



# APFO



2001

## Table of Contents

### *Aerial Photography Field Office Organizational Chart*

<i>Office of The Director</i>	2
<i>Management Operations Branch</i>	
<i>Administrative/Personnel Section</i>	7
<i>Sales Section</i>	15
<i>Information Technology Services Branch</i>	22
<i>Imagery &amp; IT Acquisition Branch</i>	
<i>Contracting Section</i>	29
<i>Quality Assurance Section</i>	37
<i>Geospatial Services Branch</i>	
<i>Service Center Support Section</i>	41
<i>Digital Section</i>	48
<i>Photo/Imaging Branch</i>	
<i>Technical (Photographic) Support Section</i>	53
<i>Color Photography Section</i>	57
<i>Black and White Photography Section</i>	61
<i>Supporting Data</i>	
<i>Year to Date Cost Recovery</i>	65
<i>Products and Services graphs</i>	66
<i>Cost Analysis</i>	67



USDA-FSA  
Aerial Photography Field Office



Office Of The Director

We are a unique Federal Government organization providing high quality imaging 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.



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# USDA-FSA

## Aerial Photography Field Office

### **Office of the Director**

Great flexibility was required in FY 2001 as APFO dealt with constant changes involved in the continued transition to a digital environment. APFO's employees responded with effort and determination and successfully demonstrated their commitment to APFO's customers by focusing on:

- ◆ Supporting FSA County Office requirements
- ◆ Assisting FSA in the transition to GIS
- ◆ Providing contract services to USDA agencies for the acquisition of imagery
- ◆ Preserving and archiving imagery on behalf of USDA
- ◆ Providing cost-efficient reproductions of imagery for USDA, other Federal and State agencies and the general public
- ◆ Remaining cognizant of the environment through use of imagery reproduction processes that minimize consumption of precious resources

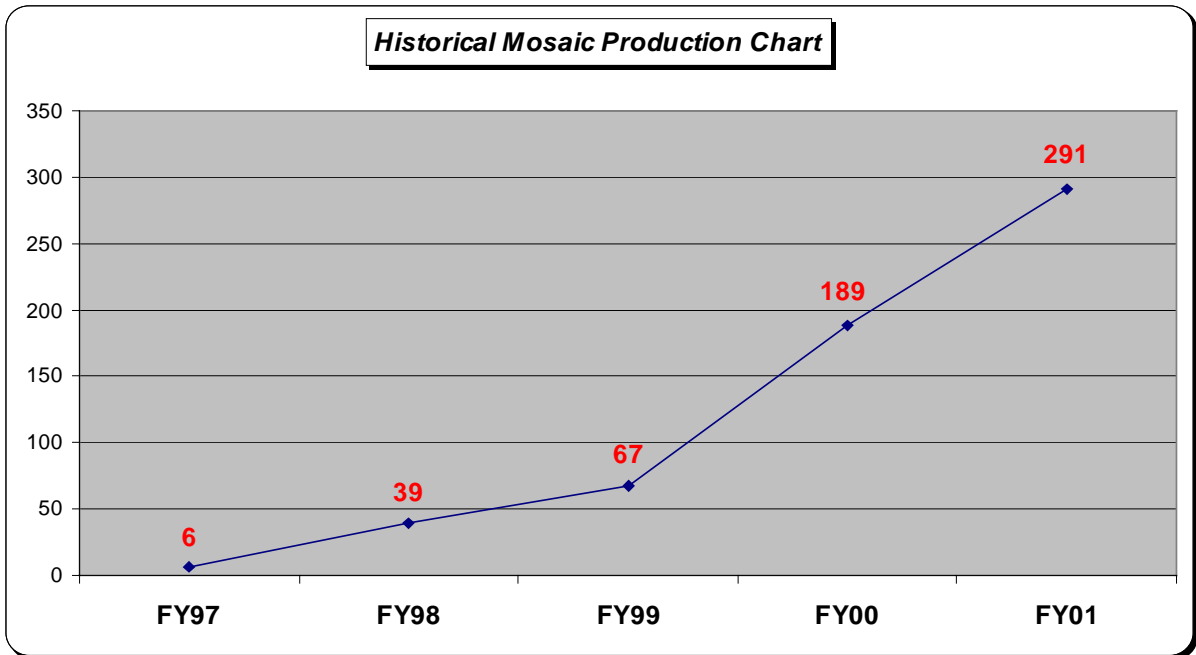
### **Fiscal Year 2001 Accomplishments**

- ◆ Completed rectification of 135 counties for 131,245 square miles. This marks the end of APFO's rectified photographic service performed for the past 25 years. Over 9,000 counties and seven million square miles of rectified photography for FSA counties were completed during this period of time.

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## Fiscal Year 2001 Accomplishments Continued

- ◆ Completed 291 county mosaics and plots, bringing the total of county mosaics completed during the period FY 97 to FY 01 to just under 600.



- ◆ Inspected 153 counties digitized with the Common Land Unit (CLU) layer
- ◆ Provided contracting services for three FSA compliance program pilot projects in States of Minnesota, Kansas and Nebraska with compliance imagery costs totaling over \$750,000
- ◆ APFO contracted for over 72,000 Primary Sample Units (PSU's) for NRCS totaling over \$5.5 million. The FY 01 PSU contract was twice the size of the previous FY 00 contract.
- ◆ APFO contracted for over 87,000 square miles of conventional aerial photography, totaling more than \$2 million. Projects included in those contracts: 27 Forest Service, 2 NRCS, 6 BLM, 3 NPS, and 1 BIA. Total photography contracts exceeded \$8.4 million and contributed \$650,000 toward APFO cost-recovery efforts.

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## Aerial Photography Field Office

### **Fiscal Year 2001 Accomplishments Continued**

- ◆ APFO produced over 590,000 photographic products/services and over 72,000 digital products/services during FY 01. Digital production was double that of FY 00
- ◆ Over 9,800 workorders were processed; 8,800 external and 1,000 internal, representing nearly \$2.2 million
- ◆ Average turnaround time on workorders was 24 days from receipt of order to shipment
- ◆ APFO's reproduction waste/remake rate down to 8.4%. Average rate during the past 17 years nearly 14.5%

# USDA-FSA

## Aerial Photography Field Office

### Preview of FY 2002

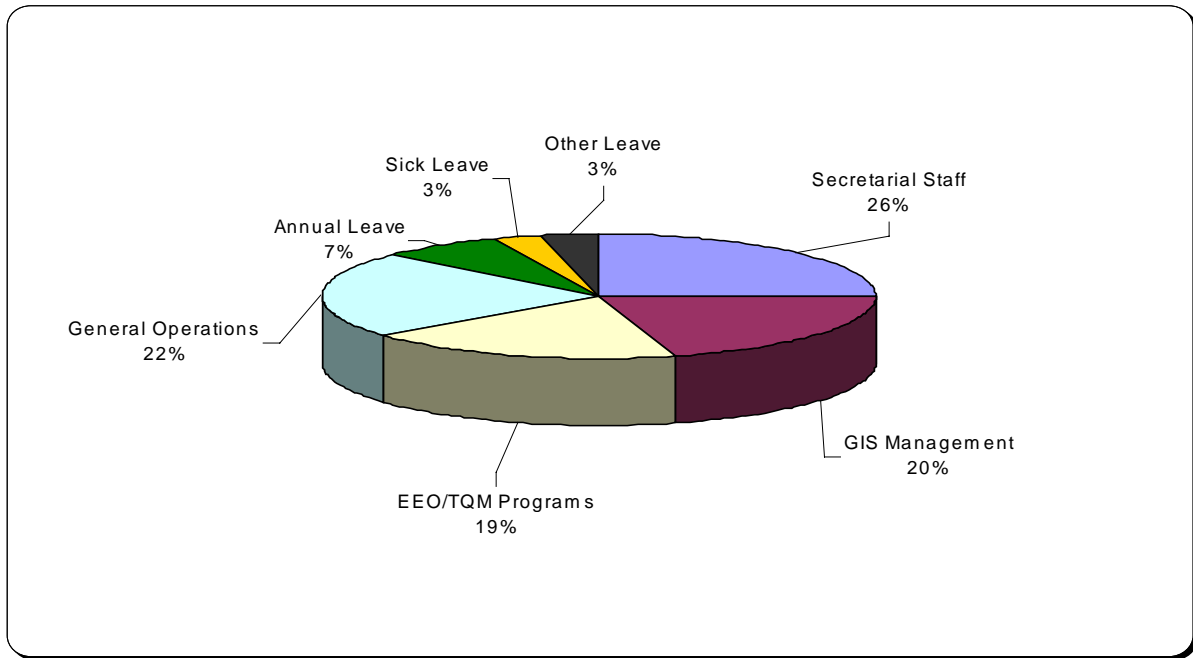
It is critical that APFO remain flexible in the ability to respond to change. This is imperative as challenges and requirements are met in the areas of budget dollars, staffing and skill requirements, Service Center office needs, and interagency initiatives. APFO will focus on the following during FY 2002:

- ◆ Meeting USDA and other users' requirements for hardcopy products. These products will be available from both a film base and a digital base
  - ◆ Provide quality products and services while learning new skills and experiences to support future imagery requirements for Service Centers and other USDA customers
  - ◆ Maintain substantial in-house capability to produce and deliver ortho imagery. Service Centers will have a need for current imagery. At the present time, discussions are focused on providing new imagery to the Centers on a yearly basis
  - ◆ Continue to be assertive in support of service center GIS users. As capability increases after full implementation, Service Centers will require more sophisticated support
- ❖ Be more aggressive in:
- ◆ Making available the historical photo library containing more than ten million images. This irreplaceable national asset will be promoted through demonstration projects, conferences, trade shows and pamphlets
  - ◆ Developing web-based systems for indexing and ordering products
  - ◆ Developing systems to manage digital geospatial data that support web-based mapping to data such as ortho imagery and CLU that can be used remotely in GIS application

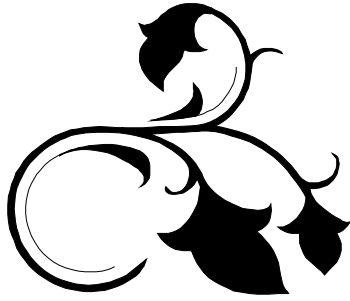
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Aerial Photography Field Office

Office of Director Section Activity Report

Activity	Hours	%
Secretarial Staff	2,031	26%
GIS Management	1,613	20%
EEO Programs	1,492	19%
General Operations	1,790	22%
Annual Leave	599	7%
Sick Leave	212	3%
Other Leave	266	3%
<b>Total</b>	<b>8,003</b>	<b>100%</b>





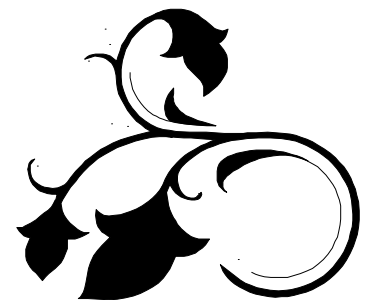


## *Perspective*

*The tragedy of September 11, 2001 was a terrible event that will surely reshape our lives, if it has not already done so. The heroic acts of countless individuals then and even now serves as a powerful reminder of the importance of commitment. Even the simple commitment to do our best in all we do improves conditions and lives. In that regard, and speaking for all of us at the APFO, our commitment to the production of high-quality products and services has been reinforced to meet the needs of the United States Department of Agriculture, specifically the Farm Service Agency, and to all users of APFO products.*

---

*Ronald B. Nicholls, Director*





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Aerial Photography Field Office

## Management Operations Branch Administration/Personnel

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



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## Aerial Photography Field Office

### **Management Operations Branch**

#### Administration/Personnel

Administrative and Personnel Services, of Management Operations Branch provides overall management support for the Aerial Photography Field Office (APFO) in the following areas:

- ◆ Procurement
- ◆ Building Management
- ◆ Shipping / Receiving
- ◆ Budget Management
- ◆ Property / Inventory
- ◆ Training
- ◆ Safety / Security
- ◆ Human Resources
- ◆ Special Emphasis Program

### **Strategic Planning**

As APFO continues to migrate conventional imagery to digital data, it becomes necessary to provide knowledge, skills, and abilities to meet the new demands our customers have for products and services. Administration and Personnel are committed to providing resources to include, but not limited to, position management, training and new vendor contacts enabling our diversification of products and services.

