

APFO

2002 Annual Report



United States Department of Agriculture
 Farm Service Agency
 Farm Programs

Annual Report FY2002
USDA-FSA Aerial Photography Field Office

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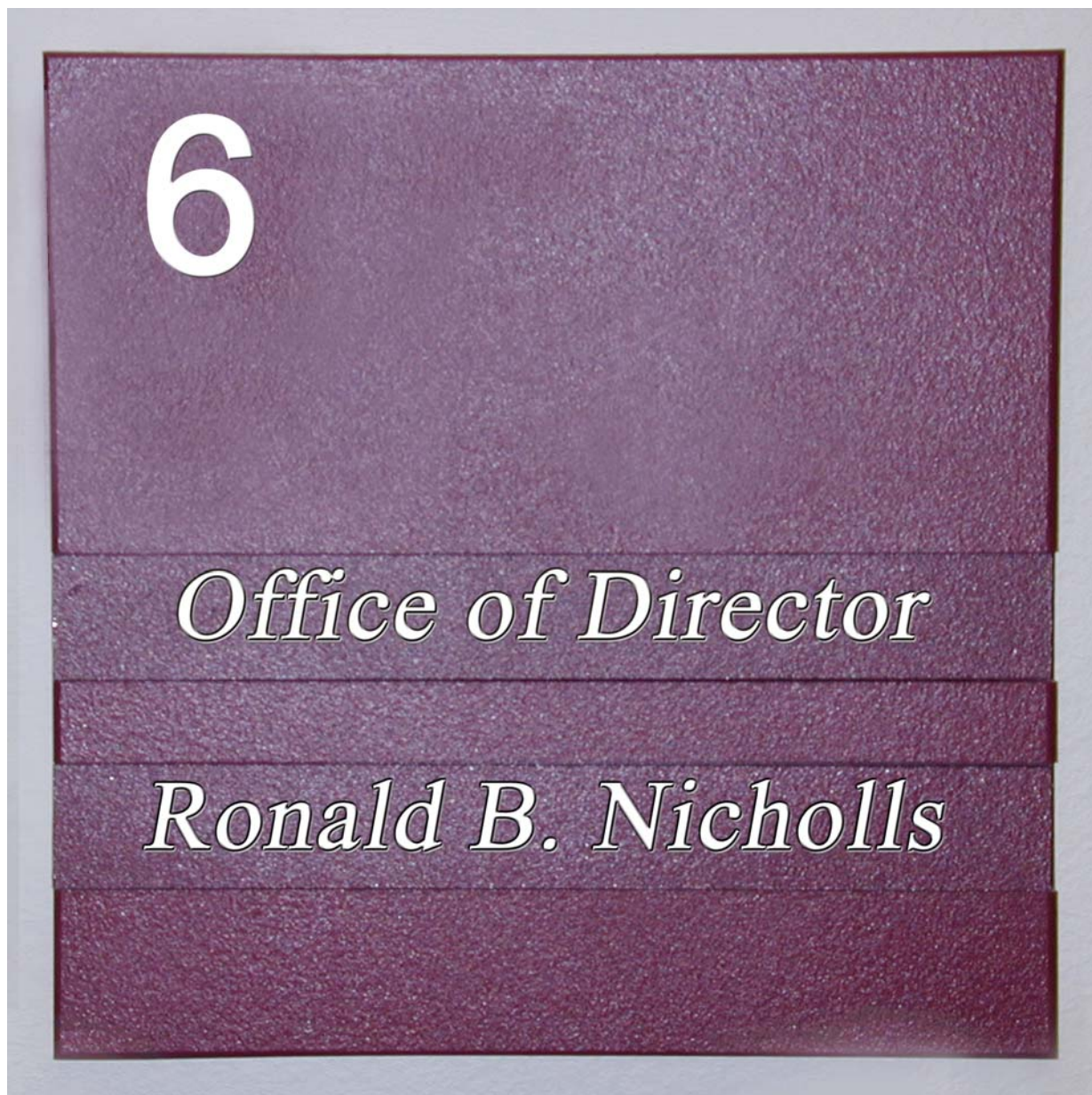
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APFO Organizational Chart

Director	Ronald B. Nicholls
Deputy Director	Vacant
Management Operations Branch	Kenneth W. Koehler
Administrative Section	Kenneth W. Koehler
Sales Section	Linda S. McDonald
Information Technology Services Branch	Catherine L. Morris
Imagery & IT Acquisition Branch	Vacant
Contracting Section	W. Geoffrey Gabbott
Inspection Section	L. Wynn Zundel
Geospatial Services Branch	Bruce D. Finch
Digital Section	Hugh N. McGirt
Service Center Support Section	Bruce D. Finch
Photo/Imaging Branch	Robert F. Lear
Color Photography Section	Brenda L. Simpson
B&W Photography Section	James L. Fischer
Technical (Photographic) Support Section	Robert F. Lear



Office of the Director



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Office of the Director

For the past few years, APFO's workload has been undergoing change due to advancements in digital technology. Originally, the name, Aerial Photography Field Office, was selected because we produced aerial photographs. Today, aerial photography is still critical to the work, but now the workload has branched into digital products.

Production comparisons between photographic and digital processes are difficult, at best. In 1997, imagery for one county would result in 1000 paper products. Today, a county's imagery can be contained on one CD. Nearly one million photographic products were produced in 1997. In 2002, this figure dropped to approximately 400,000. The production of digital products, however, totaled nearly 150,000 with products ranging from scanning of aerial photography, to digital enlargements, to county mosaics.

Changes, which began slowly, are rapidly escalating. In 1997, 325 digital products were produced compared to 148,908 in 2002. Contracting services, which totaled \$1.6 million in 1997, jumped to \$7.3 million in 2002 due to APFO's ability and efficiency to contract for digital imagery products.

APFO focused on six major objectives in 2002:

1. Continued support of FSA Service Center's imagery requirements
2. Assist FSA in the transition to GIS
3. Provide contract services for imagery to USDA agencies
4. Preserve, library and archive imagery for USDA
5. Provide cost efficient imagery products and services
6. Support environmental and natural resource consumption

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To support APFO's six major objectives, ten production goals were established at the beginning of FY02. Following are the goals and end of year results:

<u>2002</u>	<u>GOALS</u>	<u>ACCOMPLISHED</u>	<u>EXCEED/%</u>
County Mosaics	400	516	Exceeded
Photo Products/Services	500,000	449,018	90%
Digital Products/Services	100,000	148,908	Exceeded
Work Orders	10,000	9,338	93%
CLU Counties Inspected	300	285	95%
Sq. Miles Other Imagery	36,000	37,232	Exceeded
PSU's Contracted	50,000	49,989	99.9%
Sq. Miles NAIP Contracted	84,000	84,102	Exceeded
Photo Remake Rate	9%	8.9%	Exceeded
Digital Remake Rate	9%	8.9%	Exceeded

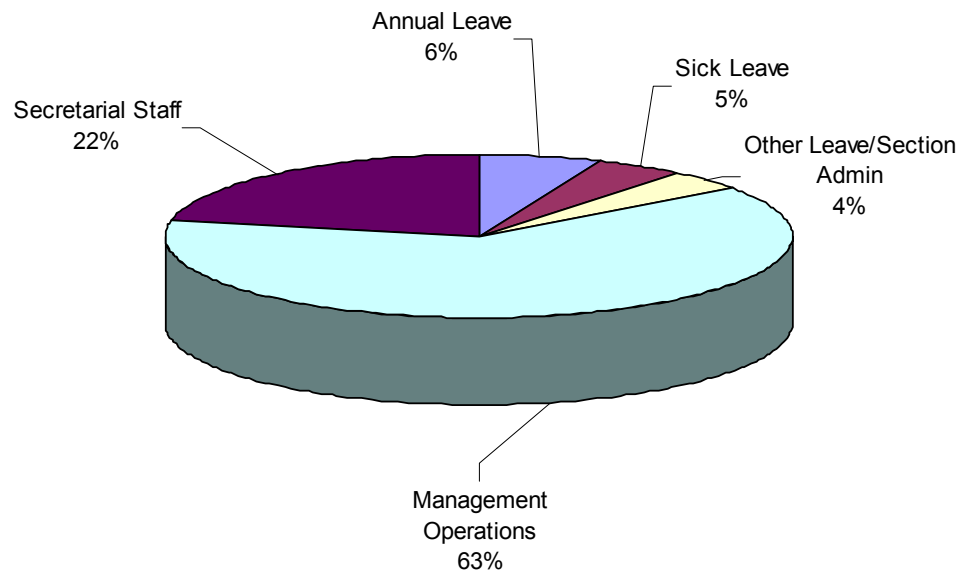
Gratitude is extended to APFO's customers. Meeting their needs is APFO's top priority. To this we pledge our continued efforts.

Transition places great demands on people. For displaying patience, flexibility, positive attitudes and hard work during process changes, facility remodeling, training on new equipment, and keeping up with production quotas, appreciation is expressed to the employees of the Aerial Photography Field Office.

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Office of the Director Activity Report

Activity	Total Hours	% Of Time
Annual Leave	419	6%
Sick Leave	306	5%
Other Leave/Section Admin	265	4%
Management Operations	4,198	63%
Secretarial Staff	1,463	22%
Totals	6,651	100%

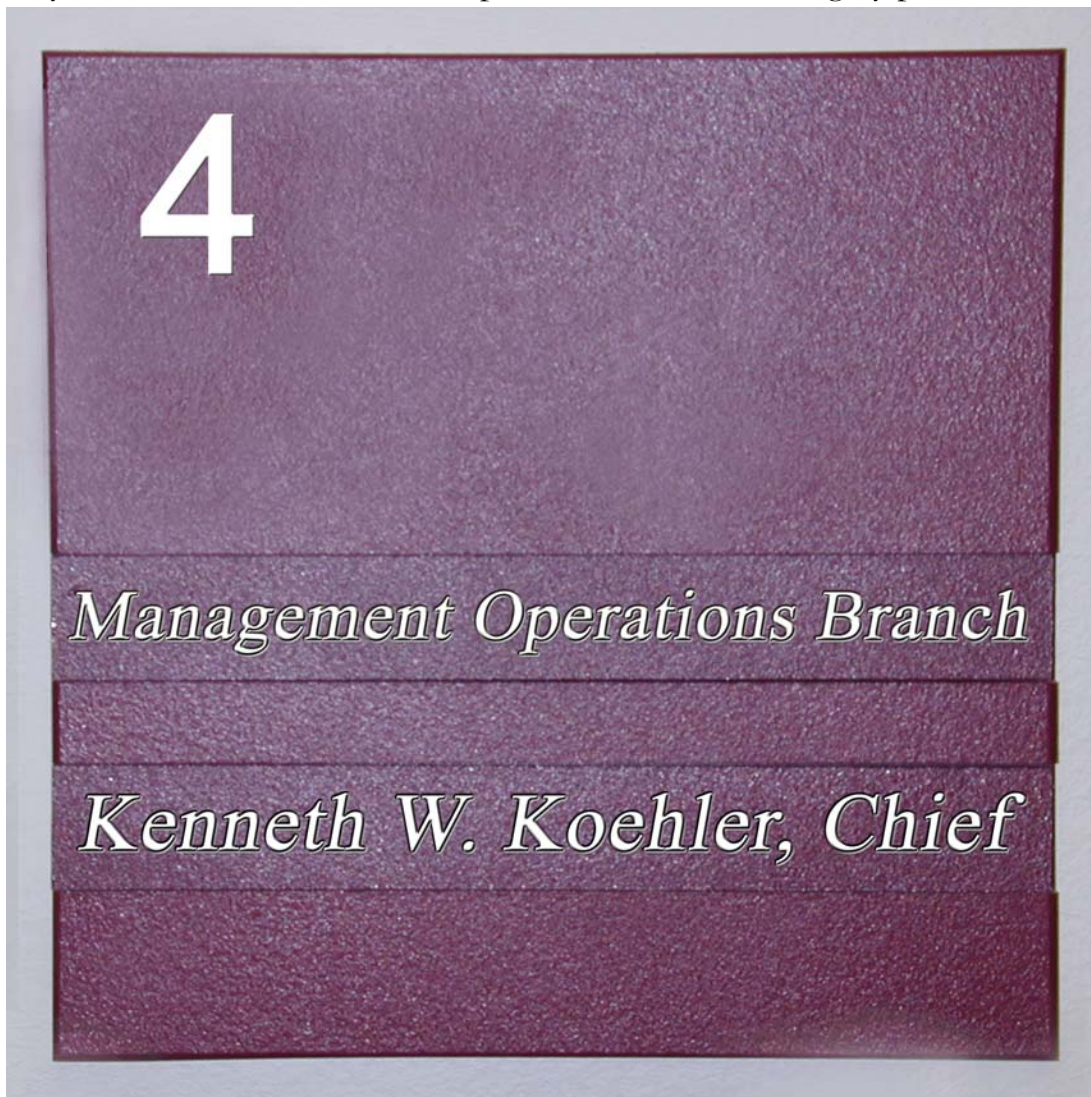


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Management Operations Branch
Administration/Personnel

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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Management Operations Branch Administration/Personnel

As part of the Aerial Photography Field Office reorganization, the Sales, Administrative, and Personnel sections were combined to form the Management Operations Branch.

