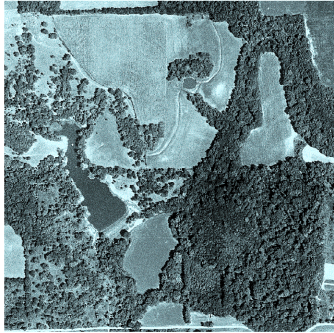


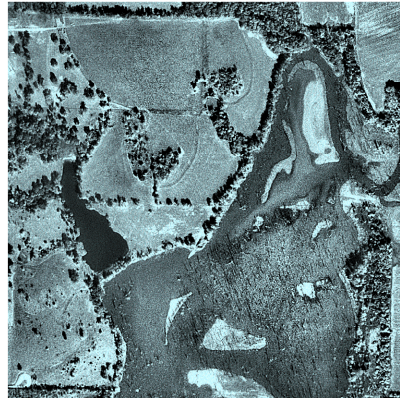
Aerial Photography Field Office

resources . development . geography . ecology . history

agriculture . urbanization . forestry . conservation . soils



environment . geology



hydrology . land use . energy

Annual Report

Fiscal Year 1998

Celebrating 50 Years of Public Service

About The Cover

<p>Top Left <i>Miami County Kansas- August 12, 1959. ASCS Photo Program</i></p>	<p>Top Right <i>Fremont County Iowa- September 9, 1955. ASCS Photo Program</i></p>
<p>Bottom Left <i>Fremont County Iowa- May 24, 1994. SCS Photo Program</i></p>	<p>Bottom Right <i>Miami County Kansas- October 12, 1991. from the township and range tile cut from 1 meter resolution mosaic seamed at APFO</i></p>

Organizational Chart · 98

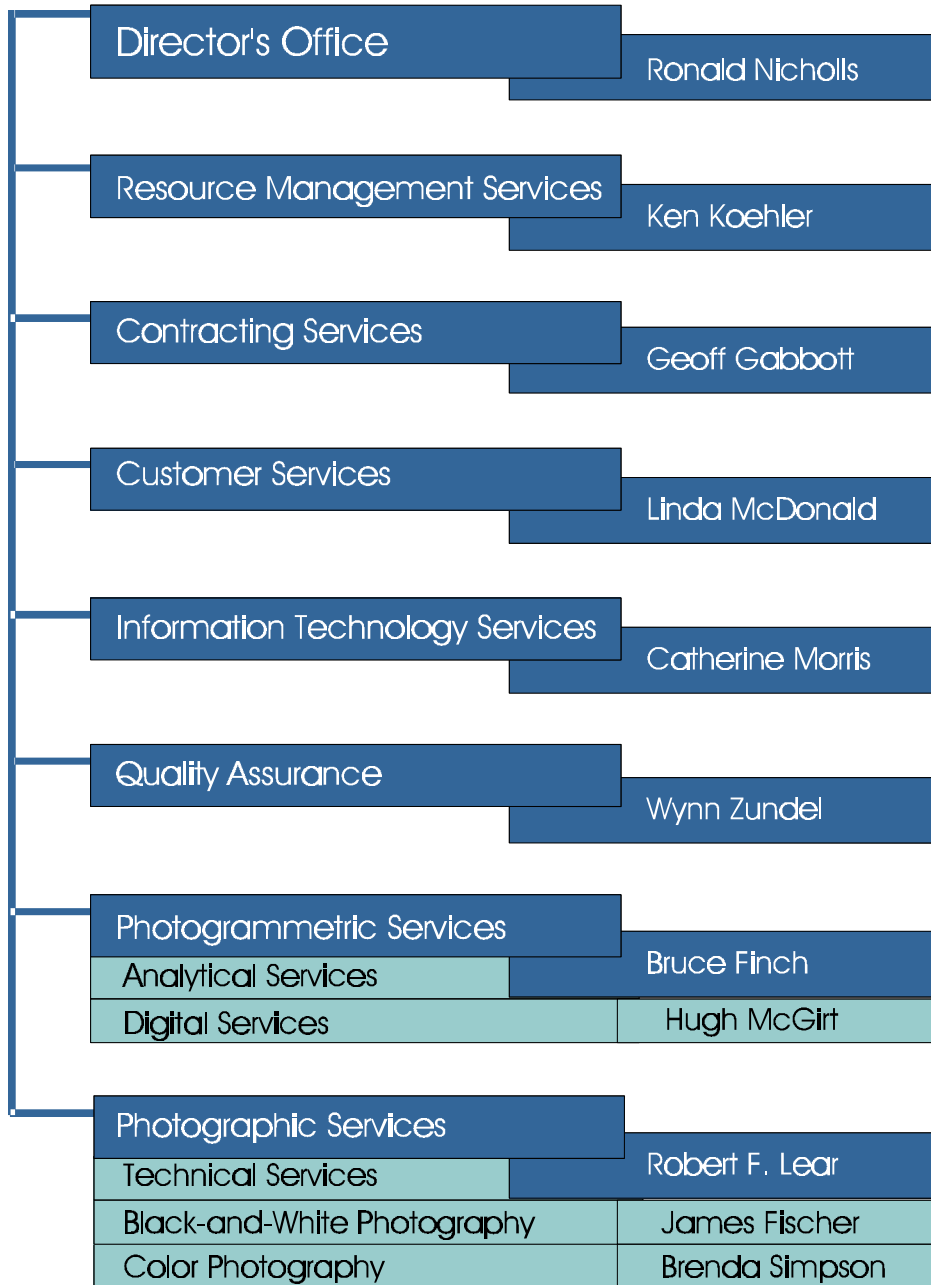


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OFFICE OF THE DIRECTOR

We are a unique aerial photography organization providing high quality products and services to the Farm Service Agency, other agencies and the private sector. We are a professional, dedicated work team with shared values, committed to continually improving processes and services to exceed our customers' expectations.

OFFICE OF THE DIRECTOR

Fiscal Year 1998 at FSA's Aerial Photography Field Office can best be described as the year-of-change; Innovation through Strategic Planning; and forming partnerships to meet and exceed our customers requirements.

CHANGE

For over fifty years, the FSA's county offices have relied on aerial photography to monitor and measure acreage for farm program compliance. Changes in how those offices, now combined into Service Centers, will use geospatial data has prompted the APFO to develop ways of meeting the needs of the Service Centers into the 21st Century.

STRATEGIC PLANNING

In support of the Administrators call for agencies to use strategic planning to position FSA into the next century, APFO developed a working strategic plan that set the following objectives as the targets to be achieved:

Become a World Class Customer Service Team, earning the highest level of satisfaction, confidence and trust from customers.

Assist and facilitate the formation of a Geographic Information System (GIS) into the FSA Service Centers.

Continue to provide high quality, low cost photographic products and service to customers.

Provide an effective, qualified and motivated APFO workforce.

Align work processes to exceed customer's requirements and expectations.

Maximize APFO's competitive position in providing products and service by containing and reducing costs.

PARTNERSHIP

To meet and exceed our customer requirements and expectations, the APFO has developed partnerships with Forest Service, NRCS/NCGC, and will continue the successful partnership under the NAPP and NDOP programs.

PROVIDING CURRENT HARDCOPY

The transition to GIS in the Field Service Centers requires a change in emphasis from a hardcopy to a digital product. In addition, the need for current hardcopy photographs is not likely to decrease. A survey of state and county FSA staff revealed continuing demand for hardcopy at least through the transition to GIS and possibly beyond.

To meet both of these needs, a project was initiated to provide updated hardcopy using digital aerial photography and digital image processing methods. The process involves scanning current NAPP photography and obtaining image control points from an earlier generation of DOQ's. Products include conventional hardcopy photographs as well as scanned imagery and control data that can be used to generate new ortho-imagery for use when the Field Service Centers convert to GIS.

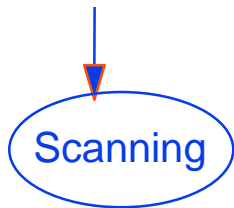
GIS DATA AID PROJECT

1998 marked the installation of a geographic information system in nine pilot sites as part of the USDA Field Service Center implementation effort. In support of the pilots and the overall implementation plan, APFO has been providing ortho-imagery and digitized common land unit (CLU) boundaries. The ortho-imagery consists of digital ortho quarter quads (DOQ's) that have been edge matched to form a seamless image of each county. The CLU consists of tract and field boundaries and small inclusions of non-agricultural land within tracts that are recorded on FSA aerial photos in the Field Service Center. To provide a ready-to-use data set for the pilots and to evaluate contracting as a method for digitizing the CLU, APFO has administered several digitizing contracts. A key aspect of this effort has been a quality assurance process that insures a usable product in the counties and helps refine contract specifications and methods.

P r o v i d i n g C u r r e n t H a r d c o p y

Image to Image Registration

Current Aerial
Photography



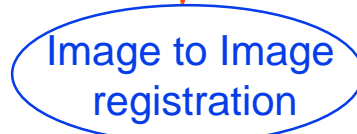
Scanned Aerial
Photography



DOQ



Ground Control
Point Data



Rectified
Hardcopy



Digital Elevation
Model (DEM)

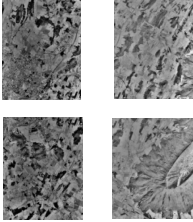
Updated Ortho
Imagery



Field Service
Center

GIS Data AID Project

DOQs



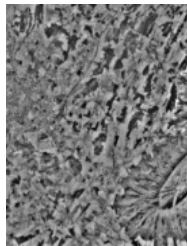
Acquire DOQs

Acquisition

Administer CLU
Digitizing Contracts



Digitizing Contractor

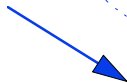


Generate
Seamless Mosaic

Integration

QA Digitizing
Contracts

APFO



CLU

Delivery

Digital
Ortho-Imagery



Field Service
Center GIS

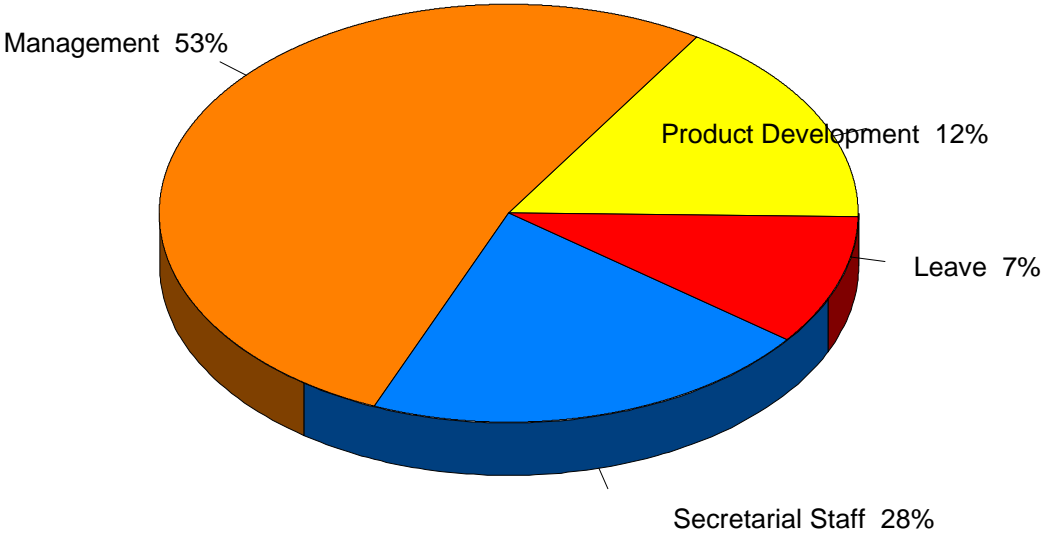
**FISCAL YEAR 1998
OFFICE OF THE DIRECTOR ACTIVITY REPORT**

ACTIVITY	TOTAL HOURS	% OF TIME
Annual leave	460	4.
Sick leave	69	1.
Section administration	153	1.
Other leave	10	2.
Management	5577	53.
Product development	1273	12.
Secretarial staff	2977	27.
TOTALS	10,534	100%

OFFICE OF DIRECTOR

FISCAL YEAR 1998

Activities by Percentage
10,534 Total Hours



Leave includes Annual, Sick, Section Admin and Other

RESOURCE MANAGEMENT BRANCH

To insure that the Aerial Photography Field Office runs in an efficient, cost effective manner by providing personnel, supplies, equipment and by furnishing fiscal services necessary for the enhancement of the production of aerial photography products.