### **Procurement**

Through Admin, APFO provided maximum, practicable opportunities in acquisitions to small business, small disadvantaged business, and woman owned small business concerns to include:

- ◆ Procurements Processed - 669
- ◆ Small Business Woman Owned / Set Aside, Disadvantage - 113

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## Aerial Photography Field Office

### **Building/Facility - Safety and Security Management**

The USDA facility with co-tenants Farm Service Agency, Forest Service GSTC and Remote Sensing Application Center (RSAC) has been identified by the Justice Department as a Level IV facility. Each level (1-5) must comply with minimum requirements and recommendations. The Admin Section sponsors the facility Security Team (members include employees from APFO, FS, and RSAC) which has successfully met most requirements for minimum compliance.

### **Human Resources**

Human Resource Personnel worked closely with the Personnel Division at Kansas City Administrative Office (KCAO) to provide a comprehensive program of personnel services to the APFO. Some statistics during FY2001 include:

- ◆ Personnel actions processed - 37 employees
- ◆ Reassignments - 4 employees
- ◆ Details - 6 employees
- ◆ Promotions - 2 employees
- ◆ Staff - 79 employees
- ◆ Permanent full-time employees - 77 employees
- ◆ Permanent part-time employees - 1 employee
- ◆ Temporary student employee (STEP) - 1 employee
- ◆ New permanent full-time employees - 2 employees
- ◆ Retirements - none
- ◆ Term Appointments - 2 employees

### **Personnel Actions**

#### **Awards**

- ◆ Individual Keepsake - 43
- ◆ Spot - 79 employees

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## Aerial Photography Field Office

### **Personnel Actions Continued**

#### **Employee Development**

- ◆ Training requests processed - 235 employees
- ◆ Civil Rights Training - 81 employees
- ◆ Mid-Career Retirement Planning - 27 CSRS employees
- ◆ Mid-Career Retirement Planning - 38 FERS employees

#### **Open Season Activities**

- ◆ Thrift Savings Plan (TSP)
- ◆ Health Benefits Fair

### **EEO / CR Activities / Community Awareness and Outreach**

Training / Activities provided for employees at APFO included:

- ◆ Disability Awareness - Deaf Awareness & Sensitivity Training for Leadership and EEOAC
- ◆ Web-based EEO/CR Training for Cultural Diversity and Nondiscrimination in Program & Services Delivery - All Employees
- ◆ 16th Annual Utah Women's Conference - "Discovering the Diversity & Unity of Women"
- ◆ Women's History Guest Speaker - "Women of the West"
- ◆ Hispanic Heritage - APFO Salsa Contest
- ◆ Breast & Prostate Cancer Awareness - Pamphlets/Ribbons made available for all employees
- ◆ Black History Month - Displays and Banners
- ◆ Martin Luther King, Jr. Guest Speaker - "Unaware Racism"
- ◆ Management Training for APFO Leadership Team - Conduct and Performance Issues
- ◆ Asian/Pacific Heritage - Taster Tables, Videos
- ◆ Veterans Day - Military Memorabilia Display, Banners
- ◆ Native American Heritage Videos - Tribes of the Southeast, Tribal People of the Northwest, Natives of the Southwest, and Nations of the Northeast.

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Aerial Photography Field Office

**EEO / CR Activities / Community Awareness and Outreach Continued**

Special Emphasis Program Manager Contributions

- ◆ Federal Women's Employment Manager - Adopt-A- School classroom volunteer, attended Federally Employed Women (FEW) National Training Program.
- ◆ Hispanic Employment Program Manager - Co-Coordinator Adopt-A-School Program, Classroom volunteer, Coordinates APFO waste photo paper donations to Granite School District, member of Hispanic Employment Program Council of Utah (HEPCU), website manager for HEPCU, served as Acting Recorder, established HEP Scholarship Committee, awarded eight \$500 scholarships, established HEPCU membership into 2001 CFC

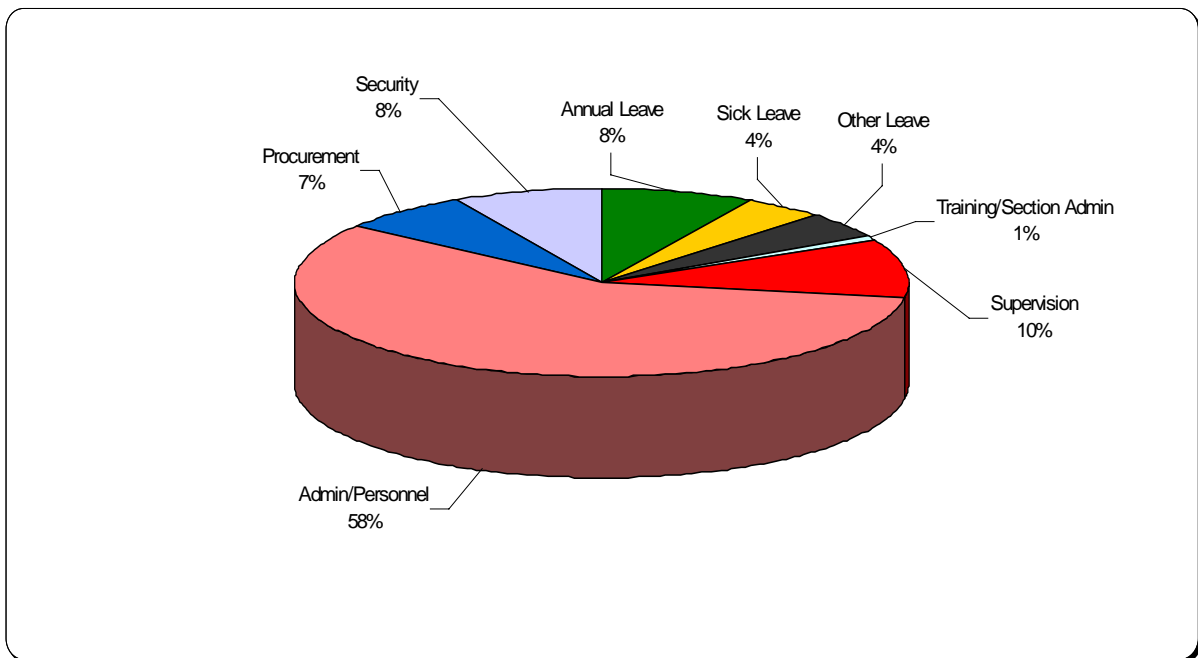
Other activities include: Blood Drives, Adopt-A-Native Elder, GIS Day, Federal Executive Association (FEA) luncheons, Daughters to Work Day, Granite School District Luncheon.

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# USDA-FSA Aerial Photography Field Office

## Administrative/Personnel Services Activity Report

Activity	Total Hours	% of Time
Annual Leave	920	8%
Sick Leave	477	4%
Other Leave	497	4%
Training/Section Admin	103	1%
Supervision	1,128	10%
Admin/Personnel	6,552	58%
Procurement	774	7%
Security	887	8%
<b>Total</b>	<b>11,338</b>	<b>100%</b>



Annual Report FY2001



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## Management Operations Branch Sales Section

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



Annual Report FY2001



# USDA-FSA

## Aerial Photography Field Office

### **Management Operations Branch**

#### **Sales Section**

As part of the Management Operations Branch, the Sales Section is responsible for the receipt and processing of work orders and coverage requests for aerial photography and digital imagery 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 activity dealing with the sale of aerial photography and digital imagery.

### **Special Accomplishments**

#### **Collections**

Class D Imprest Fund Liquidation - The USDA-FSA-Financial Management Division (FMD) mandated closure of all imprest funds. In compliance, the Sales Section liquidated our Class D Imprest Fund. (This fund was used solely for change-making purposes.)

Agency Deposits - The U.S. Treasury discontinued handling cash deposits at Federal Reserve Banks (FRB). To comply with this new policy and eliminate our need of purchasing cashiers checks or money orders for cash remittances, we began asking customers for an alternate form of payment.

Loomis Fargo & Company Armored Car Services - With the elimination of cash deposits and collection activities migrating more to credit card collections USDA-FSA-FMD concurred with changing our biweekly cash funds pickup and delivery to the Federal Reserve Bank to weekly pickups.

Federal Payment of Bill Deposits – Kansas City Financial Office (KCFO) delegated authority to Sales to deposit all Federal Payment of Bill checks received by the APFO for Federal Aerial/Digital Work Orders and Flying Contracts.

Agency Location Code (ALC) - To simplify KCFO's ALC dual accounting, our ALC was closed and we began using the KCFO ALC.

Visa Cardholder Information Security Program (CISP) - Visa developed new security requirements for card-not-present merchants. Sales reviewed our mail/telephone acceptance of account information and met with APFO's ITS and Admin to assure compliance.

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# USDA-FSA

## Aerial Photography Field Office

### **Special Accomplishments Continued**

#### **Billings**

Foundation Financial Information System (FFIS) - FFIS is a multi-fund accounting and reporting system that replaced the Core Accounting System (CORE).

AD-673 Billing Form - FFIS development did not allow usage of the AD-742 Billing Form, it was replaced by the AD-673 Form. (The AD-742 form was the USDA Interagency billing form.) Sales and ITS developed, tested and modified WOES Billing Processes.

#### **Detailed Activity**

Classified Competitive Details to Contracting Section - One employee performed consecutive 120 Day Classified Competitive Details as a Cartographic Technician & Quality Inspection Specialist.

Unclassified Detail Activity - To assist APFO, Sales performed NAPP Dupe Processing, Blipping, Contract Support Activity, Contract Material Inspection and Inventory Review.

#### **FSA Processes**

FSA Rectified Aerial Photography - Sales released the last FSA Rectified County work order to the B&W Photo Section in August 2001. (Several nominal scale Ohio Counties are pending new NAPP photography availability.) Sales role in the FSA process was to receive new photography counties from PSB and release to Photo. We are the FSA Service Center contact for replacement photography requests and orders.

FSA Photomap Scans & Plots Projects - APFO provided 19 Counties in Kentucky, South Dakota and Texas Photomap Scans and Plots. Sales role was to coordinate the projects with the Service Centers, APFO and the Digitizing Centers.

# USDA-FSA

## Aerial Photography Field Office

### Special Accomplishments Continued

#### Interagency Agreements

USGS-EROS Interagency Agreement - APFO and EROS established a three-year Interagency Agreement. APFO provides film positive transparencies, paper prints and image scans in exchange for DOQQ's. Sales coordinated the EROS orders, fiscal activity and report reconciliation. Option Year One Amount - \$198,913.



USDI-BLM-Wyoming Interagency Agreement - APFO and the Wyoming State BLM Office established an Interagency Agreement to create digital aerial photography coverage of approximately 14,400 images of Wyoming. This is APFO's first full State digital image scanning project. Sales will coordinate the orders, fiscal activity and report reconciliation.

DIGITAL WORK ORDER PROCESSING & REPORTING - Sales and ITS continued WOES refinement of Digital Product Codes, Prices and Statistical Reporting.

NATIONAL IMAGERY & MAPPING AGENCY (NIMA) PROJECT - NIMA and the USGS-EROS are working together on a Priority National Security Project that requires up-to-date mosaicked DOQQ's of 120 Major U.S. Cities. The APFO holds the original NAPP photography of the Eastern U.S. Cities. APFO's involvement is to provide Top Priority film positives, transparencies, paper prints and image scans to the USGS Mapping Centers. Sales is the coordinator of this project with the USGS and APFO.

FSA-441 REQUEST FOR AERIAL PHOTOGRAPHY & FSA-441A PRICES FOR AERIAL PHOTOGRAPHIC REPRODUCTIONS - In March 2002, the FSA-441 Form Approval - OMB No. 0560-0176 expires. In FY2001 Sales began the seven-month process of applying for the three-year renewal. Sales is coordinating the Paperwork Reduction Act Package and Federal Register Notice. ITS supplied electronic application information and instructions.

