

For: State and County Offices

Global Positioning System (GPS) Training

Approved by: Acting Deputy Administrator, Farm Programs

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1 Overview

A

Background

Last October, FSA, along with other Service Center Agencies, purchased GPS units and digital cameras to support the Service Center’s using Geographical Information System (GIS) in the Common Computer Environment (CCE).

The Department has provided funding so that GPS training can be made available in a combined setting for the 3 Service Center Agencies. For FSA, the training sessions are intended as “train the trainer” sessions and the persons attending the session will be responsible for training the remainder of FSA employees in the State.

The number of FSA participants allowed for the training sessions are based on the number of the following:

- GPS units FSA shipped to the State
- NRCS and RD participants attending from the State.

B

Purpose

Each participating agency is responsible for notifying their own participants of the training schedules. This notice provides the following information for FSA:

- scheduled training locations and dates for each State (Exhibit 1)
- travel authorization for the attendees from each State
- authorized number of participants for each State (Exhibit 1)
- training session agenda (Exhibit 2)
- process for shipment of basic data to Service Centers.

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Disposal Date	Distribution
July 1, 2002	State Offices; State Offices relay to County Offices

Notice CP-540

2 Overview (Continued)

C

Data Provided to States

As mentioned in Notice IRM-330, a process is being developed to provide data to pre-CLU counties to coincide with GPS training. An initial base layer of data will be sent on CD directly to the Service Center. The data will be a Mosaiced Digital Quarter Quads (MDOQ's), if 1 is available for the county. If MDOQ is not available, Digital Raster Graphs (DRG's) that are similar to USGS topographic maps will be provided. Maps and spreadsheets showing which counties have MDOQ's are available at <http://apfonet.apfo.usda.gov/imagerystatus.html>.

D

Data Schedule

The shipment of this initial data will be coordinated between the data providers, DAFP, and the State GIS Coordinator. Service Centers **should not** attempt to obtain the data on their own. The target date for Service Centers to receive the data will be the week following the scheduled date for the States training session as shown in Exhibit 1.

2 Training Information

A

Training Session Overview

Each training session will:

- begin on a Tuesday at 8:30 a.m.
- end on a Thursday at 4:00 p.m.
- be limited to 14 participants
- include field (outdoor) exercises involving the GPS unit
- include participants from the other agencies
- include a limited number of observers from FSA.

Note: Participants should be prepared to complete the field (outdoor) GPS exercises in any weather condition.

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Notice CP-540

2 Training Information (Continued)

B

Host State Office Action

Certain State Offices volunteered to host the training sessions. Host State Offices are shown in bold in Exhibit 1. Each **host** State Office shall:

- contact Laurie Montgomery at 202-205-7832 about arrangements for hotel rooms
 - ensure an accurate count of FSA attendees that will be in travel status
 - contact Carol Ernst at 202-720-7634 as soon as possible with the exact location of space designated for outdoor GPS exercises
 - follow Exhibit 2 to prepare for the training session
 - expect to receive CD with DOQ covering the space designated for the outdoor GPS exercises from APFO, as needed.
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C

Selecting Participants

Classes for most sessions are limited to approximately 14 participants. These participants will receive hands-on instruction designed to prepare them to provide training for their State. States are encouraged to select Service Center employees as participants using the following criteria:

- training skills
- likelihood person will use GPS and GIS on regular basis
- ability to serve as mentor for other Service Centers.

Because a certain level of understanding of GPS and GIS will be helpful to the State Specialists whose programs will be using GPS data, each session will also have a limited number of slots reserved for observers who will be permitted to attend the session, but will not receive hands-on instruction.

Notes: Exhibit 1 lists the number of FSA participants and FSA observers from each State that will be authorized to attend these initial sessions.

After the initial set of sessions outlined in Exhibit 1, FSA will be conducting a yet undetermined number of regional training sessions to provide a limited number of training slots for States.

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2 Training Information (Continued)

D

Participant Action

Each participant shall:

- bring the following:
 - **Garmin Map76 GPS unit, beacon receiver, antenna, cables, fully charged external battery, battery charger, and backpack to the meeting**
 - **Important:** The external battery for the GPS unit must be plugged into outlet for 24 hours to ensure that it is fully charged. This charge cycle can be done up to 5 days before the beginning of the training.
 - MapSource CD's that came with GPS
 - 2 double AA batteries for use in GPS unit
 - Olympus C20240 digital camera, download disk, batteries, and charger, if camera is available
 - view the introductory video produced by Garmin before beginning the training
 - have a working knowledge of how to operate a mouse and PC, with Microsoft Windows.
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3 Hotel and Travel Authorization Information

A

Travel Authorization

Each employee must have an approved AD-202 or FSA-164, as applicable, before incurring travel expenses. Participants shall make their own travel arrangements as soon as possible, using the most efficient means of transportation. **This notice does not constitute an approved travel authorization.**

Travel for State Office participants will be charged to the Washington-controlled travel funds using 98-FI for the appropriate travel code.