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 - 612
- ◆ Credit Card Transactions - 481
- ◆ Purchase Orders – 131

Strategic Planning

As APFO continues to migrate from 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.

Building/Facility - Safety and Security Management

As the 2002 Winter Olympics were held in Salt Lake City Utah, APFO and co-tenant Forest Service teamed up with the USDA Security Command Center to comply with Justice Department and USDA security requirements. Several security related installations and procedures have been implemented and maintained as a Level IV facility.

A total of 4,785 visitors to include vendors, instructors and students, were processed without report of loss or injury.



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The Administrative/Security position has been identified and filled in the Admin Section. This position works closely with Washington, D.C. to keep up-to-date with new security standards in both IT and Physical security.

Currently, APFO is experimenting with SmartCard Biometric Finger Print Readers to restricted areas located throughout the facility.

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. Statistics during FY2002 include:

- ◆ Personnel actions processed - 38 employees
- ◆ Reassignments - 7 employees
- ◆ Promotions - 16 employees
- ◆ Staff - 81 employees
- ◆ Permanent full- time employees - 79 employees
- ◆ Permanent part-time employees - 1 employee
- ◆ Temporary student employee (STEP) - 1 employee
- ◆ New permanent full-time employees - 7 employees
- ◆ Retirements - none
- ◆ Resignation - 1 employee
- ◆ Term Appointments - 3 employees
- ◆ WGI - 20 employees

Personnel Actions

Awards

- ◆ Individual Keepsake - 35
- ◆ QSI's - 9 employees
- ◆ Time Off - 4
- ◆ Individual Cash - 11
- ◆ Group Cash - 34

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Personnel Actions Continued

Employee Development

- ◆ Training requests processed - 66 employees
- ◆ Civil Rights Training - Leadership Team, Mandatory

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:

- ◆ Cultural Heritage Week – “Family Histories”, videos, “Ellis Island”
- ◆ Hispanic Heritage Month
- ◆ Disability Awareness Month
- ◆ Women’s Conference: 17th Annual Utah Women’s Conference, “Discovering the Diversity & Unity of Women”
- ◆ Breast Cancer/Domestic Violence Awareness Month
- ◆ Adopt-A-Native Elder – Food Packaging
- ◆ Native American Heritage Month – Hall of Folklore
- ◆ USDA Food Drive
- ◆ Blood Drives
- ◆ Veteran’s Day – Navajo Code Talkers video
- ◆ Martin Luther King Jr. Day – “I Have a Dream” and “I’ve Been to the Mountaintop” display
- ◆ Black History Month – Video, “There Was Always Sun Shining Somewhere”, “Life in the Negro Baseball Leagues”
- ◆ Women’s History Month – video, “The Spirit of Pioneer Women”
- ◆ 2002 Winter Olympics – 6 Employees volunteered
- ◆ Asian Pacific Heritage Month

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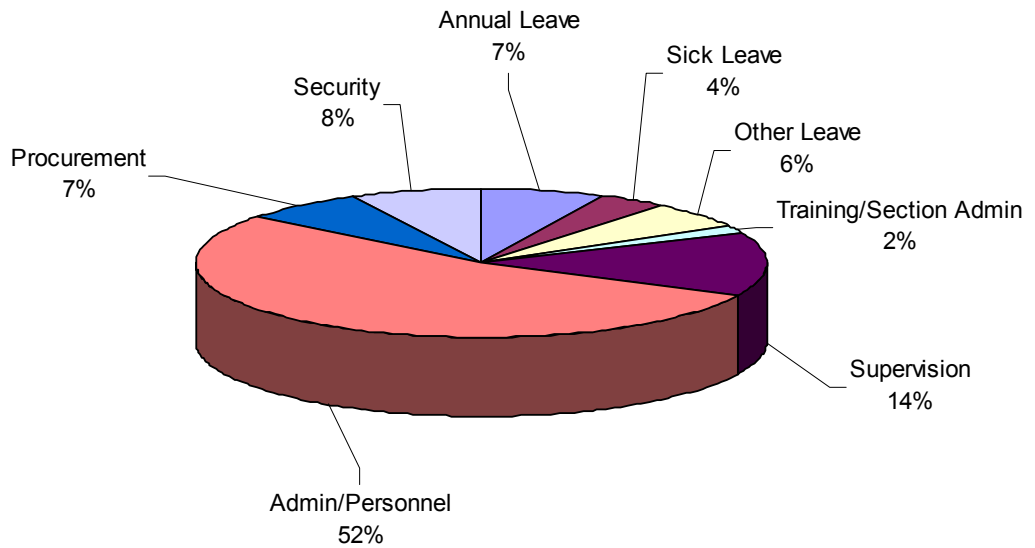
EEO / CR Activities / Community Awareness and Outreach Continued

- ◆ Federal Executive Association Award – Photo Branch Chief awarded “Manager of the Year for Utah”
- ◆ Aspiring Leaders Program – 1 employee graduated
- ◆ Adopted School, Hillsdale Elementary Activities included:
 - ◆ APFO “Recycle Printer Cartridges” monies received donated to school
 - ◆ GIS – Creating a “Community Atlas” with data layers derived from student photography, to create a webpage
 - ◆ Sub-for-Santa – recipients, 19 students, 7 families
 - ◆ Coat, Shoe & Glove Drive
 - ◆ Month of a 1000 Books
 - ◆ Ongoing Backpack, School supplies & Warm Clothing Drive

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Administrative/Personnel Services Activity Report

Activity	Total Hours	% of Time
Annual Leave	814	7%
Sick Leave	461	4%
Other Leave	697	6%
Training/Section Admin	188	2%
Supervision	1,659	14%
Admin/Personnel	6,293	52%
Procurement	802	7%
Security	890	8%
Total	11,338	100%

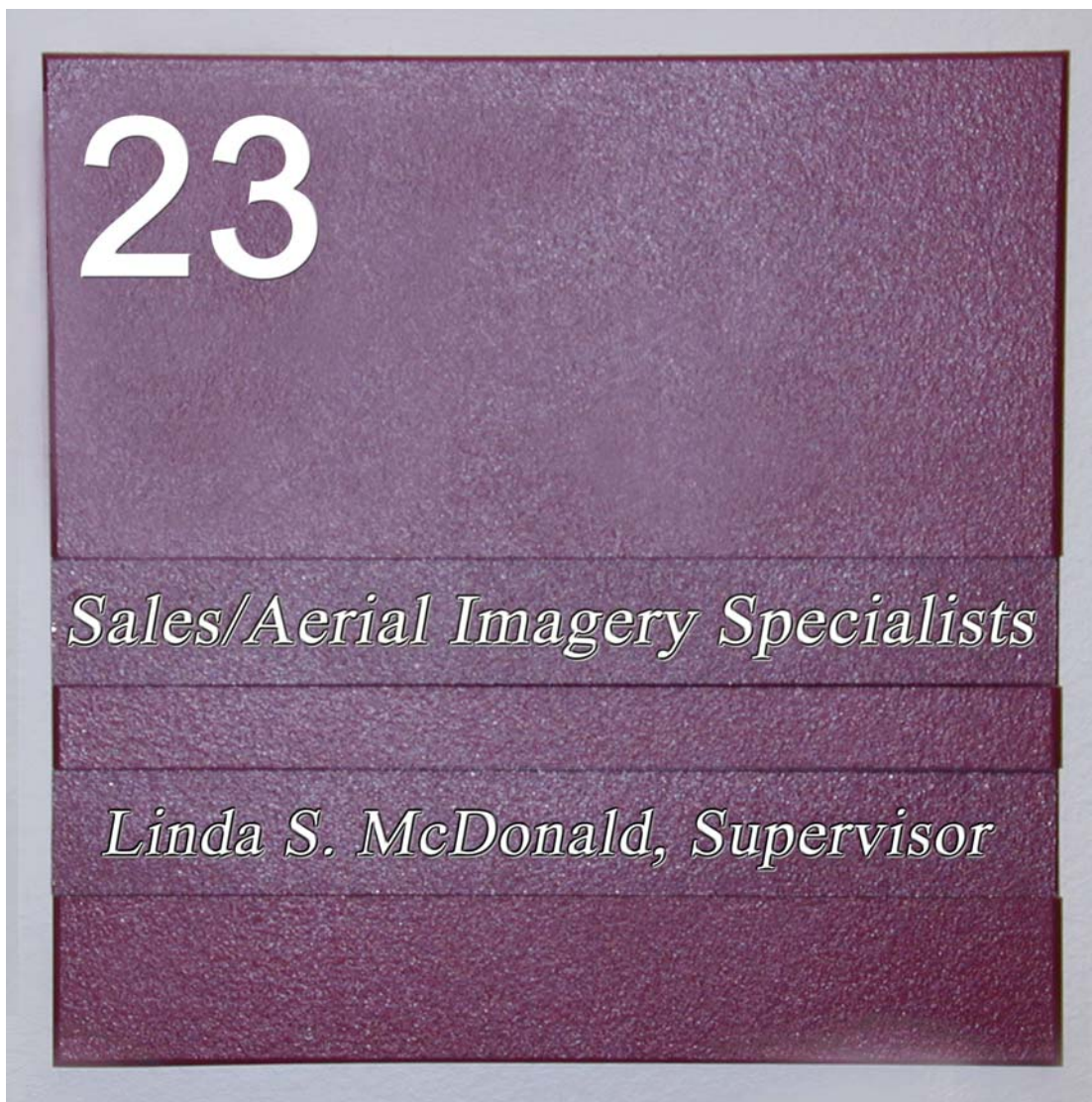


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Management Operations Branch
Sales Section

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.



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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

Fiscal Processes

Refund Processing - To make processing refunds more efficient, the Kansas City Financial Office (KCFO) transferred aerial photography refund processing to the APFO Sales Section. Training by KCFO in this Foundation Financial Information System (FFIS) application was provided.

FSA Processes

FSA Photomap Scans & Plots Projects - Sales coordinated production of 55 Photomap Scans and Plots Projects with the FSA Service Centers, APFO and the FSA Digitizing Centers.

14 Kentucky Counties (4 Counties sent to the Texas Digitizing Center)
41 South Dakota Counties

FSA Global Positioning System (GPS) Training - FSA requested APFO turnaround 155 Work Orders for Compressed Ortho Mosaics needed for GPS Training in a one week period. Sales released the orders and coordinated this special project and smaller training requests with FSA.

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Special Accomplishments continued

GIS Processes

Vault Maintenance Cataloging

- To streamline the APFO's County Ortho Mosaic Production

Process, mid FY2002, Sales began Vault Maintenance Cataloging of products produced by the Digital Section into the Film Inventory System.