*Annual Report FY2001*

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Aerial Photography Field Office

**Total Dollar Volume - \$2,197,837.35**

***Sales Directly Billed***

<b>Category</b>	<b>Billed Amount</b>
Federal users	\$464,213.50
Non-Federal, tax-supported users	\$173,267.00
<b>Total</b>	<b>\$637,480.50</b>

***Collections***

<b>Category</b>	<b>Dollar Amount</b>
Cash & check receipts	\$456,714.50
Credit cards receipts	\$912,939.95
<b>Total</b>	<b>\$1,369,654.45</b>

***Total Production & Sales***

<i>AERIAL PHOTOGRAPHY</i>	<i>UNITS</i>	<i>DOLLARS</i>
Photographic products & services	590,393	\$3,365,374.50
<i>DIGITAL IMAGERY</i>	<i>UNITS</i>	<i>DOLLARS</i>
Digital products & services	77,344	\$3,362,353.50

***Statistical Comparison***

<i>Units Per Order</i>	
<b>Fiscal Year 01</b>	<b>Fiscal Year 00</b>
Units per order 53	Units per order 54

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# USDA-FSA

## Aerial Photography Field Office

### FY2001 Users of APFO Aerial Products & Services

Agency	%	Units	%	Dollar Value
FSA	29	172,137	35	\$1,157,437.60
FS	46	272,529	24	812,196.90
NRCS	1	6,585	3	105,057.00
GS	9	53,010	15	506,483.50
Other Federal Agencies	3	15,925	6	194,668.00
State Agencies	8	45,204	8	278,065.00
Non-Government	4	25,003	9	311,466.50
<b>Totals*</b>	<b>100</b>	<b>590,393</b>	<b>100</b>	<b>\$3,365,374.50</b>

### FY2001 Users of APFO Digital Imagery Products

Agency	%	Units	%	Dollar Values
FSA	68	51,541	87	\$2,935,011.50
FS	3	2,520	1	23,126.00
NRCS	23	17,861	10	342,204.00
GS	2	1,780	1	19,235.00
Other Federal Agencies	0	308	0	3,110.00
State Agencies	4	2,816	1	32,255.00
Non-Government	0	518	0	7,412.00
<b>Totals*</b>	<b>100</b>	<b>77,344</b>	<b>100</b>	<b>\$3,362,353.50</b>

\*Note: Totals include Partnership values.

### Major Work Activities Performed

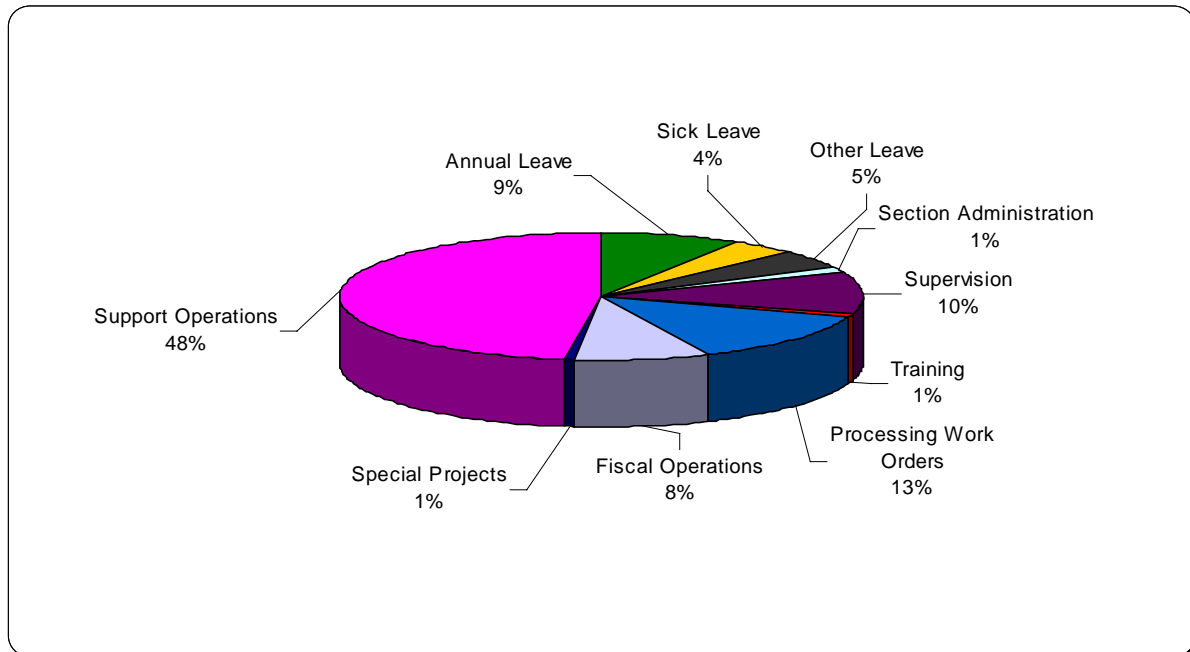
ACTIVITY	NUMBER OF ACTIVITIES
Work Orders processed	8,789
APFO internal WO processed	1,042
Coverage requests	2,651
Walk-in customers	865
Telephone calls	17,306
Catalog registers	1,945
Billings	1,111
Refunds	322
Written correspondence	1,234
<b>TOTAL</b>	<b>35,265</b>

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# USDA-FSA Aerial Photography Field Office

## Sales Section Activity Report

ACTIVITY	TOTAL HOURS	% OF TIME
Annual Leave	1,261	9%
Sick Leave	637	4%
Other Leave	700	5%
Section Administration	198	1%
Supervision	1,550	10%
Training	142	1%
Processing Work Orders	1,952	13%
Fiscal Operations	1,203	8%
Special Projects	94	1%
Support Operations	7,081	48%
<b>TOTALS</b>	<b>14,818</b>	<b>100%</b>



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Aerial Photography Field Office

## Information Technology Services Branch

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



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## Aerial Photography Field Office

### Information Technology Services Branch

#### Information Technology Facilities Planning and Management

- ❖ Assess, plan, coordinate, and monitor computer facilities
  - ◆ Rack Mounted all Hardware
  - ◆ Upgraded Electrical Service to Computer Room
  - ◆ Continued Annual Maintenance (A/C, Halon, Alarm)
  - ◆ Service Repaired A/C Condenser Unit (replaced fan controller board)

#### Computer Security

- ❖ Plan and implement security and recovery procedures
- ❖ Monitor system and network activity
- ❖ Implement systems and network security hardware and software
- ❖ Monitor application development activity to assure compliance
  - ◆ FY01 Certification Completed
  - ◆ Facilities Audited
  - ◆ Zero Breaches
  - ◆ Zero Down Time from Viruses and Worms
  - ◆ Instituted Software Installation Forms

#### Software Development

- ❖ Manage database operations (Database Administration)
- ❖ Design and implement applications to APFO production standards
- ❖ Develop data standards and participate in interagency initiatives for shared data sets
- ❖ Recommend database designs and applications that improve production
  - ◆ Filled Computer Specialist Position
  - ◆ Updated Digital Imagery Inspection System for Unique Hawaii Imagery
  - ◆ Developed Digital Imagery Inspection System for NRI/PSU
  - ◆ Database Developed and Implemented for Digital Imagery Metadata (Hawaii, DOQ, MDOQ)
  - ◆ DOQQ Status Data System Developed and Implemented for Data Consistency
  - ◆ Developed and Implemented Research Tools for DOQQ Acquisition
  - ◆ Developed Reports to Assess Cost Share DOQQs
  - ◆ Automated Web Status Maps, Reports and Catalogs



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## Aerial Photography Field Office

### Software Development (cont.)

- ◆ Updated Mosaic Production System and Digital Mosaic Project Management
- ◆ Updated and archived AT Indexing and Back Filled Data
- ◆ Added Digital Imagery Products to Catalog (currently limited to internal use only)
- ◆ Developed Laser Printed Shipping Receipt (requires LAN and hardware upgrade)
- ◆ Reorganized Database
- ◆ Shared Oracle Database Design and Code for DOQQ Imagery Catalog w/Forest Service
- ◆ Shared FGDC Compliance Code for Digital Imagery Metadata w/Forest Service
- ◆ Implemented Batch Mosaic Process for MDOQ
- ◆ Developing Contract MDOQ Inspection System (Project Management, Project Prep)
- ◆ Sharing Mosaic Production Scripts w/Forest Service
- ◆ Automated T&A Worksheets Developed
- ◆ Linked Procurement System with Inventory System
- ◆ Updated Property Inventory

### Computer Operations

- ❖ Design, Integrate and Monitor Computer Services (Systems Administration)
- ❖ Design and manage APFO LAN/WAN (Network Administration)
- ❖ Provide Standard Maintenance and Support for Hardware/Software
- ❖ Document and Secure IT Hardware/Software
- ❖ Provide Backup and Recovery File Service
- ❖ Evaluate and Recommend IT Hardware, Software and Maintenance
  - ◆ Filled Computer Specialist Position
  - ◆ Extended LAN (Digital, RMS, Contracting)
  - ◆ Upgraded WAN to T1 (not complete)
  - ◆ Installed/Configured Fibre Channel Hub
  - ◆ L700 Installed and Configured
  - ◆ RAID Disk Array Installed and Configured
  - ◆ Upgraded Digital Imagery Servers to Gigabit Network Capabilities
  - ◆ Reconfigured PC's to Achieve Efficient Systems Recovery

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## Aerial Photography Field Office

### Computer Operations (cont.)

- ◆ Installed 6 Ultra10 Workstations, 3 Ultra60 Workstations
- ◆ Installed Dual Monitor Graphics Board on 1 Workstation Solaris and Socet Set Versions Upgraded / Patches Installed
- ◆ Hardware Upgrades on Ortho Workstations
- ◆ Installed and Configured Photo Scanner and Workstation
- ◆ Upgraded Photo Scanner and Workstation
- ◆ Installed and Configured Flatbed Scanner and Workstation
- ◆ Ported EPROM burner from WIN3.1 to NT
- ◆ Installed 2 new CD Writers (Sales, QA)
- ◆ Replaced 2 CD Writers (Digital)
- ◆ Replaced 2 and Added 4 Tape Drives (Digital)
- ◆ Replaced 3 Failed Drives (ANDATACO Array, Pyramid)
- ◆ Added 4 External Disk Drives
- ◆ Added 2 Internal Disk Drives (CapitolReef, Zion)
- ◆ Upgraded Scanner to 24" Color Monitors
- ◆ Extended Digital Imagery Production Workspace
- ◆ Service Repaired 31 WYSE , 7 NCDs and 3 Color Monitors
- ◆ Replaced ANDATACO Chassis
- ◆ Installed PSB LAN Hub
- ◆ Developing Console Port Management for Wyse60 Devices
- ◆ Upgraded and installed HP Printer in Admin
- ◆ Upgraded Lucent-Net Equipment
- ◆ Investigated Network/Desktop Alternatives for Sales Photosearch Application
- ◆ Inventoried 10 CCC Personal Computers
- ◆ Implemented CD Stomper Accounts for CD Writing
- ◆ Implemented Netscape Accounts for All Employees

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## Aerial Photography Field Office

### **Computer Operations (cont.)**

- ◆ Implemented WordPerfect accounts for all employees
- ◆ FY01 maintenance agreements (\$207,860), FY01 services (\$6,700)
- ◆ FY01 procurements (\$420,000)
- ◆ 6500 database server
- ◆ Ultra workstations
- ◆ L700 tape library
- ◆ Additional socket set licenses
- ◆ Additional Mr. SID license
- ◆ 22 NFS solo licenses, 2 server licenses
- ◆ 15 Exceed multi-platform licenses
- ◆ ES3000 and ES3500 hardware upgrades
- ◆ Fibre channel adapters
- ◆ Cybernetics hardware and software upgrades
- ◆ 5 Windows NT workstation licenses

### **WEB & EAI Implementation and Oversight**

- ❖ Monitor and secure web accessible documents and code
- ❖ Monitor web content for compliance to Agency design, data integrity and pertinence
- ❖ Design and program EAI to meet Federal accessibility regulations
- ❖ Design and program to automate data content
  - ◆ Section 508 compliance implemented
  - ◆ Updated fiscal year activity
  - ◆ Added status maps
  - ◆ Added CLU tools
  - ◆ Placed solicitation links as requested

# USDA-FSA

## Aerial Photography Field Office

### **Customer Service and Support**

- ❖ Provide maintenance services on software applications developed for APFO
- ❖ Document and provide training materials to be used with operational procedures
- ❖ Provide hands-on-training for newly developed or redesigned applications
- ❖ Provide data management assistance (data requirements, queries, anomalies, etc.)
- ❖ Participate in team efforts to develop integrated IT processes
  - ◆ Filled Computer Specialist position
  - ◆ Maintained and updated Shipping System
  - ◆ Provided support data, graphics, documents for presentations
  - ◆ Prepared to train personnel on Office Supplies inventory (not being used)
  - ◆ Developed an IT Training System for APFO Personnel
  - ◆ Developed FY01 Training Plan for ITS Personnel
  - ◆ Seams Database Implemented and Back Filled
  - ◆ Assisted Resource Management w/Annual Report
  - ◆ Assisted Resource Management w/Cost Analysis and recovery reports
  - ◆ Assisted Resource Management, trained personnel-currently maintaining logbook
  - ◆ Maintain APFO Goals chart

