

For: Washington, DC, and State and County Offices

Survey for FSA GIS Applications

Approved by: Deputy Administrator, Management



1 Overview

A Background

FSA is required to measure the performance of IT systems and investments as part of the Capital Planning Process. To successfully address the performance of GIS applications within FSA business operations, ITSD has designed a survey to be administered to County Office users and State GIS support personnel, asking how FSA’s GIS software performs against their expectations and needs. This information will be used in the annual Exhibit 300 that is submitted to OMB and is crucial to receiving ongoing budget support for the program. The survey results will form the baseline for measuring our success at integrating GIS into FSA business operations in the future.

B Purpose

The survey:

- will consist of 10 questions plus a small number of open open-ended comments and should take approximately 5-10 minutes to complete
- is hosted on the GIS Office Sharepoint site
- can be accessed from the respondents’ desktops; the following link to the survey will be sent to each participant
<https://fsa.sc.egov.usda.gov/mgr/GIS/giso/Shared%20Documents/Forms/AllItems.aspx>.

The survey participants will come from the following 3 FSA populations:

- County Office GIS users
- State Office GIS personnel who support County Office users
- Washington, DC, CEPD, PECD, and PSD program staffs that sponsor the GIS applications.

| Disposal Date | Distribution |
|----------------------|--|
| November 1, 2009 | Washington, DC, and State Offices; State Offices relay to County Offices |

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1 Overview (Continued)

B Purpose (Continued)

All State Office GIS personnel will be surveyed. In addition, a random selection of County Office sites will be generated at the National Office and communicated to the State GIS personnel who will then communicate down to the Field Offices. The targeted number of County Office sites is 350. Once the sites have been selected, the State GIS personnel will be asked to identify a minimum of 1 user who is engaged in using GIS at each of the selected County Office sites. On average, there will be 7 sites per State selected with obvious limitations based on the number of County Offices to select from. The time required for the State GIS personnel to create the contact list for the GIS office should be minimal.

The survey needs to be completed by **COB October 9, 2009**.

C Contact

Direct questions about this notice to either of the following project leads:

- Deborah Staples by telephone at 202-720-0781
- Sherman Pitman by telephone at 816-926-2623.

2 Action

A Washington, DC, Action

Washington, DC, shall e-mail:

- the FSA State GIS specialist and/or FSA State GIS coordinator a list of selected County Office sites for the survey within each State
- the FSA State GIS specialist and/or FSA State GIS coordinator a link for the survey
- selected Washington, DC, PECD, CEPD, and PSD program staff a link for the survey.

Selected Washington, DC, PECD, CEPD, and PSD program staff shall take the survey by accessing the survey over the Internet with the provided link.

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2 Action (Continued)

B State Office Action

State Offices shall notify each selected County Office site that a minimum of 1 person but preferably 2 shall take the survey.

Note: Respondents can be CED's, program specialists, or staff who uses the GIS applications the most. The survey shall be accessed over the Internet with the provided link.

State GIS specialists and/or State GIS coordinators should take the survey by accessing the survey over the Internet with the provided link.

C County Office Action

County Office selected staff shall take the survey once notified of the activity by the State Office within the given timeframe.