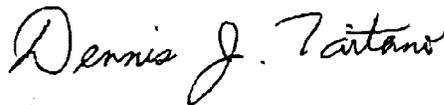


For: State and County Offices

**Installing ArcView Geographical Information Systems (GIS) Software**

Approved by: Acting Deputy Administrator, Management



**1 Overview**

**A**

**Background**

As part of the evolving GIS project, FSA purchased and will be deploying the Environmental Systems Research Institute's (ESRI) ArcView 3.2a software. ArcView software provides the ability to create maps and manage geospatial data.

**B**

**Purpose**

This notice provides information on:

- the ESRI ArcView 3.2a software
- instructions to install ArcView
- frequently asked questions (FAQ's).

<p><b>Disposal Date</b></p> <p>February 1, 2003</p>	<p><b>Distribution</b></p> <p>State Offices; State Offices relay to County Offices</p>
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## Notice IRM-330

### 2 ArcView Software Information

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#### A

##### Software Use

ArcView software will be used to create maps and to add applicable data to them. Notices will be provided on future applications that will use ArcView software and global positioning system (GPS) units.

Additional information on the value of ArcView may be found at the [http://www.esri.com/library/whitepapers/av\\_lit.html](http://www.esri.com/library/whitepapers/av_lit.html) website.

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#### B

##### Training

GPS training is planned for an April, May, and June 2002 timeframe that will include an introduction to ArcView. A separate notice will be issued to provide additional information about the training and who may attend.

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#### C

##### Installation

ArcView 3.2a software will be distributed on Compact Disk (CD) to all FSA Service Centers. Instructions for installing the software will be packaged with the CD's and will be completed by an employee with Common Computing Environment (CCE) workstation administrative privileges. Installation will take approximately 1 hour to complete.

Software shall be installed on all FSA Service Center laptops and desktops, except for machines purchased under the following buys:

- CCE002
- CCE005
- CCE006.

Licensing is available for all workstations.

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#### D

##### FAQ's

Exhibit 1 provides additional information on ArcView software in the form of FAQ's and their answers.

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## Notice IRM-330

### 3 Support

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#### A

#### Installation

For installation questions and technical support, contact, in the following order, your GIS Coordinator, State Computer Specialist, or the national Help Desk at 1-800-255-2434.

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#### B

#### Software Usage

For questions about the use of software, contact ITSD, Remote Sensing Section, Deborah Staples at 202-720-0781 or Jim Heald at 202-720-0787.

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#### C

#### Program Related Questions

For program-related questions, contact PECD, GIS Coordinator, Shirley Hall at 202-720-3138.

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## ArcView GIS Software FAQ's

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### GENERAL

#### 1. What software products do we have access to and what is the purpose of each?

The USDA Blanket Purchase Agreement (BPA) with Environmental Systems Research Institute (ESRI) gives unlimited access to most of the ESRI products through September 30, 2006. Products, which ESRI develops in cooperation with other companies, are provided at a 25 percent discount but not unlimited access. Examples of these products are ArcIMS, ArcPad, and Image Analysis extension for ArcView GIS. Unlimited access to the software is available for all operating systems and software versions supported by ESRI. Descriptions of each product can be found at <http://www.esri.com/software/index.html>.

#### 2. Who will the software be sent to in my State and when?

Kansas City will be duplicating and distributing all ESRI products for FSA Offices nationwide. Since existing software products can be freely duplicated under this blanket BPA, States are allowed to copy ESRI software for general use, including use with GPS and Digital Camera data.

#### 3. Why is USDA copying the software, and do I get hardcopy documentation with the software?

By carrying the software duplication and distribution workload of the contract, USDA was able to negotiate a better price for the software. In total, USDA received 70 copies of software and is duplicating the original products to meet demand. USDA also received 70 copies of the hardcopy software documentation. Additional hardcopy documentation can be purchased at reduced costs from ESRI. **Hardcopy documentation cannot be photocopied by USDA and is protected by copyright laws.** The documentation also exists on the software CD-ROM and on the Internet. Ancillary documents such as ESRI conference proceedings may be copied with approval from ESRI.

#### 4. Can I copy the software for my users?

Under the USDA BPA, the software can be duplicated for use by USDA staff. It may also be used by other partners, cooperators, or contractors who are working in our offices but only for the purposes of conducting USDA business. The license does not allow USDA to provide copies of the software to any others. The licenses are owned and must be accounted for by USDA.