RESOURCE MANAGEMENT BRANCH

Resource Management Services (RMS), formerly known as Management Services Branch, changed names in FY98. The new name reflects the union between Administrative, Management and Personnel Services. RMS provides resources to all internal and external customers in the following areas:

- Procurement
- Building Management
- Receiving/Inventory Control
- Budget/Accounting
- Training
- Health and Safety
- Recycling Program
- Packaging/Shipping
- Human Resources
- Special Emphasis Program

STRATEGIC PLANNING

Resource Management Services established tactical level goals for Customer Satisfaction, Employee Satisfaction and Motivation, Efficiency and Effectiveness and Financial Health. Throughout FY99 RMS will strive to accomplish defined short and long term goals.

PROCUREMENT

Through RMS, APFO provided maximum practicable opportunities in its acquisitions to small business concerns, small disadvantaged business concerns, and women owned small business concerns to include:

- Small Business/Disadvantaged - 215 vendors
- Small Business Woman Owned/Set Aside - 42 vendors

BUILDING MANAGEMENT

As a result of our renewed lease agreement in FY97, further upgrades to our building continued through FY98. FY98 improvements to our building include:

- Extensive Water Line Replacement
- Repair/Replacement of some Internal Doors
- Installation of Interior Foyer Security Door
- ADA Approved Accessibility/Foyer Door

RECEIVING AND INVENTORY CONTROL

Aerial Photography Field Office photographic materials are monitored through the system which contributes to the decline in waste and remake.

RECYCLING

Through the cooperation of a few photographic supply vendors, the Aerial Photography Field Office continues to recycle the cubic containers once prohibited by commercial recycling. RMS donated several hundred pounds of iron, steel and plastic to Utah's recycling programs. The recycling of paper and cardboard products will continue. In addition, an effort will be made to seek out every possible way to improve the cleanliness and safety of the environment for the benefit of present and future generations.

HUMAN RESOURCES

Human Resource Personnel worked closely with the Personnel Division at KCMO to provide a comprehensive program of personnel services to the Aerial Photography Field Office. Some statistics during FY98 include:

EMPLOYMENT

Staff - 83
Permanent full time employees - 80
Permanent part-time employees - 1
Temporary student employee (STEP) - 1
Temporary (10week) HACU employee - 1
New permanent full time employees - 1
Retirements - 2

PERSONNEL ACTIONS

Personnel action processed - 35
Retirements - 2
Reassignments - 3
Details - 4
Promotions - 17

AWARDS

Bonuses for outstanding performance - 17
Quality Step Increases - 16
Individual Keepsake Awards - 101
Group Keepsake Awards - 7

EMPLOYEE DEVELOPMENT

Training requests processed - 187
Employees receiving CSRS to FERS training - 32
Civil Rights Training - 81 (all employees)
Employees Assistance Program (EAP) - All Employees

OPEN SEASON ACTIVITIES

Thrift Saving Plan
Health Benefits Fair
CSRS to FERS

EEO/CR ACTIVITIES/COMMUNITY AWARENESS & OUTREACH

Training/Activities provided for employees at APFO included:

Sensitivity Training
Annual Ethics
Introduction to Civil Rights
Cultural Heritage Observance
150 Years of American Women's History
APFO employees raised \$960 for Sub-For-Santa program
Take Our Daughters to Work Day

**FISCAL YEAR 1998
RESOURCE MANAGEMENT BRANCH
ACTIVITY REPORT**

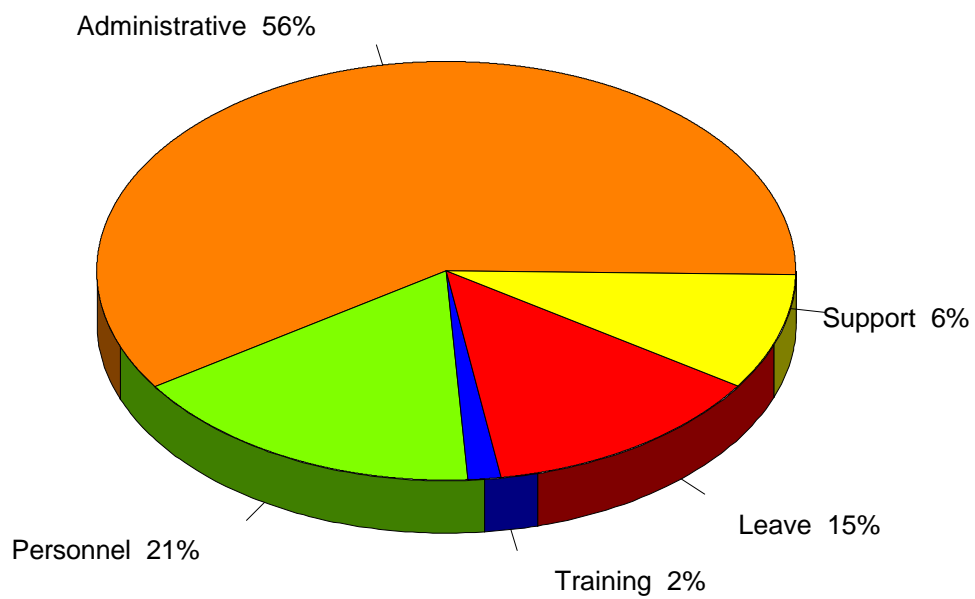
ACTIVITY	TOTAL HOURS	% OF TIME
Annual leave	879	7.
Sick leave	876	7.
Section administration	37	1.
Training	294	2.
Administrative	6,640	56.
Personnel	2,479	21.
Support	679	6.
TOTALS	11,884	100%

RESOURCE MANAGEMENT BRANCH

FISCAL YEAR 1998

Activities by Percentage

11,884 Total Hours



Leave includes Annual, Sick, Section Admin and Other

INFORMATION TECHNOLOGY SERVICES

Provide the Aerial Photography Field Office with timely and effective computer services to successfully and efficiently aid in meeting the mission of APFO.

INFORMATION TECHNOLOGY SERVICES

ITS (Information Technology Services) supports the APFO by providing computer facilities planning and management services, computer security, computer operations, software development, and customer support services.

Several key objectives were successfully addressed this year. One of the most critical to APFO, the Department, and the Federal sector, is the ability to continue to provide excellent service and products as we meet the new century. Many people are aware of the potential set backs that may occur as we roll over to the year 2000; attributed to hardware and software products and applications that can not distinguish between the year 2000 and (in the majority of cases) the year 1900. The Farm Service Agency challenged all departments to be fully compliant to Y2K standards by September 30, 1998. The ITS staff organized, evaluated, modified, and accounted - for all Y2K conversion efforts and met or exceeded all Year 2000 compliance dates.

The opportunity to utilize Agency programs to temporarily meet staffing needs, played a significant role in our ability to accomplish so much. ITS participated in the HACU (Hispanic Association of College and Universities) Intern Program; and two APFO employees were selected from a competitive detail to work in ITS for 120 day assignments. The APFO sought approval to advertise a Computer Specialist vacancy in FY98. This position was successfully filled in May.

YEAR 2000 (Y2K) BUSINESS CONTINUITY

Steps to procure hardware and software to meet Y2K compliance were initiated in FY97. All FY98 information technology purchases required a waiver, to assure sufficient funding was available to address Agency Y2K priorities; only Y2K compliance requests and other emergency needs were approved. Two APFO Waivers were granted, one to address Y2K compliance.

ITS staff successfully addressed nine application systems; 7 systems were modified to address the year 2000, one system was converted to a data base system to meet compliance criteria, and one system was evaluated and scratched as irrelevant to Y2K initiatives. Other criteria addressed by APFO and ITS staff included: COTS (commercial off-the-shelf software), Desktop Applications, FAX, Facilities and Office Systems, Hardware, and Voice and Data Telecommunications.

The APFO, like other businesses, also depends on services provided by the public infrastructure, including; power, water, telecommunications, and transportation. APFO staff continue to evaluate and establish continuity plans to address the impact of Year 2000 issues that are beyond our immediate control.

FACILITIES PLANNING AND MANAGEMENT

Facilities planning, infrastructure upgrades, systems administrative services, and installation of equipment procured in FY97 for the DOPPS (Digital Ortho Photographic Production Services) Program were initiated this Fiscal Year, this included:

- LAN Infrastructure Upgrade
- Data and Application Server
- Workstation Installations
- Installation of COTS Applications
- COTS License Management

In addition to Y2K procurement, the ITS staff initiated a waiver that was granted late in FY98 to procure additional IT equipment for the DOPPS program in order to meet critical GIS digital imagery production dates.

COMPUTER SECURITY

The APFO security plan was updated and delivered ahead of schedule to the FSA ISO (Information Security Officer, KCMO). This report included the new DOPPS system. Additional control documents for Y2K initiatives were updated monthly and delivered to FSA. The Secretary of Agriculture delivered to Congress an analysis of Year 2000 compliance progress based on cumulative Agency reports.

SCCS (Software Compiler Control System) was fully implemented in FY98. It proved to be a valuable tool for use in managing Y2K conversion activities.

COMPUTER OPERATIONS

Hardware and software were procured in FY98 to address Agency Y2K compliance initiatives and to meet production dates for the Service Center GIS (Geographical Information Systems) initiative. ITS staff installed equipment and applications procured in FY97 and scheduled installation of hardware and software procured in FY98. The ITS Systems Administrator provided all Computer Operations support in FY98. The APFO received approval to advertise a Computer Assistant vacancy, to be filled early in FY99.

SOFTWARE DEVELOPMENT

The primary emphasis for development this fiscal year was on the conversion of flat file systems for Y2K compliance and development analysis for DOPPS database applications and utilities in support of Agency GIS initiatives.

ITS staff converted an internal status report system (APFO7) and comprehensive listing of aerial imagery (CATALOG) system from flat files to Y2K compliant data base systems. Additional development included the cataloging and archiving of DOQ imagery used in the production of products and services provided to USDA Service Centers. Further development analysis was initiated to provide forecasted data for Service Center personnel - in determining photographic and digital product needs, and for APFO personnel - to evaluate production impacts based on availability, date, and status of DOQs and traditional photographic imagery. Development of this status system is scheduled for FY99.

Miscellaneous application development includes: postscript formatted Time and Attendance worksheets by employee; automated digital index production integrated into the WOES system, photo center coordinates applications for special photography areas - such as Puerto Rico.

CUSTOMER SERVICE AND SUPPORT

Twenty-three percent of ITS Staff hours were expended on Customer Service and Support, approximately 500 hours were directed toward Y2K program modifications. Additional activity included: analysis for conversion of Uniplex word processing documents to more common word processing applications, COTS support, Ortho Scanning system and application support, data transfer support - including NAPP imagery data and NRCS PSU contract data sites, minor hardware and software maintenance, data assistance, data integrity support, systems, internal processes and applications documentation.

