

For: State and County Offices

**Global Positioning System (GPS) and Digital Camera Distribution**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

A second purchase has been made of GPS units and digital cameras to support the Service Centers' use of Geographic Information Systems (GIS) in the Common Computer Environment (CCE). This tri-agency purchase includes FSA, NRCS, and Rural Development.

GPS units provide quicker and more accurate location and field measurements, while the digital cameras and related software provide the visual link to support the data collection. Both of these tools, in combination with GIS, enable Service Center staff to more effectively capture, analyze, and manage program data. 2-CP, paragraphs 420 and 421 authorizes the use of GPS units for program purposes and states how they are to be used for program purposes. General usage instructions of the GPS units and digital cameras are provided in a user guide that is acquired by attending a training session. Training documentation can also be downloaded off the FSA website at <http://fsagis.usda.gov/scgps/>.

**B Purpose**

This notice provides State and County Offices with:

- shipping dates for digital cameras and GPS units for State Office delivery
- the number of GPS units and digital cameras each State will receive
- instructions for distributing the digital cameras and GPS units to County Offices
- point of contact (POC) information and guidelines for verifying receipt of products
- procedure on support for this equipment
- information on GPS/camera training
- examples and reasons for using GPS units and digital cameras
- information on the disposal of the Rockwell GPS Plugger.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2003	State Offices; State Offices relay to County Offices

## Notice CP-562

### 1 Overview (Continued)

#### C Purchase Information

CCE has purchased 1,937 GPS units and 2,008 digital cameras that will be sent to FSA State Offices for distribution to the County Offices. This purchase and distribution should mean that at least one GPS unit and digital camera are in each FSA County and State Office in the Nation.

### 2 State Office Action

#### A GPS Components and Features

Notice CP-534 provided the States with a description of the GPS components and the digital camera that County Offices will receive. The components and features of the GPS units in this purchase are consistent with Configuration 1 in the notice. These units will contain a Garmin Map76 receiver, radio beacon receiver, and other necessary peripheral equipment.

**Note:** Photographs and description of GPS components can be found at [http://fsagis.usda.gov/fsagis/programs/gps/gps\\_main.html](http://fsagis.usda.gov/fsagis/programs/gps/gps_main.html). Click on the "Configuration 1" hyperlink.

#### B Distribution

Distribution of GPS units began the week of May 9, 2003, and will continue through October. There will be 5 shipments, and the vendor will ship directly to each CCE State Office POC according to Exhibit 2. FSA State Offices will be responsible for the following:

- receiving the FSA GPS units
- distributing the units to FSA County Offices.

Each County Office will have at least one GPS unit, either from this purchase or the initial purchase of 2002. Any additional units can be distributed to County Offices at the discretion of SED.

## Notice CP-562

### 2 State Office Action (Continued)

#### C POC Action

POC's shall:

- log the ID numbers of each unit before sending them on to County Offices
- ensure that each FSA County Office has at least one GPS unit from this or the previous purchase
- distribute any additional GPS units to offices according to SED's instructions
- retain at least one GPS unit at the FSA State Office
- ensure that FSA County Offices are trained in the use of GPS before using it for FSA program purposes
- follow CCE receiving directions as posted to the CCE Team Services site under the Deployment Information library. It is the CCE POC's responsibility to ensure that GPS units are distributed to each Agency as indicated in the State allocations.

#### D GPS Point of Contact

For GPS questions and issues, the FSA POC is:

Todd Anderson  
FSA, DAFP, PECD  
Telephone: 202-720-9106  
FAX: 202-720-0051  
e-mail: [todd\\_anderson@wdc.usda.gov](mailto:todd_anderson@wdc.usda.gov).

#### E Training

Training for using GPS units is ongoing. County Offices shall be trained in the use of the GPS before they use it for any FSA program purposes. County Offices will refer to State Offices for training needs.

#### F Support

Support for all GPS units will be directed to the Help Desk in Kansas City at 1-800-457-3642. This support covers all issues such as, but not limited to, general usage, assembly, defective equipment, and functionality. The Help Desk will take care of the problem or accelerate the call to a Tier 2 support group for additional assistance.

## Notice CP-562

### 2 State Office Action (Continued)

#### G Warranty

GPS units have a 1-year manufacturer's warranty from the date of purchase. The warranty on any prior units has expired. A new contract that provides for replacement purchases is being negotiated. Any issues concerning warranty on all of the GPS units should be directed to the Help Desk.