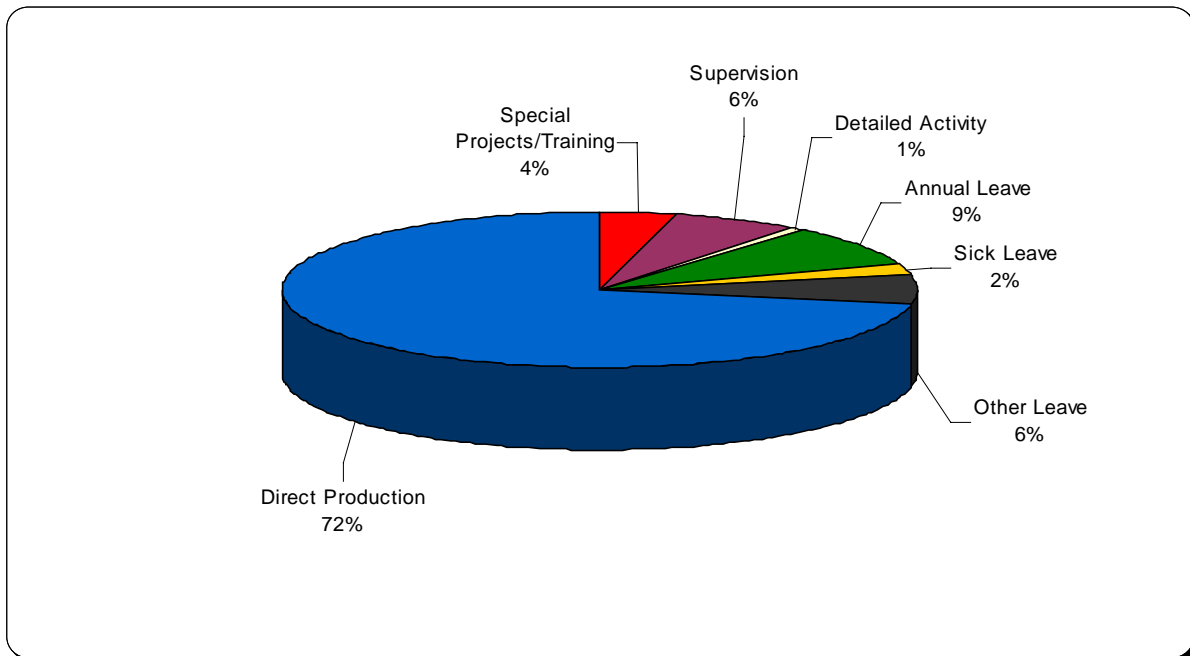
### **Organization Participation**

- ❖ APFO Employee's Association
- ❖ Aerial Observer
- ❖ Cultural Heritage
- ❖ Certified Emergency Response Training (CERT)
- ❖ APFO Awards Team
- ❖ Professional Membership - Oracle Professional Development Tools
- ❖ SCI Metadata Standard Participation
- ❖ APFO/NCGC Leadership Team

USDA-FSA  
Aerial Photography Field Office

**Information Technology Services Branch Activity Report**

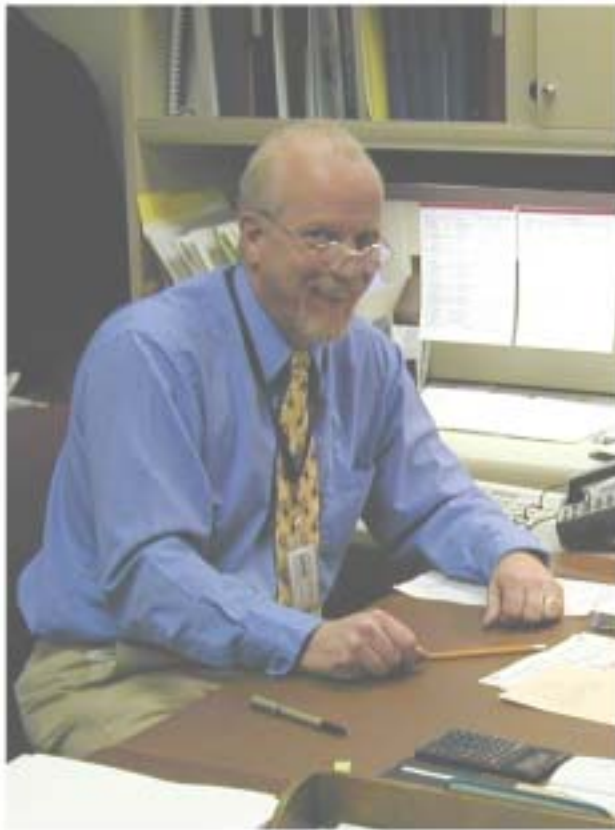
<b>Activity</b>	<b>Hours</b>	<b>% of Total</b>
Direct Production	11,213	72%
Special Projects/Training	605	4%
Supervision	980	6%
Detailed Activity	133	1%
Annual Leave	1,338	9%
Sick Leave	341	2%
Other Leave	956	6%
<b>Total</b>	<b>15,566</b>	<b>100%</b>





USDA-FSA  
Aerial Photography Field Office

## Imagery & IT Acquisition Branch Contracting Section



To provide quality procurement services, which exceeds customer expectations by promoting positive partnerships and excellence in customer service and products.



Annual Report FY2001

# USDA-FSA

## Aerial Photography Field Office

### **IMAGING & IT ACQUISITION BRANCH**

#### Contracting Section

The Contracting Section is responsible for contracting services and supplies in support of USDA and programs of other Federal Agencies. Coordinating requests for new aerial photography with existing coverage, flight planning projects, preparing solicitations, evaluating 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 acquisitions, special requirement purchases, and other procurement support activities.

#### **FY01 Achievements Include**

- ◆ New Aerial Photography/Imagery Applications Processed - 42
- ◆ Flight Planning - 62,464 linear miles - 87,513 square miles
- ◆ PSU Site Photography Contracted - 72,647 Sites
- ◆ Solicitations Prepared and Issued - 24
- ◆ Contracts Awarded - 36 covering 48 project areas
- ◆ Contract Value - \$7,660,105
- ◆ Administrative Charge - \$355,811
- ◆ APFO Furnished Products (Estimated) - \$400,000

#### **Contract Administration**

Eighty-four project areas were administered in FY2001. Of the 84 project areas, 33 were accepted during the fiscal year and 51 will carry over into FY2002. Of the 51 projects carried over, 25 have been 100% flown pending inspection, 20 were partially flown requiring completion in FY2002, 5 were active projects with flying seasons still open, and 1 to be terminated for the convenience of the government.

#### **Contract Pricing**

The average price per linear mile of blocked aerial photography (weighted according to project size) decreased by 6% compared to FY00; from \$34.34 to \$32.15. The average price per PSU Site aerial photography decreased by 5% compared to FY00; from \$80.47 to \$76.84. The overall weighted average price per unit for FY2001 was \$48.60.

# USDA-FSA

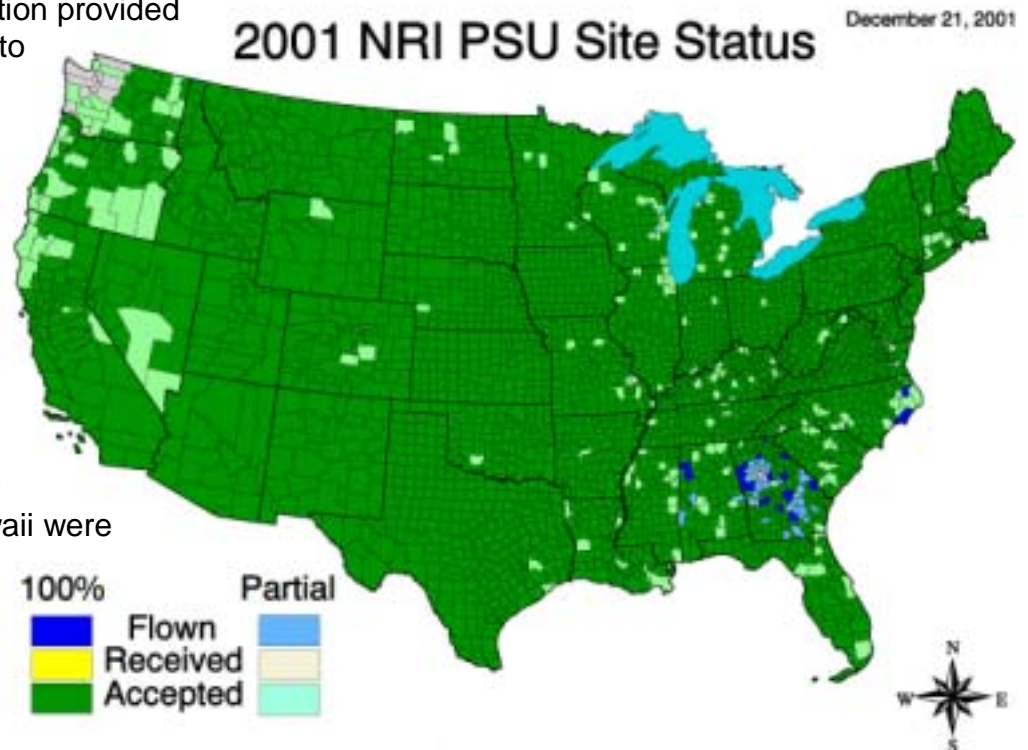
## Aerial Photography Field Office

### Small Business Concerns

The Contracting Section solicited sources for aerial photography under a 100% Set-aside for Small Business Concerns. This resulted in Small Business Concerns receiving 80% of the total contract dollar amount, with Emerging Small Business Concerns receiving >1% of the total.

### Special Accomplishments

The Contracting Section provided specialized services to NRCS in support of their National Inventory Program (NRI). Contracts for aerial photography and digital imagery were awarded for 72,647 Primary Sample Unit (PSU) Sites totaling \$5,582,071.81. All PSU Sites except for those located in Hawaii were awarded to aerial film contractors. Web-based status maps were successfully developed and utilized for project management purposes.



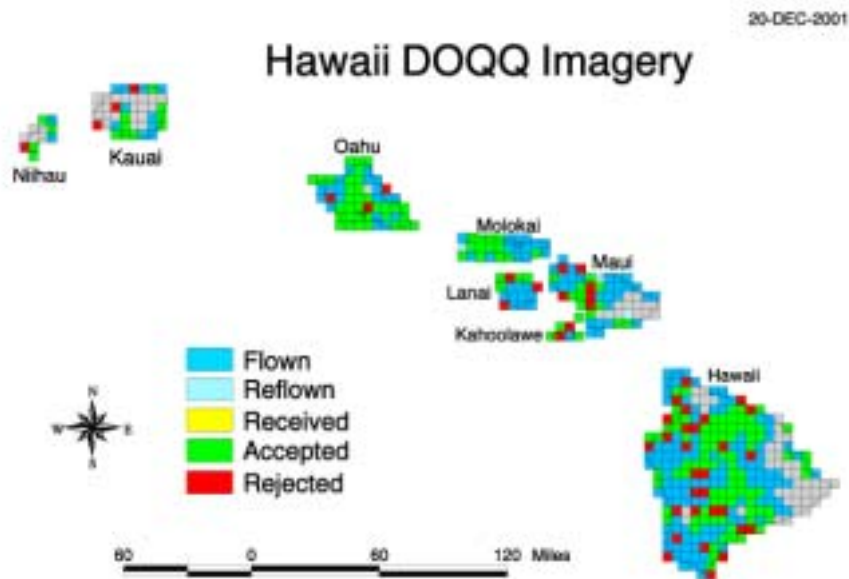
Contracts of 31 priority FSA Counties to Mosaic Digital Ortho Quadrangles (MDOQ) and Digitize Common Land Unit (CLU) were awarded to six contractors. The contracts were awarded utilizing existing Government-Wide Agency Contracts (GWACs). The total value for the eleven projects amounted to \$1,276,695.



# USDA-FSA Aerial Photography Field Office

In support of FSA's Compliance Program, the Contracting Section awarded 5 contracts under two pilot projects for a total of \$775,631. The purpose of the pilot projects was to obtain information regarding industry capabilities and abilities to deliver a geo-referenced digital product, which could be produced on a yearly cycle, replacing the acquisition of FSA 35mm color slide photography. Under the pilot projects, two separate solicitation requirement documents were issued; one requiring direct digital imagery of Minnesota, another requiring film processed to a digital product of Kansas and Nebraska.