**FISCAL YEAR 1998
INFORMATION TECHNOLOGY SERVICES
ACTIVITY REPORT**

ACTIVITY	TOTAL HOURS	% OF TIME
Annual leave	478	6.
Sick leave	136	2.
Other leave	401	5.
Section administration	90	1.
Supervision	665	8.
Special projects	55	1.
Training	310	4.
Computer operations	2,274	28.
Software development	1,596	20.
Facilities planning/mgmt.	168	2.
Customer support/service	1,853	23.
TOTALS	8,026	100%

CONTRACTING SECTION

To procure quality aerial photography which exceeds customer expectations by promoting positive partnerships and excellence in customer service and products.

CONTRACTING SECTION

Contracting is responsible for the procurement of aerial photographic services and related materials for the USDA and other Federal Agencies. Coordinating requests for new aerial photography with existing coverage, flight planning projects, preparing solicitations, proposals and administering the subsequent contracts are among the Contracting Section's primary functions. Contracting is also responsible for providing contract authority for Information Technology procurement, special requirement purchases, and other contract support activities.

FY98 ACHIEVEMENTS INCLUDE:

- New Aerial Photography Applications Processed - 30
- Flight Planning - 41,413 linear miles - 61,039 square miles
- Solicitations Prepared and Issued - 12
- Contracts Awarded - 19 covering 34 project areas
- Contract Value - \$1,663,754.34
- Administrative Charge - \$111,951.43

FLIGHT PLANNING - LINEAR MILES PROCESSED

AGENCY	PROJECTS	LINEAR MILES	%OF TOTAL
NRCS	6	5,424	13%
USFS	27	34,535	83%
BIA	1	1,454	4%
TOTAL	34	41,413	100%

CONTRACT ADMINISTRATION

Seventy-five project areas were administered in FY98. Of the 75 project areas, 39 were accepted during the fiscal year and 36 were carried over into FY99. Of the 36 projects carried over, 31 have been 100% flown pending inspection, and 5 were partially flown requiring completion in FY99.

CONTRACT PRICING

The average price per linear mile of aerial photography (weighted according to project size) increased by 1.4% compared to FY97; from \$38.60 to \$39.15.

SMALL BUSINESS CONCERNS

The Contracting Section, operating under an extension of the Small Business Competitiveness Demonstration Program, solicited sources for aerial photography under a 100% Set-aside for Small Business Concerns. This resulted in Small Business Concerns receiving 99% of the total contract dollar amount, with Emerging Small Business Concerns receiving 48% of the total.

SPECIAL ACCOMPLISHMENTS

Revenue totaling \$215,746.50 was generated for APFO furnished products required under the aerial photography contracts awarded. This combined with the \$111,951.43 in administrative charges amounted to a total of \$327,697.93 in cost-recovery revenue.

The Contracting Section provided a third year of special contracting services to NRCS. These services were for the acquisition of aerial photography for 5,354 Primary Sample Unit (PSU) sites. This project was contracted utilizing GPS coordinate systems for photo acquisition in support of the 1998 Special National Inventory Program.

Common Land Unit (CLU) Digitizing Services Contracts for eight pilot FSA County Service Centers were solicited, awarded, and administered by the Contracting Section. The contracts were awarded at a value of \$83,469.70 which resulted in a savings to the Government of \$148,530.30.

In FY98 contracting authority for Information Technology (IT) Procurement was transferred to APFO's Contracting Officer. Contracts for computer equipment and software acquisition, to support Year 2000 Compliance and the Digital Ortho Photo Program (DOPP), amounted to \$429,686.98. The transfer of IT contracting authority provided significant advantages for the Contracting Section to react and adjust purchases to lower prices, upgraded equipment, and latest technologies, resulting in the most efficient use of available funding.

Provided contracting authority for approximately 303 Purchase Orders covering general and specialized supplies, equipment, and services for the operations and support functions of APFO.

**FISCAL YEAR 1998
CONTRACTING ACTIVITY**

ACTIVITY	TOTAL HOURS	% OF TIME
Annual leave	483	8.6
Sick leave	125	2.2
Other leave	291	5.2
Section administration	312	5.5
Supervision	115	2.0
Special Projects	49	0.9
Training	69	1.2
Contracting activities	3146	55.8
Coordinator, Activity	98	1.7
Contract, Indirect	957	16.9
OVERTIME: 34 HOURS		
TOTALS	5,645	100%

CONTRACT TOTAL PRODUCTION

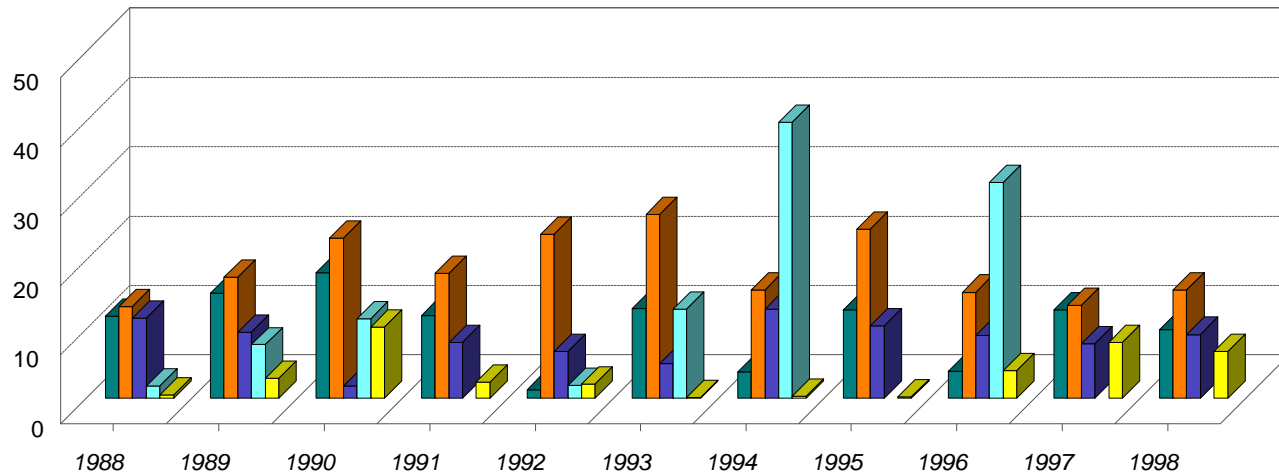
AGENCIES	REPORTING YEAR Linear Miles/Square miles	PREVIOUS YEAR Linear Miles/Square miles
FSA	0 / 0	0 / 0
USFS	34,535 / 53,667	33,272 / 60,611
NRCS	5,424 / 5,424	5,424 / 5,424
NAPP	0 / 0	0 / 0
OTHER	1,454 / 1,948	1,454 / 1,948
TOTALS	41,413 / 61,039	40,150 / 67,983

CONTRACT TOTAL COSTS

AGENCY	FISCAL 98	FISCAL 97
FSA	0.00	0.00
FS	1,047,386.74	1,015,788.25
NRCS	591,795.00	539,893.34
NAPP	0.00	0.00
OTHER	24,572.60	66,613.55
TOTALS	\$1,663,754.34	\$1,622,295.14

LINEAR MILES CONTRACTED ACCORDING TO PHOTOGRAPHIC SCALE

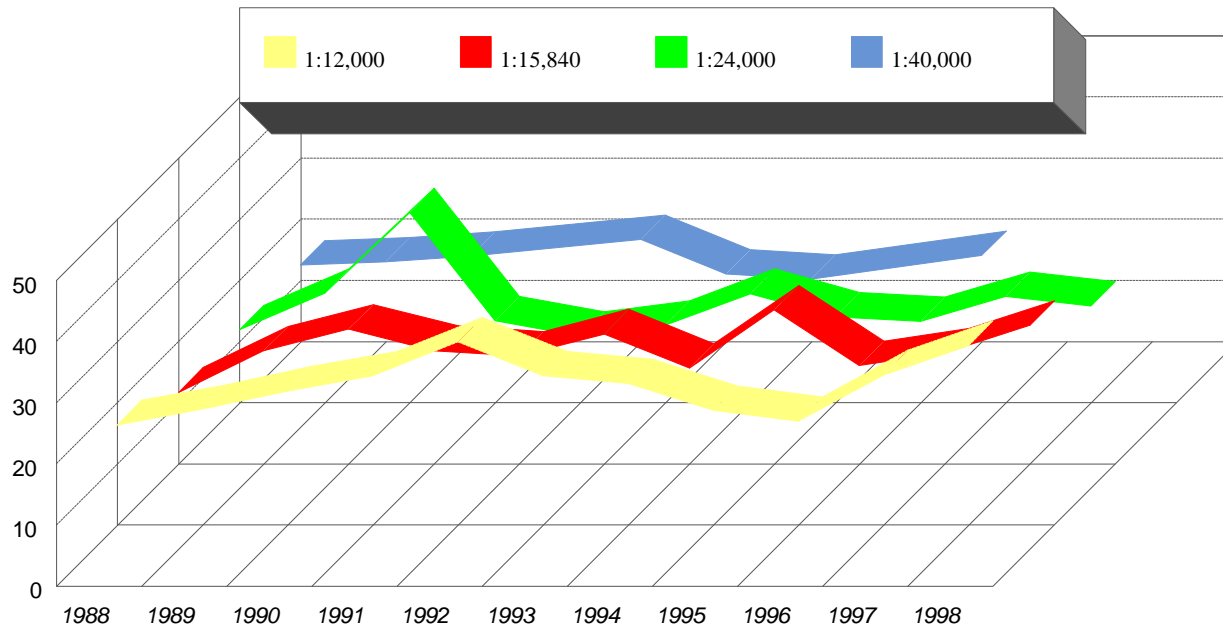
1:12,000
 1:15,840
 1:24,000
 1:40,000
 OTHER



1:12,000	11.799	15.137	18.105	11.961	1.202	12.896	3.772	12.753	3.867	12.767	9.9
1:15,840	13.227	17.466	23.067	17.976	23.619	26.457	15.559	24.319	15.268	13.377	15.593
1:24,000	11.572	9.515	1.775	8.026	6.742	4.991	12.791	10.443	8.999	7.875	9.177
1:40,000	1.752	7.699	11.461		1.828	12.791	39.768		31.087		
OTHER	0.494	2.894	10.266	2.258	1.981	0.108	0.286	0.139	3.937	8.012	6.743

USDA-AERIAL PHOTOGRAPHY CONTRACTS

1988-1998 LINEAR MILE PRICE COMPARISON



1:12,000	23.39	25.91	28.93	31.39	36.91	31.39	30.11	25.77	23.92	31.53	36.33
1:15,840	18.72	25.48	29.01	25.51	24.64	28.25	22.62	32.16	23.09	25.12	29.67
1:24,000	18.97	24.91	38.05	20.37	17.88	19.65	24.86	21.05	20.26	24.36	22.83
1:40,000	19.49	20.01	20.96	N/A	23.69	18.01	17.25	N/A	21.07	N/A	N/A

QUALITY ASSURANCE

Assure customer needs are met through the application of TQM methods and procedures to products received, produced and released from the Aerial Photography Field Office.

QUALITY ASSURANCE SECTION

The quality of incoming and outgoing aerial photographic products are maintained by receipt and inspection of new aerial photography products for FSA, NRCS, USFS and other government agencies through the efforts of the Quality Assurance Section. QA is also responsible for monitoring, extrapolating and disseminating status of FSA Counties, NAPP Photography and related data base information.

