Homeland Security

NIEM Biometrics Domain

Governance Process Plan

February 2021

Approval

The NIEM Biometrics Domain: Governance Process Plan was signed by the NIEM Biometrics Domain Executive Committee in February 2021.

A copy of this approved document is on file with DHS Office of Biometric Identity Management (OBIM).

Record of Changes

No.	Date	Reference: Page, Table, Figure, Paragraph	A = Add. M = Mod. D = Del.	Change Description
1	8-10-2018	All	A	Initial version approval
2	1-23-2019	P ii, 2	M	Updated Executive Committee member list.
3	9-24-2020	All	M	Updated PMO to NMO, IDENT details, removed NPPD, MPD Specification update, updated governance process at domain level.

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1 Introduction

1.1 Overview

The Office of Biometric Identity Management (OBIM) of the Department of Homeland Security (DHS) supports the DHS mission to protect our nation by providing biometric identification services to federal, state, and local government decision makers to help them accurately identify the people they encounter, and to determine whether those people pose a risk to the United States.

As the lead DHS entity for biometric identity management services, OBIM provides DHS and its mission partners with enterprise-level biometric identity information. OBIM operates and maintains the Automated Biometric Identification System (IDENT), and provides identity services expertise as a service provider for customers across DHS, at other federal agencies, in state and local law enforcement, and globally. IDENT, the OBIM Automated Biometric Identification System is one of the world's largest biometric identity repositories, holding biometric identity information about more than 267 million individuals. OBIM also focuses on improving biometric sharing in support of national security and public safety. By matching, storing, sharing, and analyzing biometric data, OBIM provides partners on the front lines of homeland security with rapid, accurate, and secure identification.

As OBIM continues to expand its biometric identity management services to include additional biometric modalities and stakeholders, maintaining active participation in organizations, such as the National Information Exchange Model (NIEM), National Institute of Standards and Technology (NIST), the International Committee for Information Technology Standards (INCITS), International Organization for Standardization (ISO), and International Civil Aviation Organization (ICAO), will be important to the OBIM enterprise target long-term service-oriented architecture.

This Governance Process Plan documents the governance processes related to National Information Exchange Model (NIEM) release management and publication including a planned schedule, a unified strategy for Biometrics Domain development and maintenance, and the establishment of roles and responsibilities of the Community of Interest (COI) members as defined in the NIEM High Level Version Architecture (HLVA).

1.2 Scope

The Governance Process Plan describes how the NIEM governance team updates the data components and schema documents that comprise a NIEM common vocabulary release which enables efficient information exchange across diverse public and private organizations. This document identifies the processes, artifacts, roles, and responsibilities involved in producing new releases and updates to the NIEM model. It also establishes a regular schedule for major and minor releases per the Release Optimization Strategy approved by the NIEM Executive Steering Council in June 2014.

1.3 Background

NIEM is represented as a set of Extensible Markup Language (XML) Schema documents that define data components and result in information exchange package documentation (IEPD) which use these components to define information exchange packages (IEP) shared in the NIEM community. NIEM's goal is to define common data components in IEPs to ensure that they remain highly reusable as processes and comprehension are improved, while reducing information exchange errors.

The NIEM model content is partitioned into specialized Domains representing data requirements

for a particular COI or line of business; the NIEM Core is common to all Domains. The data components comprising NIEM are published as a set of NIEM releases. Each release is composed of a set of schema documents that include a NIEM Core schema document, special schema documents (structures.xsd and appinfo.xsd), multiple Domain schema documents, and code table schema documents. Also, each Domain has a body of Domain representatives responsible for maintaining the code table schema document contents and timelines for updates and publication.

NIEM governance comprises the Executive Steering Council (ESC), the NIEM Management Office (NMO), the NIEM Technical Architecture Committee (NTAC), and the NIEM Business Architecture Committee (NBAC).

ESC is the senior executive level group that reviews and approves major NIEM directions and activities. Domain Executive Management Committee members include the Biometrics Domain Chair (John Boyd of OBIM), two co-chairs (Jennifer Stathakis of DOJ/Federal Bureau of Investigation and William Graves of DOD) and the NIST Ombudsman (Diane Stephens). NMO is the operational body that directs and executes NIEM daily operations, development, maintenance, and public relations. NTAC and NBAC govern NIEM architecture and content respectively and may appoint standing subcommittees and transitory tiger teams who take responsibility for specific issues. The NTAC and NBAC make technical recommendations to the NMO.