L700 Cataloging - Mid FY2002, L700 Cataloging Processes were transferred from the Information Technology Service Branch (ITSB) to Sales. In support of the Digital Section's County Ortho Mosaic production, Sales generates DOQQ Media Pick List coverage files in ArcView and archives the identified DOQQ's into the L700 Library System.

FSA Compliance Imagery CD Copying - Sales assisted the Contracting Section in copying Compliance Imagery into a directory structure for future L700 storage.

Interagency Agreements

USGS-EROS Interagency Agreement - FY2002 was the 2nd year of a three-year APFO and EROS Interagency Agreement. APFO provides film positive transparencies, paper prints and image scans in exchange for DOQQ's. Product exchange ended this year in April when USGS diverted their funds from the National Digital Ortho Program (NDOP) to the National Imagery and Mapping Agency (NIMA). Sales coordinated the EROS orders, fiscal activity and report reconciliation. Option Year Two Amount - \$110,770.00.

USDI-BLM Wyoming Interagency Agreement - Under this \$180,000.00 Interagency Agreement, APFO provides the Wyoming State BLM Office approximately 14,400 Color Infrared (CIR) Imagery Scans of Wyoming. Sales coordinated the orders, fiscal activity and report reconciliation.

79 Work Orders released to the B&W Photography Section
10,800 Color Infrared (CIR) Image Scans for a \$138,978.00 Dollar Value

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Special Accomplishments continued

Interagency Agreements continued

Digital Work Order Processing & Reporting - Sales, Information Technology Services Branch (ITSB) and the Photo Imaging Branch (PIB) continued WOES refinement of the digital product codes, prices and statistical reporting.

National Imagery & Mapping Agency (NIMA) Project - NIMA and the USGS-EROS worked together on a Priority National Security Project that requires up-to-date Mosaiced DOQQ's of 120 Major U.S. Cities. The APFO holds the original NAPP photography of the Eastern U.S. Cities. APFO's involvement was to provide as Top Priority film positives, transparencies, paper prints and image scans to the USGS Mapping Centers. Sales was 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 Office of Management and Budget (OMB) approved a three-year extension of the FSA-441 Request for Aerial Photography form - OMB No. 0560-0176. Sales coordinated the Paperwork Reduction Act Package and the Federal Register Notices for both the order form and price list. The Information Technology Services Branch (ITSB) supplied electronic application information and instructions. Electronic and/or manual distributions of these forms were made to USDA Agencies and APFO frequent customers. These forms are available on the APFO website.

Code of Federal Regulation (CFR) - APFO requested a ruling from the Office of General Counsel (OGC) to remove the prices for Aerial Photographic Reproductions from the Code of Federal Regulations (CFR). The reasoning was that product and service prices advertised in the fee schedule change more rapidly than amending the CFR allows for it to be useful. Our request for removal was returned by OGC without approval for legal sufficiency. Sales assisted in writing the Federal Register Document and coordinated the Federal Register Notice with the USDA-FSA Office of Administration/Regulatory Review Group, OGC and APFO.

*Annual Report FY2002
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Special Accomplishments continued

Interagency Agreements continued

National Agricultural Imagery Program (NAIP) Photography - FY2002 NAIP photography was flown as color positive film. To accommodate this new film type into the APFO's automated systems, Sales, Information Technology Services Branch (ITSB), Photo Imagery Branch (PIB) and the Inspection Section (IS) added Color Positive Photography (CP) to the APFO Aerial Photography Products and NAIP as a Photography Program. It was determined to price these products at the Color Infrared Positive Photography (CIR) prices.

Detailed Activity

Classified Competitive Detail - One employee completed a 120 Day Classified Competitive Detail to the Contracting Section as a Quality Inspection Specialist before being reassigned to that Section.

Unclassified Detail Activity - To assist APFO, Sales performed Unclassified Detail Activity in the Administrative Section, Contracting Section and the Inspection Section.



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Total Dollar Volume - \$1,930,368.19

Sales Directly Billed

Category	Billed Amount
Federal Users	\$508,372.00
Non-Federal, Tax-Supported Users	\$183,068.10
Total	\$691,440.10

Collections

Categ	Dollar Amount
Cash & Checks Receipts	\$499,199.68
Credit Cards Receipts	\$604,020.20
Total	\$1,103,219.88

Total Production & Sales

AERIAL PHOTOGRAPHY	UNITS	DOLLARS
Photographic Products & Services	449,018	\$2,177,814.25

DIGITAL IMAGERY	UNITS	DOLLARS
Digital Products & Services	148,908	\$6,672,678.75

Statistical Comparison

Fiscal Year 02	Units Per Order 46
Fiscal Year 01	Units Per Order 53

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FY2002 Users of APFO Aerial Products & Services

Agency	%	Units	%	Dollar Value
FSA	20	90,436	23	\$493,764.40
FS	47	211,771	28	613,827.25
NRCS	4	19,079	9	201,015.50
GS	4	18,766	9	185,359.00
Other Federal Agencies	10	43,042	9	195,879.50
State Agencies	10	42,743	9	206,804.10
Non-Government	5	23,181	13	281,164.50
Totals*	100	449,018	100	\$2,177,814.25

FY2002 Users of APFO Digital Products & Services

Agency	%	U	%	D
FSA	71	106,398	87	\$5,784,565.75
FS	1	1,160	0	17,120.00
NRCS	18	26,428	10	694,880.00
GS	2	3,512	1	40,045.00
Other Federal Agencies	7	9,888	2	118,662.00
State Agencies	0	647	0	7,697.00
Non-Government	1	875	0	9,709.00
Totals*	100	148,908	100	\$6,672,678.75

*Note: Totals include Partnership values.

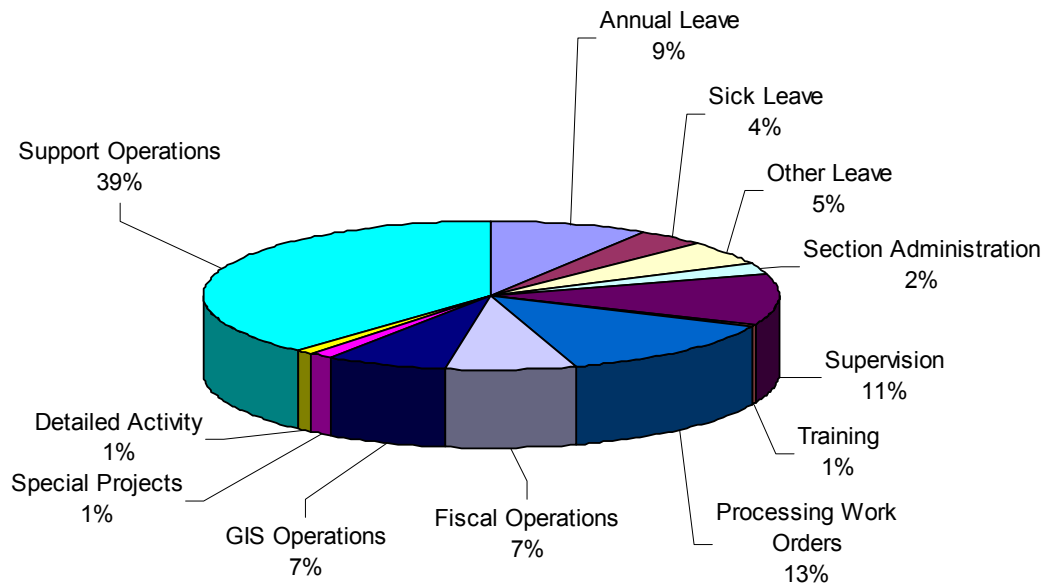
Major Work Activities Performed

Activity	Number Of Activities
Work Orders Processed	8,111
APFO Internal WO Processed	1,227
Coverage Requests	2,238
Walk-In Customers	752
Telephone Calls	14,518
Catalog Registers	1,896
Billings	832
Refunds	272
Written Correspondence	1,218
Total	31,064

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Sales Activity Report

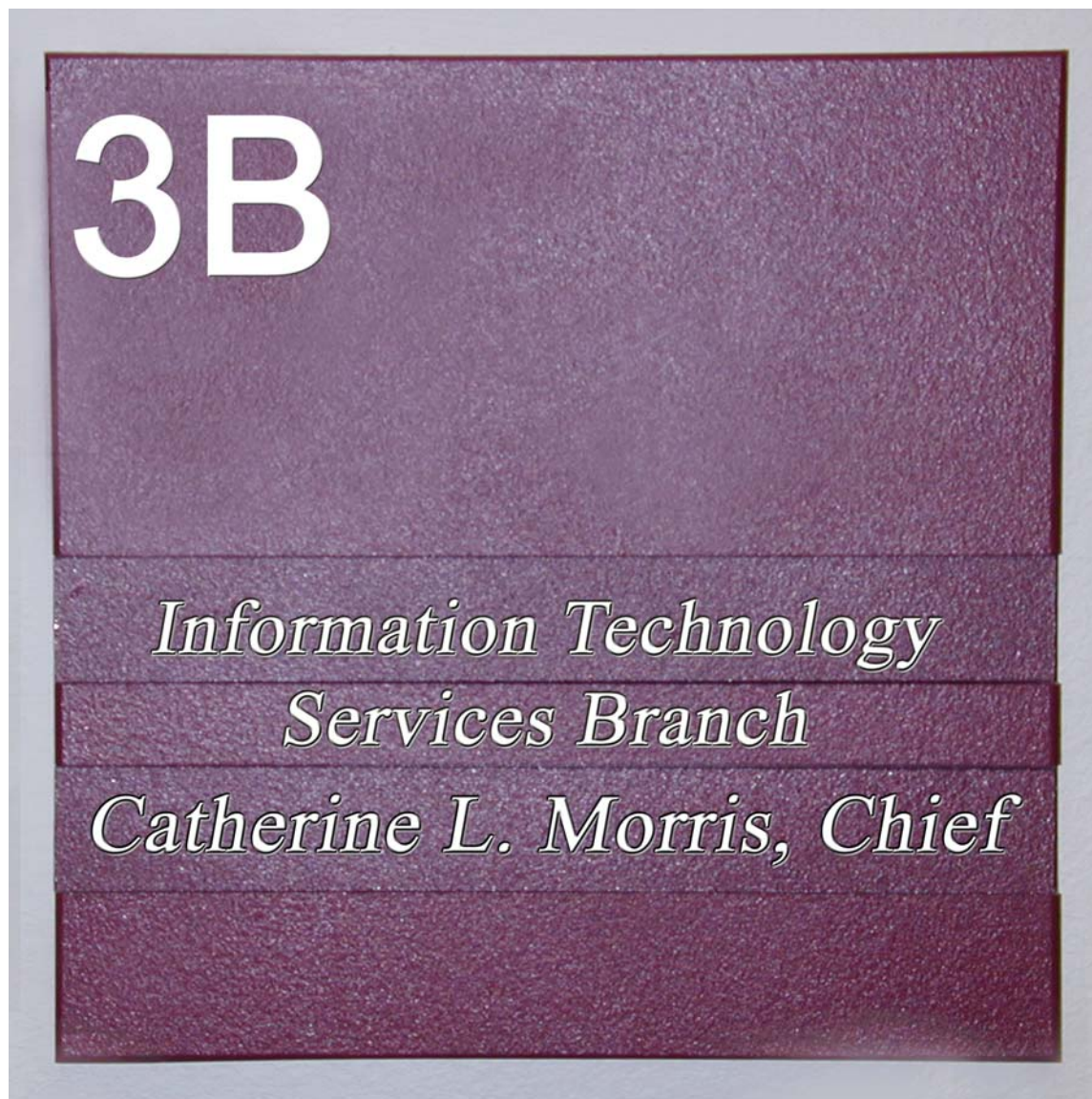
Activity	Total Hours	% Of Time
Annual Leave	1,255	9%
Sick Leave	547	4%
Other Leave	741	5%
Section Administration	304	2%
Supervision	1,570	11%
Training	81	1%
Processing Work Orders	1,897	13%
Fiscal Operations	1,000	7%
GIS Operations	994	7%
Special Projects	185	1%
Detailed Activity	117	1%
Support Operations	5,395	39%
Totals	14,086	100%





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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Information Technology Services Branch

Each year the Director establishes a set of goals meant to focus our attention and challenge us to exceed expectations. This year, we also faced unexpected adversity, new opportunities and exciting adventures. We stepped outside our comfort zone and pushed the envelope. The Branch wishes to extend its gratitude to those employees who stepped up and continued business-as-usual, showing exemplary courage and fortitude.