ACHIEVEMENTS**NEW CONTRACT INSPECTION TOTALED 42 NEW PROJECTS**

AGENCY	SQUARE MILES
NAPP (South Dakota)	47,264
FOREST SERVICE	52,522
NRCS (Iowa)	694
NRCS (PSU Sites)	7,761
OTHER AGENCIES	2,014
TOTAL	110,255

NAPP FILM INSPECTION

Rolls received - 541
Rolls inspected - 514
Rolls duplicated and inspected - 549
Rolls shipped to EROS Data Center - 151

FSA PHOTOGRAPHY

Quality Assurance released 309 counties (258,812 sq. miles) to be rectified for FSA program use and shipped 325 FSA counties of new photography or 91,986 scale accurate enlargements.

ACHIEVEMENTS (CONTINUED)

Maintained NAPP roll inspection service - 15 days
 Maintained CIRP/BW inspection service - 17 days
 Interagency Agreement with Region Four - 227 hours
 Hours donated towards helping other APFO departments - 927
 Forest Service photographs laminated - 53,845
 Contact photographs trimmed - 13,143
 FSA Photographs bound - 61,333
 FSA Rectified enlargements (including digital hardcopy) - 92,674
 Total square miles new film accepted - 102,494

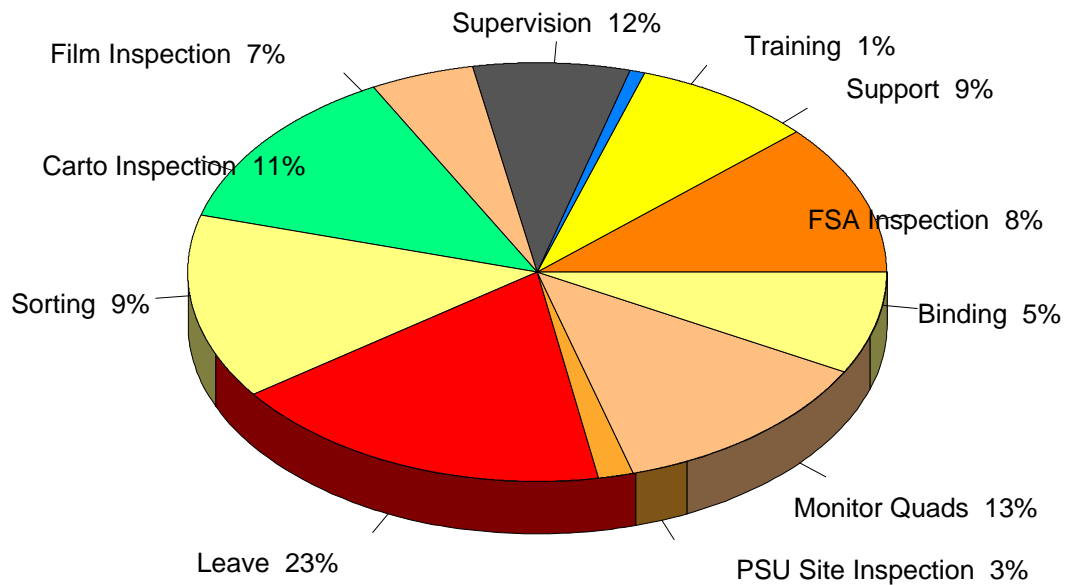
QUALITY ASSURANCE ACTIVITY REPORT

ACTIVITY	TOTAL HOURS	% OF TIME
Annual Leave	1,879	11.0
Sick Leave	902	5.0
Other Leave	1,002	6.0
Section Administration	345	2.0
Supervision	2,100	12.0
PSU Site Inspection	446	2.0
Training	205	1.0
Film Inspection Aerial	872	5.0
Carto Inspection Aerial	1,887	11.0
Film Inspection NAPP	295	2.0
Sorting Activity	1,631	9.0
Support Services	1,157	6.0
FSA Inspection	1,436	8.0
USGS DOQ Inspection	195	1.0
Monitor Quad Process	2,310	13.0
Binding	893	5.0
Miscellaneous	278	1.0
OVERTIME: 242 hours		
TOTALS	17,833	100%

QUALITY ASSURANCE

FISCAL YEAR 1998

Activities by Percentage
17,833 Total Hours



Leave includes Annual, Sick, Section Admin and Other

SALES BRANCH

To serve each customer as their primary resource of technical information concerning USDA related aerial photography of the United States and its territories. To account and reconcile funds from all government agencies as well as private customers.

SALES BRANCH

The Sales Branch is responsible for the receipt and processing of work orders and coverage requests for aerial photography products and services. Sales is the liaison for the Aerial Photography Field Office to other government agencies and the public. Sales maintains and monitors all fiscal reports dealing with the sale of aerial photography.

SALES BRANCH: A SELF DIRECTED WORK TEAM

Vision:

To be respected as customer service associates with a common vision of excellence in providing our best in all we do.

Values:

Commitment to all customers' concerns to the best of our ability
Individual responsiveness
Employee empowerment
Technical and financial cost effectiveness

STRATEGIC PLANNING

Financial Health Goal, Objective 4-1T: Sales adopted a procedure to reduce the dollar amount of uncollected funds and the associated time spent attempting to collect them. FY98 write off's for no response to correspondence comprised of \$90.00 on nine orders.

Customer Satisfaction Goal, Objective 1A-1T: Sales goal was to reduce the number and cost of APFO reprints by 45 orders per fiscal year or 190 orders for FY98. We reduced our reprint orders to 153 orders.

Employee Satisfaction, Motivation and Innovation Goal, Objective 2-1T: The goal was to gain specialized knowledge and become educated in digital applications and APFO digital processes. Sales accomplished training in GIS Overview, DEM's, Digital Scanning Overview and CD Copying.

ACHIEVEMENTS, CUSTOMER SERVICE:

Cross Training To assist APFO during peak work loads, Sales employees:

Trained in Photo Branch - 82 days
 Produced Black and White product - 2,507 prints
 Produced Color product - 2,556 prints
 Four month detail in ITS - 1 employee

NRCS Primary Sample Units (PSU) were provided Rush Service to research process and coordinate hundreds of PSU work orders.

1998 Utah State Fair - To provide community outreach by informing the community how APFO supports agriculture. Every Sales Associate as well as other APFO employees volunteered and staffed the exhibit.

MAJOR WORK ACTIVITIES PERFORMED

ACTIVITY	NUMBER OF ACTIVITIES
Work Orders processed	11,745
APFO internal WO processed	1,214
Coverage requests	2,472
Walk-in customers	1,126
Telephone calls	26,174
Catalog registers	1,565
Billings	2,147
Refunds	736
Written correspondence	2,799
TOTAL	49,978

STATISTICAL COMPARISONS

UNITS PER ORDER

(Units released to photo decreased by 23%, total works orders processed decreased by 885)

FISCAL YEAR 98	FISCAL YEAR 97
Units per order 60	Units per order 69

DIRECTLY BILLED

CUSTOMERS	\$ BILLED
Federal users	\$1,612,174.25
Non-Federal, tax-supported users	170,628.00
TOTAL	\$1,782,802.25

TOTAL DOLLAR VOLUME

(\$2,797,700.61, representing a 27% decrease from FY97)

Credit card receipts	\$434,593.75
NAPP/NHAP non-contributors	\$198,036.00

SALES

SALE OF CONVENTIONAL PHOTOGRAPHY	UNITS	DOLLARS
Black and White/Color photography	302,091	\$1,076,815.75
SALE OF NAPP/NHAP CONTRIBUTOR		
Black and White/Color photography	421,327	3,216,421.50
SALE OF NAPP/NHAP NON-CONTRIBUTOR		
Black and White/Color photography	34,305	632,129.00
TOTALS	757,723*	\$4,925,366.25

(*128,982 units produced required miscellaneous services such as binding, certifications, laminating, sleeving and trimming)

**FISCAL YEAR 1998
SALES BRANCH ACTIVITY REPORT**

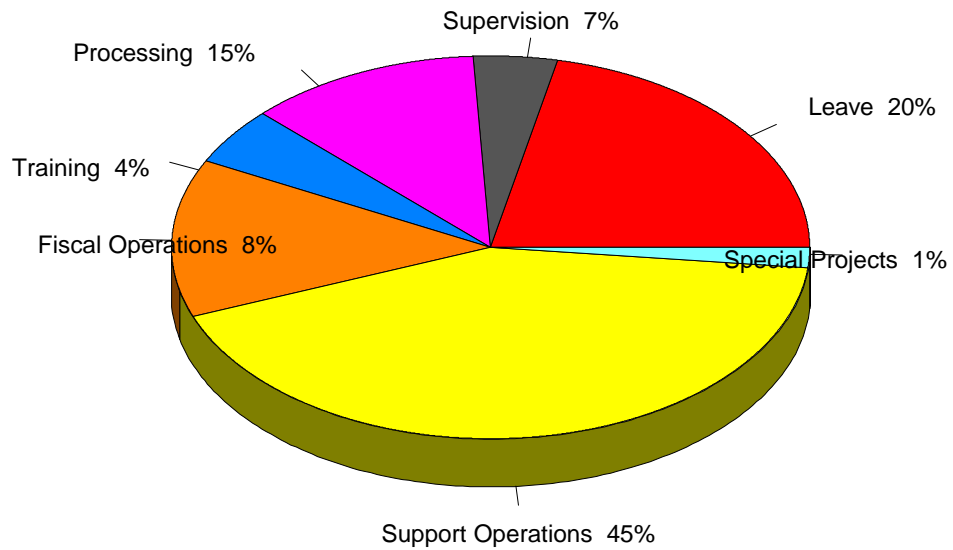
ACTIVITY	TOTAL HOURS	% OF TIME
Annual leave	1,650	8.0
Sick leave	895	5.0
Other leave	969	5.0
Section administration	319	2.0
Supervision	1,302	7.0
Special projects	218	1.0
Training	697	4.0
Processing	2,900	15.0
Support operations	8,740	45.0
Fiscal operations	1,643	8.0
TOTALS	19,333	100%