#### H Software

Software is needed to download and upload data from the GPS units to the personal computers (PC's). This converts data to the format that is required to be usable in both environments. The software that is used to accomplish this is a DNRGarmin extension and is CCE approved. It can be found at:

<http://www.dnr.state.mn.us/mis/gis/tools/arcview/extensions/DNRGarmin/DNRGarmin.html>.

Download and installation instructions are provided at the bottom of the web page. **There are 2 versions of this extension.** The one you download will depend on the operating system that is on your computer. Consult your IT staff to verify if your PC is using WindowsNT or WindowsXP operating systems. The following file names are the extensions to be downloaded for the appropriate operating system.

File Name	Operating System
DNRGarmin4.zip	WindowsXP
DNRGarmin.zip	WindowsNT

### 3 Cameras

#### A Features

The camera kits will include the same inventory as described in Notice CP-534. The model of the camera will be the Olympus C-4000 digital camera.

#### B Distribution

The first cameras were shipped on Friday, April 25, 2003, with a goal of completing all shipments by the end of May 2003. The vendor will ship the cameras directly to the FSA State Office POC's. State Offices shall then distribute the cameras to County Offices. Exhibit 1 indicates the planned State distribution of the cameras.

## Notice CP-562

### 3 Cameras (Continued)

#### C State Office Action

State Office POC's shall:

- log the ID numbers of each camera before sending them on to the County Offices
- ensure that each FSA County Office will have at least 1 digital camera from this or the previous purchase
- distribute the digital cameras to offices according to SED's instructions
- retain at least 1 digital camera at the FSA State Office
- ensure that FSA County Offices are trained in the use of digital camera's before using it for FSA program purposes
- follow CCE receiving directions as posted to the CCE Team Services site under the Deployment Information library. It is the CCE POC's responsibility to ensure that cameras are distributed to each Agency as indicated in the State allocations.

#### D FSA POC

For camera questions and issues, the FSA POC is:

Jantrice Chappell  
FSA, DAFP, PECD, CB  
Telephone: 202-720-3637  
FAX: 202-720-4941  
e-mail: [jantrice\\_chappell@wdc.usda.gov](mailto:jantrice_chappell@wdc.usda.gov).

#### E Training

Training for using digital cameras is ongoing. County Offices must be trained in the use of the digital camera before they use it for FSA program purposes. County Offices will refer to State Office for training needs. This training is generally done in conjunction with the GPS training.

#### F Support

Support for all digital cameras will be directed to the Help Desk in Kansas City at 1-800-457-3642. This support covers all issues such as, but not limited to, general usage, assembly, defective equipment, and functionality. The Help Desk will take care of the problem or accelerate the call to a Tier 2 support group for additional assistance.

## Notice CP-562

### 3 Cameras (Continued)

#### G Warranty

The warranty on the digital cameras that are being delivered will have a 1-year manufacturer's warranty from the date of purchase. Any issues concerning warranty or service agreement on all of the digital cameras will be directed to the Help Desk at 1-800-457-3642.

#### H Software

Software that can be used with the digital camera for watermarking will be distributed later this spring and announced in a future CP Notice.

### 4 Using the GPS and Digital Camera

The GPS units and digital cameras can be used for various program purposes. The following is a list of potential uses in the County Offices. This equipment is not limited to these programs, and FSA County Offices are encouraged to use them for other appropriate uses.

<b>GPS</b>	<b>Digital Camera</b>
Field boundary determinations	Photos of chattel for farm loans
CRP contract proposals	Photos of crops
Easements delineation	Photos of field boundary lines
Disaster delineation	Photos of CRP land under contract
Water way delineation	Photos of disaster events

**5 Rockwell Pluggers**

**A Background**

With the recent purchases of the Garmin GPS units, differential equipment, and DNRGarmin software, the Rockwell Pluggers have become obsolete. The newer equipment has been determined to better serve our Agencies' program purposes more efficiently, accurately, and user friendly.

**B Disposal of Rockwell Pluggers**

Since the Rockwell Pluggers are no longer needed in the Service Centers, they can be disposed of. Follow the procedure in 31-AS, Part 4, for disposing of equipment.