1.4 Intended Audience

The intended audience for this document comprises the Biometrics Domain COIs, stakeholders, and governance groups, as well as the NMO for reference purposes.

2 Objectives

The Governance Process Plan described in this document has the following objectives to guide development and usage of technologies utilized within the enterprise:

- Each Domain publishes updates based on its own timeline.
- Domain updates are readily available for use in Information Exchange Package Documentation (IEPD). A Domain may accommodate IEPDs for its Domain as well as cross-Domain IEPDs. Updates may be used by IEPDs without delay as a result of synchronization or harmonization.
- Domain updates are incorporated into the next NIEM release.
- IEPD developers are provided with an updated schema document with each NIEM release to improve usability.
- IEPDs have the flexibility to use NIEM components as needed to satisfy their business requirements. An IEPD may reference components from one or more NIEM releases, as well as other published content.
- Domains will provide input to the NBAC updates, and support harmonization and Core synchronization processes for inclusion in future NIEM releases.
- Schedules are available to the participants, ensuring that users can properly plan for release dates. It ensures that there is a reliable schedule for Domain reconciliation activities, NIEM minor releases produced by Domain reconciliation, Core synchronization activities, and NIEM major releases produced by Core synchronization.
- All NIEM Schema changes are visible. Each namespace uniform resource identifier (URI) is used for only one version of a schema document, so any change results in a new namespace URI. In addition, change logs support descriptions of changes made to namespaces.

3 NIEM Version Architecture Overview

The NIEM Version Architecture provides a framework so changes to the set of artifacts including schema documents can be performed in a systematic way. The activities that lead to changes in the schema documents and other artifacts are driven by a need to improve the NIEM model. Improvements to the NIEM model may include correcting errors, meeting previously unforeseen requirements, and adapting to new use cases for the model. Improvements to the NIEM model is also referred to as NIEM harmonization.

The version architecture however does not anticipate that NIEM will ever be completely harmonized which is a theoretically perfect state for a schema document set, in which all components perfectly satisfy all criteria. A fully harmonized state for NIEM schema is never reached, and the goal of harmonization is incremental improvement, rather than obtaining perfection.

3.1 Classes of Information

There are several classes of information employed by the version architecture, as defined and described below.

3.1.1 Model Package Description

A Model Package Description (MPD) in a .ZIP format includes a set of logically cohesive W3C XML schema documents and other supporting files, representing one or more reusable or implementable XML information models. Each MPD has an MPD class adhering to all the rules in NIEM MPD Specification 3.0.1 for the model package description conformance target, in alignment with NIEM 3.0.

The MPD Specification is out of sync with the current NIEM releases, and will be retired. It will be replaced by an IEPD-only specification that the NTAC is finalizing. Until the IEPD-only specification is released, it is recommended that Developers building NIEM exchanges utilize the corresponding NDR version 4.0 instead of the MPD. Converting the MPD Specification to an IEPD-only specification is the first step towards development of the new NIEM information exchange specification.

3.1.2 NIEM Release

A NIEM release is an IEP with a set of schema documents published by the NMO. Each schema document defines data components for use in information exchanges.

A NIEM release can be a:

- **Major release,** in which the NIEM Core reference schema document has changed since the previous releases. The first integer of the version number indicates the major release series; e.g., NIEM versions 1.0, 2.0, 3.0, 4.0 and 5.0 are different major releases.
- **Minor release,** in which the NIEM Core has not changed from previous releases in the series, but at least one or more Domain reference schema documents have changed. A second integer greater than zero in the version number indicates a minor release (for example, NIEM version 4.1). Major version 4.0 and minor version 4.1 are in the same series; e.g., series 4, and contain the same NIEM Core schema document.
- **Micro release,** in which neither the NIEM Core nor the Domain reference schema documents has changed from the previous major or minor release, but one or more new reference schema documents have been added, without impact to Domain or Core schemas. A third integer greater than zero in the version number indicates a micro release; e.g.,

NIEM version 4.0.1.

As a general rule, a published NIEM release is never revoked or removed from the release area, although updates may be published.

3.1.3 NIEM Publication

A NIEM Publication is an update to a schema document or set of schema documents issued by a NIEM Domain or NIEM governance body. An update can be new content or a change to content previously included in a NIEM release. A published update may define new versions of content from a NIEM release or other published content. The issuing body vets each update before publication, but the update is not subject to review by other NIEM bodies.