SALES BRANCH

FISCAL YEAR 1998

Activities by Percentage

19,333 Total Hours

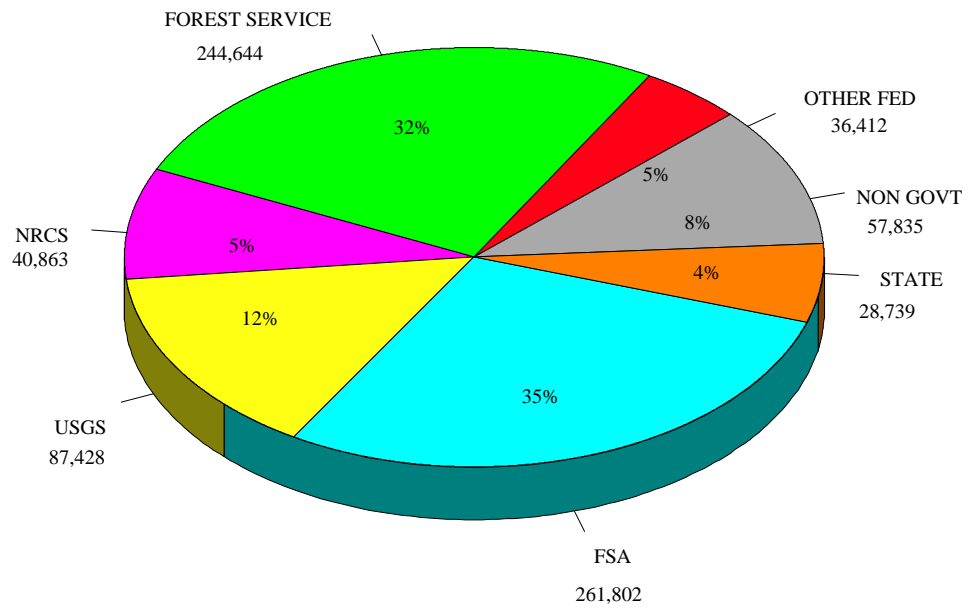


Leave includes Annual, Sick, Section Admin and Other

USERS OF APFO PRODUCTS

FY 1998

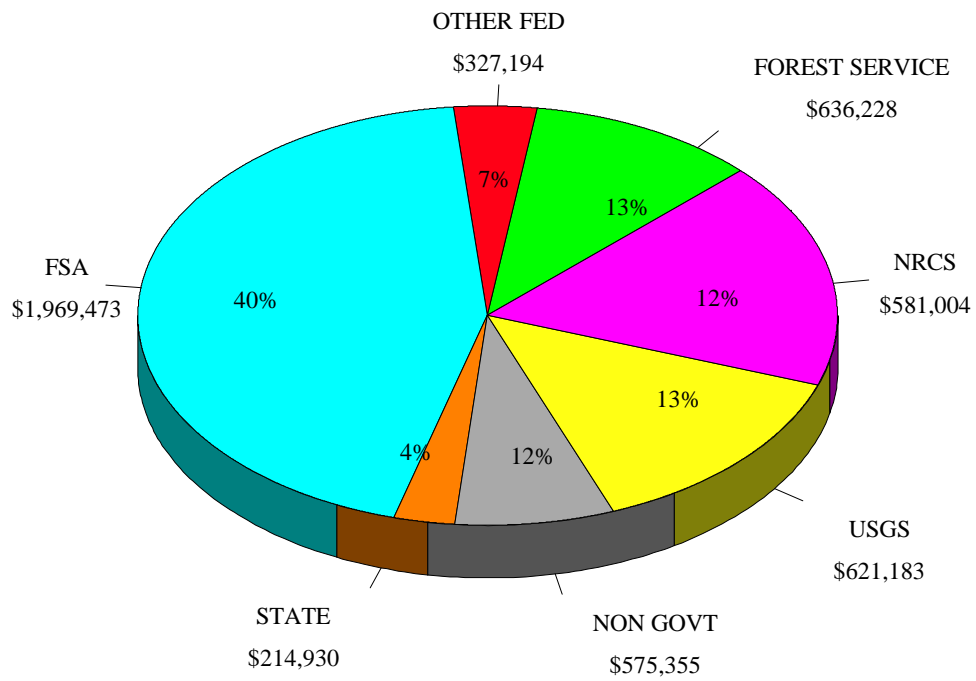
TOTAL
PRODUCTS
757,723



DOLLAR VALUE OF PRODUCTS BY AGENCY FY 1998

TOTAL DOLLAR VALUE

\$4,925,366



PHOTOGRAMMETRIC SERVICES BRANCH

We are committed to exceeding the expectations of our customers by providing high quality products: rectification data of aerial photographs using aerotriangulation methods; digital indexes of aerial photo coverage and digital orthophotographic mosaics and enlargements. We are committed to meeting the challenge of new technology and to continually improving our products and services.

PHOTOGRAMMETRIC SERVICES BRANCH**STRATEGIC PLANNING:**

The Photogrammetric Services Branch accomplished a reorganization during the year to create two Sections. Because of the Service Center Initiative to provide GIS products to better manage farm compliance programs, the Branch is devoting a major effort to producing digital ortho mosaics for all counties over the next four years. A Digital Section was established to accomplish this task.

The need to provide rectified photographic enlargements to Service Centers during the transition to GIS is also a priority. An Analytical Aerotriangulation (AT) Section was established to accomplish this task. Decreased production of rectified enlargements was offset by development and production of digital products.

ACHIEVEMENTS IN PRODUCTION**ANALYTICAL AEROTRIANGULATION**

SQUARE MILES RECTIFIED	258,812
COUNTIES COMPLETED	309

**FISCAL YEAR 1998
PHOTOGRAMMETRIC SERVICES BRANCH
AT SECTION ACTIVITY REPORT**

ACTIVITY	TOTAL HOURS	% OF TIME
Annual Leave	2770.25	7.0
Sick Leave	1325.25	3.3
Other Leave	2050.00	5.2
Section Administration	1687.65	4.3
Supervision	2011.00	5.1
Special Projects	368.40	.9
Training	2503.85	6.4
Control	4316.55	11.0
Point Transfer	3787.05	9.6
Mensuration	3596.95	9.1
Compilation of Scale	3412.40	8.7
Spot Indexing	3395.75	8.6
Map Ratio	2.00	.1
Support Activities	461.30	1.2
Digital Ortho	7537.90	19.1
OVERTIME: 110.25		
TOTALS	39,351.55	100%

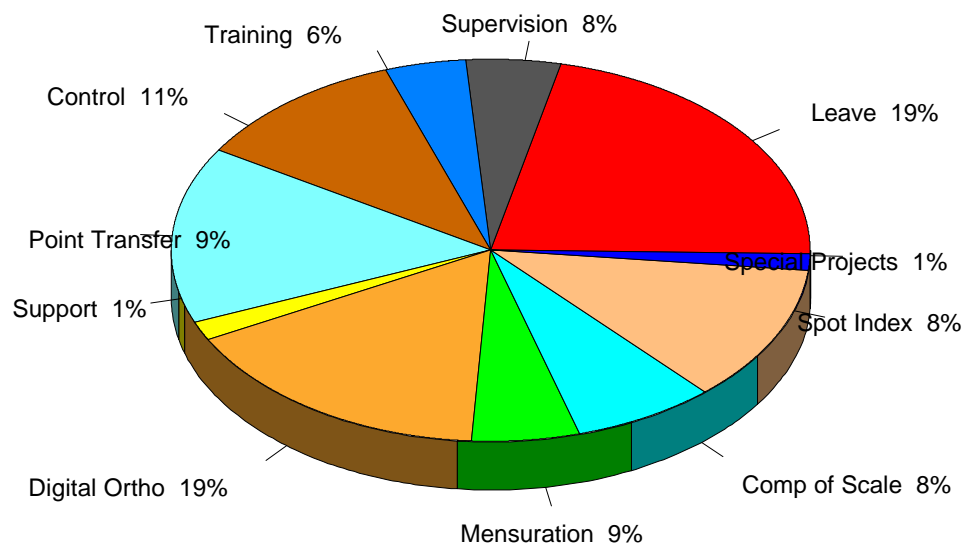
PHOTOGRAMMETRIC PRODUCTION	REPORTING YEAR	PREVIOUS YEAR
FSA Square Miles Rectified	258,812	401,400
FSA Counties Rectified	309	429

ANALYTICAL SERVICES

FISCAL YEAR 1998

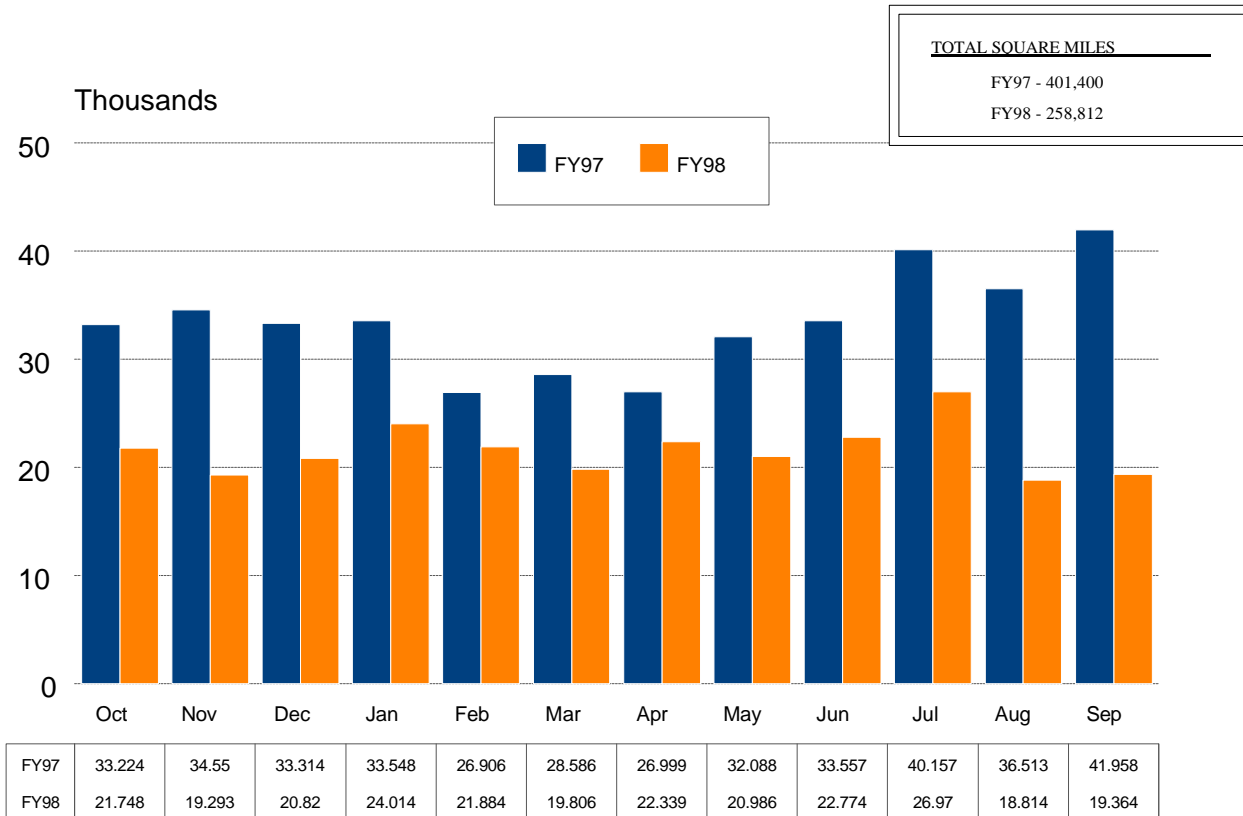
Activities by Percentage

39,552 Total Hours



Leave includes Annual, Sick, Section Admin and Other

PHOTOGRAMMETRIC SERVICES BRANCH
SQUARE MILES RECTIFIED - FY98



DIGITAL SERVICES SECTION

We are committed to provide our customers with the highest quality geospatial products with emphasis on process improvement and customer satisfaction.

DIGITAL SERVICES SECTION

Responding to customer requirements, on July 1, 1998, APFO created the Digital Services Section from within the Photogrammetric Services Branch.

The Digital Services Section uses digital orthophoto quads (DOQ) to produce scale accurate county mosaics which are made available in softcopy and hardcopy format. Cartographic features such as scales or legends accompany hardcopy digital products, thus enhancing usability. County index maps are generated with quarter quad overlays. County, state and national status maps with geospatial information are produced as well. Thorough quality reviews of all contracted county Common Land Unit (CLU) data are conducted.

The Digital Section has established a DOQ library on CD and 8mm tape and continues to expand the number of items cataloged.

SECTION ACHIEVEMENTS

MOSAICS	
Counties Completed	11
Square Miles	8,210
DOQ's Seamed	775
HARDCOPY	
Counties Completed	1
DOQ CATALOGING	
CD'S Cataloged	1,674
8mm Tapes Cataloged	702
DOQ's Cataloged	20,518
DATA COPYING	
CD's Copied for State of Kansas	42
8mm Tapes Copied for State of Kansas	17
COMMON LAND UNITS - QC	
Pilot Sites Complete	4

LEARNING AND GROWTH

The Digital Services Staff attended training at Socet Set version 4.1 orientation conference.

Equipment acquired for the Digital Services Staff include four Sun Workstations using Socet Set software for mosaicing, and one Sparc20 used for CD cataloging. One CD writer was brought online.