Employees volunteered to support the Salt Lake City Winter Olympics. They ventured out and met new folks from around the world, traveled in uncertain times, donated money and more importantly, time to those in need, and continue to give up their personal time to see the job gets done. A special hats-off to those who do all this without breaking a sweat!

Fiscal Year 2002 Milestones

Enterprise

- ◆ ESRI Enterprise Buy Effective
- ◆ ESRI Training Initiated
- ◆ Geospatial Data Warehouse (GDW) Pilot Commenced
- ◆ APFO GDW Team Initiated
- ◆ Large Office Systems Team Participation
- ◆ Enterprise Data Storage Architecture Team Participation
- ◆ APFO/NCGC Team Meeting held at APFO

Security

- ◆ Agency Implemented WAN Monitoring Service

Staff

- ◆ Hired 1 Information Technology Specialist (Systems)
- ◆ Hired 2 Information Technology Specialists (Applications)
- ◆ 2 Promotions

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Fiscal Year 2002 Milestones Continued

Applications

- ◆ Effective Dating Database Systems
- ◆ Applications Revised to Handle Reorganizations
- ◆ Mosaic Production DOQQ Acquisition from Library
- ◆ DOQQ Tape Catalog Process (8mm, DLT)
- ◆ Real Time Inventory Control
- ◆ Cost Analysis Automated

Production Capacity

- ◆ Library (310 Tapes Populated)
- ◆ DOQQ (83,539 Quads Archived to Library)
 - 750 Gb Library Cache
 - 300 Mb Disk Capacity
- ◆ MDOQ
 - 615 Gb Library Cache
 - 20 Workstations
- ◆ NAIP (7,570 Images Archived to Library)
 - 205 Gb Library Cache
- ◆ Digital Ortho
 - 2 Workstations, Dual Monitors
- ◆ Scanning
 - 1 DSW Upgraded
- ◆ 1 DSW Installed
- ◆ 625 Gb Protected
- ◆ Contract Inspection
 - 10 NT Workstations
- ◆ Hardcopy Imagery
 - 18 Wyse
- ◆ 2 Sun Workstations
- ◆ Desktops
 - 7 NT Workstations
 - 28 NCD's
 - 4 Sun Workstations
- ◆ Laptops
 - 13 Windows NT
- ◆ Home
 - Capacity Increased 1/3
- ◆ Reproduction
 - 2 Duplicators Installed
 - DVD Writer Installed
 - 8mm Robotics Installed
 - Peerless Installed

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Procurement	\$820,603
Maintenance	\$ 83,539
Contract Support	\$ 92,418

Functions

IT Facilities Planning and Management

- ◆ Assess, plan, coordinate and monitor computer facilities

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

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

Computer Operations

- ◆ Design, integrate and monitor computer services (Systems Administration)
- ◆ Design and manage APFO LAN/WAN (Network Administration)
- ◆ Provide standard hardware/software maintenance and support
- ◆ Document and secure IT hardware/software
- ◆ Provide backup and recovery file service
- ◆ Evaluate and recommend IT hardware, software and maintenance

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

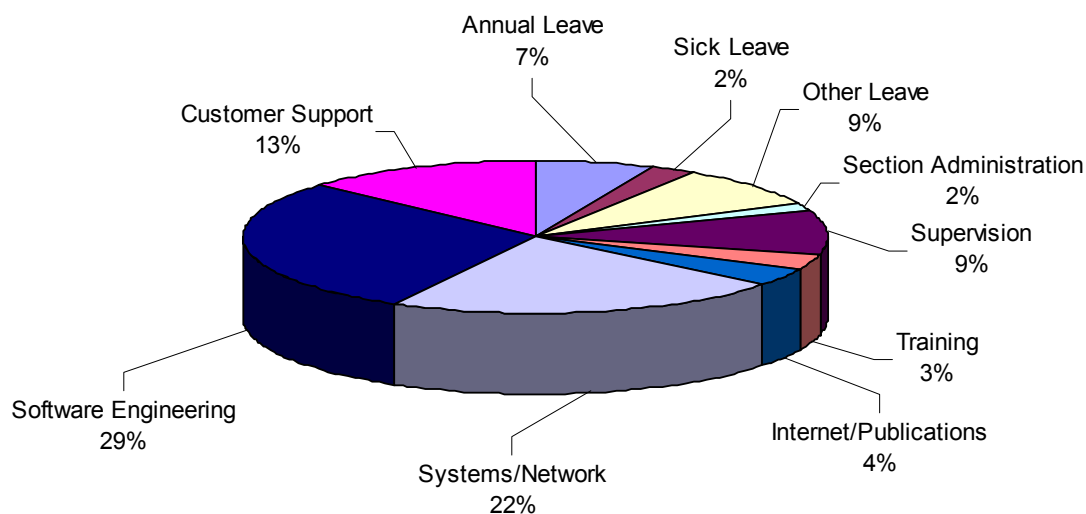
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Customer Service and Support

- ◆ 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, report anomalies, etc.)

Information Technology Services Activity Report

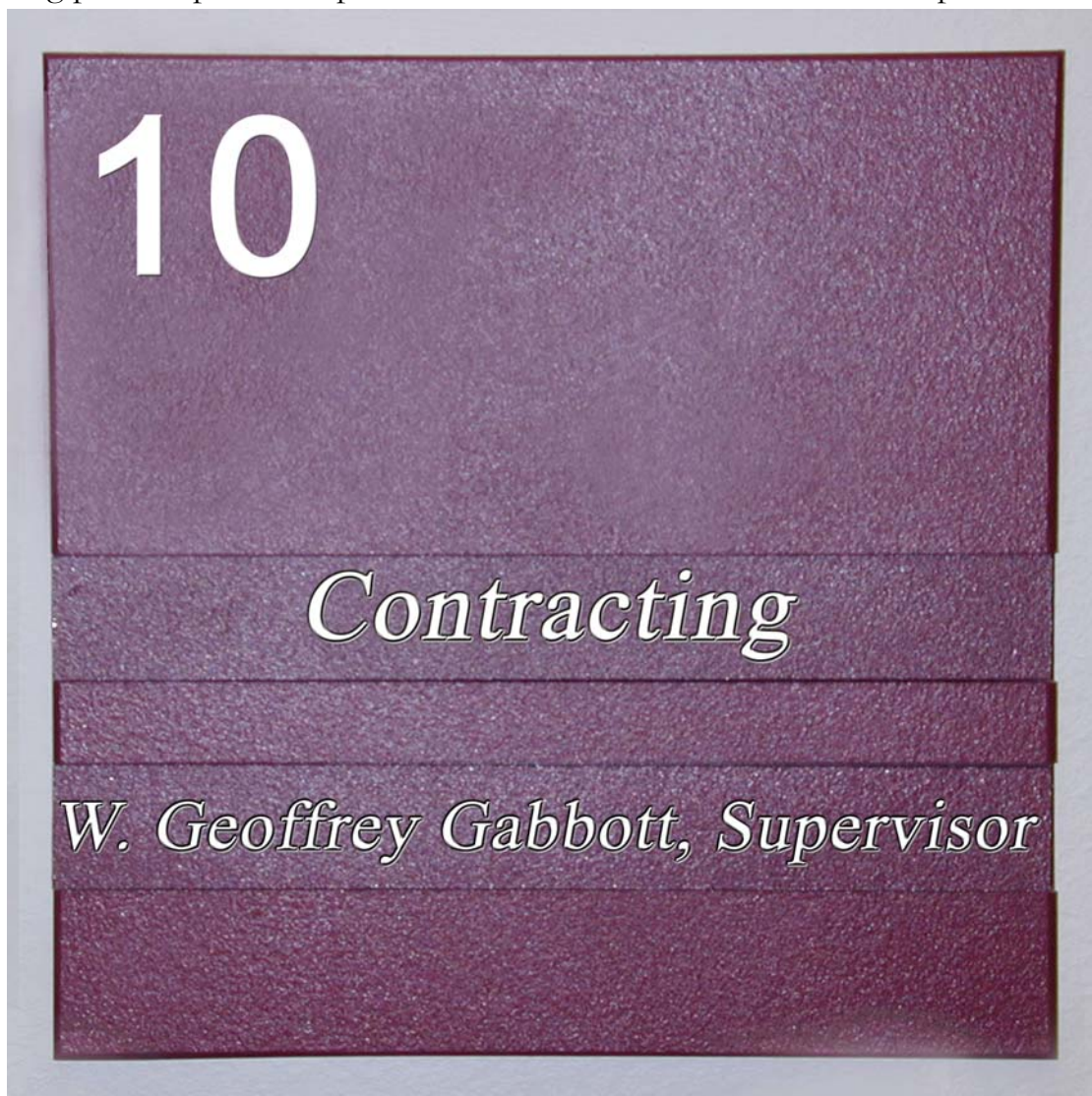
Activity	Total Hours	% Of Time
Annual Leave	946	7%
Sick Leave	354	2%
Other Leave	1,236	9%
Section Administration	255	2%
Supervision	1,289	9%
Training	475	3%
Internet/Publications	574	4%
Systems/Network	3,168	22%
Software Engineering	4,091	29%
Customer Support	1,921	13%
Totals	14,309	100%





Imagery & IT Acquisition Branch
Contracting Section

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



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Imagery & IT Acquisition Branch
Contracting Section

The Contracting Section is responsible for contracting services and supplies in support of imagery programs of USDA and other Federal Agencies. Primary functions include coordinating requests for new aerial photography/imagery, establishing partnerships, acquisition planning, solicitation preparation, proposal evaluation, source selection, and administering the subsequent contracts. The Contracting Section is also responsible for providing contract authority for Information Technology acquisitions, special requirement purchases, and other procurement support activities.

Fiscal Year 2002 Achievements Summary:

- ◆ Total Contracts Awarded - 32 imagery contracts, 66 IT contracts
- ◆ Total Contract Value - \$7,382,612
- ◆ Administrative Charge - \$193,800
- ◆ APFO Furnished Products (Estimated) - \$300,000
- ◆ Aerial Photography Contracts Awarded - 29 project areas
- ◆ Flight Planning Totals - 58,901 linear miles - 121,334 square miles
- ◆ NRI PSU Site Photography Contracted - 49,989 Sites
- ◆ NAIP Counties Contracted - 123 Counties
- ◆ Information Technology Purchases - \$1,011,453
- ◆ Computer Maintenance - \$249,334

Contract Administration

Forty-three aerial photography/imagery project areas were administered in FY2002. Of the 43 projects, 29 were new project areas awarded to 16 contractors and 14 projects were carried over from FY2001. The 29 new projects generated administrative charges of \$193,800 and an estimated \$300,000 of APFO products ordered in FY2002.

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Fiscal Year 2002 Achievements Summary Continued



Contract Pricing

The average price per linear mile of blocked aerial photography decreased by 4% compared to FY2001, from \$32.15 to \$30.89. The average price per PSU Site aerial photography increased by 1.4% compared to FY2001, from \$76.84 to \$77.94. The overall weighted average price per unit for FY2002 was \$51.40, compared to \$48.60 in FY2001.

Small Business Concerns

The Contracting Section solicited sources for aerial photography under a 100% Set-aside for Small Business Concerns where applicable. This resulted in Small Business Concerns receiving 87% of the total contract dollar amount, with Large Business Concerns receiving 13% of the total.

Resource Aerial Photography Program

The Contracting Section awarded 20 resource aerial photography projects requested from the U.S. Forest Service (USFS), Bureau of Indian Affairs (BIA), National Park Service (NPS), and Bureau of Land Management (BLM). Linear miles contracted totaled 29,069 (37,232 square miles) at a total cost of \$898,014 (\$30.89 per linear mile).