The two kinds of published NIEM updates are either a:

1. Domain update, an MPD which adds or modifies components in its own schema documents associated with a previously published NIEM release. A Domain update is published to the publication area by the NIEM Domain owning the schema document the Domain update modifies.
2. Core supplement, a special NIEM release MPD adding or supplementing components in an existing (i.e., previously published) NIEM Core within a NIEM release. A Core supplement is published to the publication area by the NMO as recommended by NBAC and NTAC. A Core supplement is additive or supplemental in nature. It cannot replace or modify components in a published NIEM Core.

Through review and usage of published releases, potentially new or missing requirements, flaws, or other concerns will be identified. These are recorded for review, discussion, and action, as needed, by the NIEM Governance Committee.

3.2 NIEM Data Stores

There are several data stores in the NIEM version architecture:

- **Release Area** refers to a network location where NIEM releases are stored and publicly available. The NIEM release area is http://release.niem.gov/.
- **Publication Area** refers to an internet location which stores Core supplements, Domain updates, code list updates, and other artifacts not produced during a NIEM release cycle but available for download and use with IEPDs. The NIEM publication area is http://publication.niem.gov/niem/.
- **Issue Tracking Area** refers to a tool or network location supporting registration, modification, and collaborative discussion of issues pertaining to NIEM schema documents, concepts, data components, and other artifacts. The NBAC utilizes NIEM GitHub as their Issue Tracking Area.
- **Collaboration Area** refers to a tool or network location supporting cooperative editing of artifacts and discussion by Domains and other NIEM working groups. Each Domain or working group receives its own partition within the collaboration area. Partitions are private, and access to each is restricted to members of the appropriate working group.

3.3 NIEM Activities

There are five major activities, as explained below, involved in managing NIEM versions. The Domain representatives, NBAC and NTAC engage in these processes as they improve and extend the NIEM model.

3.3.1 Domain Update Process

The Domain Update process is a governance process for change control management and continuous integration. Domain governance and appropriateness of the Biometrics Domain within the NIEM content model is essential to the success of the NIEM Biometrics Domain. A Domain may publish updates to its schema documents to the publication area. A Domain update proposes changes to future NIEM releases.

This section describes the responsibilities of the various officers and groups of the Biometrics Domain. OBIM is the Biometrics Domain Steward and the NIEM Biometrics Domain Executive Committee (NBDEC), comprising of the Domain Chair (DHS OBIM), two Co-Chairs (DoJ and DoD), and the Ombudsman (NIST), constitutes the Biometrics Domain management team. In association with the Domain Steward, members of the NBDEC are responsible for governing domain updates.

The NBDEC shall:

- Establish priorities for management and updates to the Domain, development and maintenance of schemas and Information Exchange Package Documentation (IEPD) instances.
- Review issues raised by the NIEM Business Architecture Committee (NBAC) and advise the Chair and Ombudsman on voting positions reflective of the domain's position.
- Solicit members for the Domain and properly maintain membership rolls.

The NIEM Biometrics Domain has a standing working group, the NIEM Biometrics Domain Working Group (NBDWG) which includes the Domain Chair, Co-Chair, and Ombudsman with various stakeholders, i.e., Biometric SMEs, members of the Domain, etc., as appropriate. The working group is administered by the Domain Steward in conjunction with the NBDEC, which communicates issues and resolutions among the working group, the NIEM NMO, and the COI. The NBDWG activities are specific to potential NIEM Biometrics Domain model updates. The NIEM Biometrics Domain Working Group (NBDWG) addresses technical and business/operational issues and meets on an as needed basis.

In addition to the NBDWG, the Biometrics Domain may initiate tiger teams composed of COI members to address specific issues in support of working groups or the domain at large. The Co-Chairs inform the NBDEC and lead the NBDWG when their respective Agency activities may result in a change to the NIEM Biometrics Domain model. The NBDWG will participate as a canvassee in the ANSI/NIST-ITL revision process to assist with the adaptation of major stakeholder requirements to a NIEM based representation, led by the DOJ Co-Chair.

The NBDEC works closely with the Biometrics COI via the NBDWG in accordance with the Domain Governance process to ensure technical recommendations are in alignment from a business perspective and that business decisions are appropriately reviewed for technical feasibility. The NBDWG works with Harmonization Working Group (initiated by the NBAC) during each NIEM release as a part of the Domain reconciliation process which is detailed in further sections.