**FISCAL YEAR 1998
DIGITAL SERVICES ACTIVITY REPORT**

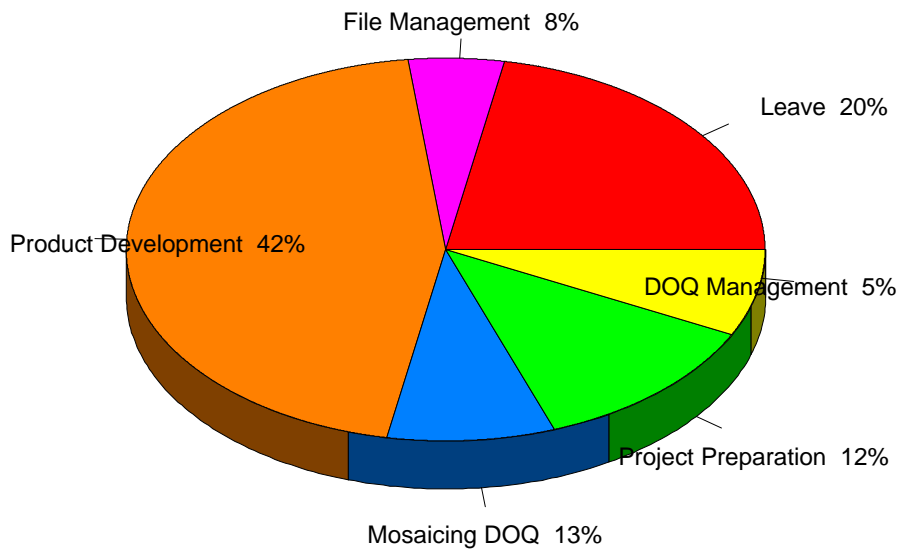
ACTIVITY	TOTAL HOURS	% OF TIME
Annual leave	103.00	6.0
Sick leave	47.25	2.7
Other leave	54.00	3.2
Section administration	140.50	8.2
Special projects	5.00	0.3
Training	4.00	0.2
Product development	708.70	41.4
System management	5.00	0.3
File management	135.25	7.9
Mosaicing DOQ's	227.50	13.3
Image processing	2.50	0.1
Project preparation	198.30	11.6
DOQ management	56.50	3.3
Special digital ortho projects	25.50	1.5
TOTAL	1,713	100%

DIGITAL SERVICES

FISCAL YEAR 1998

Activities by Percentage

1,713 Total Hours



Leave includes Annual, Sick, Section Admin and Other

PHOTOGRAPHIC SERVICES BRANCH

TECHNICAL SUPPORT

Empowered technicians performing technical services that meet the needs of our internal customers.

BLACK AND WHITE SECTION

Working in unity with our customers in order to meet their expectations. Provide the highest quality black and white aerial photography products available.

COLOR SECTION

The Color Lab Mission is to provide Quality in the form of Value, Service and Customer Conformance.

PHOTOGRAPHIC SERVICES BRANCH

The Photographic Services Branch is comprised of APFO's Black and White Photographic Section, Color Photographic Section and Technical Support Section.

The Technical Support Section maintains equipment, designs and fabricates electronic systems, monitors laboratory environmental conditions and provides research and development for unique laboratory equipment to support the various functions of the Photographic Sections.

STRATEGIC PLANNING

Technical Support developed and implemented the Work Group's Tactical Level five-year improvement plan. This plan has four common goals in the following categories:

- Efficiency and Effectiveness
- Customer Satisfaction
- Employee Satisfaction, Motivation and Innovation
- Financial Health

TECHNICAL SUPPORT ENVIRONMENTAL ACHIEVEMENTS

Tech Staff represents APFO as the liaison with the local sewer authority and participates in a self compliance sampling program that monitors heavy metals being discharged into the sewer.

A second fixer regeneration system was installed, increasing the square footage of photographic paper processed per gallon of fixer consumed from 85 square feet to 120 square feet.

SILVER RECOVERY

SOURCE OF SILVER	SILVER IN TROY OUNCES	AVERAGE PRICE PER TROY OUNCE	NET VALUE
Silver flake/sludge/scrap	9,755.70 oz.	\$6.24/ oz	\$55,763.58

LEARNING AND GROWTH

The objective for the year was to prepare the Technical Work Group to be a highly qualified and effective team by providing technical, customer and group learning opportunities.

As a Work Group, 15 learning opportunities were realized that included the following:

- Civil Rights Training
- Electronic Classes
- Computer Classes
- Group Learning Activity
- Introduction to Image Scanning

RESEARCH AND DEVELOPMENT

The Technical Support Staff completed an image scanning pilot project for NRCS covering 205 individual sites in Montana and Wyoming. Tech Staff designed and built an adapter that attaches to a rectifier that will assist in the critical focus for any rectifier. The Staff was also successful in establishing a local source for the manufacturing of a critical part for photo printers.

INTERNAL CUSTOMER SUPPORT ACCOMPLISHMENTS

- Mapped and improved the "Request For Service" and Parts Ordering Processes
- Assisted on installation of Color Processor
- Completed 42 scheduled preventive maintenances on photo processors

**FISCAL YEAR 1998
TECHNICAL SUPPORT ACTIVITY**

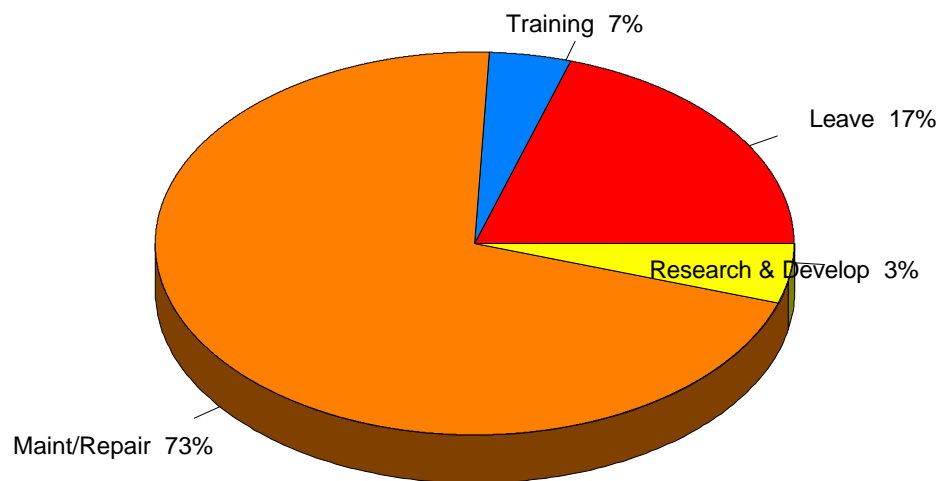
ACTIVITY	TOTAL HOURS	% OF TIME
Annual leave	798	9.0
Sick leave	96	2.0
Other leave	455	6.0
Section administration	65	1.0
Special projects	5	1.0
Training	550	6.0
Test and Evaluation	51	1.0
Research and Development	216	3.0
Equipment maintenance/repair	6,038	71.0
TOTALS	8,274	100%

TECHNICAL SUPPORT

FISCAL YEAR 1998

Activities by Percentage

8,274 Total Hours



Leave includes Annual, Sick, Section Admin and Other

BLACK AND WHITE SECTION

Black and White Photo Section is responsible for producing black and white aerial photographic products furnished to the USDA/FSA and other Federal and non federal customers.

ACHIEVEMENTS IN PRODUCTION

The Black and White Section produced **489,561** products for FY98, using only 30,736 production hours; the second lowest production hour total for Black and White in APFO history.

STAFFING

During FY98, the Black and White Section was reduced from sixteen employees to fourteen employees.

ORDERS PROCESSED

During FY98, the Black and White Section released 11,670 orders. The average turn around time for an order to be released was 20.7 working days.

WASTE

Waste for FY98 was 9.7%, second lowest in the history of APFO.

EXTERNAL REWORK

The external customer rework total for the Black and White Section was 450 photographic products.

This figure represents 1% for all photo products produced and 1.9% of all orders released.

INSPECTION

The Black and White Section inspected 63% of all black and white paper and film products produced. The section inspected 308,039 photographic products during FY98. Since FY94, black and white photographers have absorbed the inspection time within their own production hours.

TRAINING

Training accomplished during FY98 included:

Introduction to Image Scanning
Civil Rights Training
Cross training within section

STRATEGIC PLANNING

The Black and White Section Work Group is developing a tactical level five year improvement plan. The goals accomplished during FY98 were within the "Customer Satisfaction" category. The six objectives developed for customer satisfaction also included strategies, performance measurements, performance targets and baselines.

PHOTOGRAPHIC PRODUCTION	FY 98	FY 97
Photo indexes	1,153	1,723
Enlargements / paper	162,629	209,355
Contacts	318,561	472,943
Enlargements / film	2,591	1,322
Microfilm, Aperture cards, Ozalids	4,627	4,009
TOTAL REPRODUCTIONS	489,561	689,352

**FISCAL YEAR 1998
BLACK AND WHITE SECTION ACTIVITY REPORT**

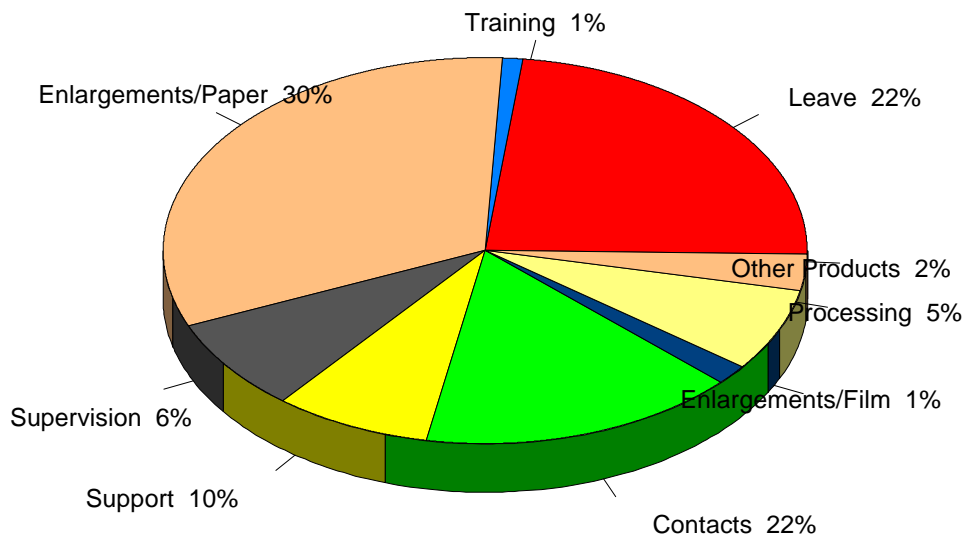
ACTIVITY	TOTAL HOURS	% OF TIME
Annual leave	3,288	11.0
Sick leave	1,185	4.0
Other leave	1,474	5.0
Section administration	670	3.0
Supervision	1,782	6.0
Special projects	147	1.0
Training	424	2.0
Photo index	111	1.0
Enlargements/paper	9,146	31.0
Contacts	6,606	22.0
Enlargements/film	386	1.0
Processing	1,466	4.0
Microfilm and Ozalids	295	1.0
Support activities	3,012	10.0
Overtime: 274 Hours		
SECTION TOTALS	29,992	100%