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**ArcView GIS Software FAQ's (Continued)**

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**5. Can I load existing ESRI software freely on Field Office machines?**

BPA states that USDA has unlimited distribution rights for all ArcView products. States needing to duplicate existing products to support Field Office needs may do so. The software may be openly shared with USDA staff. However, USDA must account, under terms of the USDA/ESRI contract, for all software installed. This accountability will require ESRI software product installed, recipient machine including type and serial number, and the office ID using the USDA Office Information Profile (OIP) identification numbers. FSA has instructed offices to install ArcView on all Common Computing Environment (CCE) workstations, except for CCE002, CCE005, and CCE006 models. This national consistency will allow the FSA to use a central process to track and account for the software without undue burden on field staff.

**6. Are the ESRI software products CCE compliant?**

USDA is working with ESRI to ensure that ArcView 3.3 and all ArcView extensions, scheduled for release in late spring of 2002, as well as future ESRI products will become CCE compliant in time for the migration to Windows XP. Software product releases before BPA are not 100 percent compliant, but noncompliance issues have been identified and deemed to have minor negative impacts to CCE configurations. ITC notified the States of these issues through Newsflash in May 2001. The Newsflash states the following: "Arcview 3.2a...is not Windows NT certified...Software appears to operate properly and does not cause any errors on machines where installed...Problems that have been observed are related to the way the software interacts with the Windows Registry...The process of uninstalling the software leaves the machine with serious operational problems that need to be addressed". ITC is aware of the issues and resolution methods. For more details, see <http://helpdesk.itc.nrcs.usda.gov/newsflash/2001/cce-update/ESRI-1-053001.htm>.

**7. Can other Federal, State, or local agencies use this contract to procure software?**

No, the contract is USDA and Conservation District specific and does not support use by other agencies.

**8. Where can I find out more information on software updates, agency policy, etc.?**

The FSA GIS website is a useful source of information at <http://dc.ffasintranet.usda.gov/fsagis/> and also the FSA websites at <http://intranet.fsa.usda.gov/fsa/> and <http://www.fsa.usda.gov/pas/default.asp>. The CCE website at <http://www.sci.usda.gov/cce/index.html> has useful information on the standard hardware and software. The Service Center website at <http://www.sci.usda.gov/sci/> provides a good insight into the Service Center operation, and the <http://dlnt20.fsa.usda.gov/scdm/> website provides information on data standards. 2-CP and 8-CM are other useful sources of information.

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**ArcView GIS Software FAQ's (Continued)**

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**INSTALLATION****1. How do I go about installing the software?**

ArcView 3.2a will be distributed for general use. The distribution CD includes an automatic run file that presents an instructional file with hyperlinks to the software setup files. If autorun is not activated on your system, browse the installation CD and double click on file AVINSTALL.DOC.

**2. What are the system requirements for the software?**

ESRI provides detailed information on hardware needs to support a variety of software configurations. See <http://www.esri.com/software/index.html>.

**General Support****1. Who will load the software; is there support if problems are encountered?**

Each State will decide who loads the software. It may be a combination of staff involved in CCE at the Service Centers, GIS specialists, or IT personnel.

**2. Is software maintenance covered under the new contract?**

Software maintenance on all previously purchased and new software is covered under the agreement.

**3. Who do I call for software support issues?**

In most cases, contact the FSA Help Desk at 816-926-1552 or 800-255-2434 or the USDA Central Help Desk at 800-457-3642.

**4. If I am not sure if I have a hardware, software, or data problem, who should I call for support?**

If the technical support network in your State is unable to resolve the issue, a call should be placed to the FSA Help Desk at 816-926-1552 or 800-255-2434 or users may chose to review the Help Desk web pages at <http://intranet.fsa.usda.gov/helpdesk/CRNHD.htm> to see if their problem is addressed.

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**ArcView GIS Software FAQ's (Continued)**

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**CLU DIGITIZING AND MAINTENANCE TOOL****1. How does FSA plan to use GIS?**

FSA plans to integrate GIS into any program areas involving map data, such as Farm Records Maintenance, Crop Reporting, and Compliance. For more information on what FSA is currently planning, go to the FSA GIS home page at <http://dc.ffasintranet.usda.gov/fsagis/>. The major thrust of the GIS effort in FSA for the last several years has been the development of the CLU (farm field boundary) layer. GIS has also been piloted to replace the 35mm slide program for Aerial Compliance.