For example, OBIM as the Steward and Chair of the Biometrics Domain, led the NBDWG through bi-weekly meetings to resolve open issues among DNA (Deoxyribonucleic acid) SMEs and the NBD/OBIM stakeholders. This effort produced the consolidated list of DNA attributes that were shared with the NIEM Harmonization Working Group.

Changes are confirmed and approved by the NBDWG and then sent for approval to the Harmonization Working Group. Upon approval, the NBDEC Chair or Co-Chair who led the NBDWG

during the change process, will specify the changes within the "Biometrics Domain Change Confirmation Agreement" and submits the agreement to the NBDEC. The NBDEC will seek a 2/3rds majority to approve the changes and will sign the Agreement to confirm formal submission to the NBAC for the changes to the NIEM Biometrics Domain model. The vote must be held in a timely manner in order to adhere to the NIEM NBAC release and harmonization schedule.

The Biometrics Domain has put into place processes aligned with and in adherence to those within the ANSI/NIST conflict resolution and appeal procedures. Any domain disputes within the scope of the Biometrics Domain operations, regarding domain management and working groups, as well as ancillary issues to the domain within the COI, will be addressed using these conflict and appeal procedures.

3.3.2 Core Supplement Process

The Core Supplement (CS) process is also a governance process. The NBAC may publish supplements to NIEM Core to the publication area. The CS is a special type of NIEM release that is applicable to a previously published NIEM Core and is strictly additive or supplemental, and cannot replace or modify a NIEM Core. A CS can be issued when the NBAC determines it is necessary to add content to a published NIEM Core.

The purposes for issuing a CS may include:

- Updating a code list with new values added by an authoritative source.
- Correcting a significant flaw in a component, or to add a new element to a substitution group.
- Applying other adjustments by adding content.

3.3.3 Domain Reconciliation Process

The Domain Reconciliation process is a governance process through which NBAC resolves conflicts between Domain updates. This process results in a reconciled, coherent schema document set that is published as a minor release.

Once a NIEM release is published, updates and requests for changes accumulate based off of issues posted by the NIEM Community in the appropriate Issue Tracking Area of NIEM GitHub. The Update Requests describe problems with, and unmet requirements of, NIEM schema documents.

In response to these issues, Domains publish domain updates to their namespaces. They identify and define new content required to meet new requirements. They may also define and update code tables as needed. These updates are published in the domain partitions of the publication area.

The NBAC reconciles these requests with the latest published release, in order to produce a coherent NIEM schema document set. This reconciliation will result in a schema document set that is easily used by IEPD Developers.

The NBAC makes decisions on how to accommodate changes. In the publication area, Domains publish updates prior to NBAC approval, ensuring autonomy of the Domains. The NBAC determines how best to migrate these updates into the next minor release. The NBAC conducts domain reconciliation annually.

3.3.4 Cross Domain Harmonization

Cross Domain Harmonization is the process through which the NBAC initiates tiger teams and working groups to resolve larger and deeper issues of semantic consistency, overlaps, and other semantic issues between Domains, and between the Domains and the Core.

The Cross-Domain Harmonization Team tasks typically do not require participation from the entire NBAC. The use of such teams will enable parallel harmonization efforts. This will result in greater scalability as the number of Domains participating in NIEM increases. The results of these efforts go into the Issue Tracking Area on NIEM GitHub for inclusion in the next appropriate major or minor release.

The outcome of cross-domain harmonization will include:

- Recommendations for domain updates in future minor releases
- Additional NIEM Core content provided via extensions and augmentations in new schema documents within the publication area.

3.3.5 Core Synchronization

The Core Synchronization indicates the results of Cross-Domain harmonization, merged into a new NIEM Core namespace release, with Domains synchronized to the new NIEM Core. Together, these form a major release.

NIEM Core synchronization will occur every third year. However, a NIEM Core synchronization may be held back for a longer period if changes to be released do not meet certain thresholds in terms of volume or severity. The NBAC will balance the need for regular scheduled releases with the set of components that must be harmonized across Domains for inclusion into the Core.

In between updates to NIEM Core, the NBAC may add Core content through additional schema components during a minor release of NIEM, without updating the NIEM Core schema document. These would be additive changes only, and would not modify the original NIEM Core schema document.

3.4 NIEM Versioning Process Flow

The NIEM versioning process contains several activities performed by various parties. This section walks through these activities, and highlights their input and output.