## FSA GPS and Digital Camera Distribution List

State	GPS Units	Digital Cameras
Alabama	36	39
Alaska	3	4
Arkansas	59	51
Arizona	7	7
California	30	25
Colorado	31	32
Connecticut	5	5
Delaware	4	3
Florida	23	28
Georgia	58	72
Hawaii, Guam, and Pacific Basin	4	4
Idaho	26	30
Illinois	98	82
Indiana	54	69
Iowa	139	89
Kansas	98	93
Kentucky	73	81
Louisiana	39	32
Maine	12	13
Maryland	16	20
Massachusetts	8	7
Michigan	66	42
Minnesota	50	69
Mississippi	63	61
Missouri	65	87
Montana	47	39
Nebraska	73	70

## FSA GPS and Digital Camera Distribution List (Continued)

State	GPS Units	Digital Cameras
Nevada	4	6
New Hampshire	4	6
New Jersey	8	6
New Mexico	19	19
New York	36	37
North Carolina	67	67
North Dakota	45	44
Ohio	57	63
Oklahoma	34	54
Oregon	5	20
Pennsylvania	37	38
Puerto Rico	10	9
Rhode Island	0	0
South Carolina	29	28
South Dakota	77	48
Tennessee	64	61
Texas	98	163
Utah	16	17
Vermont	8	6
Virginia	10	49
Virgin Islands	2	2
Washington	24	21
West Virginia	21	26
Wisconsin	62	48
Wyoming	13	16

## CCE GPS/Digital Camera Contacts and State Shipping Schedule

State	Point of Contact	POC Telephone	Week	Ship Date
MO	Kendrick, Chris	(573) 876-9460	WK1	5/9/03
OH	Huhn, Beth A	(614) 255-2515	WK1	5/9/03
GA	Marquina, Marcia E	(706) 546-2461 x 2	WK2	5/20/03
PA	Ayler, Antonia	(717) 237-2226	WK2	5/20/03
SD	Swanda, John	(605) 352-1246	WK2	5/20/03
IA	Carlson, Dennis C	(515) 331-8430 x 430	WK3	8/1/03
IN	Walters, John M	(317) 290-3200 x 344	WK3	8/1/03
KS	Becker, Kristine Kay	(785) 823-4592	WK3	8/1/03
MI	Brothers, Cathy J	(517) 324-5136	WK3	8/1/03
MO	Harris, Larry	(816) 363-1103	WK3	8/1/03
NC	Watkins, Cheryl J	(828) 456-6341	WK3	8/1/03
CA	Gerald, Patty	(530) 792-5835	WK4	9/12/03
CO	Etsitty, Irene M	(720) 544-2915	WK4	9/12/03
IA	Snyder, Dan R	(515) 284-4684	WK4	9/12/03
IL	McGuire, Larry P	(217) 353-6622	WK4	9/12/03
IL	Overbeck, Pamela R	(217) 241-6600 x 100	WK4	9/12/03
KS	Parker, James W	(785) 539-0530 x 248	WK4	9/12/03
LA	Ramsey, Frank	(318) 473-7764	WK4	9/12/03
MN	Radermacher, Thomas	(651) 602-7906	WK4	9/12/03
MT	Hamilton, Stan	(406) 587-6826	WK4	9/12/03
NE	Beason, Michele	(402) 437-4046	WK4	9/12/03
NY	Newcombe, Dora	(315) 477-6519	WK4	9/12/03
TX	Minica, Bev	(254) 742-9955	WK4	9/12/03
TX	Sheffy, Karen G	(979) 680-5184	WK4	9/12/03
WI	Zwank, Douglas C	(608) 276-8732 x 233	WK4	9/12/03
AK	Winters, Barbara	(907) 761-7713	WK5	10/24/03
AL	Dillard, Susan L	(334) 887-4522	WK5	10/24/03
AL	Reynolds, Mary	(334) 279-3410	WK5	10/24/03
AR	Hill, Barbara L	(501) 301-3227	WK5	10/24/03
AR	Robinson, Peter	(501) 676-0283	WK5	10/24/03
AZ	Garcia, Kenneth A	(602) 640-5200 x 224	WK5	10/24/03
AZ	Hood Keller, Barbara A	(602) 280-8782	WK5	10/24/03

