

For: County Offices

**Geographic Information System (GIS) Training – Session VII**

Approved by: State Executive Director



**1 Overview**

**A  
Background**

County Offices that have received their Mosaic Digital Ortho Quad photography (MDOQ) and a digitized Common Land Unit (CLU) shapefile will be required to maintain the CLU in the future. The National Office has developed a training session for these offices in the use of the ArcView software and the CLU Maintenance Tool.

**B  
Purpose**

The purpose of this notice is to inform particular counties of a training session covering the following areas:

- Basic ArcView training, file location, and backup
- Maintenance of the CLU layer due to reconstitutions, corrections, and ongoing changes to the CLU line work.

**Disposal**

May 1, 2003

**Distribution**

County Offices

**OK Notice CP-676**  
**OK Notice PM-1363**

**2 Training Scheduled**

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**A**  
**Training Site and**  
**Attendees**

The training which will be conducted at the STO in the NRCS Training Room (Room 203) will begin on Tuesday, February 25, 2003, at 10:00 a.m. and will conclude on Thursday, February 27, 2003, by 3:00 p.m.

The counties that will attend Session VII are as follows:

Atoka	Beaver	Cimarron	Craig	Dewey	Harper
Jefferson	Kay	Nowata	Osage	Pawnee	Texas

One person from each county shall attend. Attendees may include the CED or the PT who will be responsible for maintenance of the CLU layer (i.e., farm, field, and tract boundaries). The CED shall determine the person who will attend from the county. Counties shall send the names of the participants to Bill James by e-mail to bill.james@ok.usda.gov, by February 14, 2003.

All training material will be provided. Counties shall review handbook 8-CM (Rev. 1), prior to attending the training.

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**B**  
**Lodging**

Rooms have been blocked at the Hampton Inn in Stillwater, Oklahoma, for overnight lodging for the training attendees for the nights of February 25 and 26, 2003. Cimarron, Texas, Beaver, Harper, and Jefferson counties are authorized overnight lodging on February 24, 2003, also. Pawnee County is not authorized overnight lodging. Each employee attending must contact the Hampton Inn no later than February 10, 2003, to reserve a room. The phone number is 405-743-1306. The rooms are blocked in the name of USDA Farm Service Agency and the rate is \$55 plus tax.

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**OK Notice CP-676  
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**2 Training Scheduled (Continued)**

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**C  
Accommodation  
Requirements**

Persons with disabilities who require accommodations to attend or participate in this meeting should contact Bill James at 405-742-1162 by February 18, 2003.

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**D  
Travel Authorization**

Each employee must have an approved AD-202, Travel Authorization before incurring travel expenses. This notice does not constitute an approved travel authorization. The per diem rate for Stillwater is \$85.00 per day (\$55 Lodging, \$30.00 M&IE).

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