

For: County Offices

Geographic Information System (GIS) Training – Session VIII

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

2 Training Scheduled

A Training Site and Attendees

The training, which will be conducted at the STO in the FSA Training Room (Room 102H), will begin on Tuesday, March 4, 2003, at 10:00 a.m. and will conclude on Thursday, March 6, 2003, by 3:00 p.m.

The counties that will attend Session VIII are as follows:

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

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 24, 2003.

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

B Lodging

Rooms have been blocked at the Hampton Inn in Stillwater, Oklahoma, for overnight lodging for the training attendees for the nights of March 4 and 5, 2003. Beckham, Greer, Harmon, Kiowa, Roger Mills, and Ellis counties are authorized overnight lodging on March 3, 2003, also. Each employee attending must contact the Hampton Inn no later than February 22, 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.

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 24, 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, \$30.00 M&IE).