National Resource Inventory Program (NRI)

The Natural Resource Conservation Service (NRCS) requested 49,989 Primary Sample Unit (PSU) Sites to be acquired during the 2002 performance period at a total cost of \$3,896,178 (\$77.94 per site). Fiscal year 2002 was the first year of a three-year Indefinite Delivery/Indefinite Quantity (IDIQ) type contract that was awarded to six contractors.

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Fiscal Year 2002 Achievements Summary Continued

National Agriculture Imagery Program (NAIP)

The Farm Service Agency (FSA) launched the inaugural year of the National Agriculture Imagery Program by contracting 123 counties in Kansas, Nebraska, Missouri, Minnesota, North & South Dakota, and Oregon. The contracts required aerial film and one and two meter digital imagery as deliverables. The contracts covered 84,102 square miles at a total cost of \$802,807 (\$26.91 per square mile).

Mosaicked Digital Ortho Quadrangles (MDOQs)

Contracts to Mosaic Digital Ortho Quadrangles for 27 priority FSA Counties in Montana and Washington were awarded to two contractors. The contracts were awarded utilizing 8(a) contracts. The total value for the projects amounted to \$499,825. MDOQs of the state of Iowa were also purchased under an agreement with the state for \$25,000.

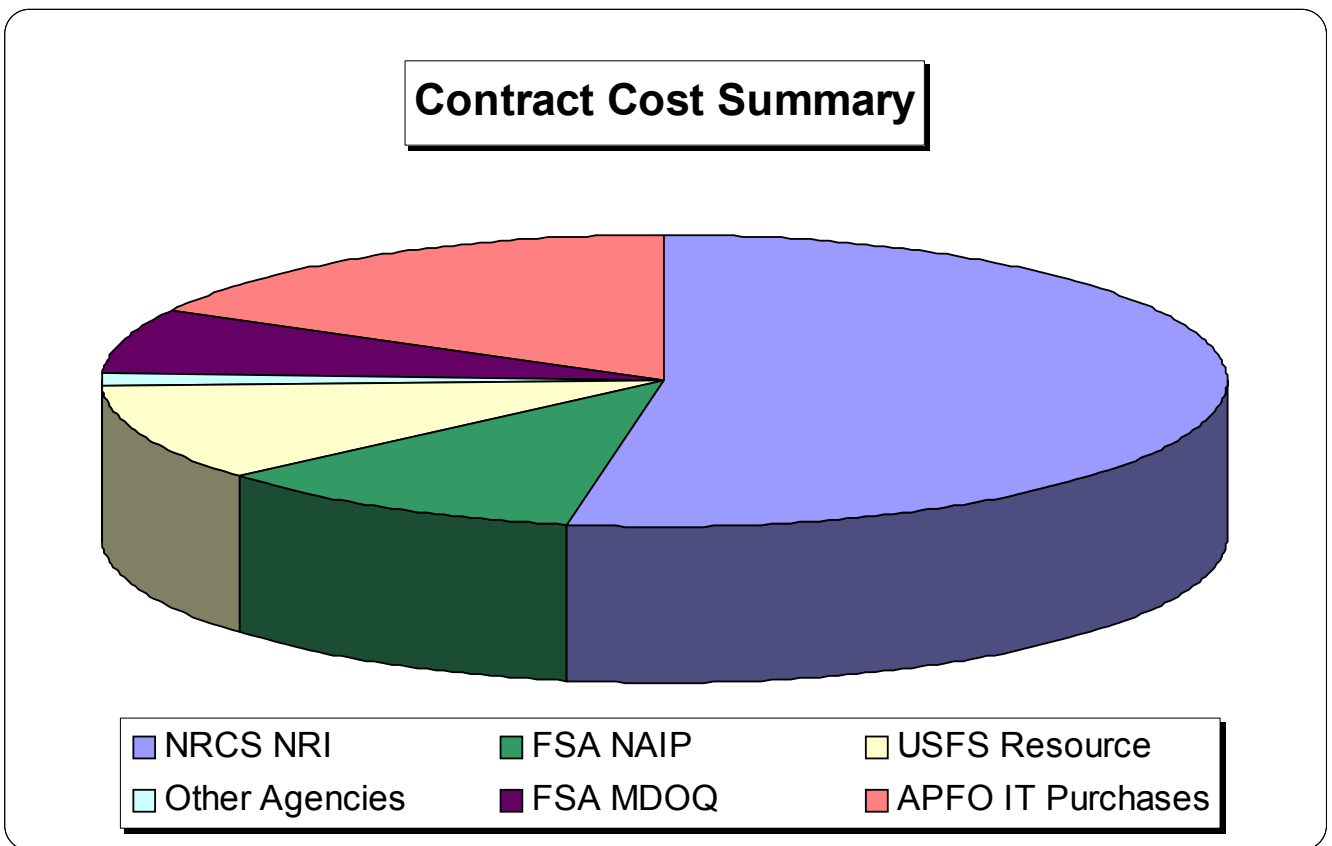
Information Technology (IT) Procurements

The Contracting Section provided IT procurement support in three main areas: 1) IT purchases for the APFO covering 35 contracts for \$852,608, 2) IT purchases to assist FSA's Washington DC Office covering 9 contracts for \$158,845, and 3) IT maintenance contracts at the APFO covering 22 contracts for \$249,334. Total IT expenditures for FY2002 amounted to \$1,260,787.

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Contract Cost Summary

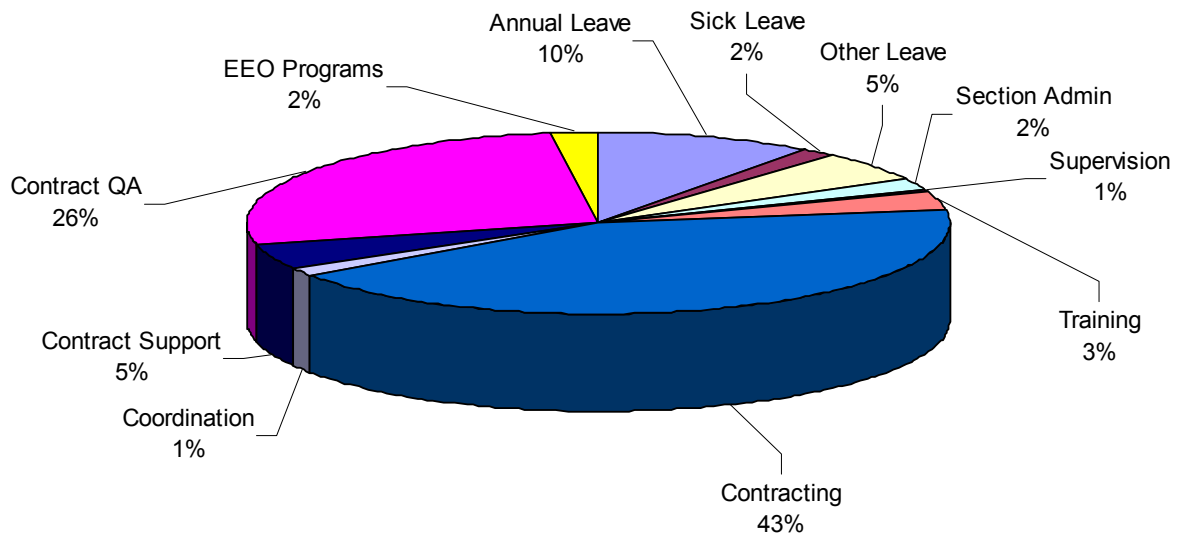
Agency/Program	Total Dollars	% of Dollars
NRCS NRI	\$3,896,178	53%
FSA NAIP	\$802,807	11%
USFS Resource	\$806,417	11%
Other Agencies	\$91,598	1%
FSA MDOQ	\$524,825	7%
APFO IT Purchases	\$1,260,787	17%
Total Contracts	\$7,382,612	100%



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Contracting Section Activity Report

Activity	Total Hours	% of Time
Annual Leave	1,484	10%
Sick Leave	255	2%
Other Leave	803	5%
Section Admin	277	2%
Supervision	96	1%
Training	444	3%
Contracting	6,366	43%
Coordination	217	1%
Contract Support	691	5%
Contract QA	3,953	26%
EEO Programs	338	2%
Total	14,924	100%

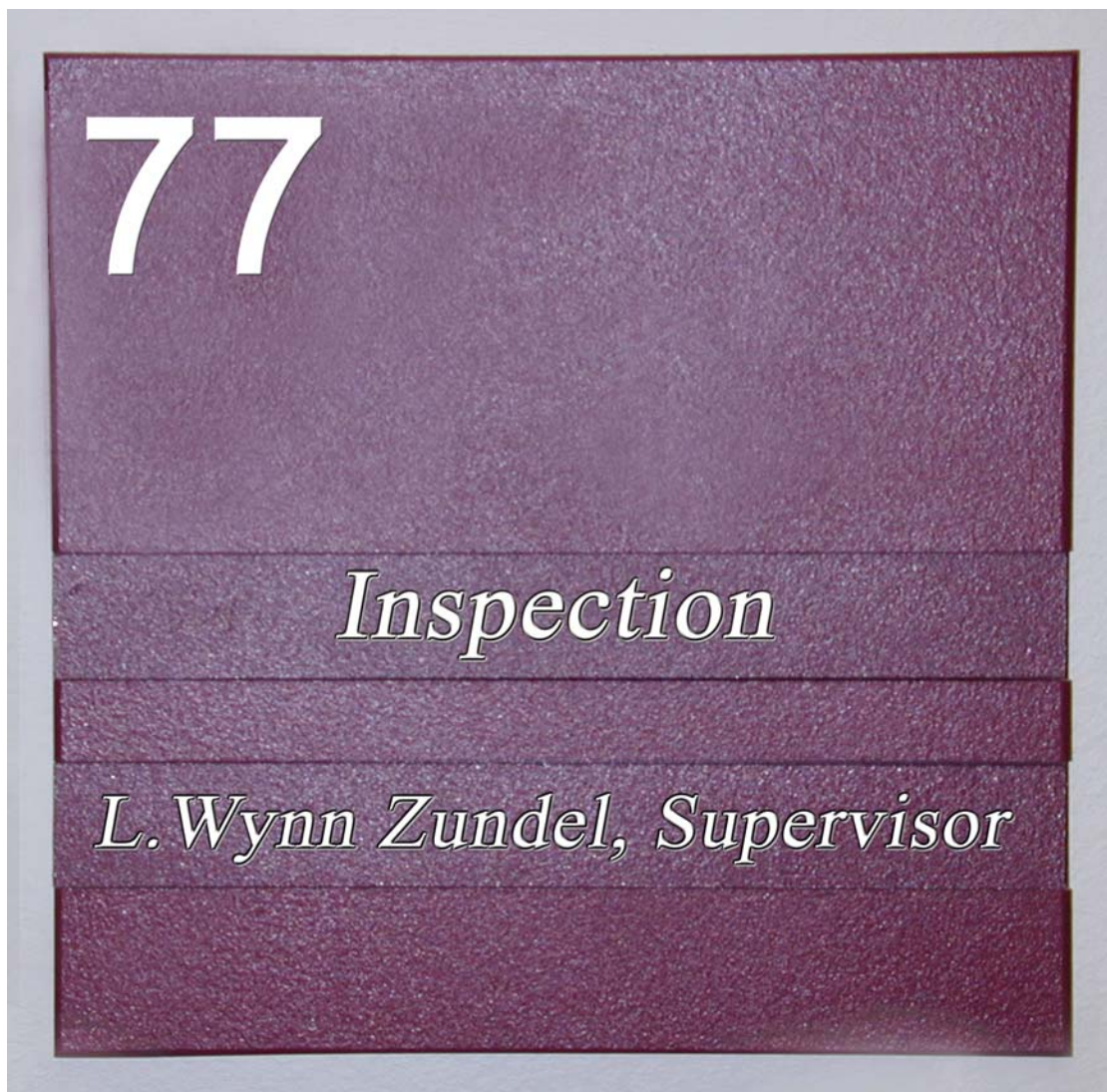


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Imagery & IT Acquisition Branch
Inspection Section

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.



