

For: State and County Offices

Global Positioning System (GPS) Distribution and Handling

Approved by: Acting Deputy Administrator, Farm Programs



1 Distributing GPS Units and Digital Cameras

A

Background

Last October, FSA purchased 1,254 Global Positioning System (GPS) units and 500 digital cameras to support the Service Center’s use of Geographical Information System (GIS) in the Common Computer Environment (CCE).

Notice CP-534 provided States with a description of the GPS components, digital camera and image processing software County Offices will receive as well as the number of GPS units and digital cameras each State is expected to receive. GPS units and digital cameras will be shipped directly to the State Offices and distributed from there to the respective County Office.

B

Purpose

This notice informs State and County Offices that:

- the contractor has begun shipping the digital cameras to State Offices and the GPS units will be shipped beginning on or about January 11
- shipping of the GPS units will be done over 3 phases with the last phase scheduled to be completed on or about the second week in February
- State Offices will distribute the digital cameras and GPS units to County Offices only after performing physical inventory of each GPS unit; inventory of digital cameras is not required
- information on GPS/digital camera training will be provided in future notices.

Note: County Offices shall not open or use these tools until after training is completed.

Continued on the next page

<p>Disposal Date</p> <p>December 1, 2002</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
---	--

Notice CP-537

1 Distributing GPS Units and Digital Cameras (Continued)

C

Performing GPS Inventory

Before distributing GPS units to County Offices, State Offices shall:

- perform a physical inventory of each unit received by visually inspecting all components in each shipment container **within** 4 days of receiving the GPS units
- ensure that the components listed in Notice CP-534, Exhibit 1, Configuration 1 are in each container and undamaged
- by COB on the 4th day after receiving the equipment, respond via email to the FSA point of contact that inventory is complete and list any equipment that is missing or damaged.

Note: Photographs and description of GPS components can be found on the FSA Intranet at http://dc.ffasintranet.usda.gov/fsagis/gps_configuration.htm.