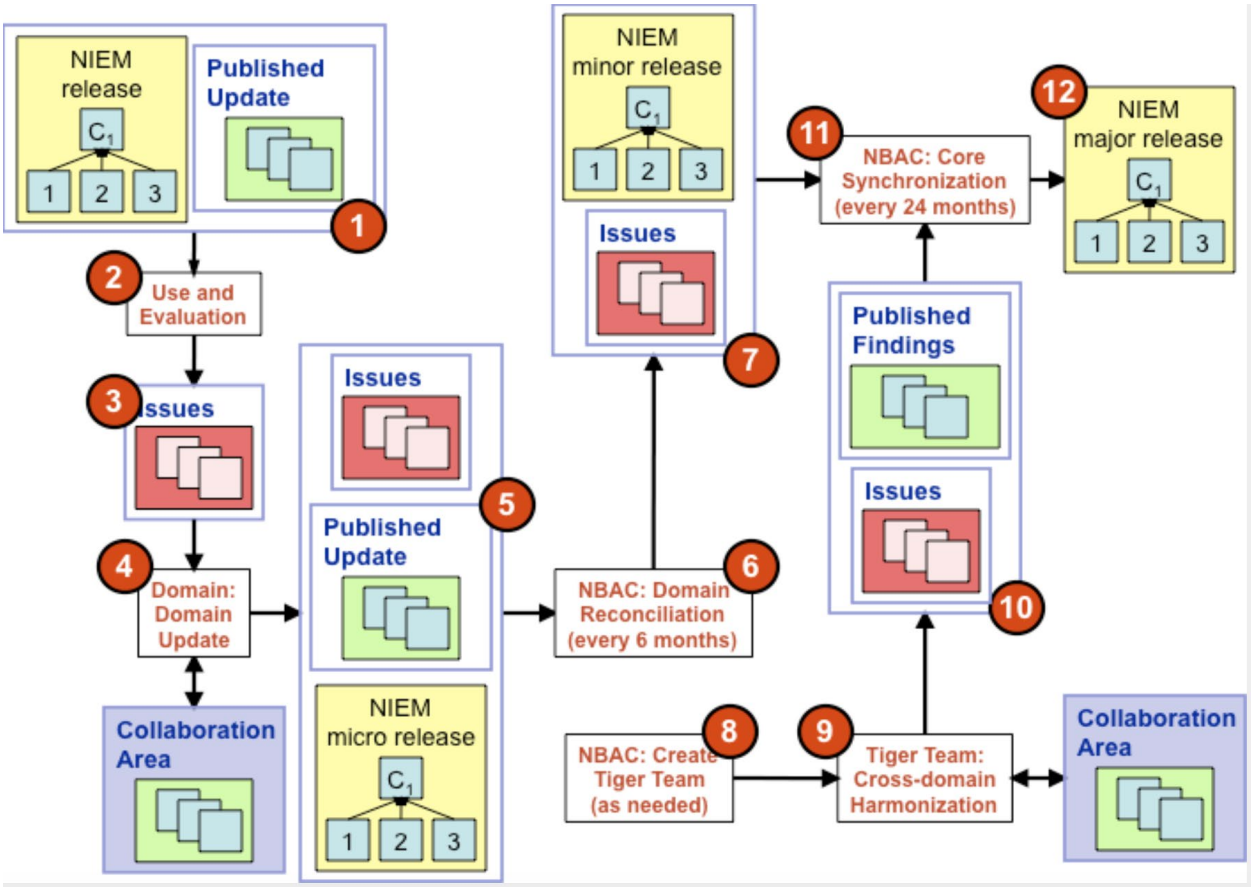

Figure 1: Activity Flow for the NIEM Versioning Process

The following is a high-level walkthrough of versioning and describes the processes shown in **Figure 1**: Activity Flow for the NIEM Versioning Process. The item numbers below align to the numbering in the diagram.

1. NIEM releases and Domain updates are available for the COIs' use in IEPDs.
2. Through implementation and analysis of NIEM releases and published content, problems and new requirements for the Domain and Core content are identified. Users include IEPD developers, as well as implementers and users of exchanges.
3. These problems and requirements are entered and tracked as issues in the issue tracking area.
4. The NIEM Domains update process uses issues as the basis for incremental improvements, extensions, and proposed changes to NIEM releases. Domains may work together via a partition of the collaboration area.
5. Domains publish their own Domain updates.
6. Periodically, the NBAC reconciles Domain updates into a new minor release.
7. The result of this reconciliation process may be published as the next minor release.
8. The NBAC or NTAC may create a tiger team to conduct cross-Domain harmonization as an asynchronous process.
9. The NBAC or NTAC forms a tiger team to solve problems with the NIEM model.