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Imaging & IT Acquisition Branch Inspection Section

As a result of the office reorganization, Quality Assurance Section and Contracting became Sections within the Imagery & IT Acquisition Branch. QA was renamed the Inspection Section. It is directly responsible for monitoring, extrapolating and disseminating status of FSA Counties, NAPP Photography and related data base information. Ongoing process include: Common Land Unit (CLU), Outsource MDOQ and CLU, NAIP 1 and 2 Meter Digital Compliance Imagery, 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

Common Land Unit (CLU) - Inspected 285 CLU counties produced by the Digitizing Centers.

DOQQ Ordering and Processing - Researched and Ordered 17,814 DOQQ's.

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 and Internet sites.



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Achievements Continued

Contracted MDOQ/CLU Counties - At fiscal years end, the Inspection Section personnel were required to produce Government Furnished Materials on 8 Montana Counties and 19 Washington State Counties for production of MDOQ's.

Finalized the inspection and acceptance of 29 MDOQ and 23 CLU Outsource projects.

Established an inspection process for NAIP inspection and completed the inspection and acceptance of 94 NAIP Counties.

Other Related Activities

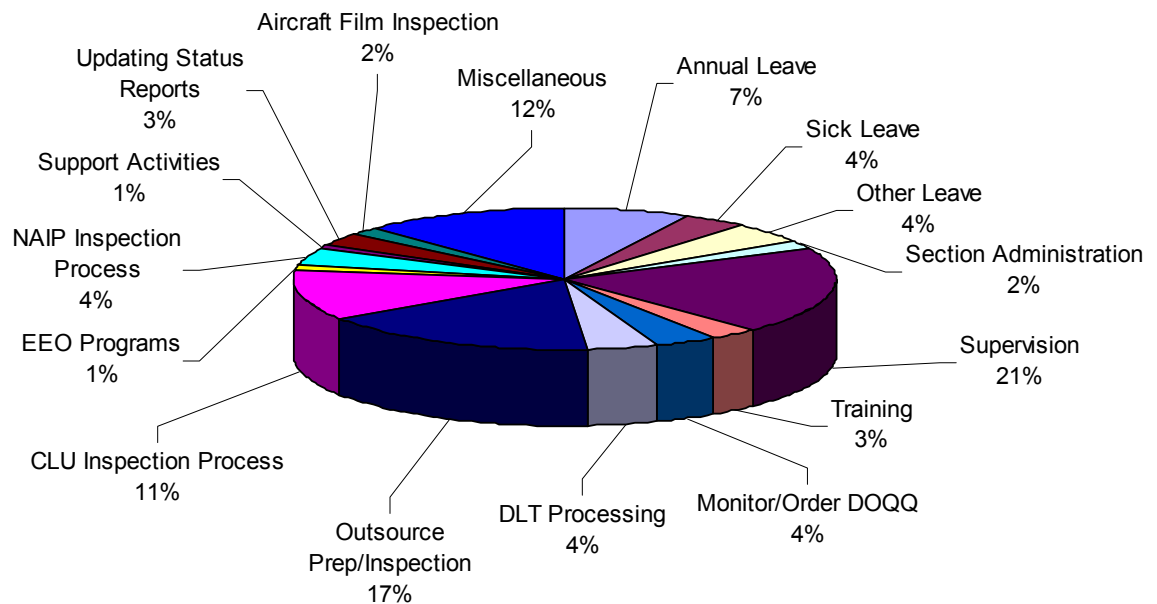
During FY 2002, One new employee was hired. The Reorganization caused the transfer of Binding, Lamination and NAPP/Special Photography inspection to the Photography Department. Work was finalized on the construction of a room, which now contains 11 workstations for Digital Inspection and temporary work areas for four I.T. staff personnel.



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Quality Assurance Activity Report

Activity	Total Hours	% Of Time
Annual Leave	749	7%
Sick Leave	417	4%
Other Leave	441	4%
Section Administration	211	2%
Supervision	2,015	21%
Training	313	3%
Monitor/Order DOQQ	376	4%
DLT Processing	412	4%
Outsource Prep/Inspection	1,728	17%
CLU Inspection Process	1,143	11%
EEO Programs	118	1%
NAIP Inspection Process	412	4%
Support Activities	100	1%
Updating Status Reports	270	3%
Aircraft Film Inspection	194	2%
Miscellaneous	1,250	12%
Total	10,148	100%





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.



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

Equipment

- ◆ Blade 2000 workstations purchased (projected deployment fy2003)
- ◆ Processor and memory upgrades purchased for Ultra60s (projected installation fy2003)
- ◆ 12 CD storage cabinets for CD library
- ◆ 1 8mm tape storage cabinet

Library Additions

- ◆ 2,660 CD's added for a total of 16,655 CD's
- ◆ 644 8mm tapes added for a total of 2,282 8mm tapes
- ◆ 51,553 DOQQ's added for a total of 204,981 DOQQ's

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Strategic Planning Continued

Staffing

- ◆ Hired an additional three (3) employees into Digital Section

Process Improvements

- ◆ Dodging of CIR and B&W imagery
- ◆ Beta testing version 4.4 of Socet Set software
- ◆ Refinement of metadata collection
- ◆ Refinement of index creation
- ◆ File manipulation scripts written and improved

Training

- ◆ ArcGIS course –
7 employees
- ◆ Socet Set User Group –
3 employees



Accomplishments

Production

County mosaics completed - 516

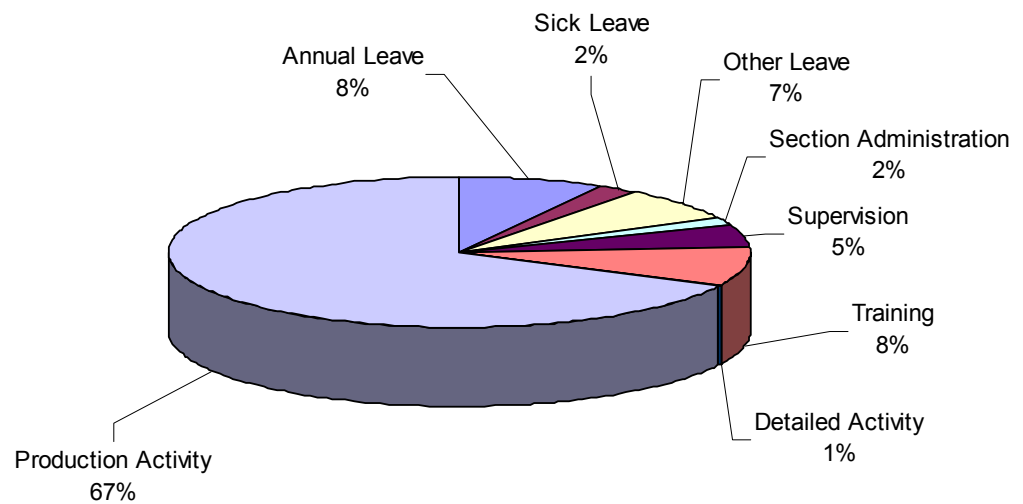
- Digitizing center projects - 515
- SCIT projects - 1

- ◆ Special projects - 1
- ◆ APFO generated ortho imagery from scanned NAPP - 5
- ◆ Second cycle mosaics completed - 3
- ◆ Mosaic plots completed - 516
- ◆ Square miles completed - 490,736
- ◆ 7.5' tiles archived - 13,798
- ◆ DOQQ's seamed - 78,257

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Digital Section Activity Report

Activity	Hours	% of Time
Annual Leave	3236.35	8%
Sick Leave	956.25	2%
Other Leave	2,887.50	7%
Section Administration	665.60	2%
Supervision	1,904.75	5%
Training	3376.55	8%
Detailed Activity	211.20	1%
Production Activity	27,340.25	67%
Total	40,578.45	100%



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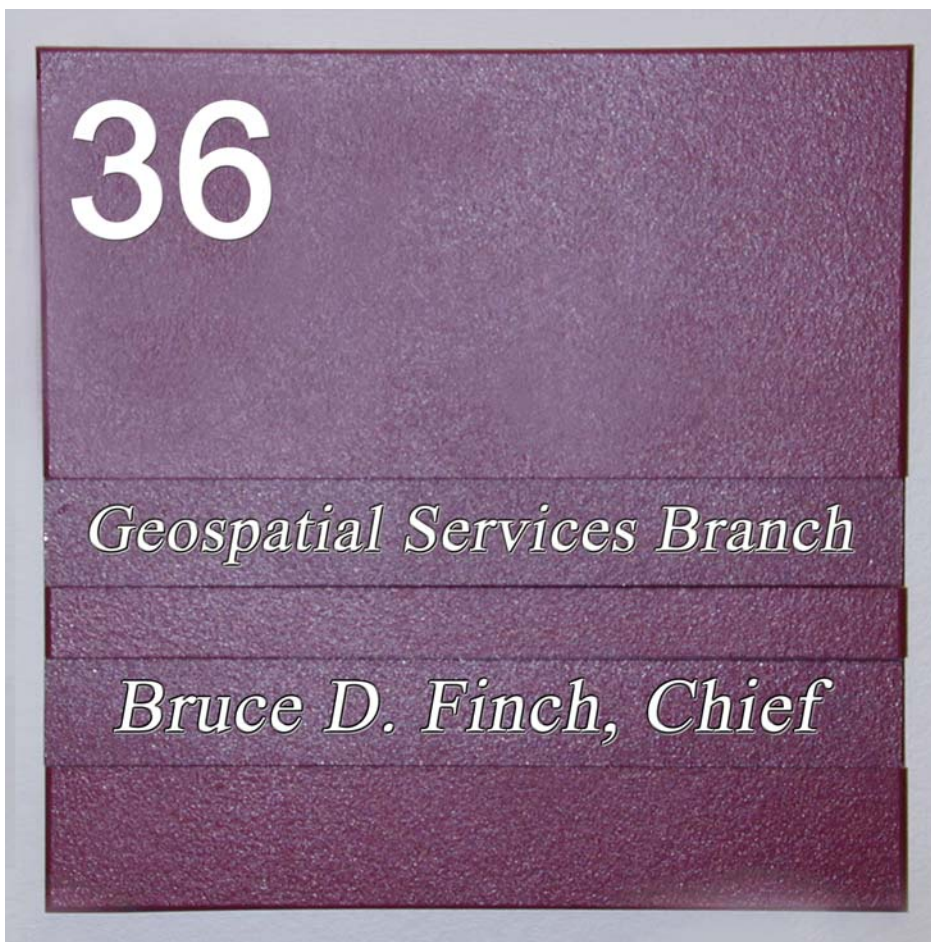
Production Activity Defined

Activity	Total Hours
Project Assistance	659.50
Product Development	18.50
Documentation	632.65
System Management	26
File Management	1,807.65
Tiling	16.75
Mosaicking DOQQ's	6,742.60
Triangulation of DOQQ's	47.25
Inspection of Seam Lines	3,394.65
Image Processing	106.75
Project Preparation	6,878.85
Ordering DOQQ's	59.50
CD Writing - B&W	1,900.10
CD Writing - CIR	678.05
Special Digital Ortho Projects	1,477.20



Geospatial Services Branch
Service Center Support Section

The Service Center Support Section (SCSS) provides technical support and assistance on digital imagery related issues to FSA Service Centers, State Offices, and Digitizing Centers. The SCSS also supports the APFO Geospatial Services Branch Digital Section in evaluation and testing of software applications and development of methodologies to improve efficiency in orthorectification and mosaicking.



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Geospatial Services Branch
Service Center Support Section

Strategic Planning

FY-02 was the first full year of operation for the SCSS. Currently there are two employees assigned to the section. However, as GIS implementation is accelerated in FSA Service Centers the workload is expected to increase which will require additional resources and staffing.

