

**For:** State Offices

**National Geographic Information Systems (GIS) Conference**

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



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**1 Overview**

**A Background**

A National GIS Conference has been scheduled in Orlando, Florida for September 13 through September 16, 2005. Training topics will include the following:

- Roles and Responsibilities in the FSA GIS Arena
- Data Sharing and Issues Related to the Freedom of Information Act
- Creation of a CRP Data Layer
- The National Agriculture Imagery Program (NAIP)
- Common Land Unit Certification and Post-Certification
- Geodata Management
- Using Global Positioning Systems - RMA Spot checks and Policy for General Use
- Migration to ArcGIS
- GIS Enabled Applications.

Training will be held in general and small group break-out sessions. One late afternoon/early evening booth session, "GIS in Action", will be held to allow trainees to view, ask questions, and be provided hands-on access, as appropriate, to new and current applications, best practices, NAIP data, the Geodata Warehouse, and other GIS topic areas.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2005	State Offices

## Notice CM-520

### 1 Overview (Continued)

#### B Purpose

This notice provides:

- the scheduled dates and times of the conference
- authorized participants for each State Office
- information about:
  - hotel accommodations
  - airport transportation
  - training materials
  - documenting training.

### 2 Training Information

#### A Training Dates

The training session will:

- begin on Tuesday, September 13, 2005, at 8 a.m.
- end on Friday, September 16, 2005, at 10:30 a.m.

**Note:** Participants are authorized to travel on Monday, September 12 to arrive timely for training Tuesday morning.

#### B Training Location and Schedule

Orlando, Florida was identified as the most economical site for this training conference. Trainees will attend all general and small group sessions. Small group break-outs will be held in a "round-robin" mode to allow all staff to rotate through all sessions. Trainees can expect to be in class from 8 a.m. until approximately 5 p.m. each day, and to attend the "GIS in Action" session currently scheduled from 5:30 p.m. to 7 p.m. on Wednesday, September 14.

#### C Authorized Participants

Each State shall send the GIS State Specialist and GIS State Coordinator. Five SED's, 1 for each Area, will be authorized by DAFO to attend.

## Notice CM-520

### 2 Training Information (Continued)

#### D Training Materials

A package of training materials will be provided to each participant at the GIS Conference.

**Note:** Attendees that intend to ship training materials back to their respective States should bring all shipping supplies, including boxes, tape, Federal Express labels, and account information. The training manual will be a binder approximately 1½ inches thick.

### 3 Hotel and Travel Information

#### A Hotel Information

Participants shall make their own hotel reservations directly with the Wyndham Palace Hotel by calling the hotel at 407-827-3333. Reservations shall be made **before** the reservation cut-off date, August 24, 2005.

The hotel address is:

Wyndham Palace  
1900 Buena Vista Drive  
Lake Buena Vista, Florida 32830-2206.

**Note:** Participants shall identify themselves as an attendee of the USDA-GIS Conference. All reservations must be confirmed immediately upon receipt of this notice. Participants must also have their Government credit card and a copy of their travel authorization to receive the Government rate.

The Government guest room rate is \$98 and is subject to a tax rate of 11.5 percent for a single room each night. Late arrivals (after 6 p.m.) must be guaranteed using a credit card.

For additional hotel information and amenities, access the Wyndham Palace Web site at [www.wyndhampalaceresort.com](http://www.wyndhampalaceresort.com).

#### 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. Per diem for Orlando, Florida is \$145 a day (\$98 for lodging and \$47 for M&IE).

Travel for Federal State Office participants shall be charged to Washington-controlled State travel funds.

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

## Notice CM-520

### 3 Hotel and Travel Information

#### C Airport Transportation

Ground transportation from Orlando International Airport to the Wyndham Palace Hotel can be obtained by locating the Mears service counters inside the baggage claim area on Level 2 or Level 1. The shuttle for the Wyndham Palace departs from Level 1; no reservations are necessary. The cost of the shuttle is \$17 one way or \$29 round trip. Cab fare is approximately \$45 each way.

### 4 Action

#### A State Office Action

State Offices shall:

- by noon e.s.t., Friday, August 19, 2005, each State Office shall FAX a list of attendees to PECD at 202-720-0051

**Note:** List names as you wish them to appear on name badge.

- make hotel reservations as soon as possible
- document training according to subparagraph B
- contact either of the following if additional information is needed:
  - Shirley Hall, GIS Program Manager, at 202-720-3138
  - Mike Sienkiewicz, Program Specialist PECD, CPB at 202-720-8959.

#### B Documenting Training

Participants or State Training Officers shall document this training by using the Internet Combined Administrative Management System (ICAMS). The ICAMS course number is 020152, session 0001.

Direct questions about processing in ICAMS to your State Training Officer.

#### C Reasonable Accommodations

Persons with disabilities who require accommodations to attend or participate in this training session should contact Mike Sienkiewicz at 202-720-8959 or by e-mail at **mike.sienkiewicz@wdc.usda.gov** by August 19, 2005.

Notify the airlines and hotel directly of any accommodations that are necessary when making reservations.