

**For:** State and County Offices

**Relocating the Food, Feed, Seed and Fertilizer (FFSF) Facilities Geospatial Point Shapefile**

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



**1 Overview**

**A Background**

The FSA FFSF facilities geospatial point shapefile initially created in 2007 and then updated in 2008 created point features locations for each FFSF facility listing. This FFSF facilities geospatial point shapefile will continue to be used for any future emergency program needs.

The initial phase of the FFSF project was created and later updated in the Service Center directory structure (**F:\geodata\project\_data\fsa\ffsf**) because of various reasons, such as:

- expediency
- inconsistent geodata folder permissions
- global group assignments in Service Centers.

Permissions and global group assignments provide access permissions to data within the geodata folder structure for Service Center users.

At State Offices, a merged State shapefile was created and stored in a directory structure equivalent to the Service Centers "**F:\geodata\project\_data\fsa\ffsf**" directory structure. The 2007 merged shapefile was then archived to a "2007" subfolder. Currently, the 2008 merged shapefile resides in the "**F:\geodata\project\_data\fsa\ffsf**" directory structure.

Since the recent release of the updated **Manual for Managing Geospatial Datasets in Service Centers, Version 5.0** and the new **Geodata Management Script, Version 1.3**, folder access rules have been refined and made consistent for all States.

**B Purpose**

This notice instructs State and County Offices to relocate the FFSF facilities geospatial point shapefile currently residing in directory **F:\geodata\project\_data\fsa\ffsf** to the new directory location at **F:\geodata\disaster\_events\fsa\_facilities**.

<b>Disposal Date</b>	<b>Distribution</b>
August 1, 2009 3-25-09	State Offices; State Office relay to County Offices

## Notice CM-638

### 1 Overview (Continued)

#### B Purpose (Continued)

FSA employees assigned to “Global Group 5: FSA – Disaster Events/ FSA Facilities Access and Edit (gg<stcity>fsade)”, will have access to view and edit geospatial point locations and associated attribute data related to the FFSF facilities.

Step-by-step instructions for relocating the FSA FFSF facility geospatial point shapefile are provided in Exhibit 1.

The tasks outlined in this notice shall be completed by **June 1, 2009**.

### 2 Action

#### A State Office Action

State Office GIS Coordinators/Specialists shall:

- work with the State IT manager to ensure that the proper FSA employees are assigned to “Global Group 5: FSA – Disaster Events/ FSA Facilities Access and Edit (gg<stcity>fsade)”, as applicable
- ensure that the designated State Office employees are aware of the “Global Group 5: FSA – Disaster Events/ FSA Facilities Access and Edit (gg<stcity>fsade)” duties, as applicable
- relocate the merged facility shapefiles created for 2007 and 2008 from directory structure “F:\geodata\project\_data\fsa\ffsf” to directory “F:\geodata\disaster\_events\fsa\_facilities” on the State Office server.

#### B County Office Action

CED’s shall:

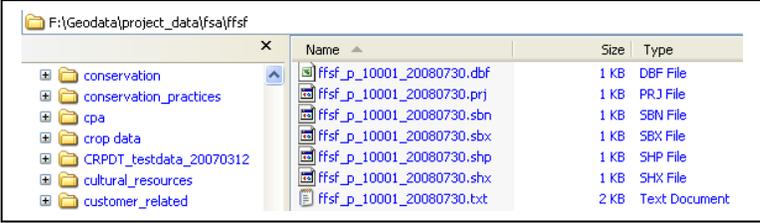
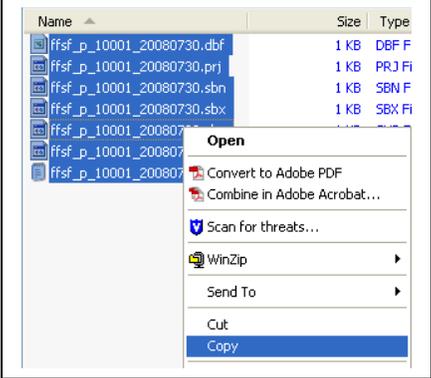
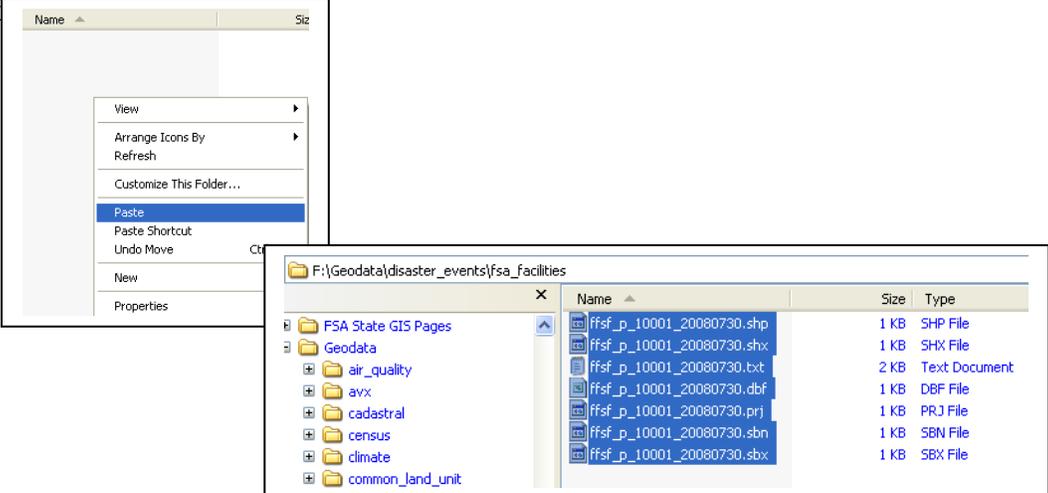
- coordinate with the State GIS Coordinator/Specialist to designate the FSA Service Center employees assigned to Group 5: FSA – Disaster Events/ FSA Facilities Access and Edit (gg<stcity>fsade).

**Note:** The designated FSA Service Center employee will relocate the FFSF facility geospatial point shapefile as applicable.

- ensure that the designated FSA Service Center employees are aware of the “Global Group 5: FSA – Disaster Events/ FSA Facilities Access and Edit (gg<stcity>fsade)” duties, as applicable
- ensure that County Offices have only 1 FFSF point feature shapefile per county that shall reside in the new directory location “F:\geodata\disaster\_events\fsa\_facilities”.

**Relocating the Facility Point Shapefile**

The following provides the steps that County Offices shall follow when relocating the FFSF facilities geospatial point shapefile.

Step	Action
1	<p>Open a Windows Explorer window and navigate to directory structure <b>F:\geodata\project_data\fsa\ffsf</b>.</p> 
2	<p>A shapefile consist of multiple files and all the files must be copied for relocating. To copy files, select all the files, right click, and select “Copy”.</p> 
3	<p>Navigate to the new “<b>F:\geodata\disaster_events\fsa_facilities</b>” directory, right click, and select “Paste”.</p> 
4	<p>Navigate back to the previous <b>F:\geodata\project_data\fsa\ffsf</b> directory. Select all files copied according to step 2, right click, and select “Delete”.</p>