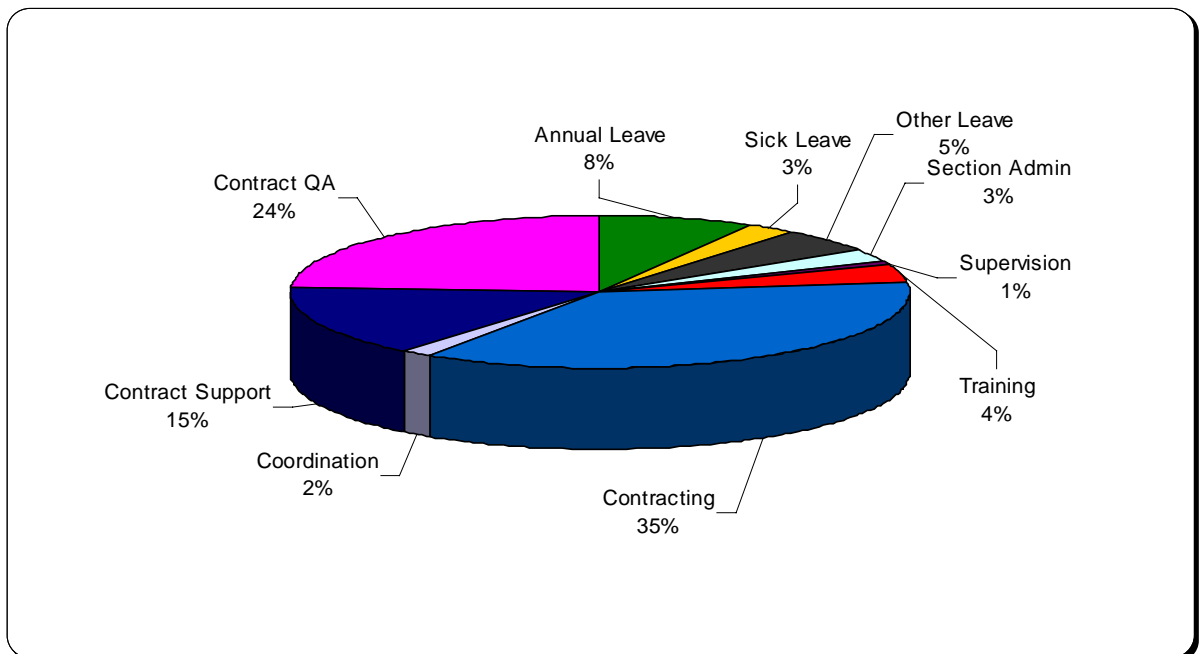
This year the Contracting Section has doubled its aerial photography/imagery project volume from \$4.2 million to \$8.4 million. Increases are due in part to establishing Interagency Service Agreements with United States Department of Interior (USDI) Bureau of Land Management (BLM) and National Park Service (NPS) agency offices for the acquisition of aerial photography; and Hawaii State's Department of Agriculture funding for an additional 34 DOQQ's to be acquired under Solicitation USDA-HI-DOQQ-99.



# USDA-FSA Aerial Photography Field Office

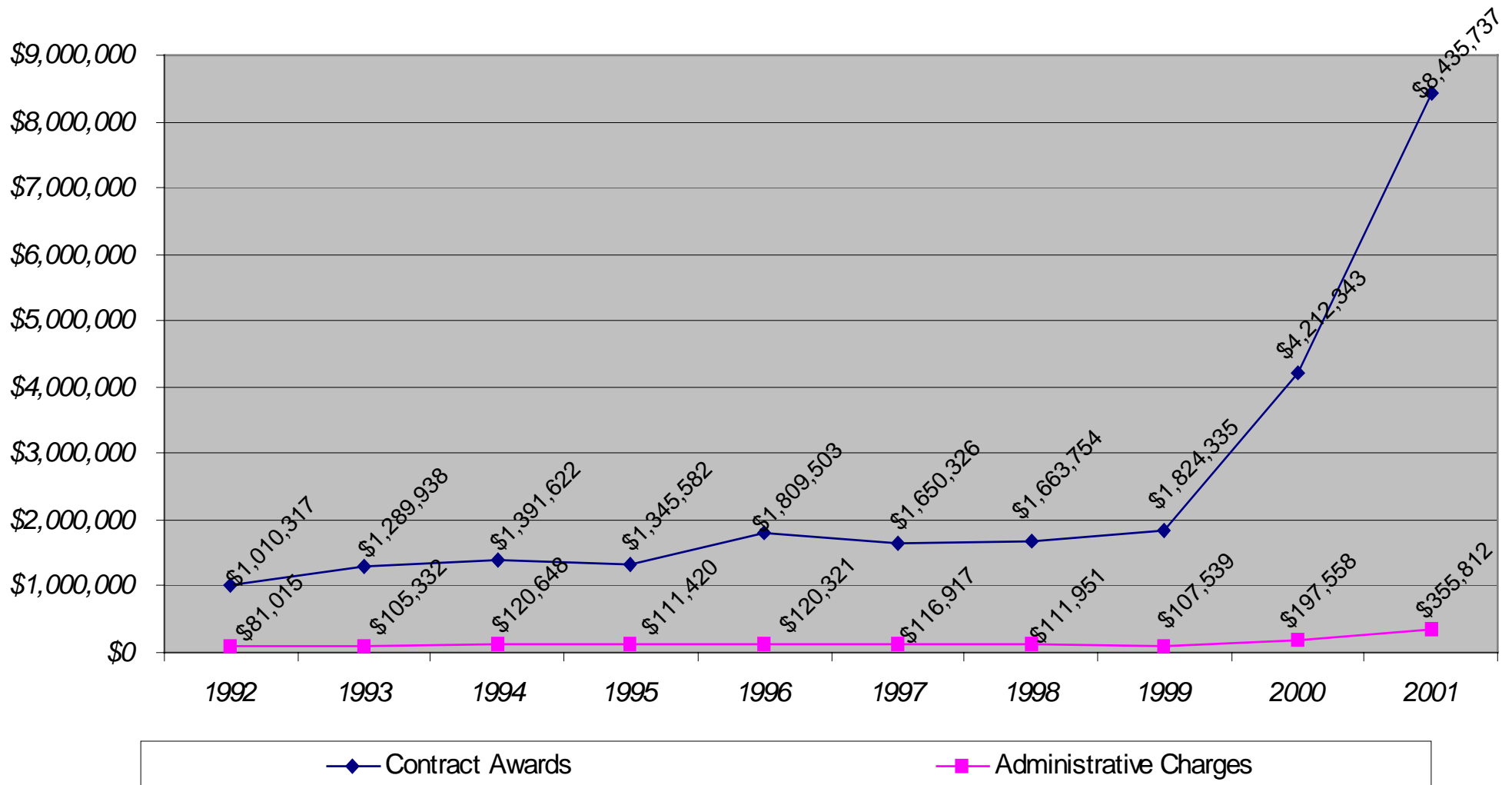
## Contracting Section Activity Report

Activity	Total Hours	% of Time
Annual Leave	1,123	8%
Sick Leave	384	3%
Other Leave	738	5%
Section Admin	363	3%
Supervision	91	1%
Training	554	4%
Contracting	5,123	35%
Coordination	225	2%
Contract Support	2,115	15%
Contract QA	3,411	24%
<b>Total</b>	<b>14,127</b>	<b>100%</b>

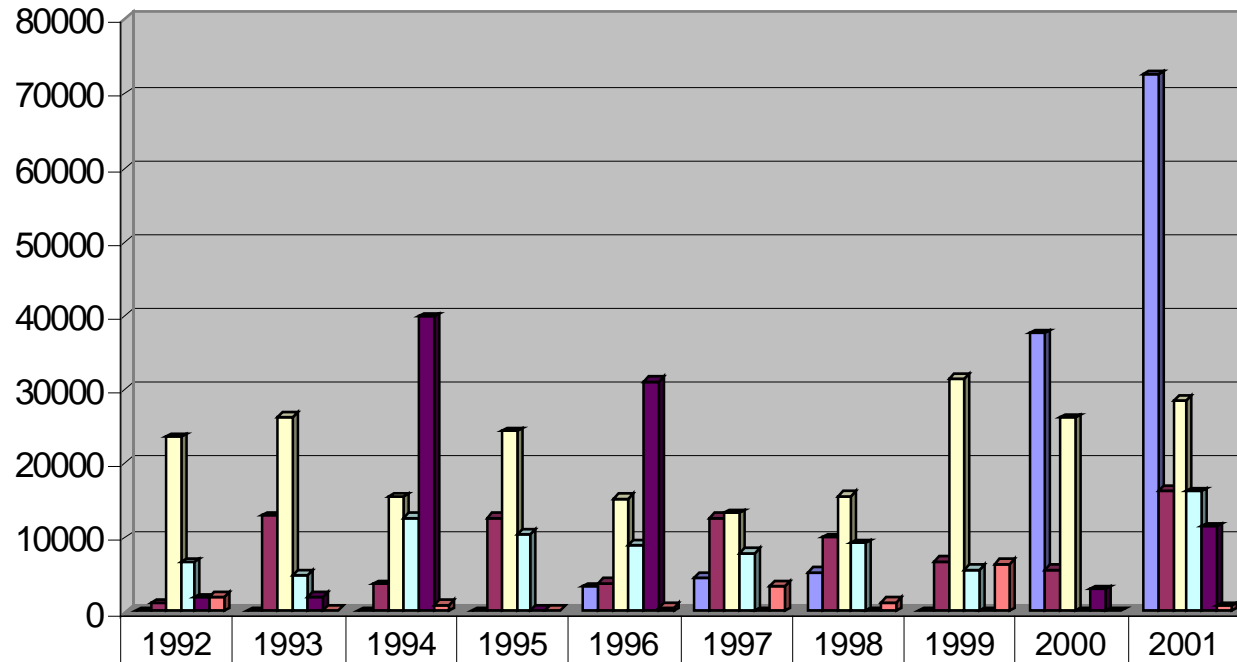


Annual Report FY2001

## USDA Contract Accounting Contract Awards and Administration Charges



## Linear Miles Contracted According to Photographic Scale



	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001
1:7,920	0	0	0	0	3295	4542	5354	0	37520	72647
1:12,000	1202	12896	3772	12753	3867	12767	9900	6785	5660	16490
1:15,840	23657	26457	15559	24319	15268	13377	15593	31580	26107	28607
1:24,000	6742	4990	12791	10443	8999	7875	9177	5798	0	16182
1:40,000	1828	2058	39768	223	31087	0	0	0	2978	11457
OTHER	1981	310	989	139	642	3470	1389	6450	0	753





USDA-FSA  
Aerial Photography Field Office

Imagery & IT Acquisition Branch  
Quality Assurance Section

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



# USDA-FSA

## Aerial Photography Field Office

### IMAGING & IT ACQUISITION BRANCH

Quality Assurance Section

As a result of the office reorganization, the Quality Assurance Section and the Contracting Section became sections within the Imagery & IT Acquisition Branch. QA is directly responsible for monitoring, extrapolating and disseminating status of FSA Counties, NAPP Photography and related data base information. Inspection of FSA County hardcopy enlargements, Common Land Unit (CLU), Purchasing DOQQ's for MDOQ production, APFO website update information including; Maintenance of the Service Center GIS priority listing (SCIT), APFO-7 report, Catalogue Listing and CLU status maps.

#### Achievements

##### NAPP Film Inspection

- ◆ Rolls received - 294
- ◆ Rolls inspected - 294
- ◆ Rolls duplicated and inspected - 302
- ◆ Rolls shipped to EROS Data Center - 59

##### FSA Photography

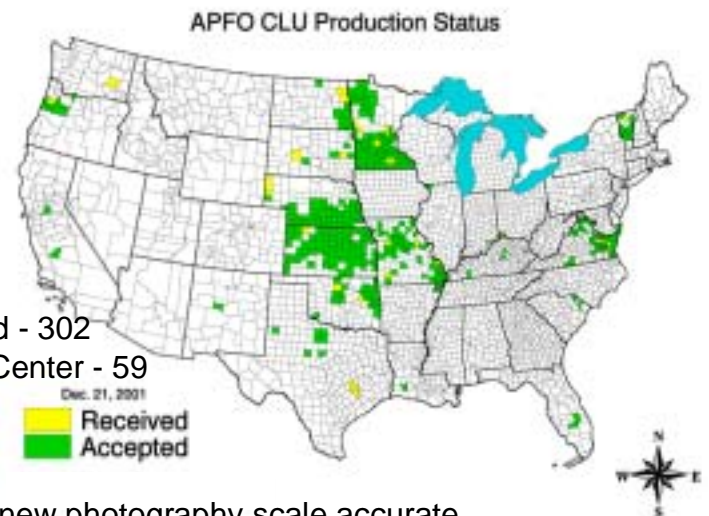
Shipped 141 FSA counties of new photography scale accurate enlargements.