## CCE GPS/Digital Camera Contacts and State Shipping Schedule (Continued)

State	Point of Contact	POC Telephone	Week	Ship Date
CO	Smith, Robert	(970) 295-5422	WK5	10/24/03
CT	Gagnon, Deborah L	(860) 871-4036	WK5	10/24/03
DE	Gemmill, Diane L	(302) 697-4338	WK5	10/24/03
DE	Lewis, Linda	(302) 678-4165	WK5	10/24/03
FL	Packer, Stephanie L	(352) 338-9552	WK5	10/24/03
GA	Adams, Charles R	(404) 347-6105	WK5	10/24/03
GU	Santos, John	(671) 472-7155 x 22	WK5	10/24/03
HI	Fabrey, Douglas F	(808) 541-2600 x 128	WK5	10/24/03
ID	Koozer, Gene A	(208) 378-5714	WK5	10/24/03
KS	Jones, Tony	(785) 271-2760	WK5	10/24/03
KY	Edwards, Pam	(859) 224-7621	WK5	10/24/03
LA	Peterson, J Scott	(225) 775-6280	WK5	10/24/03
MA	Cos, Cindy	(413) 253-4369	WK5	10/24/03
MD	Agent, Norma	(302) 678-4259	WK5	10/24/03
MD	Moody, Edwin R	(443) 482-2905	WK5	10/24/03
ME	Hunter, Dick	(207) 990-9503	WK5	10/24/03
MO	Cunningham, Kelly	(314) 992-0301	WK5	10/24/03
MO	Serrone, Mike	(816) 926-6567	WK5	10/24/03
MS	Fountain, Carolyn	(601) 765-4151 x151	WK5	10/24/03
MS	Powe, Tom A	(601) 965-4182	WK5	10/24/03
NC	Arrowood, John	(919) 875-4862	WK5	10/24/03
ND	Berogan, Terry L	(701) 530-2028	WK5	10/24/03
ND	Grandalen, Lori R	(701) 239-5225 x 232	WK5	10/24/03
NE	Hawks, Kristi	(402) 437-5337 x 11	WK5	10/24/03
NE	McGrane, Peggy	(402) 437-5047	WK5	10/24/03
NH	Grames, Linda L	(603) 224-7941 x 11	WK5	10/24/03
NH	Gryniewicz, Miranda V	(603) 868-7581 x 108	WK5	10/24/03
NJ	Bridges, George W	(856) 787-7715	WK5	10/24/03
NJ	Congiusta, Paul	(732) 537-6040	WK5	10/24/03
NJ	Olsen, Henri Ann	(609) 298-3446 x 211	WK5	10/24/03
NM	Dreyer, Mark	(505) 761-4405	WK5	10/24/03
NV	Bishop, Brooke R	(775) 887-1222 x 17	WK5	10/24/03
NV	Moore, Susan A	(775) 784-5374 x112	WK5	10/24/03
NV	Woodruff, Doris I	(775) 784-5127 x 127	WK5	10/24/03
OK	Kane, Harold	(405) 742-1230	WK5	10/24/03
OR	Metteer, Kirk A	(503) 692-3688 x 229	WK5	10/24/03
OR	Roberson, Rick	(503) 414-3065	WK5	10/24/03
OR	Trainor, Jean	(503) 414-3251	WK5	10/24/03

## CCE GPS/Digital Camera Contacts and State Shipping Schedule (Continued)

State	Point of Contact	POC Telephone	Week	Ship Date
PR	Orama, Wanda I	(787) 766-5206 x 223	WK5	10/24/03
RI	Pashnik, Jackie	(401) 822-8829	WK5	10/24/03
SC	Morrow, Ellis	(803) 253-3934	WK5	10/24/03
SC	Wilson, Janice W	(803) 806-3828	WK5	10/24/03
TN	Cummings, Pat	(615) 277-2537	WK5	10/24/03
TX	Rasher, Mike	(817) 509-3350	WK5	10/24/03
UT	Wilson, Mary Ann	(801) 524-4338	WK5	10/24/03
VA	Smith, David N	(804) 287-1634	WK5	10/24/03
VI	Willams, Faye A	(340) 692-9632 x 101	WK5	10/24/03
VT	Howard, Laurie	(802) 951-6796 x 245	WK5	10/24/03
WA	Honeywell, David	(509) 323-2943	WK5	10/24/03
WA	Knettel, James R	(360) 704-7713	WK5	10/24/03
WI	Bellich, Laura E.	(715) 345-7600 x 105	WK5	10/24/03
WV	Burns, David F	(304) 284-7548	WK5	10/24/03
WY	Meyer, Kathy	(307) 261-6311	WK5	10/24/03
WY	Schoonover, Nancy L	(307) 261-5853	WK5	10/24/03