10. Tiger team results will be made available in a partition of the publication area. This partition may hold schema documents containing additions to, and extensions of, the NIEM Core namespace. Each schema document is published with a unique namespace distinct from the NIEM Core namespace. The Domains and IEPDs may use the schema documents in Domain updates. These contents will be considered during the Domain reconciliation process, step 6 above, and a supporting schema document containing additional Core content may be published with the periodic minor release.
11. In Core synchronization, cross-Domain harmonization and Domain reconciliation are incorporated into a new major release every 24 months. The NIEM Core namespace is updated based on the resolved issues in the issue tracking area and the published updates from the Domains and tiger teams. Domain definitions are dependent on the previous NIEM Core, and harmonized with the updated NIEM Core namespace.
12. The new NIEM major release also results in an updated NIEM Core namespace. This release has a two-part numeric version identifier that ends in "0," such as "4.0".

4 NIEM Versioning Governance

The NIEM Versioning Governance ensures that domain changes are available in a concrete form that may be incorporated into the next NIEM release. It also ensures that NIEM releases are scheduled enabling incorporation of recent domain changes. It has authority to make required modifications in order to ensure consistency between the Domains and Core.

4.1 Domain Reconciliation

NIEM is designed to facilitate information-sharing among different agencies, and between the Domains and COIs they represent. NIEM governance involves the ESC, the NMO, the NTAC, and the NBAC, who all participate in the Domain reconciliation process. Conflicts between Domain updates are resolved through the NBAC, resulting in a reconciled, coherent schema document set that is published as a minor release.

The NIEM version architecture enables Domains to publish updates on their own timelines without having to wait for NIEM governance or other Domains to act. This architecture ensures all updates are available for use in IEPDs or other uses of NIEM schema documents. It also ensures NIEM releases are available to developers at regularly scheduled intervals, will be easy to use, and are free of structural inconsistency.

This architecture ensures Domain changes are available to be incorporated into the next NIEM release, and that NIEM releases are scheduled to incorporate recent Domain changes. NIEM governance has the authority to make modifications to ensure consistency between the Domains and the Core.

Once a NIEM release is published, user updates and requests for changes are posted in the issue tracking area to identify problems with the release and unmet requirements of NIEM schema documents.

Domains publish Domain updates to their namespaces as a result of the reported issues which identify the required content changes. They define and update code tables as required, and the updates are published in the publication area's Domain partitions.

The NBAC reconciles these requests with the latest published release to produce a coherent NIEM schema document set, easily used by IEPD developers.

The NBAC makes decisions on how to accommodate changes. In the publication area, Domains publish updates prior to NBAC approval, ensuring the Domains' autonomy. The NBAC determines how best to migrate these updates into the next minor release. It conducts Domain reconciliation annually and follows these steps:

1. Gather and prepare input for the reconciliation process. The input comes from open issues in the issue tracking area, and from Domain partitions in the publication area. The content of the publication area is evaluated for impact.
2. Reconcile proposed Domain updates. The NBAC reviews the previous NIEM release and applies the changes requested by the Domains. It evaluates the proposed Domain updates, and approves or modifies them as required to maintain high quality across all NIEM schema documents.

4.2 NBAC Issue Resolution

The NBAC will resolve many issues of cross-Domain conflict through Domain reconciliation. This may include changes to one Domain affecting others, or overlapping content between Domains. Through reconciliation, the NBAC will make adjustments as needed to ensure Domain updates maintain the overall quality of the NIEM release.

The NBAC may conduct additional harmonization during its periodic Domain reconciliation, and may address issues of varying complexity. It may try to resolve one or more aspects of harmonization across the NIEM model, such as vocabulary consistency. It is likely time will be short and the level of effort limited during reconciliation. Broad changes are handled in a separate process, called cross-Domain harmonization.

The NBAC is the designated body for harmonization, and may make any decision it deems prudent to integrate Domain updates with the previous NIEM release. This may include modification of dependent namespaces to accommodate Domain changes, the creation of new elements for indirect (substitution) methods, and modification of definitions and component names.

