

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
100 USDA, Suite 102  
Stillwater, OK 74074-2653

**OK Notice CP-679**  
**OK Notice PM-1372**

**For:** County Offices

**Geographic Information System (GIS) Training – Sessions IX and X**

**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**

July 1, 2003

**Distribution**

County Offices

## 2 Training Scheduled

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### A Training Site and Attendees

**Session IX** training which will be conducted at the STO in the NRCS Training Room (Room 231) will begin on Tuesday, April 22, 2003, at 10:00 a.m. and will conclude on Thursday, April 24, 2003, by 3:00 p.m.

The counties that will attend Session IX are as follows:

Bryan Choctaw/Pushmataha Cotton Garvin/Murray Grady  
Johnston Kiowa Love/Carter/Marshall McCurtain Payne  
Pontotoc Woods

**Session X** training which will be conducted at the STO in the FSA Training Room (Room 102H) will begin on Tuesday, April 29, 2003, at 10:00 a.m. and will conclude on Thursday, May 1, 2003, by 3:00 p.m.

The counties that will attend Session X are as follows:

Atoka Bryan Choctaw/Pushmataha Cotton Garvin/Murray  
Grady Johnston Love/Carter/Marshall McCurtain Payne  
Pontotoc Woods

One person from each county listed above shall attend each session except Atoka and Kiowa, which will only attend the session indicated above. 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](mailto:bill.james@ok.usda.gov), by April 7, 2003.

All training material will be provided. Counties shall review handbooks 8-CM (Rev. 1) and 2-CP (Rev. 15) Part 5 Section 2, prior to attending the training.

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**B**  
**Lodging**

Rooms have been blocked at the Best Western in Stillwater, Oklahoma, for overnight lodging for the training attendees for the nights of April 22 and 23, 2003, and April 29 and 30, 2003. Bryan, Choctaw/Pushmataha, and McCurtain counties are authorized overnight lodging on April 21, 2003, and April 28, 2003, also. Payne County is not authorized overnight lodging. Each employee attending must contact the Best Western no later than April 7, 2003, to reserve a room. The phone number is 405-377-7010. The rooms are blocked in the name of USDA Farm Service Agency and the rate is \$55 plus tax.

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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 April 15, 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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