Storing, processing and documenting GIS change files from the military
- Developing, documenting and storing required map products
- Provide for internal review of map products prior to dissemination
- Developing, documenting and storing required legal descriptions
- Disseminating maps and legal descriptions to required parties as described in statute

Process Owners and Responsibilities

1. Receipt of notification of change coordination from military contacts
 - a. Responsible Party: **Cheryl Blockey**
 - b. Contacts: **Cheryl Blockey**
 - c. Military Contacts: William Gilles LAFB, Matt Walsh Ft. Huachuca

2. Obtaining GIS change data files from military
 - a. Responsible Party: **Cheryl Blockey**
 - b. Contacts: **Cheryl Blockey**
 - c. Military Contacts: Chris Black LAFB, Mark Weller Ft. Huachuca

3. Storing, formatting, processing, documenting GIS change files from military
 - a. Responsible Party: **Cheryl Blockey**
 - b. Contacts: **Cheryl Blockey**
 - c. Military contacts: N/A

4. Developing, documenting and storing required map products
 - a. Responsible Party: **Jan Weaver**
 - b. Contact: **Jan Weaver**
 - c. Military Contact: N/A

5. Request for external review and provide for internal review of map products before dissemination
 - a. Responsible Party: Military Team
 - b. Contacts: Military Team
 - c. Military Contacts: William Gilles, Chris Black, Matt Walsh, Mark Weller

6. Developing, documenting and storing required legal descriptions:
 - a. Responsible Parties: **John Nebrich, Merlinda Resendes, Jan Weaver,**
 - b. Contacts: John Nebrich, Jan Weaver
 - c. Military Contacts: N/A

7. Disseminating maps and legal descriptions to required parties as described in statute:
 - a. Responsible Parties: Richard Oxford, multiple copies to be made by **Tony Maslowicz**
 - b. Contacts: Richard Oxford, Tony Maslowicz

- c. Military Contacts: N/A
8. Disseminating maps to public and GIS data to third parties
 - a. Responsible Parties: ASLD Front Counter Staff for map copies, GIS data requests to Tony Maslowicz
 - b. Contacts: ASLD Front Counter Staff, Tony Maslowicz
 - c. Military Contact: N/A

Time/Cost Analysis: The development of a standard set of procedures should take several meetings of the team members and time to document the procedures for each product type defined in recommendation 1.

Rationale: Currently there are no procedures for conducting the work associated with the legislatively assigned mapping. The items listed above will need to be covered and staff assigned to perform tasks associated with the each of the procedure bullets listed above. This will insure that all tasks associated with the legislative mandates are assigned to staff and get performed when needed.

RECOMMENDATION 3 – Establish a contacts list for individuals within the several branches of the military who can relay information and updates regarding military mapping to assist ASLD in complying with its legislative mandates to produce military operations maps and legal descriptions

- - The list should include the position should the individual leave the position.
 - The list should include a commanding officer/position should the primary contact position become vacant.
 - The list should include contacts for each of the product types for both notification of data changes AND for data acquisition (these may or may not be the same person, depending on the product type).
 - Contact information should be placed into the product guide and updated when new information becomes available.

Time/Cost Analysis: Efficient and responsive contact from the military and to our external customers (Real Estate Department, counties).

Rationale: Currently no official contacts report changes to ASLD for mandated military maps revisions. Having a current list of individuals allows the ASLD to establish annual (or semi-annual) reporting with a specific individual/position within the military and ensures continuity should the individual leave or the position become vacant.

IMPLEMENTATION MATRIX

RECOMMENDATIONS				
Item #	Recommendation	Person Responsible or Process Owner	Due Date	Status
1	Develop Basic Product sets for each Legislative Requirement and develop a document which would contain basic information needed for ASLD to comply with statutory requirements.	Military Mapping Team	November 27, 2008	Currently in Implementation
2	Develop procedures for performing the following tasks for each product set defined. The procedures should include the responsible party and coordination links between responsible parties. A draft set of tasks to include in the procedures is listed in the description of this recommendation in the Recommendations Section. The team should review and modify the list and develop the procedures for incorporation into the product documents.	Cheryl Blockey with assistance from Jan Weaver	December 15, 2008	Currently in Implementation
3	Establish a contacts list for individuals within the several branches of the military who can relay information and updates regarding military mapping to assist ASLD in complying with its legislative mandates to produce military operations maps and legal descriptions	Jamie Hogue (in consultation w/ Gary Irish)	December 15, 2008	Pending

ARIZONA STATE LAND DEPARTMENT

Military Mapping

TEAM CHARTER

Team Members: Ben Alteneder, Cheryl Blockey, Gary Irish, Jan Weaver

Date: September 15, 2008

Background:

Team Instructions received from the Deputy State Land Commissioner via email of September 15, 2008 –

Based on a number of conversations that I've had with several of you over the past few months, could you please work together on reviewing the existing (and new) statutes governing how we collect/disseminate this information as well as the processes we do/do not have in place and make recommendations on how best to improve the process?

