

For: FSA Offices

Establishing Global Groups for Geodata

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

The Service Center Agencies, along with our partners, are establishing an enterprise geospatial system. This system consists of hardware (including personal computers, network servers, Global Positioning Systems (GPS), field data collection devices, plotters, printers, and digital cameras) and software (including ESRI products, developed extensions, GPS Garmin, and Photolink software) supplied under the Common Computing Environment (CCE). Geospatial data that is used, maintained, and managed by the Service Centers is also a part of the overall system architecture.

To support better Service Center Agency program management, geospatial data management in the Service Centers must become a standard process applicable to all offices. It will take a high level of organization in each State to ensure that geospatial data and maps are used correctly, sound decisions are made, and the data management is not overly burdensome. To facilitate this process, the following will occur.

- Data that is currently stored separately on PC's in the Service Centers will be consolidated into a standard set of Windows Operating System subfolders stored in a shared geodata folder on a shared server.
- Directory tree structure and names of individual folders and files will be standardized. See Exhibit 1 for reasons for standard folders and file names.
- Permissions will be established on each of these folders to ensure that data can be shared and protected as appropriate.

Note: See the Manual for Managing Geospatial Datasets in Service Centers (Version 4.0, February 2003, AFY00.60000-00-UA0-SCM) for more information on managing geospatial data. The manual can be found at <http://www.gis.sc.egov.usda.gov/geodata-mgmt/index.html>

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1 Overview (Continued)

B Purpose

The administrative tasks to maintain the user groups and permissions will fall on the Tri-agency IT staff and Geodata Administrators/Teams in each State. This notice provides instructions to the Service Centers on identifying which FSA employees should belong to which user groups and how to provide this information to their State Office.

2 Guidelines for Assigning Employees to Global Groups

A Overview

To manage the shared **f:/geodata** folder to meet the business requirements of all 3 agencies, global user groups have been established. Global groups are an organizational tool to assign read/write permissions to files. We are using global groups to better manage geospatial data.

The CCE Domain Team, working with the GIS Team, has implemented global GIS groups within the Active Directory CCE Domain. The following groups applicable to FSA have been added to Active Directory:

- gg-stcity-fsaclu Local FSA CLU Data Editors
- gg-stcity-fsade Local FSA Disaster Events and Facilities Data Administrators
- gg-stcity-fsalge Local FSA Geodata Editors
- gg-stcity-lga Local Geodata Administrators.

Each global group listed above will have a specific set of permissions for reading and/or writing files, and creating/deleting specific subfolders in the f:/geodata folder. Employees should be assigned to the global groups based on the employee's duties and responsibilities or relationship to the type of data stored in the subfolders. Because of this, global groups will, in many cases, have common members with other global groups, that is, 1 person assigned to many groups.

Note: See the Manual for Managing Geospatial Datasets in Service Centers, Version 4.0, Appendix C, for more information on the relationship of global groups to subfolders.

B Service Center and State Office Action

CED, in cooperation with the Farm Loan Manager, shall follow the subparagraphs below to assign FSA employees to the correct Geodata Global Groups and send the list of assignments to the FSA representative on the State Geodata Team. The FSA representative consults with the appropriate State Office program staff members to determine whether special training is required for members of the group before they are assigned. State Tri-agency IT staffs working with the State and Local Geodata Administrators assign group membership.

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2 Guidelines for Assigning Employees to Global Groups (Continued)

C Local Geodata Administrator

The Local Geodata Administrator should have already been selected by the local geodata team that is composed of a representative from each Agency in the Service Center. The Local Geodata Administrator acts as the point of contact for the State Geodata Administrator and, in that capacity, represents all agencies' policy concerning geospatial datasets. See Exhibit 2 for more information on the duties and responsibilities of the Local Geodata Administrator.

D FSA Local CLU Data Editors

The persons assigned to this group should be the employees responsible for maintaining the CLU data. At a minimum, at least the CLU Data Manager and 1 backup should be assigned to the group. See 8-CM, paragraph 33 for more information on CLU Service Center Manager. The FSA Local CLU Data Editors will have access to geospatial and customer/business CLU data at the Service Center with permissions to read, write, change, delete, and replicate CLU specific data files.

Examples of duties of the Local CLU Data Editors include, but are not limited to:

- editing and updating CLU boundaries
- incorporating GPS data into CLU
- digitizing new CLU's
- updating farm and tract numbers in CLU.

Note: All persons in the Service Center Users Group will have **read** access to the CLU file. Add only those Service Center employees who are or who will be responsible for maintaining CLU to the FSA Local CLU Data Editors group as the persons in this global group will have the same general responsibilities for CLU as the employees currently responsible now for maintaining the paper maps and completing reconstitutions.

E FSA Disaster Events/FSA Facilities Editors

This highly restricted FSA group will have access to view and edit geospatial location and other data relating to Fertilizer Facilities and to Food, Feed and Seed Facilities. The persons assigned to this group should be only the employees currently responsible for maintaining the existing paper listings in 1-DP, Sections 2 and 3. Once position data is collected for Fertilizer Facilities and Food, Feed and Seed Facilities, the group would be expected to maintain the data.

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2 Guidelines for Assigning Employees to Global Groups (Continued)

F FSA Local Geodata Editors

The group may, but is not required to, include the same employees as those in Local CLU Data Editors and FSA Disaster Events/FSA Facilities Editors. Specifically, the group should include FSA employees responsible for:

- entering measurement services into the GIS system
- working with FLP easements (FSA Farm Loan Manager and backup)
- working with compliance imagery
- CRP
- collecting or maintaining data for files listed under the land_site subfolder
- entering data on disaster events into GIS system
- entering data used for FLP appraisals.

