

**For:** State Offices

**GIS State Coordinators Training**

**Approved by:** Acting Deputy Administrator, Farm Programs



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**1 Overview**

**A**

**Background**

Three GIS State Coordinators training sessions have been scheduled for 1999:

- Tucson, Arizona, from March 15 through March 19, 1999
- Omaha, Nebraska, from April 19 through April 23, 1999
- Washington, DC, from May 3 through May 7, 1999.

Participants have been assigned to a training location based on number of terminals at a site, participant proximity, and cost of travel.

Introduction to spatial concepts, GIS, and ArcView 3.1, including hands-on exercises, will be covered. The goal of the training is to provide State GIS Coordinators with a basic understanding of GIS technology and a familiarity with GIS terminology.

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**B**

**Purpose**

This notice provides:

- the scheduled dates and times of the training sessions
  - information about hotel accommodations and transportation for Tucson
  - information about travel authorization for the attendee from each State
  - information on changing an assigned training location
  - Exhibit 1, matching participants with their assigned training location.
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|----------------------|---------------------|
| <b>Disposal Date</b> | <b>Distribution</b> |
| August 1, 1999       | State Offices       |

## Notice CM-404

### 2 Training Schedule

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#### A

#### Training Dates for Tucson

The training session for Tucson will begin Monday, March 15, 1999, at 1:00 p.m. and end on Friday, March 19, 1999, by 12:00 p.m.

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#### B

#### Training Dates for Omaha

The training session for Omaha will begin Monday, April 19, 1999, at 1:00 p.m. and end on Friday, April 23, 1999, by 12:00 p.m.

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#### C

#### Training Dates for Washington, DC

The training session for Washington, DC, will begin Monday, May 3, 1999, at 1:00 p.m. and end on Friday, May 7, 1999, by 12:00 p.m.

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### 3 Hotel and Travel Authorization Information

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#### A

#### Hotel Information for Tucson

Each participant scheduled for Tucson was contacted on **Monday, March 1, 1999**, and advised to make their own reservations directly with the DoubleTree Hotel at 445 South Alvernon Way, Tucson, AZ, 85711. The telephone number is 520-881-4200.

**Note:** Participants shall identify themselves as a participant of the State GIS Coordinators Training.

All reservations should be confirmed immediately upon receipt of this notice.

The room rate will be \$79.00, plus tax, for a single room each night and must be guaranteed for late arrival (after 6:00 p.m.) by using a credit card.

A block of rooms has been reserved with check-in on Monday, March 15, 1999. A small block of rooms has also been reserved with check-in on Sunday, March 14, 1999.

**Note:** All guest rooms must be guaranteed by **Monday, March 1, 1999**, or the rooms will be available on a first-come first-served basis.

Persons with special needs who require accommodations to attend or participate in this training shall contact the hotel and airlines.

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**3 Hotel and Travel Authorization Information (Continued)**

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**B**

**Travel  
Authorization**

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. This notice does not constitute an approved travel authorization. The per diem for Tucson, Arizona, is \$117 a day (\$79 for lodging and \$38 for M&IE).

Participants shall make their own travel arrangements as soon as possible, using the most efficient means of transportation.

Travel will be charged to State Controlled Travel.

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**C**

**Transportation  
for Tucson**

Transportation to and from the hotel can be arranged through the Arizona Stage Coach Company which continuously runs shuttles and can be found by looking for a stagecoach just outside the airport doors. The cost of this shuttle is approximately \$8.50 one-way. Taxi service is approximately \$15 for a trip to the hotel for 1 person, but will be less for a group of people.

The hotel is approximately 1-1/2 miles from the training site.

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**D**

**Hotel and  
Transportation  
Information for  
Other Sites**

Hotel and airport transportation information for Omaha, Nebraska, and Washington, DC, will be provided later by memo to the participants attending those training sessions.

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**E**

**Training  
Materials**

A package of training materials will be provided to each participant at the GIS Coordinators Training session.

**Note:** State GIS Coordinators will **not** be provided GIS software as part of the training.

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**F**

**Persons With  
Disabilities**

Persons with disabilities who require accommodations to attend or participate for this training should contact Christina Lief on 202-690-0662 or TTY 202-418-9116 or notify the hotel and airlines directly.