##### Common Land Unit (CLU)

Inspected 153 CLU counties produced by the Digitizing Centers.

##### DOQQ Ordering and Processing

Ordered 35,857 B/W DOQQ's and 16,997 CIRP DOQQ's. Received 63 DLT's and produced 458 8mm Tapes.



Annual Report FY2001

# USDA-FSA

## Aerial Photography Field Office

### **Achievements Continued**

#### **Service Center Initiative Team (SCIT) Listing**

Continually maintained and made improvements to data as related to "Scitmaster".

#### **Web Site Maintenance**

APFO-7, Catalogue, CLU and Digital Mosaic Status maps are being updated weekly/monthly and posted on the APFO Intranet site.

#### **Contracted MDOQ/CLU Counties**

Quality Assurance established a process by which MDOQ and CLU work could be contracted. The large project of assembling and delivering materials to the contractors on 31 counties for States of Washington and Idaho was completed by the Section.

- ◆ Maintained CIRP/NAPP roll inspection service - 13 days
- ◆ Maintained BW/NAPP inspection service - 11 days
- ◆ Forest Service photographs laminated - 24,693
- ◆ Contact photographs trimmed - 4,988
- ◆ FSA Photographs bound - 37,042
- ◆ FSA Rectified enlargements - 26,215

#### **Other Related Activities**

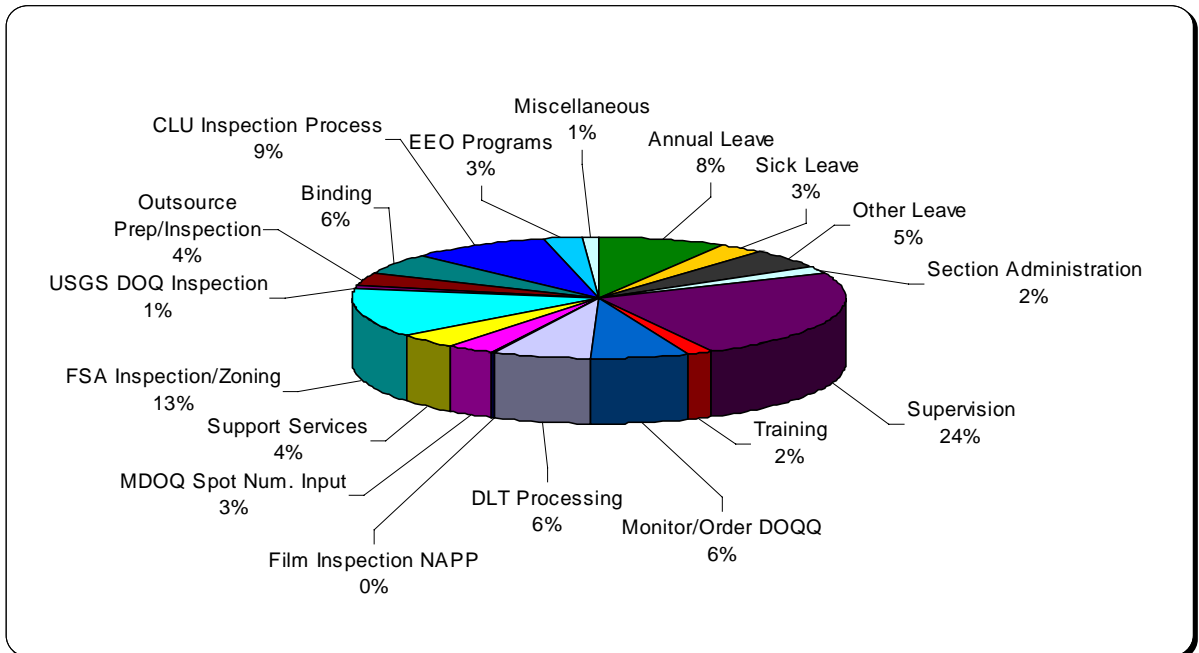
During FY 2001, two employees were transferred from QA to other APFO sections. Duties of the transferred personnel were assumed by the remaining three employees who successfully accomplished the required tasks. A major project in those tasks was the development of the MDOQ/CLU inspection process.



# USDA-FSA Aerial Photography Field Office

## Quality Assurance Activity Report

Activity	Total Hours	% of Time
Annual Leave	777.00	8%
Sick Leave	292.00	3%
Other Leave	475.00	5%
Section Administration	181.00	2%
Supervision	2,298.00	24%
Training	159.00	2%
Monitor/Order DOQQ	590.00	6%
DLT Processing	594.00	6%
Film Inspection NAPP	31.00	0%
MDOQ Spot Num. Input	303.00	3%
Support Services	354.00	4%
FSA Inspection/Zoning	1,227.00	13%
USGS DOQ Inspection	91.00	1%
Outsource Prep/Inspection	346.00	4%
Binding	521.00	6%
CLU Inspection Process	865.00	9%
EEO Programs	242.00	3%
Miscellaneous	97.00	1%
<b>Total</b>	<b>9,443.00</b>	<b>100%</b>



Annual Report FY2001



USDA-FSA  
Aerial Photography Field Office

## Geospatial Services Branch Service Center Support Section

The Service Center Support Section within the Branch has been created and staffed to provide technical assistance to the APFO Geospatial Services Digital Section, State Digitizing Centers, and Service Centers.



# USDA-FSA

## Aerial Photography Field Office

### **GEOSPATIAL SERVICES BRANCH** **Digital Section**

FY-2001 marks the end of the analytical aerotriangulation system for rectifying aerial photography at APFO. The transition from the analog/analytical process to digital ortho rectification and mosaicking of DOQQ's has been completed. Reassignment of remaining (AT) Section employees to the "Digital Section" of the newly named "Geospatial Services Branch" has been made. A Service Center Support Section has been created to expand our technical support to state and county offices in the new GIS environment.

We are committed to continually provide high quality products and services.

#### **Strategic Planning**

The (AT) Section continued to provide rectification data for hardcopy photomap enlargements during the transition to digital products. Projects were completed ahead of schedule with no disruption to the work processes in other departments. Scheduling of equipment removal and installation of new digital workstations was planned carefully. Employees were retrained on a just-in-time basis to minimize downtime and lost production. Customer requests for last minute priority and scheduling changes were handled successfully with maximum flexibility and convenience to the user.

# USDA-FSA Aerial Photography Field Office

## DEVELOPMENT

Training completed:	Employees
GIS MetaData	1
Ortho Rectification	2
Visual Basic	1
Conferences attended:	
ASPRS National Convention	2
ASPRS Intermountain Region Seminars (2)	2
LH Systems Users Conference	1
ESRI Conference	2

## Accomplishments

Number of Counties Rectified	135
Square Miles Rectified	131,245

## Monthly Rectification Production (Square Miles)

Month	FY-2001	FY-2000
October	9,926	10,334
November	6,414	11,841
December	10,088	12,355
January	11,276	10,626
February	9,679	12,525
March	13,607	13,196
April	8,369	8,972
May	14,780	14,518
June	12,544	12,597
July	18,585	11,393
August	15,977	16,019
September	0	15,156
<b>Totals</b>	<b>131,245</b>	<b>149,532</b>

Annual Report FY2001

# USDA-FSA

## Aerial Photography Field Office



### **(AT) Rectification**

Analytical aerotriangulation rectification of the remaining 135 counties scheduled to receive the standard 660'/in photomap enlargements was completed. Analytics surplused two stereo point transfer devices and two monodigital comparators used to select and measure ground control points. Training and transferring of the remaining (AT) section staff to the Digital Section for digital ortho

mosaicking was accomplished as two classified details and permanent transfers to the Cartographic Technician series was completed.

### **GIS Support**

1. Digital cameras: A study and report on the feasibility of using digital cameras for the acquisition of compliance imagery was completed. Factors for consideration included cost, resolution, file management, and ease of use. Three suitable cameras were identified that met the requirements for FSA compliance.
2. Compressed imagery: An evaluation on the feasibility of using "MrSid" compressed county ortho imagery as the base for digitizing the Common Land Unit (CLU) was completed. Digitizing from the compressed image instead of the full resolution tiles involved issues such as accuracy, timeliness, and ease of use. Following a review of the report it was decided to expand the scope of the study and include a larger project area in a county with two UTM zones.
3. 35mm slide scanning: Prepared a report and user manual for service centers on scanning 35mm slides for display in their GIS. The report included standards for scan resolution and naming convention. This report will be expanded to evaluate compression, mosaicking, and rectification of slides.
4. CLU inspection: Developed an enhanced CLU inspection system that both speeds up the process and makes it more user friendly. Programs were written to add some needed features and simplify others.
5. Public Land Survey System: Developed a system to create county-format Public Land Survey System (PLSS) data sets for use in service centers as a reference grid.

*Annual Report FY2001*

# USDA-FSA Aerial Photography Field Office

## GIS Support Continued

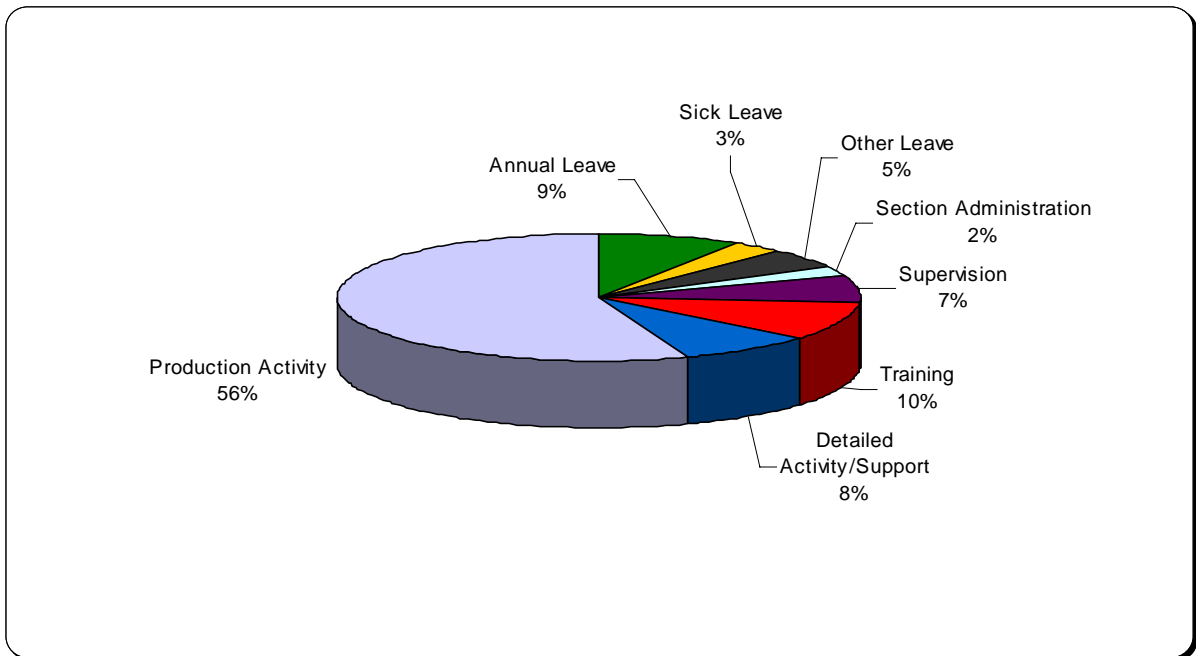
6. Heads-up digitizing: A pilot project was developed to test the feasibility of heads-up digitizing of the CLU layer. A process using a high-end NT workstation with two monitors was installed in the FSA Service Center in Cache County, Utah. An MDOQ full resolution tile (or possibly the MrSid compressed ortho image) is displayed on one of the monitors, and a scanned version of the photomap enlargement with CLU linework is displayed on the other. This allows the operator to digitize field lines on the ortho image with less head and eye movement and the inconvenience of handling a large photomap. Another option used successfully was with the ortho image on one screen, and a scanned 35mm compliance slide on the other.



