

For: County Offices

Geographic Information System (GIS) Training – Sessions V and VI

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

March 1, 2003

Distribution

County Offices

**OK Notice CP-675
OK Notice PM-1354**

2 Training Scheduled

**A
Training Site and
Attendees**

The training will be conducted at the STO in the FSA training room (Room 102H). Session V training will begin on Tuesday, January 7, 2003, at 10:00 a.m. and will conclude on Thursday, January 9, 2003, by 3:00 p.m. Session VI training will begin on Tuesday, January 14, 2003, at 10:00 a.m. and will conclude on Thursday, January 16, 2003, by 3:00 p.m.

The counties that will attend Session V are as follows:

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

The counties that will attend Session VI are as follows:

Beckham	Blaine	Cleveland	Comanche	Ellis	Greer
Harmon	Kiowa	McClain	Roger Mills	Washita	Woodward

One person from each county shall attend. One additional person from each office will be trained at a later date. 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 January 2, 2003.

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

**B
Lodging**

Session V

Rooms have been blocked at the Best Western in Stillwater, Oklahoma, for overnight lodging for the training attendees for the nights of January 7 and 8, 2003. Cimarron, Texas, Beaver, Harper, and Jefferson counties are authorized overnight lodging on January 6, 2003, also. Pawnee County is not authorized overnight lodging. Each employee attending must contact the Best Western no later than December 31, 2002 to reserve a room. The phone number is 405-377-7010. The rooms are blocked in the name of Farm Service Agency and the rate is \$55 plus tax.

Continued on the next page

2 Training Schedule (Continued)

**B
Lodging
(Continued)**

Session VI

Rooms have been blocked at the Best Western in Stillwater, Oklahoma, for overnight lodging for the training attendees for the nights of January 14 and 15, 2003. Beckham, Greer, Harmon, Kiowa, Roger Mills, and Ellis counties are authorized overnight lodging on January 13, 2003, also. Each employee attending must contact the Best Western no later than January 6, 2003 to reserve a room. The phone number is 405-377-7010. The rooms are blocked in the name of Farm Service Agency and the rate is \$55 plus tax.

**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 January 2, 2003.

**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, \$35.00 M&IE).