The FSA Local Geodata Editors group will have access to all FSA specific geospatial data at the Service Center and permissions to read, write, change, delete, and replicate all FSA administered folders except restricted folders for CLU and Disaster Events/FSA Facilities.

G FSA Staff Users Group

The existing FSA staff global group (gg-sitename-fsa) will be used to set up this group with FSA only access to specific folders. It is not necessary to list the members of this group. FSA Staff Users Group will have:

- FSA agency only read access to specific folders (for example, measurement services) and subfolders that are restricted to access by other agencies
- read and write access to **project_data\fsa** subfolders.

H Service Center Users Group

The existing Service Center staff global group (gg-sitename-users) will be used to establish this Service Center Users Group. The Service Center Users Group will have read access to all nonrestricted folders. It is not necessary to list the members in this group.

Purpose of Standard Folders and Names

GIS usage in Service Centers is expected to create a large number of individual files, many of which will be relatively large in size. In addition, it is expected that more than 20 common geospatial datasets will be managed and distributed from national geospatial data warehouses. A standard structure for this data is essential, especially for:

- movement of data between computers within a Service Center and between Service Centers
- the introduction and future usage of automated refreshing of common datasets from national or State sources
- the fielding of national applications/tools/extensions that rely on the consistent placement of data within the computers folder structure
- the sharing of data among agencies
- The distribution of utilities and tools to make the maintenance of files and folders easier
- facilitating the development of a uniform scheduled task for the backing up of data
- facilitating the versioning of data.

The standard geodata folder, and its subfolders, will be installed on the shared (F:) drive of the network server. Files placed in these folders will follow the standard naming conventions and directory tree structure according to the Manual for Managing Geospatial Datasets in Service Centers, Version 4.0.

Roles and Responsibilities for Geospatial Data Management

A Local Geodata Administrators

Each Service Center will have Local Geodata Administrators who have the authority and permissions to maintain the content and data integrity of files and folders under the shared geodata directory. This function may be performed in the Service Center or remotely. The Local Geodata Administrator:

- has the ability to add, update, and delete files under the F:\geodata folder, except for sensitive data according to Manual for Managing Geospatial Data Sets in Service Centers, Version 4.0, Appendix C
- monitors the currency of local data files and, in coordination with the State Geodata Administrator, can refresh national or State-developed datasets as appropriate
- has permission to create folders and subfolders as necessary within that Service Center.

The Local Geodata Administrator may or may not be an FSA employee. The Local Geodata Administrators may not be assigned to this group until training has been provided by the State Office staffs on geodata data management and administration. In some cases, the State Office staff may assign members to this group if they determine that the individuals have the proper experience. Each office will have at least 1 Local Geodata Administrator and a back-up person or persons in this group.

Roles and Responsibilities for Geospatial Data Management (Continued)

B State Geodata Administrators

The State Geodata Administrator is a person from 1 of the partner agencies with responsibility that is jointly assigned by the NRCS State Conservationist, FSA State Executive Director and RD State Director in each State, to manage shared geospatial datasets for all agencies and partner organizations within the State. One or more backup administrators may be assigned from the same, or a different, agency. The backup administrators will help the identified State Geodata Administrator to manage geospatial data in a manner that is consistent with CCE geospatial data policies and recommendations. The State Geodata Administrator works with the IT staff and the State GIS Team to:

- ensure that the geodata standard is implemented in all Service Centers within their State
- administer the transfer of geospatial datasets and metadata from national and State sources to the appropriate Service Centers
- monitor and maintain quality control for data and metadata used in State and local offices

Note: Includes monitoring adherence to technical standards and policies.

- provide training on the management and usage of geospatial datasets to local data administrators and stewards
- coordinate with National Geospatial Data Centers, and other national, State and local agencies and organizations, and National Application Development Centers to facilitate the acquisition and transfer of data
- lead the State GIS Team that includes representative from NRCS, FSA, and RD and from partner organizations if appropriate.

The State Geodata Administrator:

- serves as a single point of contact for CCE management policies and recommendations regarding geospatial data
- maintains data tracking that will contain a list of all of the GIS data themes present at each Service Center that are National, Common and Shared, including the currency of the data

Roles and Responsibilities for Geospatial Data Management (Continued)**B State Geodata Administrators (Continued)**

- maintains the State-level geospatial datasets
- has access to all geospatial data for the State, excluding any “sensitive” data identified by FSA, on the network servers at the Service Center and State Office
- has permissions to read, write, change, delete folders and subfolders, or individual files
- has permissions to create folders and subfolders as necessary.

C National Data Stewards

The National Data Steward is a business-area expert who is assigned responsibility by the National Executive Sponsor for the content of the data and database. The Data Steward establishes definitions and domains for data elements; sets the procedures for collecting and certifying data and metadata; and manages the overall storage, maintenance, and distribution of the data and metadata. Certain data steward responsibilities may be re-delegated to State and local data stewards who are responsible for portions or copies of a data set.

The National Data Steward(s) will:

- act as the designated authority and point of contact for all business-area decisions concerning the data
- establish and maintain business rules and consistent definitions for data elements, including data quality and certification standards
- establish standards to ensure the validity, accuracy, and completeness of the physical data and supporting metadata
- establish a process and monitoring system to certify that the data meets quality standards
- provide for the security of the data assets.

A complete listing of national geospatial data stewards is provided in the Manual for Managing Geospatial Datasets in Service Centers, Version 4.0, Appendix G.