B

Hotel and Transportation Information

Hotel and airport transportation for training sessions will be provided later by memorandum to State Offices attending the training sessions.

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3 Hotel and Travel Authorization Information (Continued)

C Training Materials

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

Note: Participants shall bring their GPS units according to subparagraph 2 D.

4 Action

A State Office Action

State Offices shall:

- determine which participants and observers will be in travel status
 - document training in Combined Administrative Management System (CAMS) according to subparagraph B
 - advise participants with disabilities, who require accommodations to attend or participate in this training, that arrangements shall be made by contacting:
 - the airline or hotel of the special accommodations needed
 - EDSO at 202-690-2807 with any questions or the need for accommodations, such as sign language interpreter.
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B Documenting Training

Participants or the State Training Officer shall document this training by using CAMS. The CAMS course number is 020071.

Direct questions about processing in CAMS to either of the following:

- the State Training Coordinator
 - Tom Montgomery or Joe Hoffman, Training and Development Branch, HRD, at 202-720-8959.
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C Additional Information or Assistance

For additional information about training, contact either of the following:

- Shirley Hall at 202-720-3138
 - Carol Ernst at 202-720-7634.
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Training Dates, Locations, Attending States, and Number of FSA Participants and Observers

Training Dates	Training Location	Attending States	FSA Participants	FSA Observers
April 16 through April 18	Little Rock, AR	AR	4	1
		LA	3	1
	Stillwater, OK	NM	2	1
		OK	3	1
	Nashville, TN	TN	5	1
		VA	5	1
April 23 through April 25	Lexington, KY	KY	8	2
		WV	2	1
	Columbia, MO	MO	7	2
April 30 through May 2	Tualatin, OR	AK	1	1
		ID	3	1
		OR	2	1
		WA	2	1
	Lincoln, NE	NE	11	2
	Syracuse, NY	NY	4	1
		VT	1	1
May 7 through May 9	Fargo, ND	ND	4	1
		SD	4	1
	St. Paul, MN	MN	9	2
	Davis, CA	AZ	1	1
		CA	3	1
		HI	1	1
		NV	1	1
		UT	1	1

Note: Kansas, Maryland, Delaware, and New Jersey were trained in pilot sessions in early April.

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**Training Dates, Locations, Attending States, and Number of FSA Participants and Observers
(Continued)**

Training Dates	Training Location	Attending States	FSA Participants	FSA Observers
May 14 through May 16	Columbia, SC	NC	6	2
		SC	3	1
	Davis, CA Note: Additional States attending this session will be contacted by memo.	CA	1	0
		UT	1	0
	Jackson, MS	MS	11	2
May 21 through May 23	Indianapolis, IN	IN	4	1
		MI	4	1
	Concord, NH	CT	1	1
		MA	1	1
		ME	1	1
		NH	1	1
		RI	1	1
	Des Moines, IA	IA	12	2
June 4 through June 6	Gainsville, FL	AL	5	1
		FL	3	1
		PR	1	1
	Athens, GA	GA	12	2
	Harrisburg, PA	OH	4	1
		PA	3	1
June 11 through June 13	Madison, WI	MI	4	1
		WI	7	2
	Bozeman, MT	CO	2	1
		MT	2	1
		WY	1	1
June 18 through June 20	Springfield, IL	IL	8	2

**Training Session Agenda
Service Center GPS and Digital Cameras**

Tuesday

- 8:30 a.m. to 9:30 a.m.** Welcome and overview of the class.
- 9:30 a.m. to 10:30 a.m.** Introduction to GPS concepts.
- 10:30 a.m. to 11:00 a.m.** Assemble GPS units.
- 11:00 a.m. to 12:00 p.m.** Introduction to GPS operation and setup.
- 12:00 p.m. to 1:00 p.m.** Lunch Break.
- 1:00 p.m. to 2:00 p.m.** Introduction to GPS data collection.
- 2:00 p.m. to 4:00 p.m.** Applied Session: Field data collection with the GPS.

Wednesday

- 8:30 a.m. to 11:30 a.m.** Introduction to GIS and ArcView.
- 11:30 a.m. to 12:00 p.m.** GeoSpatial data management.
- 12:00 p.m. to 1:00 p.m.** Lunch Break.
- 1:00 p.m. to 2:00 p.m.** Introduction to DNRGarmin GPS interface tool.
- 2:00 p.m. to 3:00 p.m.** Applied Session: Office use of previously collected GPS data.

Thursday

- 8:30 a.m. to 10:00 a.m.** Introduction to Olympus digital camera.
- 10:00 a.m. to 11:00 a.m.** Demonstration of GPS-Photo Link Software.
- 11:00 a.m. to 12:00 p.m.** Agency specific application of GPS and digital camera.
- 12:00 p.m. to 1:00 p.m.** Lunch
- 1:00 p.m. to 4:00 p.m.** Agency specific application of GPS and digital camera.