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## Notice CM-404

### 4 Action

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#### A State Office and Participant Action

State Office and participants shall take the following action:

- by **Monday, March 1, 1999**, participants in the Tucson session shall register directly with the DoubleTree Hotel
  - each participant shall complete SF-182, according to 6-PM, to document this training
  - if a participant needs special accommodations, participant shall notify the hotel and airlines directly.
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#### B Additional Information or Assistance

Contact Christina Lief on 202-690-0662 for any of the following:

- additional information regarding the training
  - confirmation of placement in a training session
  - changing an assigned training session.
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**Participants Assigned to Training Sites**

| <b>Training Site</b> | <b>State</b>   | <b>State GIS Coordinator</b> |
|----------------------|----------------|------------------------------|
| Omaha                | Alabama        | Jeff Knotts                  |
| Omaha                | Arkansas       | Tony Franco                  |
| Omaha                | Georgia        | Clark Weaver                 |
| Omaha                | Illinois       | Doug Bailey                  |
| Omaha                | Indiana        | Doug Hovermale               |
| Omaha                | Iowa           | Mike Musel                   |
| Omaha                | Kansas         | Scott Willbrant              |
| Omaha                | Kentucky       | Norm Leppert                 |
| Omaha                | Michigan       | Rod Stocking                 |
| Omaha                | Minnesota      | Dan Hockert                  |
| Omaha                | Mississippi    | J.B. Holloway                |
| Omaha                | Missouri       | Bo Wendleton                 |
| Omaha                | Nebraska       | Mike Sander                  |
| Omaha                | North Dakota   | Bryan Olschlager             |
| Omaha                | Ohio           | Don Grube                    |
| Omaha                | South Carolina | Frank Lake                   |
| Omaha                | South Dakota   | Allen Barton                 |
| Omaha                | Tennessee      | Pat Gibson                   |
| Omaha                | Wisconsin      | Ken Anderson                 |
| Omaha                | Wyoming        | Ken Boulter                  |
| Tucson               | Alaska         | Jim LaVoie                   |
| Tucson               | Arizona        | Allen Muendar                |
| Tucson               | California     | Jerome Jeffries              |
| Tucson               | Colorado       | Dave Schneider               |
| Tucson               | Florida        | Debby Zenuch                 |
| Tucson               | Hawaii         | Steven Bazzell               |
| Tucson               | Idaho          | Jack Grover                  |
| Tucson               | Louisiana      | Bob Manuel                   |
| Tucson               | Montana        | Edna Price                   |
| Tucson               | Nevada         | Jim Tegeler                  |
| Tucson               | New Mexico     | Scotty Abbott                |
| Tucson               | Oklahoma       | Danny Lee                    |
| Tucson               | Oregon         | Fred Ringer                  |
| Tucson               | Texas          | Bryan Crook                  |
| Tucson               | Utah           | Boyd Critchfield             |
| Tucson               | Washington     | Genie Caudill                |
| Unknown              | Puerto Rico    |                              |

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**Participants Assigned to Training Sites (Continued)**

| <b>Training Site</b> | <b>State</b>   | <b>State GIS Coordinator</b> |
|----------------------|----------------|------------------------------|
| Washington, DC       | Connecticut    | Rosemary Belliveau           |
| Washington, DC       | Delaware       | Robin Talley                 |
| Washington, DC       | Maine          | Brent Mullis                 |
| Washington, DC       | Maryland       | Connie Byler-Hsu             |
| Washington, DC       | Massachusetts  | Noreen Vassallo              |
| Washington, DC       | New Hampshire  | Linda Grames                 |
| Washington, DC       | New Jersey     | Chris Scheirer               |
| Washington, DC       | New York       | Sue Montana                  |
| Washington, DC       | North Carolina | Keith Weatherly              |
| Washington, DC       | Pennsylvania   | Jackie Stonfer               |
| Washington, DC       | Rhode Island   | Marilu R. Soileau            |
| Washington, DC       | Vermont        | John St Onge                 |
| Washington, DC       | Virginia       | Jack Huber,                  |
| Washington, DC       | West Virginia  | Rick Snuffer                 |