USDA-FSA  
Aerial Photography Field Office

**(AT) Section Activity Report**

ACTIVITY	TOTAL HOURS	%OF TIME
Annual Leave	2,163.00	9%
Sick Leave	724.00	3%
Other Leave	1,237.00	5%
Section Administration	596.00	3%
Supervision	1,592.00	7%
Training	2,429.00	10%
Detailed Activity/Support	2,027.00	8%
Production Activity	13,416.00	55%
<b>TOTAL</b>	<b>24,178.00</b>	<b>100%</b>



USDA-FSA  
Aerial Photography Field Office

**Production Activity Defined**

<b>ACTIVITY</b>	<b>TOTAL HOURS</b>
Control	1,938
Point Transfer	772
Mensuration	1,741
Editing data	192
Compilation of Scale	440
Zoning Contacts	4,285
Determine Coverage	285
Index Construction	1,246
Filing	205
Product Development	802
Documentation	57
GIS Applications	187
Status Map Generation	51
System Management	103
Application Programming	553
File Management	99
Mosaicking DOQQ's	1,087
Inspecting Seam Lines	300
Project Preparation	603
CD Writing	231
Ortho Production	591
Special Digital Ortho Projects	291
Support Functions	2,027
Digital Index Support	39





USDA-FSA  
Aerial Photography Field Office

## Geospatial Services Branch Digital Section

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



  
Annual Report FY2001

# USDA-FSA

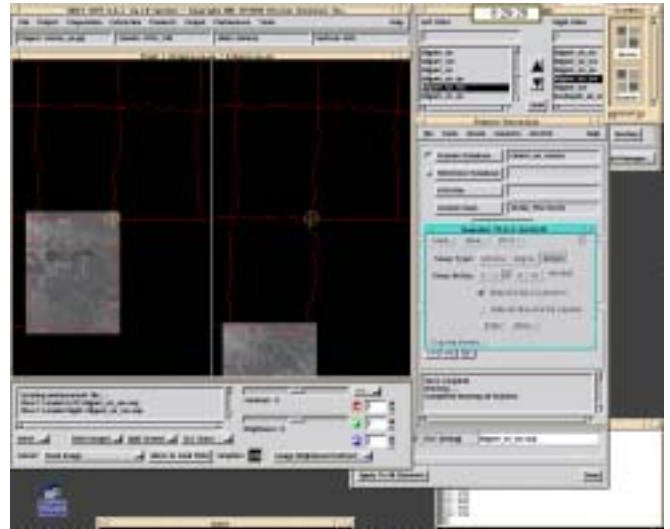
## Aerial Photography Field Office

### **GEOSPATIAL SERVICES BRANCH Digital Section**

Digital Services Section is responsible for producing scale accurate and quality checked 7.5' tiled mosaics (in county format), from USGS DOQQ's. Imagery is made available in soft and hardcopy formats to meet the needs of GIS implementation in support of FSA Service Centers.

Cartographic features such as scales or legends accompany hardcopy digital products, thus enhancing usability. Responsibilities of the Digital Section include:

- ◆ County index maps created with quarter quad overlays
- ◆ County, State, and National Status Maps containing geospatial information
- ◆ Maintain and upgrade DOQ library and county archive on CD and 8mm tape
- ◆ Maintain, in county format, archived 7.5' tiles



### **Strategic Planning**

Digital Services completed its third year as a section in the reorganized Geospatial Branch. Equipment, staffing, process improvements, and training were goals established and achieved to include:

### **Equipment**

- ◆ Topomouse for dual monitor Ultra60
- ◆ Deployment of 5 Ultra10s
- ◆ Ultra2 upgraded to an Ultra10
- ◆ 10 CD storage cabinets for CD library
- ◆ 9 new workstation tables and chairs

### **Library Additions**

- ◆ 3,077 CD's added for a total of 14,022 CD's
- ◆ 458 8mm tapes added for a total of 1,720 8mm tapes
- ◆ 43,352 DOQQ's added for a total of 170,187 DOQQ's

*Annual Report FY2001*

# USDA-FSA

## Aerial Photography Field Office

### Staffing

- ◆ Additional eight (8) employees into Digital Section from AT

### Process Improvements

- ◆ Dodging of CIR and B&W imagery
- ◆ Upgrade to version 4.3.1. of Socet Set software
- ◆ Refinement of metadata collection
- ◆ Refinement of index creation

### Training

- ◆ ESRI Conference - 2 employees
- ◆ ASPRS Conference - 1 employee
- ◆ Socet Set User Group - 4 employees
- ◆ Newsletter and Brochure training - 1 employee
- ◆ Visual Basic course - 1 employee
- ◆ Introduction to GIS course - 1 employee

### Accomplishments

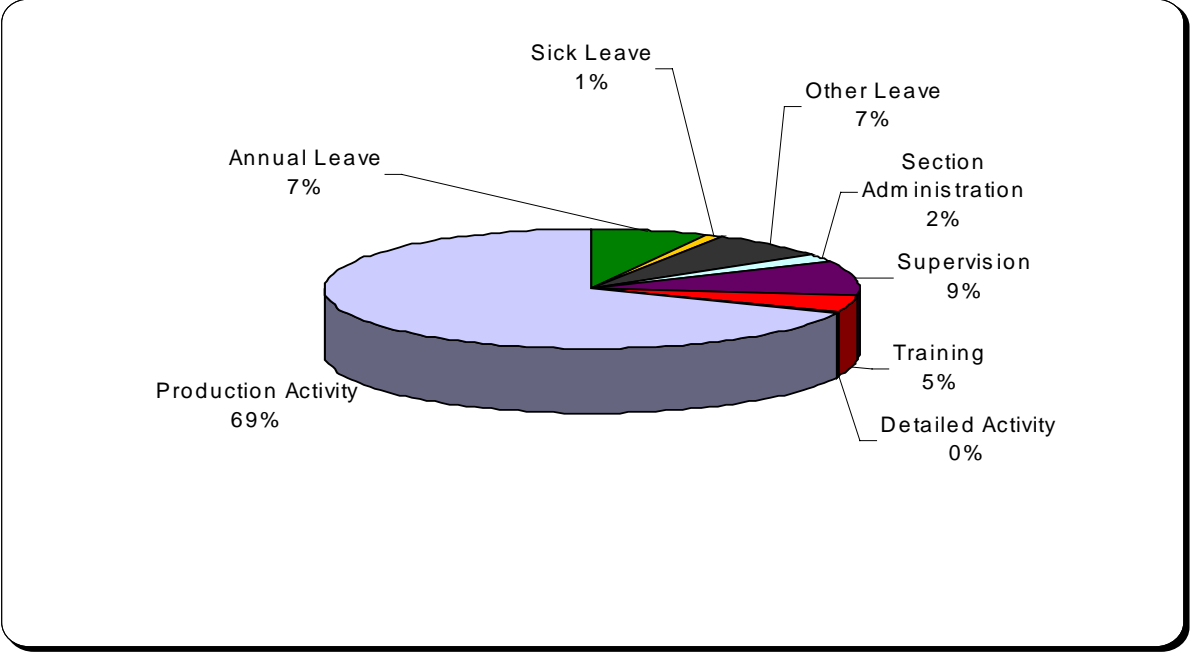
#### Production

- ◆ County mosaics completed - 291
  - Digitizing center projects - 285
  - SCIT projects - 6
- ◆ Special projects - 3
- ◆ Second cycle mosaics completed - 1
- ◆ B&W mosaic plots completed - 291
- ◆ Square miles completed - 225,151
- ◆ 7.5' tiles archived - 4,442
- ◆ DOQQ's seamed - 39,880

# USDA-FSA Aerial Photography Field Office

## Digital Section Activity Report

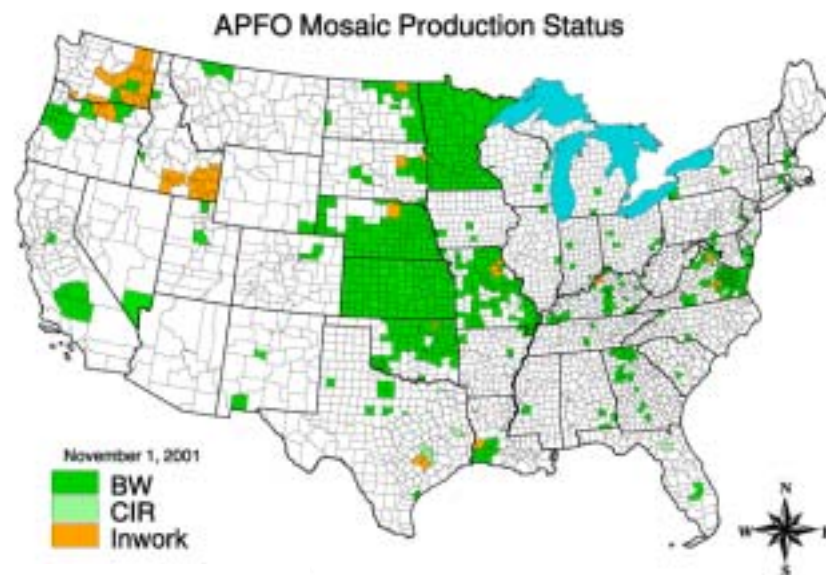
Subject	Hours	Percentages
Annual Leave	1,308.50	7%
Sick Leave	256.75	1%
Other Leave	1,366.00	7%
Section Administration	443.75	2%
Supervision	1,744.25	9%
Training	896.00	5%
Detailed Activity	79.25	0%
Production Activity	13,110.50	69%
<b>Total</b>	<b>6,094.50</b>	<b>100%</b>



# USDA-FSA Aerial Photography Field Office

## Production Activity Defined

Activity	Total Hours
Project Assistance	351.25
Product Development	14.00
Documentation	163.00
System Management	3.00
File Management	91.00
Tiling	80.85
Mosaicking DOQQ's	3,671.00
Triangulation of DOQQ's	3.50
Inspection of Seam Lines	1,183.25
Image Processing	25.50
Project Preparation	3,507.60
Ordering DOQQ's	23.00
CD Writing - B&W	1,584.70
CD Writing - CIR	37.50
Special Digital Ortho Projects	2,266.35





USDA-FSA  
Aerial Photography Field Office

## Photo/Imaging Branch

The Photo Imaging Branch consists of APFO's Black and White Photographic Section, Color Photographic Section and Technical Support Section.



  
Annual Report FY2001

# USDA-FSA

## Aerial Photography Field Office

### **PHOTO/IMAGING BRANCH**

#### 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**

The Photo Imaging Branch completed the second of a three-phase Facilities Management Plan that will transition the existing photographic laboratory to an imaging laboratory. The Facilities Management Plan creates space within APFO for film vault expansion and space for imaging activities such as scanning, image mosaics, digital hard copy, and future digital products.

Technical Support Section achieved the following objectives under phase two of the Facilities Management Plan:

- ◆ Saltzman Enlarger Excessed - 1
- ◆ Saltzman Enlarger Donated to the Utah State Historical Society - 1
- ◆ Copy Camera Excessed - 1
- ◆ Zeiss Enlarger Excessed - 1
- ◆ Foster Enlarger Rebuilt/Electronics - 1
- ◆ Electronic Enlargers Relocated - 2
- ◆ Horizontal Enlargers Relocated - 2
- ◆ Machine Shop Relocated - 1
- ◆ Machine Shop Equipment Excessed - 10

#### **Environmental**

The section represents APFO as a liaison with the local sewer authority and participates in a self compliance-sampling program that monitors heavy metals being discharged down the drain.

# USDA-FSA

## Aerial Photography Field Office

### Silver Recovery

Source Of Silver	Flake/Sludge/Scrap
Silver In Troy Ounces	4,586
Average Price Per Troy Ounce	\$4.22
Net Value	\$19,353.76

### Research And Development

Technical Support researched Hard Copy alternatives for photomap plots using the inkjet printer in place of a plotter, and researched, tested and implemented a digital solution for copying County Transportation Maps.