The NBAC may also choose to reject, in whole or in part, any Domain update. The rejected Domain content is still available (without change) in the publication area. However, it will not be part of Domain reconciliation, nor included in future NIEM releases. The NBAC has the responsibility to act in the best interest of the entire NIEM community. It rejects Domain content when necessary to protect community interests, and provides written justification when doing so.

5 Release Schedule

The NIEM version architecture is designed to be agile by accommodating frequent changes and responding efficiently to stakeholder changing requirements. NIEM Version architecture facilitates the ability to execute predictable, repeatable, and consistent release cycles, while allowing its Domains to publish updates independently on their own timelines.

5.1 Release Cycles

NIEM schedules are typically published in the third quarter of the fiscal year. Schedule changes are determined by NIEM governance and the NMO. The NIEM program performs two consecutive minor release cycles within each three-year period, then follows with a major release cycle.

The NMO schedules a release date for the beginning of the target quarter, though it may shift to accommodate additional pre-release phases or other unforeseen events. This adds flexibility and safety to the schedule. The NMO communicates anticipated scheduling details to the NIEM community.

For each release cycle, the NMO assigns a release coordinator selected from the major stakeholders. The release coordinator monitors and reports progress to the NMO, NTAC, NBAC, and Domains; resolves issues of schedule and scope; and coordinates participating entities including the NIEM governance committee, Domains, and release manager.

NIEM will not ordinarily issue a minor release to previous major version series, such as version 2.0. However, a request by a Domain or other entity to issue a minor release for a request; i.e., version 2.1, is jointly considered by the NMO, NBAC, and NTAC. If approved, it will be executed between annual release cycles, since the scope of change is expected to be small.

5.2 Release Cycle Stages

A typical NIEM release cycle consists of three basic stages of development, each of which may require several iterations:

1. **Alpha** is the initial stage of a release cycle, where the primary focus is integrating architectural improvements. The most significant types of architectural improvements are volume and scale.
2. **Beta** is the midterm stage of a release cycle. The developing release has stabilized and is available for testing. Only minor changes will be accomplished, if approved.
3. **Release Candidate** is the final stage. A release candidate is potentially an operational release, and only extremely minor corrections to it are allowed. These include minor corrections to character strings, names, definitions, and namespaces. At this stage absolutely no architectural or significant content changes are allowed; any such changes will require regenerating the release as a beta product. Diligence must be taken to ensure quality and conformance before publication. If flaws are discovered, the release may revert to the beta, or even alpha, stage.

5.3 Release Cycle Exceptions

Two minor releases and one major release in a three-year period are allowed. Each annual release cycle should anticipate the need for future model changes.

In special circumstances, the NTAC, NBAC, Domains, and NMO may jointly elect to adjust the schedule as needed. Release cycle exceptions may:

- Cancel a minor release, if there is insufficient need for Domain and code table changes.
- Postpone a major release for a year, if there are insufficient architectural and Core changes. In this case, the expected major release may be replaced by a minor release to accommodate regular Domain and code table changes.
- Advance a major release, if there are high priority architectural or Core changes. In this case, the scheduled minor release would be cancelled.

6 Conclusion

The Governance Process Plan details the NIEM version architecture which ensures that all updates to schemas are available for use in IEPDs. Additionally, NIEM releases are available to NIEM developers at regularly scheduled intervals, and those releases are easy to use and structurally consistent. It also ensures domain changes are available in a concrete form for incorporation and scheduling in the next NIEM release. The NMO communicates anticipated scheduling details to the NIEM community for internal planning purposes to ensure the effectiveness of IT

program governance. NIEM governance has the authority to make required modifications to ensure consistency between the Domains and Core.

7 References

- Establishing Domain Governance: https://www.niem.gov/communities/domain-governance NIEM High Level Version Architecture (HLVA), Version 3.0. Available at: https://reference.niem.gov/niem/specification/high-level-version-architecture/3.0/
- NIEM Domain Update Specification, Version 1.0. Available at: http://reference.niem.gov/niem/specification/domain-update/1.0/
- NIEM Model Package Description (MPD) Specification, Version 3.0.1. Available at: https://reference.niem.gov/niem/specification/model-package-description/3.0.1/
- NIEM Naming and Design Rules (NDR), Version 4.0. Available at: https://reference.niem.gov/niem/specification/naming-and-design-rules/4.0/
- NIEM Conformance, Version 3.0. Available at: https://reference.niem.gov/niem/specification/conformance/3.0/