BLACK & WHITE PHOTO

FISCAL YEAR 1998

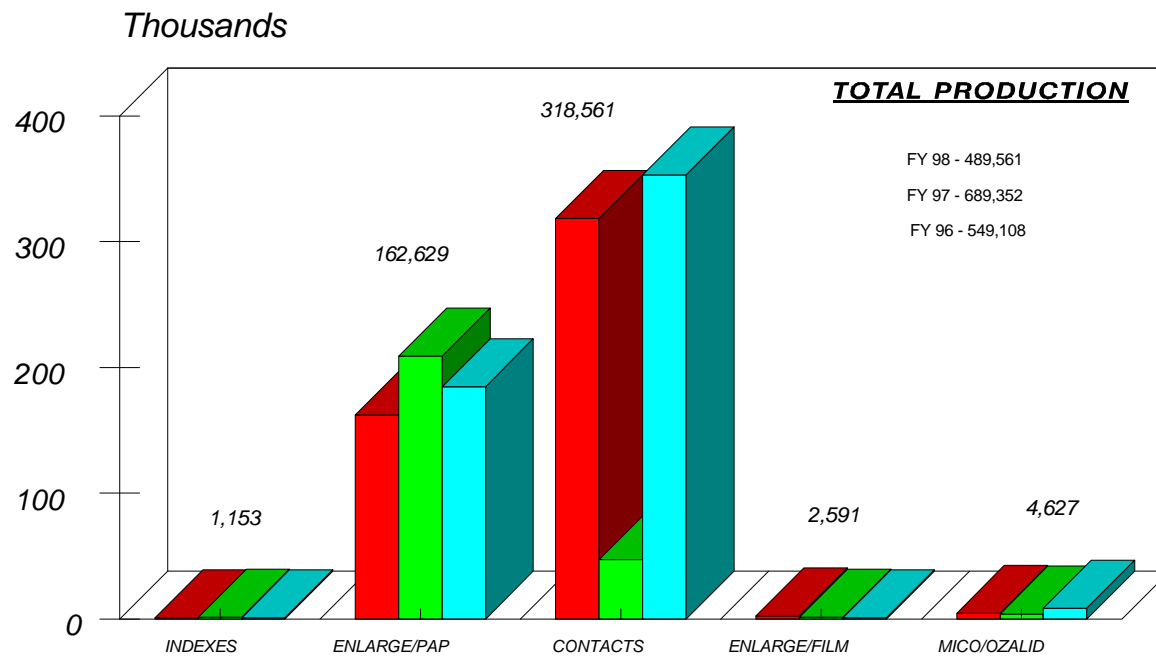
Activities by Percentage

29,992 Hours



Leave includes Annual, Sick, Section Admin and Other

BLACK & WHITE PHOTOGRAPHIC PRODUCTION FISCAL YEAR 1998



COLOR PHOTOGRAPHIC SECTION

The Color Section of the Photographic Services Branch is responsible for generating color products for various customers, including FSA, NRCS, Forest Service, other Federal and non federal agencies and the public.

STRATEGIC PLANNING

Two goals of the Color Section "Tactical Work Group" under Efficiency/Effectiveness and Customer Service were accomplished by:

New RA4 Color Processor for Color Paper
 Replace Units per Hour with Service Time

ACCOMPLISHMENTS

Units produced - **268,162**
 Production time reduced - 1,167 hours
 Zero rework - 4 months
 Reduced reprint orders - 43%
 Reduced turnaround time - 4.0%

Photographic Production	FY 98
Enlargements/Paper	5,605
Contacts	262,557
TOTAL	268,162

The Color Section is continually looking for ways to improve their processes and better serve and exceed customer requirements.

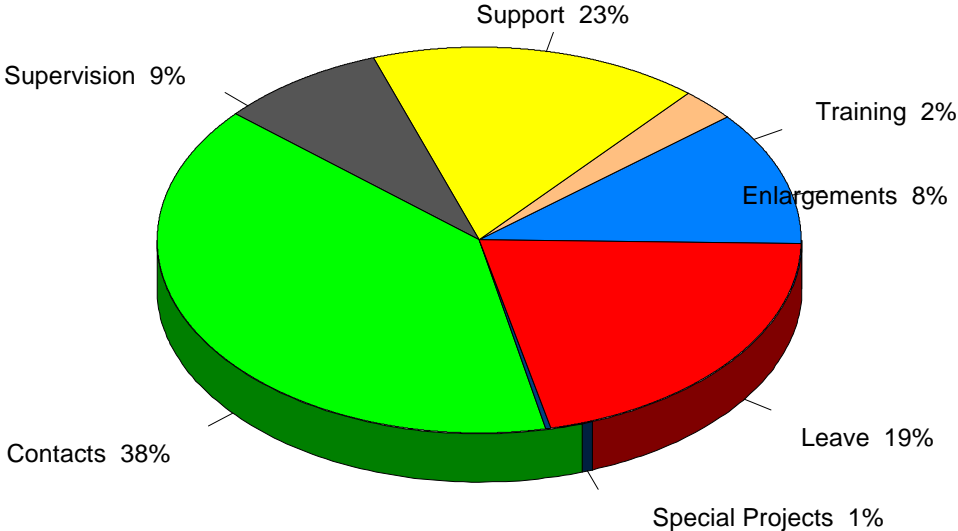
**FISCAL YEAR 1998
COLOR PHOTOGRAPHY SECTION ACTIVITY REPORT**

ACTIVITY	TOTAL HOURS	% OF TIME
Annual leave	1,236	7.6
Sick leave	805	5.0
Other leave	795	4.9
Section administration	263	1.6
Supervision	1,409	8.7
Special projects	84	1.2
Training	390	2.4
Contacts	6,119	37.8
Enlargements	1,216	7.5
Support activities	3,768	23.3
Overtime: 120 hours		
TOTALS	16,085	100%

COLOR PHOTO SECTION

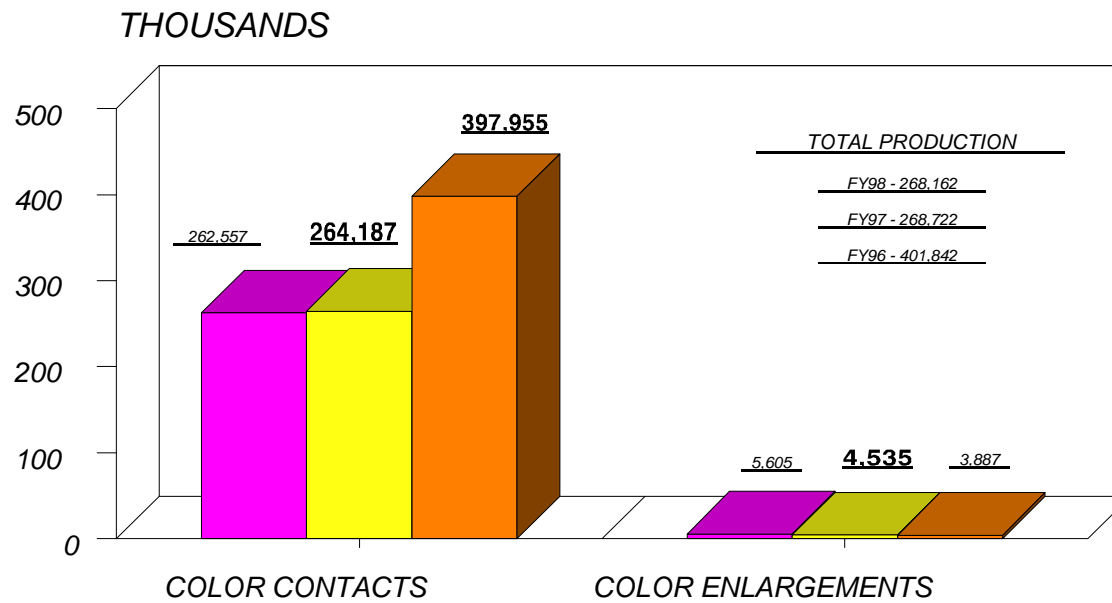
FISCAL YEAR 1998

Activities by Percentage
16,085 Hours



Leave includes Annual, Sick, Section Admin and Other

COLOR PHOTOGRAPHIC PRODUCTION FISCAL YEAR 1998



SUPPORTING DATA

Photographic Film Holdings (3)

Cost Analysis

Cost Recovery Report

FTE Usage/Cost Efficiency

Expenditures

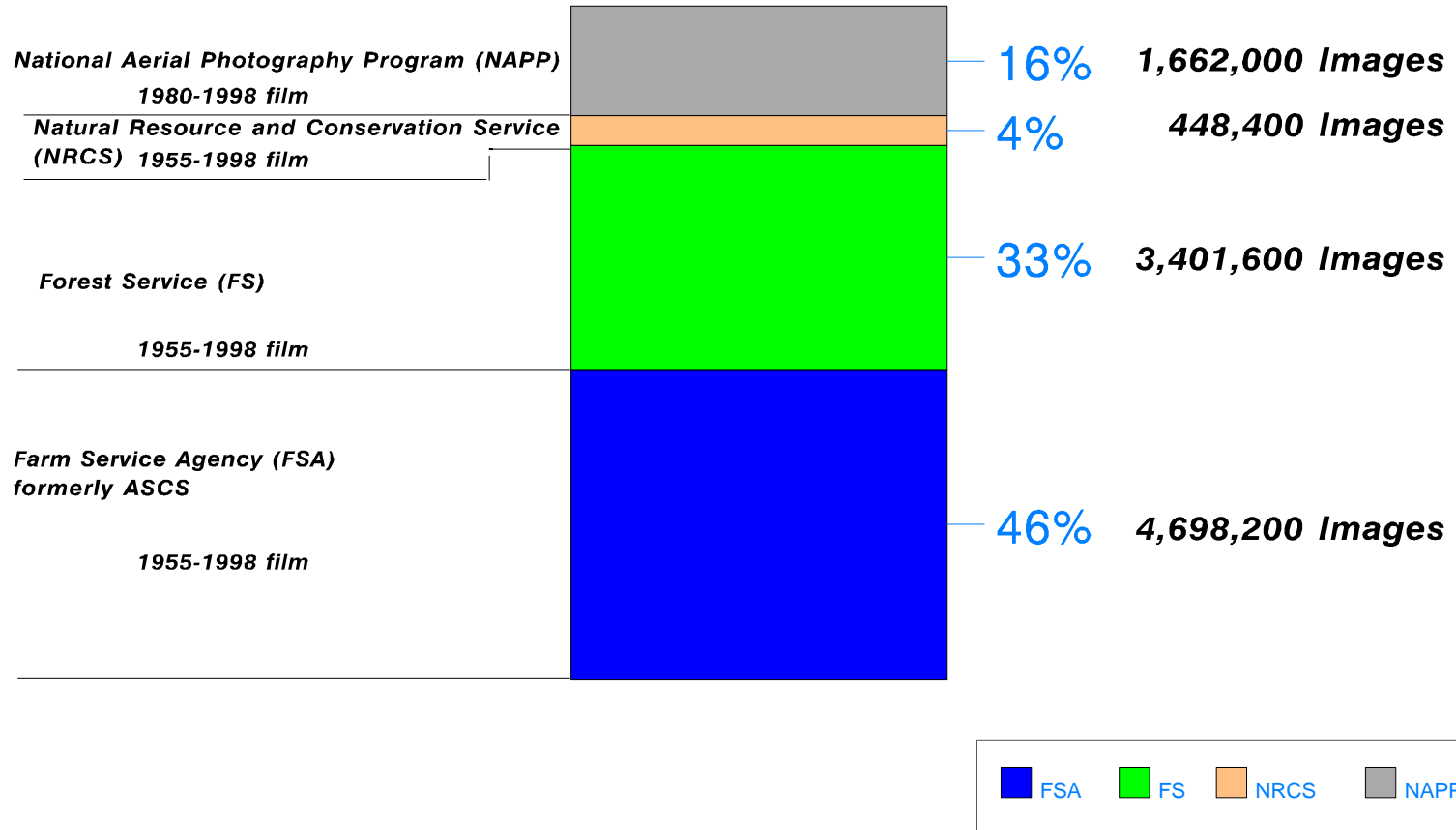
Product Service Report

USDA-FSA-Aerial Photography Field Office

Photographic Film Holdings

Total Film Holdings At The APFO Exceed 10 Million Images

The NRCS, FS, and FSA (ASCS) project photography (totaling more than 8.5 million images and 83% of film holdings) is only available from the APFO in Salt Lake City, Utah.