I anticipate that there will be another Military Affairs Committee in November or January, and I would like to discuss how to improve communication/coordination on this issue...but will need your thoughts to ensure I cover all bases

Objectives:

The team will be responsible for a variety of tasks associated with the implementation of the new statutory provisions set forth in SB 1167. The team will also develop implementation processes to also manage the existing military map product development and dissemination based on previously passed statutes. These objectives will essentially develop processes which will enable the Department to acquire, process and manage the data necessary to create required. This will include the following:

1. Review existing (and new) statutes governing how we collect/disseminate this information and to define required products types to be developed and disseminated.
2. Analyze existing internal and external processes for information collection, processing and dissemination.
3. Review communication/coordination on this issue.
4. Develop data and product storage and management directory and file structure
 - g) 5.. For each of the defined product types develop recommendations for processes to accomplish the following: Initial product development and maintenance update events
 - h) Data acquisition
 - i) Data storage and management (including any processing needed)
 - j) Map product development

- k) Map product dissemination and notification
- l) Data dissemination to third parties

5. Complete a Team Cost Report – staff hours and operating expenses for completion of Team objectives.

Other objectives may be identified by the Team.

Scope/Limits of Responsibility:

The scope of the task team is to develop/implement the items outlined above. The Team may rely on assistance from other sources internal and external to the Department to assist with this effort. Additional members of the team may be added with the consent of the Team.

Time Commitment:

The Team is approved to spend three months (1.5) completing this assignment. The Team report should be submitted to the Deputy Land Commissioner by December 10, 2008.

Attachment:

BA:ba

Appendix B

Military Mapping Team - Q & A for Military Affairs Meeting -

Summary

Over the last several years the Arizona State Legislature has assigned the Arizona State Land Department (ASLD) various responsibilities in producing maps and legal descriptions indicating the locations of a number of military operations within the state of Arizona. The purpose of these responsibilities is to convey this information to other state and local agencies and the public so that geographic locations of the military operations are well known and can be integrated with a variety of land use, planning, zoning and development activities within the state.

There are 4 types of military mapping product types that ASLD has produced:

- 1) Military Training Routes (MTR) – these are statewide
- 2) Restricted Airspace (RA) – primarily southern Arizona
- 3) Ancillary military facilities (AMF) – Luke auxiliary areas, also included Yuma Air Station
- 4) Military Electronic Test Range (MER) – Fort Huachuca

In order to insure timely flow of information and data to the Department we propose that ASLD develop improved coordination methods with the military. We propose that answers to the following questions be obtained to assist in the development of the improved coordination.

These questions refer to all four of the product types.

1. Would military contacts like to review the map products as a standard practice before they are mailed out to the required state and local governments? Since there are required time factors such reviews would need to be expedited. If a review is desirable, can you provide us with contacts to review each of the products when they are updated?

2. How do you propose we will be contacted to verify there are changes or there are no changes? Some of the product sets seldom change. Should we issue revised

maps, at some time interval, with a date update but state the military data has not changed? (For instance, some of the land ownership, cities/towns or surrounding data might have changed and would be reflected in the newer map). Do you have any thoughts on this? The concern here is that the maps posted on websites or provided to customers will show old dates and raise concerns regarding currency and accuracy. Do you have any thoughts on this issue?

3. We receive 3rd party requests for both the map products and the GIS data. These come from other government agencies, consultants, non-profit groups and academia. We provide requestors copies of requested GIS data under the state open records statutes. Do you have any issues with us providing either the maps or the GIS data to 3rd party requestors under our normal operating procedures which cover such distribution? If so, what are those concerns? We would like to obtain written confirmation from you acknowledging our proposal distribution of this data to 3rd party requestors. Can you provide us such confirmation in writing?
4. Statutes state we are responsible to update the military training routes, restricted airspace and military electronic test ranges. There is no current statutory requirement to update ancillary military facilities. Can you provide us contacts for who would notify us of the changes in data affecting each of these types of maps?

5. Can you provide us a technical contact of who would provide the required geospatial data for us to update maps when changes occur and be able to answer any technical questions regarding the GIS data?