Reports

- ◆ SCSS Hardware and Software Configuration and Future Needs
- ◆ FSA Mobile Service Center Concepts with recommendations on Mobile Data Collection Devices
- ◆ Digitizing Procedures for Cache County, Utah, Utilizing Dual Monitor Display of Both the
- ◆ Scanned 35mm Slides and the MDOQ Tiles.
- ◆ CLU Digitizing on Compressed County Mosaics (MrSID)
- ◆ APFO Digital Image Technology PowerPoint Presentation with Guidebook
- ◆ Using 35mm Digital Cameras in the Aerial Compliance Program
- ◆ Geometric Accuracy of Compressed Imagery
- ◆ 35mm Scanning Standards
- ◆ Software Options for Georeferencing Compliance Imagery
- ◆ Sample 35mm Aerial Compliance Contract for Acquiring Digital Imagery
- ◆ Digital Imagery Naming Conventions
- ◆ Options for Escalating Deployment of Ortho Mosaics to Service Centers
- ◆ Options for Purchasing 35mm Slide Scanners
- ◆ Providing PLSS Data to Service Centers

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Training

- ◆ GIS With Handheld Computers
- ◆ Digital Cameras
- ◆ ArcGIS
- ◆ ESRI Conference
- ◆ GeoData Management
- ◆ CLU Toolkit
- ◆ Mobile Data Collection Devices
- ◆ GeoSpatial One-Stop



New Equipment

- ◆ Digital Camera
- ◆ 3 GPS Receivers
- ◆ NT Workstation

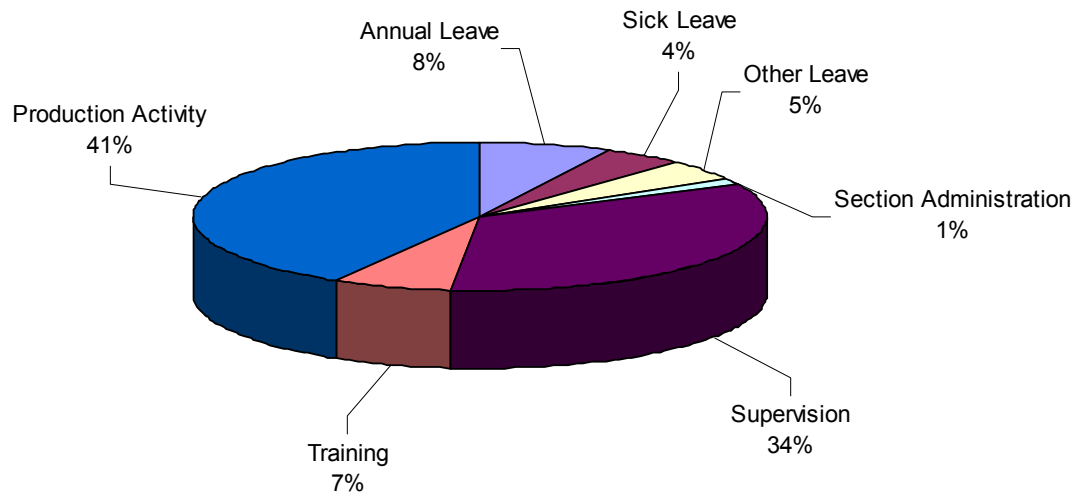
Support

- ◆ Provided installation of equipment and training for a Dual-Monitor Heads-up Digitizing system in Cache Co., Utah.
- ◆ Programming support to the APFO Quality Assurance Section for CLU inspection tools.
- ◆ Developed and presented a training class for APFO on Digital Technology.
- ◆ Presented a training session to the Utah State FSA Committee Members on GIS Implementation and technology at their annual conference.
- ◆ Provided PLSS data to 5 FSA State Offices.
- ◆ Scanned 35mm compliance slides for 23 counties.
- ◆ Presented training sessions at the Savannah CLU Training Meeting.
- ◆ Evaluated a proposal for acquisition of compliance imagery in NY State.
- ◆ Prepared slide show, posters, and brochures for the ESRI Conference.

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Service Center Support Section Activity Report

Activity	Total Hours	% Of Time
Annual Leave	354	7.5%
Sick Leave	209	4.4%
Other Leave	216	4.6%
Section Administration	59	1.0%
Supervision	1,602	33.8%
Training	316	6.7%
Production Activity	1,959	42.0%
TOTAL	4,733	100%



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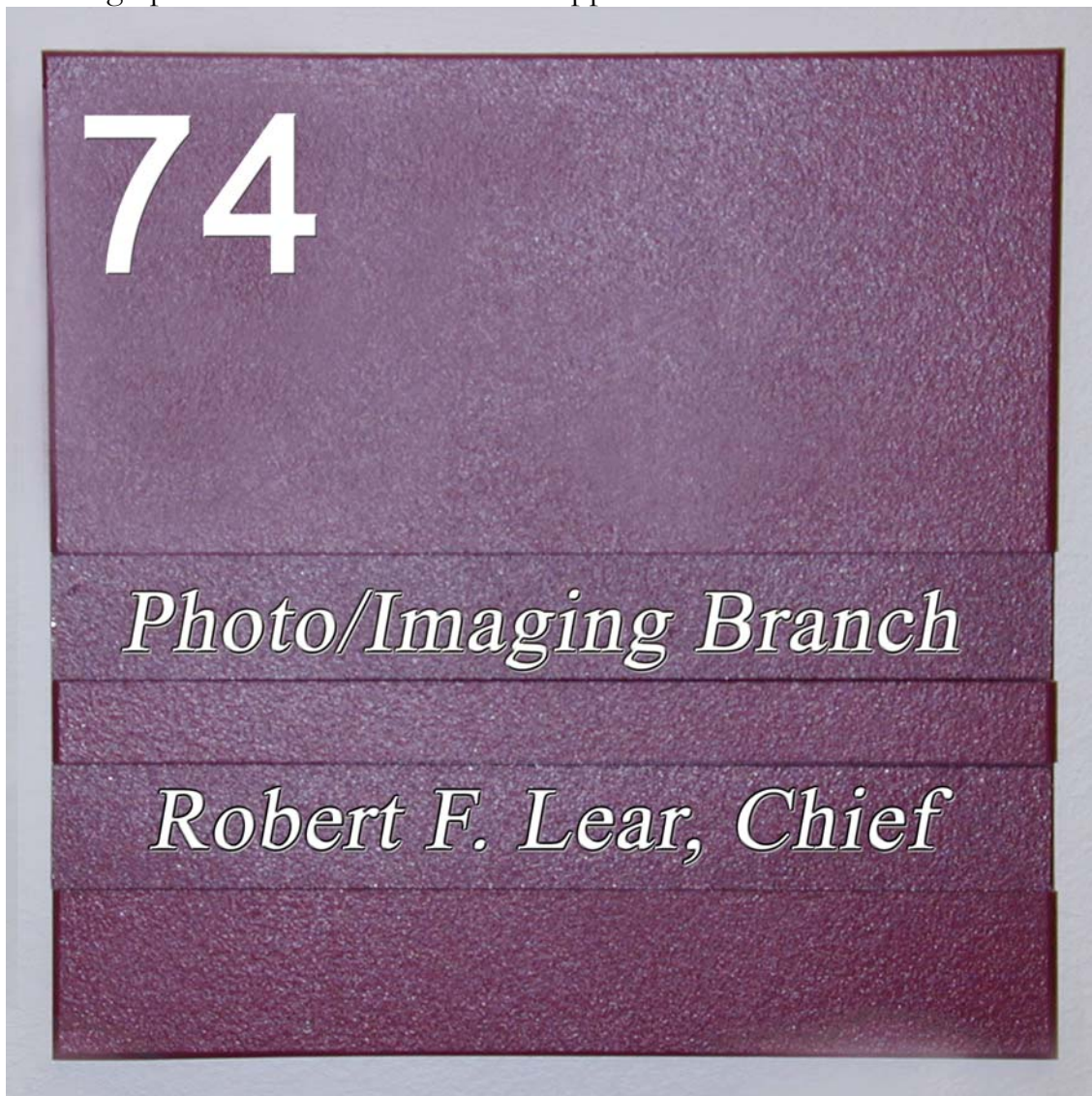
Production Activity Defined

Activity	Total Hours
Product Development	1,737
GIS Applications	19
System Management	58
Mosaicking DOQ's	6
Inspecting Seam Lines	2
Project Preparation	4
Application Programming	103
Special Digital Ortho Projects	30



Photo/Imaging Branch

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



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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 first of a three-phase that will transition the existing vault into a film library. The film library creates space within APFO for an additional forty thousand rolls of films. High-density storage units that eliminate the need for as many aisles is the cornerstone to a system that stores more film in the same floor space.

Technical Support Section achieved the following objectives during the Fiscal Year:

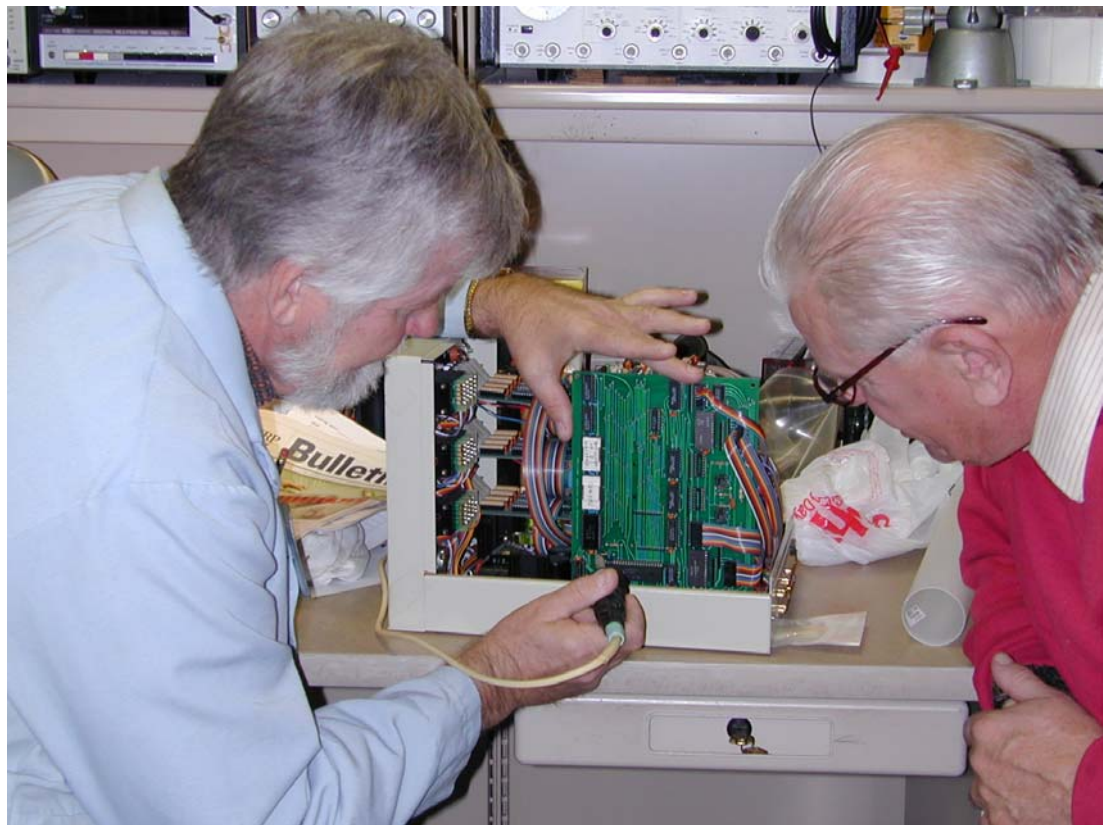
- ◆ Completed the relocation of the machine shop and electronic shop.
- ◆ Assisted in the relocation of the scanners.
- ◆ Cabled and Certified 30 computer lines.
- ◆ Rebuilt the frame of Color Section's P-4 processor.
- ◆ Rebuilt the racks of Color Section's E-6 processor.
- ◆ Completed 40 Preventive Maintenance services on photographic processors.
- ◆ Responded to all service requests during the Fiscal Year.
- ◆ Converted 54 mechanical/electrical diagrams into a digital format.

