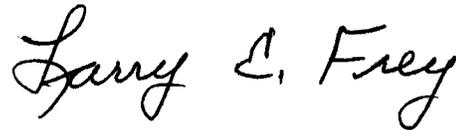


For: Oregon County Offices

GIS Maintenance Training

Approved by: Larry Frey, State Executive Director



1 Overview

A

Purpose

To inform participants of the next GIS Maintenance Training session.

B

Background

Ed Aschliman, the Trainer, will be training FSA employees on how to maintain their Common Land Unit (CLU) data when the Digitizing Center has completed work on their maps.

This session will be in the Tangent Service Center on October 8 to 11.

Disposal Date:

November 1, 2002
9/13/02

Distribution:

Oregon County Offices,

OR Notice GEN-96

2 Training Information

A

Training Meeting

The GIS Maintenance Training will be held on October 8 to 11, in the conference room of the Tangent Service Center.

The address of the Tangent Service Center is:

33630 McFarland Road
Tangent, OR 97389-9627
(541) 967-5925

The training will start at 1 PM on Tuesday, October 8, 2002 and is scheduled to end by early Friday afternoon.

B

Training Participants

Training will be limited to the following persons as space and equipment is limited.

Andrew Schmidt	Jim Worledge
Bill Williams	Lela Kunkle
Bret Harris	Linda Watson
Charles Newhouse	Marla Wiley
Darca Glasgow	Marti Hamilton
Debbie Arntz	Maryanne Webster
Denise Martin	Pam Davis
Diane Rabbe	Rick Block
Harvey Bush	Sandy Young
Ilene Berry	Tom Falvey
Jennifer Isley	Toni Williams
Lee Go	

Anyone listed above who cannot attend must E-mail Fred Ringer in the STO immediately.

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2 Training Information, Continued

C

Mileage and Per Diem

Government vehicles should be used for travel when available. Mileage is authorized for all employees. Carpooling is encouraged. Per Diem rates for the training meeting are shown in the following table:

Location	Maximum Lodging	Meals and Incidental Expenses	Total
Linn County	\$55	\$30	\$85

D

Lodging and Hotel Information

Each participant will be responsible for making his or her own hotel reservations.

Tangent is located within a few miles from either Corvallis or Albany, Oregon. A hotel from each city will be provided in this notice, but does not mean that these establishments are endorsed by FSA.

Phoenix Inn Suites
Mr. Daniel Chavez, General Manager
3410 Spicer Dr SE
Albany, OR 97322
(541) 926-5696
(888) 889-0208
Fax: (541) 926-6232
albphx@dnc.net
www.phoenixinnsuites.com

Super 8 Corvallis OR
407 NW 2nd St
Corvallis, Oregon 97330-6441
541/758-8088
800/800-8000

Participants are free to find other accommodations at other establishments within the local area. These 2 links will provide you a place to start your search.

<http://www.visitcorvallis.com/lodging.html>

http://www.albanychamber.com/directory/business_directory-129.html

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3 Contacts

A

District Directors

Direct questions about authorization for attendance, travel, and other similar matters to your DD.

B

STO Contact

Contact Connie Tucker or Marjorie Crooker for questions concerning travel documentation and regulations or recording your training session.

Contact Lee Go or Fred Ringer if you have questions regarding the training.

Persons with disabilities who require accommodation to attend or participate in this meeting should contact Lee Go at (503) 692-3688 Ext. 253 (Voice) or Federal Relay Service at 1-800-877-8339 (TDD) or by e-mail at Lee.Go@or.usda.gov by September 30, 2002.