### Internal Customer Support

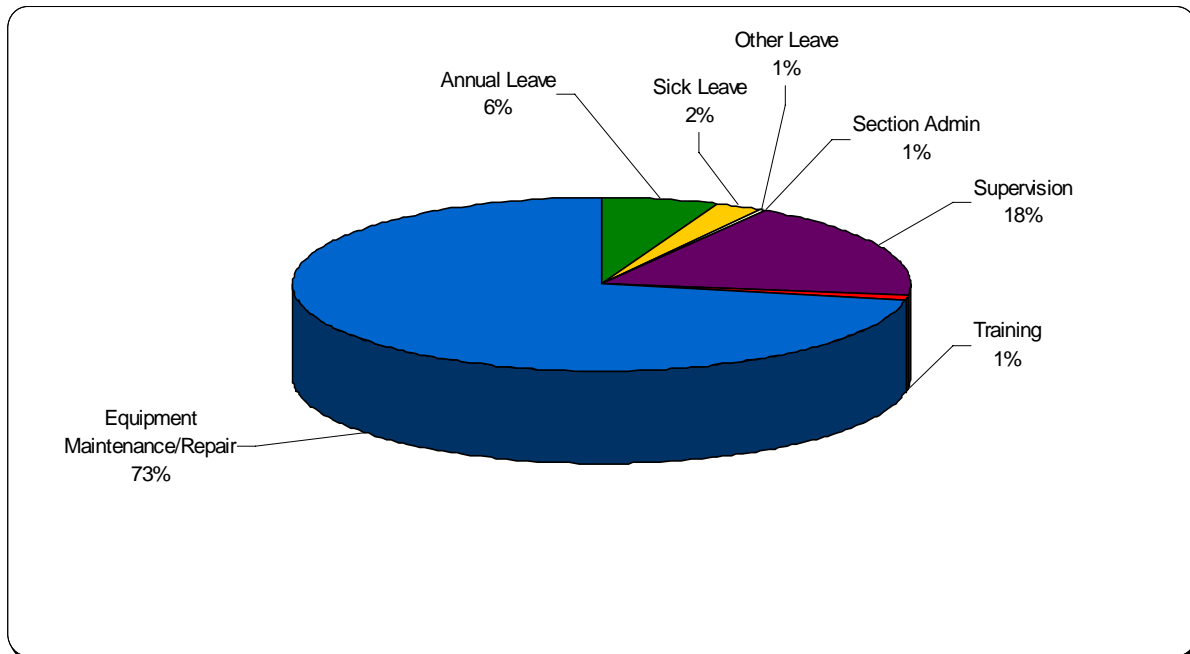
- ◆ Completed 43 Preventive Maintenance services on photographic processors.
- ◆ Installed 3 bio slime modifications to 3 photographic processors.
- ◆ Responded to all service requests during the Fiscal Year.



USDA-FSA  
Aerial Photography Field Office

**Technical Support Section Activity Report**

Activity	Total Hours	% of Time
Annual Leave	597.00	6%
Sick Leave	224.00	2%
Other Leave	21.00	1%
Section Admin	19.50	1%
Supervision	1,712.00	18%
Training	98.00	1%
Equipment Maintenance/Repair	6,903.50	73%
<b>Total</b>	<b>9,575.00</b>	<b>100%</b>





USDA-FSA  
Aerial Photography Field Office

Photo/Imaging Branch  
Color Section



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



# USDA-FSA

## Aerial Photography Field Office

### **PHOTO/IMAGING BRANCH**

#### Color Photographic Section

The Color Section of the Photo/Imaging 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**

During FY01, a 42" RA4 processor for color contact prints and color transparencies was purchased and put into production.

Color photographic paper waste was reduced as a result of an automated contact printer and roll cutter.

#### **Achievements In Production**

Products produced/Hours consumed during FY01 include:

- ◆ Color Photography - 241,280 products / 6,911 hours
- ◆ Black and White Photography - 884 products / 473 hours
- ◆ Digital - 2,364 / 849 hours
- ◆ FSA Photomap scans and plots - 2,520 / 181 hours

#### **Accomplishments**

- ◆ Orders processed and released - 2,572
- ◆ Average turn around time - 18.3 days, improvement of 4.69 days from FY00
- ◆ External rework total - 1,017 products, less than 1% of all photo products released by color and 25 orders - 1% of all orders produced
- ◆ Products Inspected - 248,048
- ◆ Waste for FY 2001 was 10.2%

# USDA-FSA Aerial Photography Field Office

## Training/ Details

- ◆ Extensive time was dedicated to training employees on the digital scanning equipment and the new automated contact printer.
- ◆ One employee, 120 Days Detailed to Imagery & IT Acquisition Branch, Inspection Section

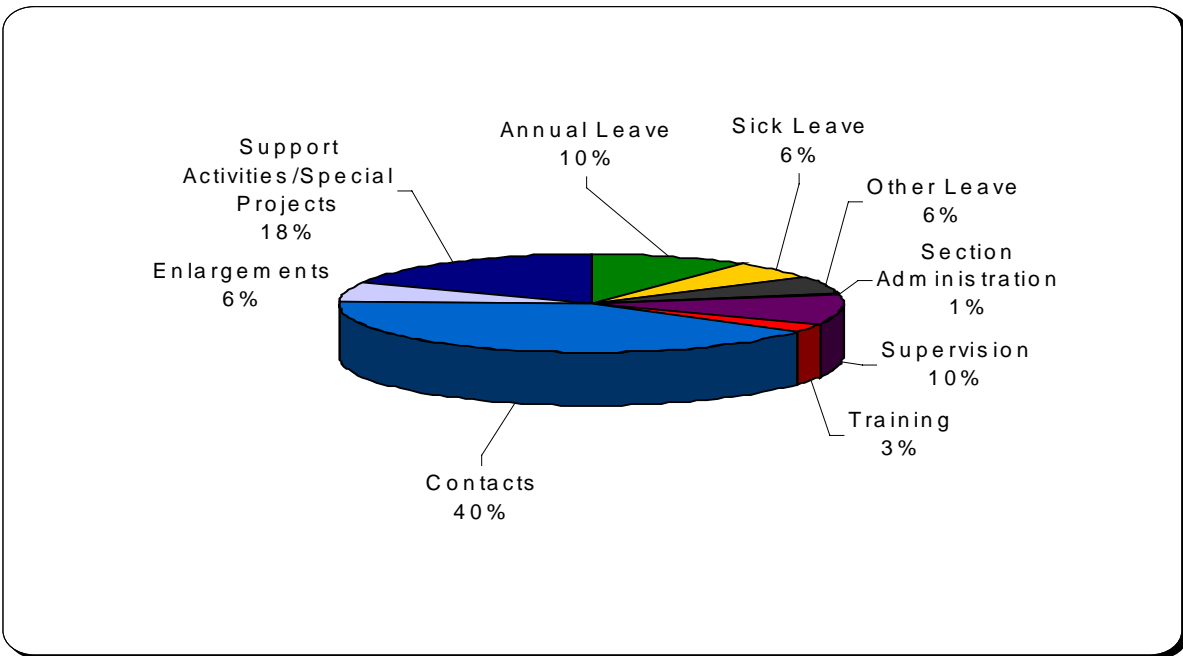
The Color Section is continually looking for ways to improve their processes and better serve and exceed customer requirements.



# USDA-FSA Aerial Photography Field Office

## Color Activity Report

Subject	Hours	Percentages
Annual Leave	1,501	10%
Sick Leave	827	6%
Other Leave	870	6%
Section Administration	78	1%
Supervision	1,412	9%
Training	395	3%
Contacts	6,004	41%
Enlargements	908	6%
Support Activities/Special Projects	2,657	18%
<b>Total</b>	<b>14,652</b>	<b>100%</b>





USDA-FSA  
Aerial Photography Field Office

Photo/Imaging Branch  
Black and White Section



Annual Report FY2001

# USDA-FSA

## Aerial Photography Field Office

### **PHOTO/IMAGING BRANCH**

#### 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 279,310 products for FY2001, using 15,821 production hours, the lowest production hour total for the Black and White Section in APFO history.



Annual Report FY2001

# USDA-FSA

## Aerial Photography Field Office

### **Production Achievements**

- ◆ Orders processed and released - 8,241
- ◆ Average turnaround time - 20 working days
- ◆ Total products inspected in b/w section - 224,323
- ◆ Waste - 8.4%
- ◆ Image scans produced in section - 7,866
- ◆ FSA photo map scan and plot - 4,789
- ◆ B/W CIR copied DOQQ for USGS and APFO - 3,883
- ◆ Total hours applied towards digital functions for b/w section - 2,312

### **Training**

- ◆ Cross-Training within section
- ◆ Two employees detailed to Geospatial Branch
- ◆ Scanning training within branch

### **Miscellaneous**

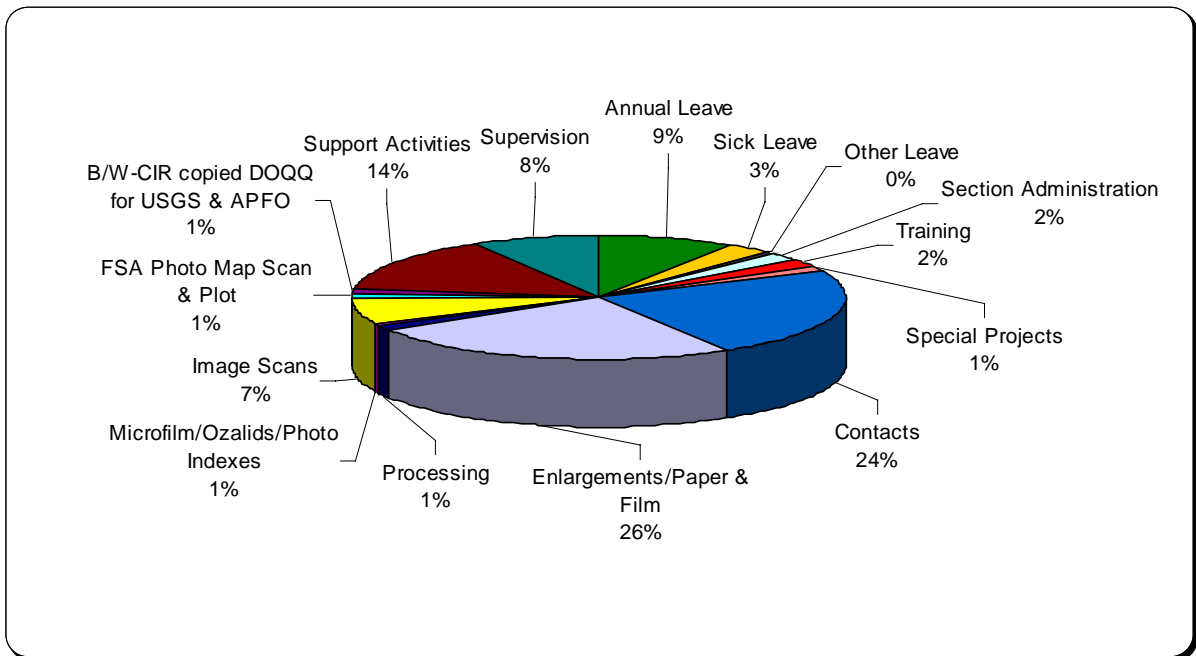
B/W section provided 383 collateral duty hours toward the Facility Security Team.



# USDA-FSA Aerial Photography Field Office

## Black and White Section Activity Report

Activity	Hours	%of Hours
Annual Leave	1,863	9%
Sick Leave	697	3%
Other Leave	75	0%
Section Administration	399	2%
Training	480	2%
Special Projects	300	1%
Contacts	4,980	24%
Enlargements/Paper & Film	5,239	26%
Processing	253	1%
Microfilm/Ozalids/Photo Indexes	117	1%
Image Scans	1,413	7%
FSA Photo Map Scan & Plot	309	1%
B/W-CIR copied DOQQ for USGS & APFO	243	1%
Support Activities	3,053	14%
Supervision	1,778	8%
<b>Total</b>	<b>21,199</b>	<b>100%</b>



Annual Report FY2001

Year to Date  
Cost Recovery For FY2001

1. Sales of Aerial Photography	\$1,741,113.85
2. Products furnished per flying contracts	\$360,191.00
<b>3. Total Receipts from Product Sales</b>	<b>\$2,101,304.85</b>
4. Sales of Silver Recovered	\$21,757.77
5. Reimbursements for contracting costs	\$406,355.36
<b>6. Total Miscellaneous Receipts</b>	<b>\$428,113.13</b>
<b>7. Total Assets</b>	<b>\$2,529,417.98</b>
<b>8. Total Cost less Flying Costs and Purchased Inventory</b>	<b>\$5,601,901.09</b>
9. Cost of Issued Inventory	\$1,096,746.25
<b>10. Total Liabilities</b>	<b>\$6,698,647.34</b>
<b>11. Gross Cost of Operation</b>	<b>\$4,169,229.36</b>
<b>12. Percent of Gross Cost Recovered</b>	<b>37.76%</b>
13. Value of Digital Products Furnished to FSA Digitally	\$2,637,400.00
14. Value of Digital Products Furnished to Partnerships Agreement	\$236,874.00
15. Value of Photographic Products Furnished to FSA	\$920,598.76
<b>16. Net Cost of Operation</b>	<b>\$374,356.60</b>
<b>17. Percent of Net Costs Recovered</b>	<b>94.41%</b>