**2. Can I use GIS software without the CLU Tools?**

Yes, GIS software is a standalone product that can support the spatial needs of FSA staff. However, the CLU Tools are customized applications, for specific program needs, and make GIS much easier to use and adds significant functionality for field staff.

**3. What ESRI products and versions are needed to use with the CLU Tools?**

The tools currently use ArcView 3.2. For more information on the tools go to <http://dc.ffasintranet.usda.gov/fsagis>.

**4. Where do I go for CLU Tool Support?**

The primary contacts at the State level are the State IT staff and State GIS Coordinator or GIS Specialist. Specific questions may be addressed to Jim Heald, Acting Chief of the Remote Sensing Section in Washington DC at 202-720-0787 [Jim\\_Heald@WDC.USDA.GOV](mailto:Jim_Heald@WDC.USDA.GOV) or Deborah Staples, GIS Specialist at 202-720-0781 [Deborah\\_Staples@wdc.usda.gov](mailto:Deborah_Staples@wdc.usda.gov); or to the contract support staff from Veridian: John Mandy at 202-720-3672 [John\\_Mandy@wdc.usda.gov](mailto:John_Mandy@wdc.usda.gov), Jessica King at 202-720-3102 [Jessica\\_King@wdc.usda.gov](mailto:Jessica_King@wdc.usda.gov), John Wileman at 703-251-5748 [John.Wileman@Veridian.com](mailto:John.Wileman@Veridian.com), or Neal Moran at 703-251-5737 [Neal.Moran@Veridian.com](mailto:Neal.Moran@Veridian.com).

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**ArcView GIS Software FAQ's (Continued)**

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**TRAINING****1. How do I get training in the use of GIS software?**

FSA will send out further direction on training in the coming months. All States will have training on the use of GPS units that includes a section on using GIS.

**2. Do I need GIS training to use CLU Tools?**

A brief introduction to GIS is helpful before training in the CLU Tools; however, the functionality needed to use the Tools is covered in the Standard CLU Maintenance and Digitizing Courses.

**3. I am a State GIS person and want to train staff in my State. Are there existing training materials I can use or do I have to generate new ones for my State?**

Some training materials are available at the FSA/GIS website  
<http://dc.ffasintranet.usda.gov/fsagis/>.

**DATA****1. Where do I get data to use with the GIS software?**

A process is being developed to provide data to pre-CLU counties to coincide with GPS training. However, the main source of imagery data for Service Centers is APFO. Information about APFO and ordering data can be found at <http://www.apfo.usda.gov/defaultapfo.html>. APFO also manages some CLU digitizing contracts and quality assesses digitized CLU's and will hold a copy, not updated, of certified county CLU's. Other data is available from many sources. At the State level, the State GIS Coordinator is the primary starting point when looking for local data. Within most States, Federal and municipal agencies cooperate to share and advertise datasets. A recently established USDA data portal is available at <http://lighthouse.nrcs.usda.gov/gateway>.

**Note:** Because of the generally large size of GIS datasets, particularly photography, and the limited bandwidth capacity of most Service Centers, it is not recommended that the FTP download process be used at the present time. Instead, offices can order data on CD from Lighthouse after clearing request through their State GIS Coordinator.

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**ArcView GIS Software FAQ's (Continued)**

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**2. Can I generate my own data?**

Counties that have Mosaiced Digital Quarter Quads (MDOQ's) and CLU data available will have a good base for creating their own digital data. Other counties will be provided with data to use as a back drop to collect GPS positions. Service Center Agencies have developed standard naming conventions and format standards to ensure data compatibility with existing applications. To ensure the data can be used by many, these standards should be followed, whenever possible. See the following paragraph 3 for more detail.

**2. Can I share data with GIS users inside and outside of the Agency?**

Some producer data may be sensitive and should not be distributed outside of the Service Center Agencies. A CLU certification procedure is currently in the works and CLU data should be certified and passed to APFO for subsequent distribution.

**3. Where can I learn more about data standards?**

Several websites provide information on data and data standards. A primary starting point for data management related issues and standards development is the Service Center Data Management web page at <http://dlnt20.fsa.usda.gov/scdm/>.

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