the term image refers to a 10" X 10" film negative which is stored on a roll in the APFO film vault

COST ANALYSIS

OCTOBER 1, 1997 - SEPTEMBER 30, 1998

NHAP/NAPP NON CONTRIBUTOR	CONTRIBUTOR	OTHER	DESCRIPTION	CHEMICAL COST	MATERIAL COST	PRODUCTION COST	TOTAL PRODUCT COST	TOTAL PRODUCTION
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BLACK AND WHITE PAPER MATERIAL

6.00	3.00	3.00	10x10 PAPER	.03	.43	4.12	4.58	161,521
14.00	9.00	9.00	12x12 PAPER	.04	1.23	9.51	10.78	4,891
17.00	11.00	11.00	17x17 PAPER	.08	2.44	8.47	10.99	12,673
-----	-----	5.00	20x24 INDEX	.13	3.29	18.49	21.19	1,113
20.00	14.00	14.00	24x24 PAPER	.16	4.61	9.90	14.67	141,729
33.00	27.00	27.00	38x38 PAPER	.35	11.80	48.01	60.16	3,336

BLACK AND WHITE FILM MATERIAL

TOTAL BLACK AND WHITE PAPER MATERIAL 325,628

8.00	4.00	4.00	10x10 INTER NEGS	.03	1.59	2.63	4.25	18,161
4.00	4.00	4.00	10X10 PM-32	.03	.79	4.28	5.10	41,738
-----	-----	4.00	10x10 DUPE/NEGS	.03	1.07	2.14	3.24	78,299
10.00	10.00	10.00	10x10 TRANSPARENCY	.03	1.59	18.79	20.41	1,738
10.00	10.00	10.00	10x10 AT	.03	1.59	7.65	9.27	13,151
10.00	10.00	10.00	10x10 SCAN	.03	1.59	10.98	12.60	3,950
22.00	12.00	12.00	12x12 FILM	.08	1.30	101.02	102.40	31
24.00	14.00	14.00	17x17 FILM	.08	6.09	74.56	80.73	18
30.00	20.00	30.00	24x24 FILM	.16	5.22	32.61	37.99	919
35.00	35.00	35.00	38x38 FILM	.40	12.21	22.05	34.66	1,623

COLOR PAPER MATERIAL

TOTAL BLACK AND WHITE FILM MATERIAL 159,628

-----	-----	4.00	10x10 ROLL	.11	.30	2.11	2.52	134,275
-----	-----	4.00	10x10 PAPER	.11	.30	5.69	6.10	93,100
-----	-----	20.00	12x12 PAPER	.16	.51	47.09	47.76	19
-----	-----	25.00	20x20 PAPER	.44	1.74	52.87	55.05	110
-----	-----	30.00	24x24 PAPER	.64	2.09	84.45	87.18	196
-----	-----	40.00	30x30 PAPER	1.00	3.57	52.19	56.76	60
-----	-----	45.00	38x38 PAPER	1.60	4.43	86.77	92.80	232

COLOR REVERSAL PAPER MATERIAL

TOTAL COLOR PAPER MATERIAL 227,992

16.00	8.00	8.00	10x10 PAPER	.11	.78	14.62	15.51	6,667
40.00	25.00	25.00	12x12 PAPER	.16	1.12	26.67	27.95	5
45.00	30.00	30.00	20x24 PAPER	.44	3.95	26.75	31.14	3,511
49.00	35.00	35.00	24x24 PAPER	.64	8.48	53.34	62.46	1,216
58.00	45.00	45.00	30x30 PAPER	1.00	8.84	55.92	65.76	24
65.00	50.00	50.00	38x38 PAPER	1.60	10.98	79.06	91.64	232

COLOR TRANSPARENCY FILM MATERIAL

TOTAL COLOR REVERSAL PAPER MATERIAL 11,655

24.00	12.00	12.00	10x10 TRANS -AT	.11	5.80	8.24	14.15	22,458
24.00	12.00	12.00	10x10 TRANS-SCAN	.11	5.80	11.07	16.98	6,060

MICROFILM & OZALIDS

TOTAL COLOR TRANSPARENCY FILM MATERIAL 28,518

-----	2.00	2.00	MICROFICHE	-0-	2.33	13.11	15.44	1,637
-----	-----	1.00	APERTURE CARDS	-0-	1.17	10.98	12.15	285
4.00	4.00	4.00	OZALIDS	-0-	1.75	10.84	12.59	2,640
4.00	4.00	4.00	LINE INDEXS	-0-	1.75	17.04	18.79	105

SHADED BOXES INDICATE PRICES CHARGED FOR PRODUCT

TOTAL MICROFILM & OZALIDS MATERIAL 4,667

TOTAL PRODUCT 757,723

**AERIAL PHOTOGRAPHY FIELD OFFICE
COST RECOVERY REPORT
FISCAL YEAR 1998**

RECEIPTS

Sale of Photographic Products	\$2,385,013.11
Products Furnished per Flying Contracts	\$ 214,651.50
NHAP/NAPP Recovery	<u>\$ 198,036.00</u>
<u>TOTAL RECEIPTS FROM PRODUCT SALES</u>	\$2,797,700.61

MISC. RECEIPTS

Sale of Recovered Silver	\$ 55,763.58
Reimbursement for Contracting Costs	<u>\$ 111,951.39</u>
<u>TOTAL MISC. RECEIPTS</u>	\$ 167,714.97

TOTAL ASSETS \$2,965,414.58

COSTS

Total Cost <i>less flying and photographic supplies</i>	\$5,311,869.68
Cost of Issued Supplies	\$1,345,646.20
<u>TOTAL LIABILITIES</u>	\$6,657,515.88

GROSS Cost of Operation \$3,692,100.30

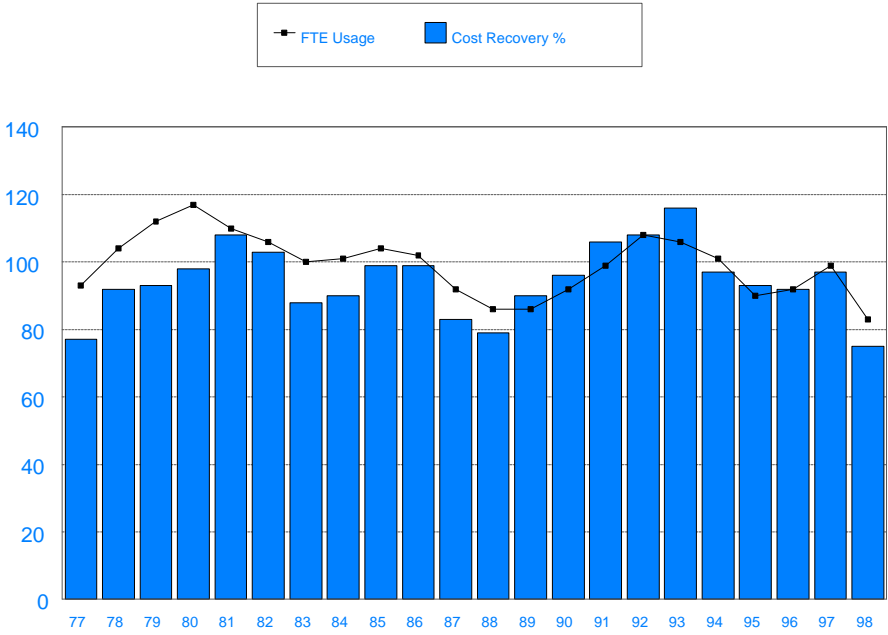
Percent of Gross Cost Recovered 44.5%

Value of Products Furnished to FSA \$1,765,256.00

NET COST OF OPERATION \$1,926,844.30

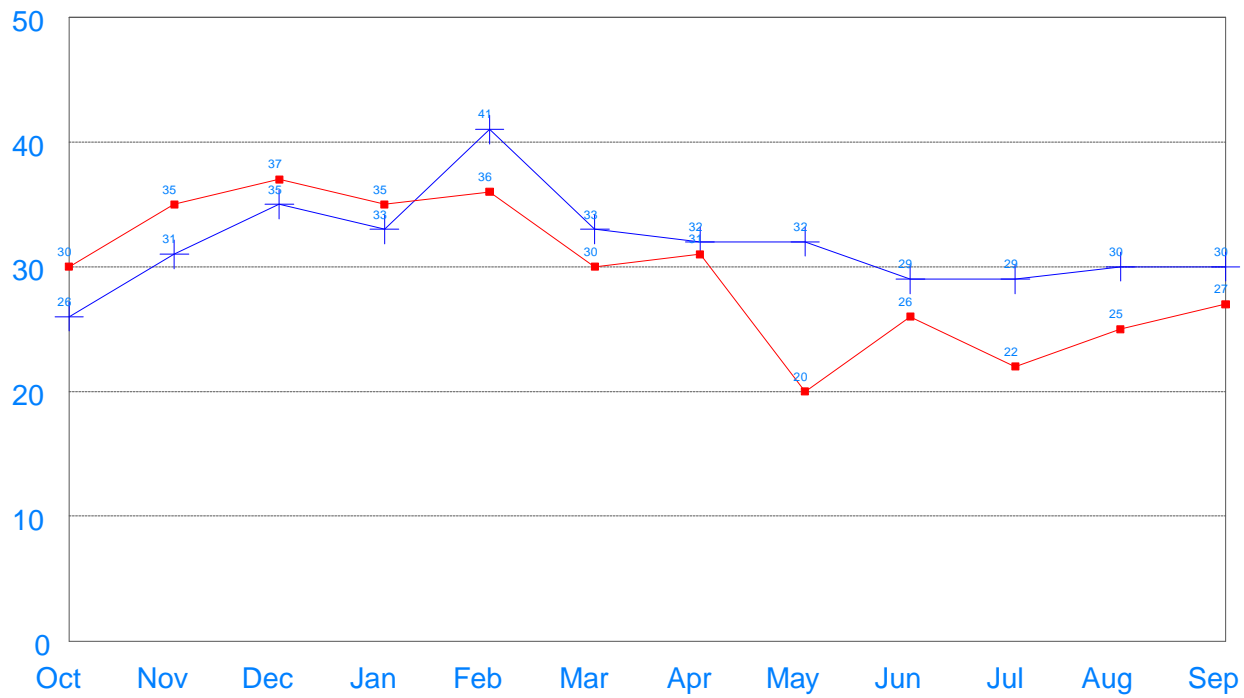
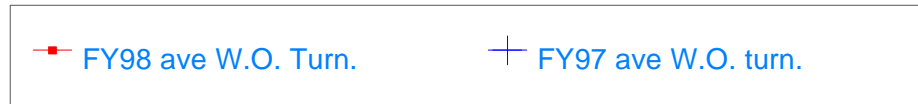
Percent of Net Cost Recovered 71.06%

APFO's FTE Usage and Cost Efficiency Rate
(1977 - 1998)



Over this 22 year period averaged 100 FTE and a 97% cost recovery rate

Product Service Report 1997 vs. 1998



Turnaround time average 30 days in FY98 as compared to 31 days in FY97