7.1 Biometrics Domain Change Confirmation Agreement

Department of Homeland Security
Office of Biometric Identity Management

Biometrics Domain Change Confirmation Agreement

1. Purpose

The National Information Exchange Model (NIEM) Biometrics Domain Executive Committee (NBDEC) members consist of the following:

- Biometrics Domain Chair, from the Department of Homeland Security (DHS), Office of Biometrics Identity Management (OBIM);
- Biometrics Domain Co-Chair, from the Department of Justice (DOJ)/Federal Bureau of Investigation (FBI);
- Biometrics Domain Co-Chair, from the Department of Defense (DoD);
- Biometrics Domain Ombudsman, from the National Institute of Standards and Technology (NIST) Ombudsman.

The purpose of the Biometrics Domain Change Confirmation Agreement is to ensure that the NBDEC have confirmed changes being implemented for official incorporation into the NIEM Biometrics Domain.

2. Scope

This agreement ensures all members of the NBDEC have the opportunity to participate in the domain's change confirmation process. The confirmation of the changes are in accordance with the frameworks and protocols provided in the Biometrics Domain Charter.

The NBDEC goals are to ensure changes and the process to make those changes maintain a focus in fostering development and harmony within the Biometric domain to achieve domain independence, while facilitating domain self-service.

Domain independence ensures there are domain specifications and processes that decouple the domain from the NIEM Core development timeline. This allows domains to publish specification updates per domain requirement and domain-specific timelines rather than per Core update timelines.

Maintaining a well documented change process ensures domain "Self-service" is independent, meaning the domain has the authority, autonomy and capability to maintain its own content development and management. This ensures proactive engagement within the domain and benefits overall NIEM scalability as domains lend to the NIEM Core reach and utility.

1

3. Authorities

The authorities that govern this document are the NIEM Biometrics Domain Executive Committee (NBDEC) members.

- NIEM Biometrics Domain Chair - DHS OBIM: _____
- NIEM Biometrics Domain Co-Chair - DOJ/FBI: _____
- NIEM Biometrics Domain Co-Chair – DoD: _____
- NIST Ombudsman – NIST: _____

4. Change Document

This confirmation specifically corresponds to the following NIEM Release:

NIEM Release _____

Changes will be submitted to the NIEM Business Architecture Committee (NBAC) on behalf of the Biometrics Domain for their review and consideration.

The suggested changes are documented in a Change Request spreadsheet in accordance with the the NBAC procedures.

This confirmation agreement is for the NBAC Change Request spreadsheet titled: _____.

Additional information on these changes is listed below:

Date Revised: 06/01/2020 2

5. Signature(s)

The signatures below act as confirmation of changes being submitted for official incorporation into the NIEM Biometrics Domain.

Name:
NIEM Biometrics Domain Chair
DHS OBIM

Date

Name:
NIEM Biometrics Domain Co-Chair
DOJ/FBI

Date

Name:
NIEM Biometrics Domain Co-Chair
DoD

Date

Name:
Ombudsman
NIST

Date

Acronyms and Abbreviations

DHS	Department of Homeland Security
DOD	Department of Defense
DOJ	Department of Justice
FBI	Federal Bureau of Investigation
NBAC	NIEM Business Architecture Committee
NBDEC	NIEM Biometrics Domain Executive Committee
NIEM	National Information Exchange Model
NIST	National Institute of Standards and Technology
OBIM	Office of Biometric Identity Management

Appendix A Glossary of Abbreviations, Acronyms, and Initialisms

COI	Community of Interest
CS	Core Supplement
DHS	Department of Homeland Security
DNA	Deoxyribonucleic acid
DOJ	Department of Justice
ESC	Executive Steering Council
ICAO	International Civil Aviation Organization
IDENT	Automated Biometric Identification System
IEPD	Information Exchange Package Documentation
INCITS	International Committee for Information Technology Standards
ISO	International Organization for Standardization
HLVA	High Level Version Architecture
MPD	Model Package Description
NBAC	NIEM Business Architecture Committee
NBDEC	NIEM Biometrics Domain Executive Committee
NBDWG	NIEM Biometrics Domain Working Group
NCCT	NIEM Configuration Control Tool
NDR	Naming and Design Rules
NIST	National Institute of Standards and Technology
NMO	NIEM Management Office
OBIM	The Office of Biometric Identity Management
W3C	World Wide Web Consortium
XML	Extensible Markup Language
XSD	XML Schema Definition