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Environmental

Silver Recovery

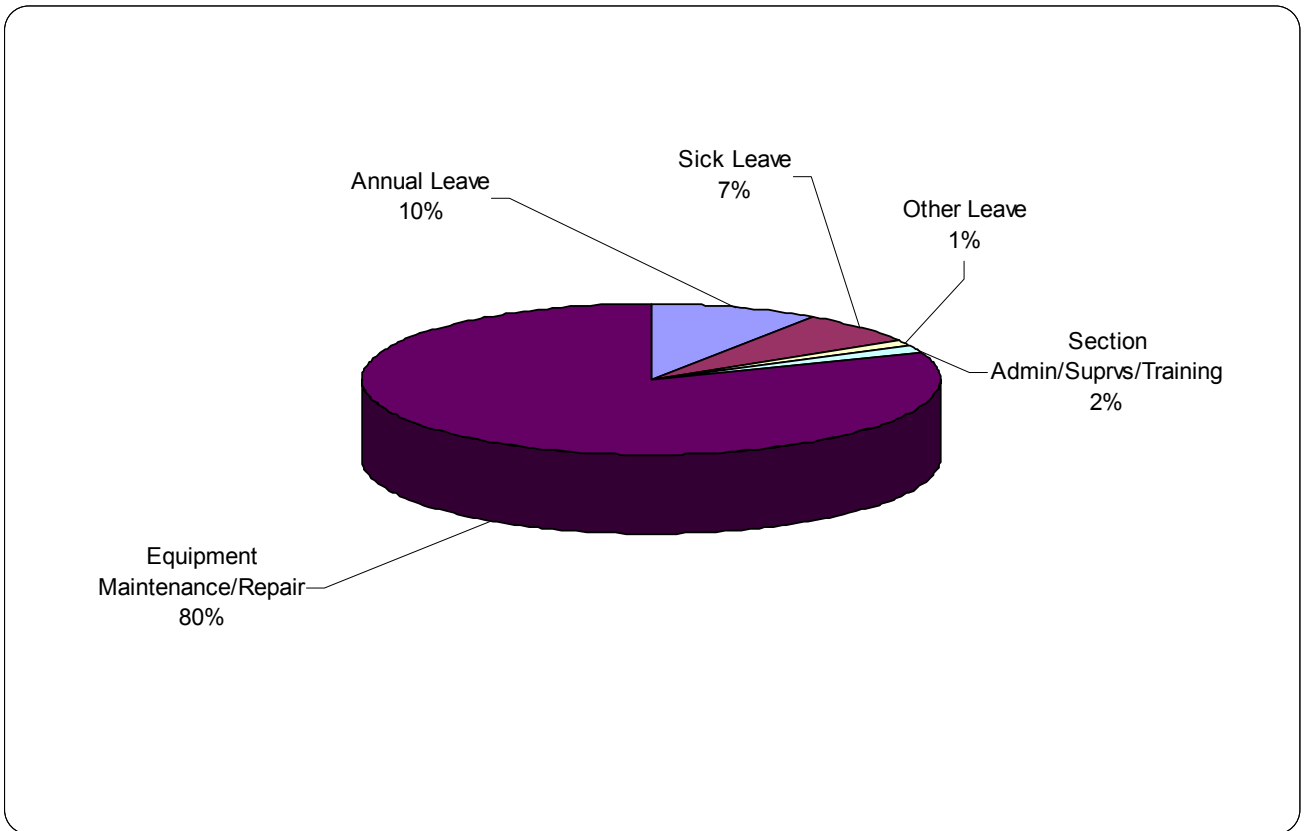
Source Of Silver	Silver In Troy Ounces	Average Price Per Troy	Net Value
Flake/Sludge/Scrap	1,162.9	\$4.53	\$5,267.94



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Technical Support Section Activity Report

Activity	Total Hours	% of Time
Annual Leave	753	10%
Sick Leave	530	7%
Other Leave	109	1%
Section Admin/Suprvs/Training	120	2%
Equipment Maintenance/Repair	6,382	81%
Total	7,894	100%

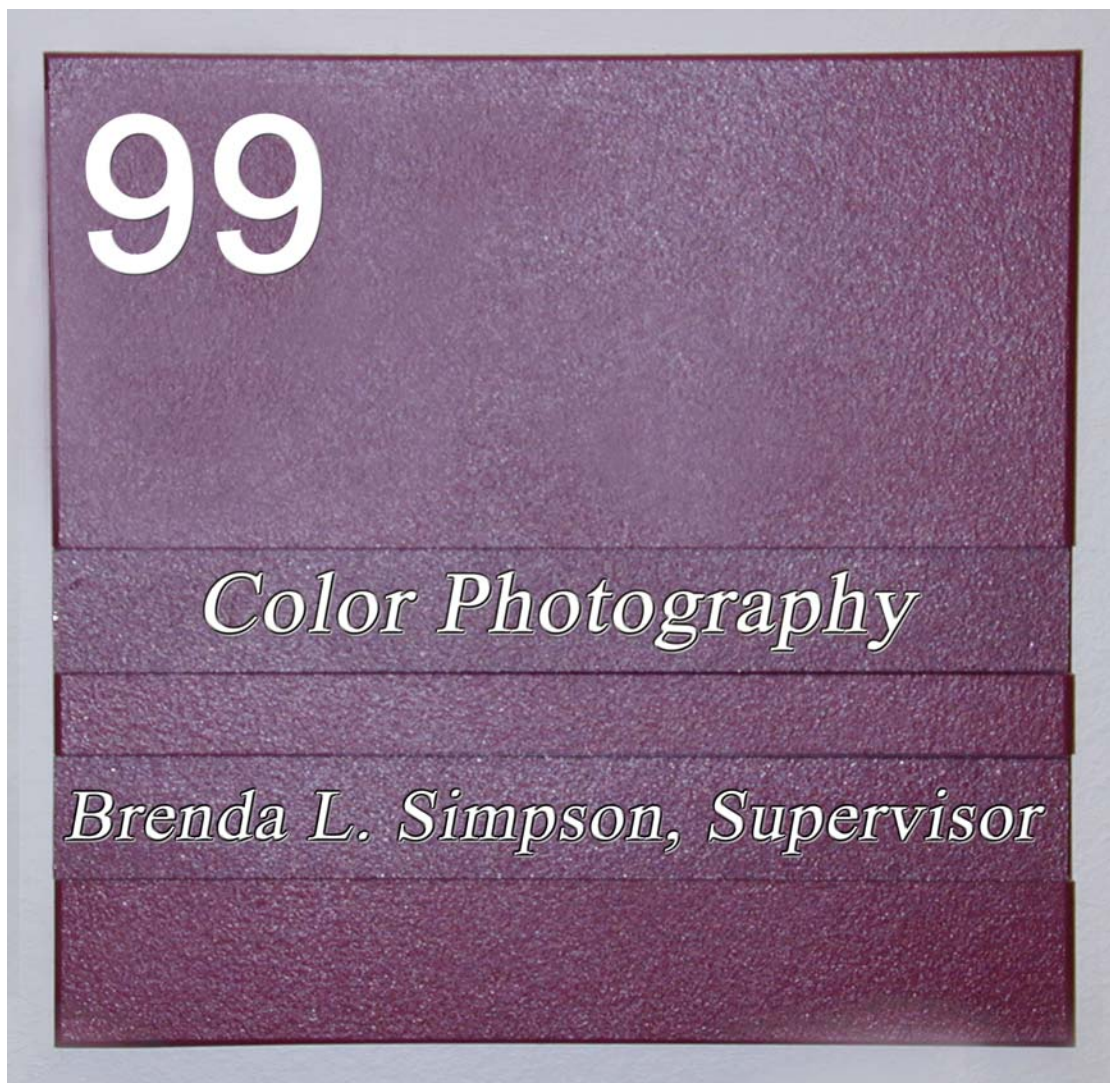


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Photo/Imaging Branch
Color Section

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



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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 FY02, a Durst Epsilon Digital Printer was purchased to replace the Colorspan inkjet printer for printing county digital mosaics. There were 92 county mosaics printed on the inkjet by color before converting to the Direct Digital Printer. After the transfer of workload, 88 county mosaics were produced on the digital printer as a photographic product and processed through the RA4 process. In addition the CD duplicating for APFO's county mosaic process was transferred to the Color Section and 5903 CD's were duplicated in support of the Digital Section.



During FY02, film inspection was transferred from the Quality Assurance Section to the Photo Branch. The film room was moved to the Color Section. All NAPP, NAIP, and various agencies film archived at the APFO is now inspected in the Color Section.

Achievements in Production

Products produced/Hours consumed during FY02 include:

- ◆ Color Photography - 232,803 products / 6,579 hours
- ◆ CD Duplicating - 5903 products / 501 hours
- ◆ FSA Photomap scans and plots - 19,057 products / 1119 hours
- ◆ Binding - 9,151 products/ 176 hours
- ◆ Laminating - 21,757 products / 65.2 hours
- ◆ Trimming/Cutting - 12,724 products / 237.70 hours
- ◆ Film Inspection - 488 hours

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Accomplishments

- ◆ Orders processed and released - 3,609
- ◆ Average turn around time - 16.3 days, improvement of 2 days from FY01
- ◆ External rework total - 208 products, less than 1% of all photo products released by color and 17 orders - less than 1% of all orders produced
- ◆ Products Inspected - 232,803
- ◆ Waste for FY 2002 was 8.24%

Training/ Details

- ◆ Extensive time was dedicated to training employees on the digital printer and CD duplicating, and the new film room.
- ◆ One employee, two 30-day details to Imagery & IT Acquisition Branch, Inspection Section to help with CLU inspection. 36 counties were inspected during this detail.

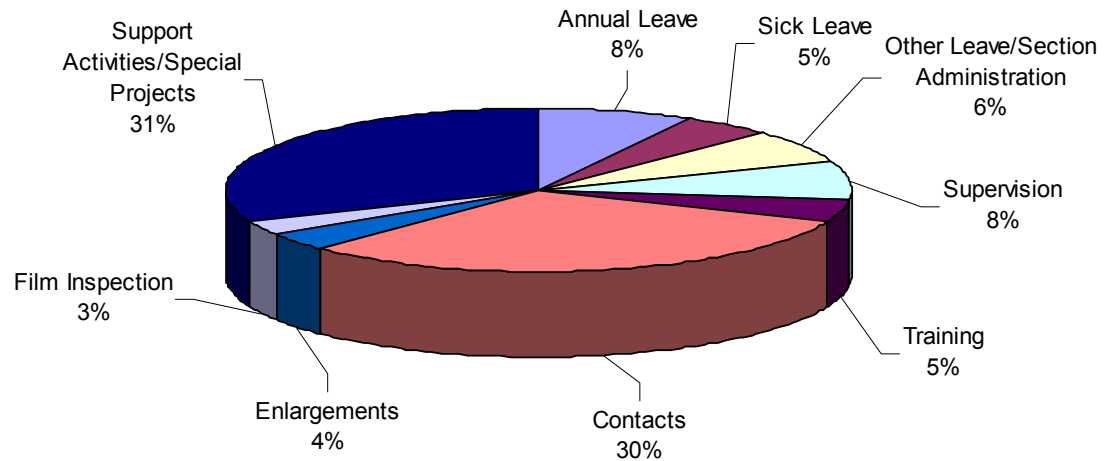
The Color Section is continually looking for ways to improve their processes and better serve and exceed customer requirements.



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Color Activity Report

Activity	Total Hours	% Of Time
Annual Leave	1,534	8%
Sick Leave	887	5%
Other Leave/Section Administration	1204	6%
Supervision	1,455	8%
Training	879	5%
Contacts	5,849	30%
Enlargements	691	4%
Film Inspection	489	3%
Support Activities/Special Projects	5,963	31%
Totals	18,951	100%

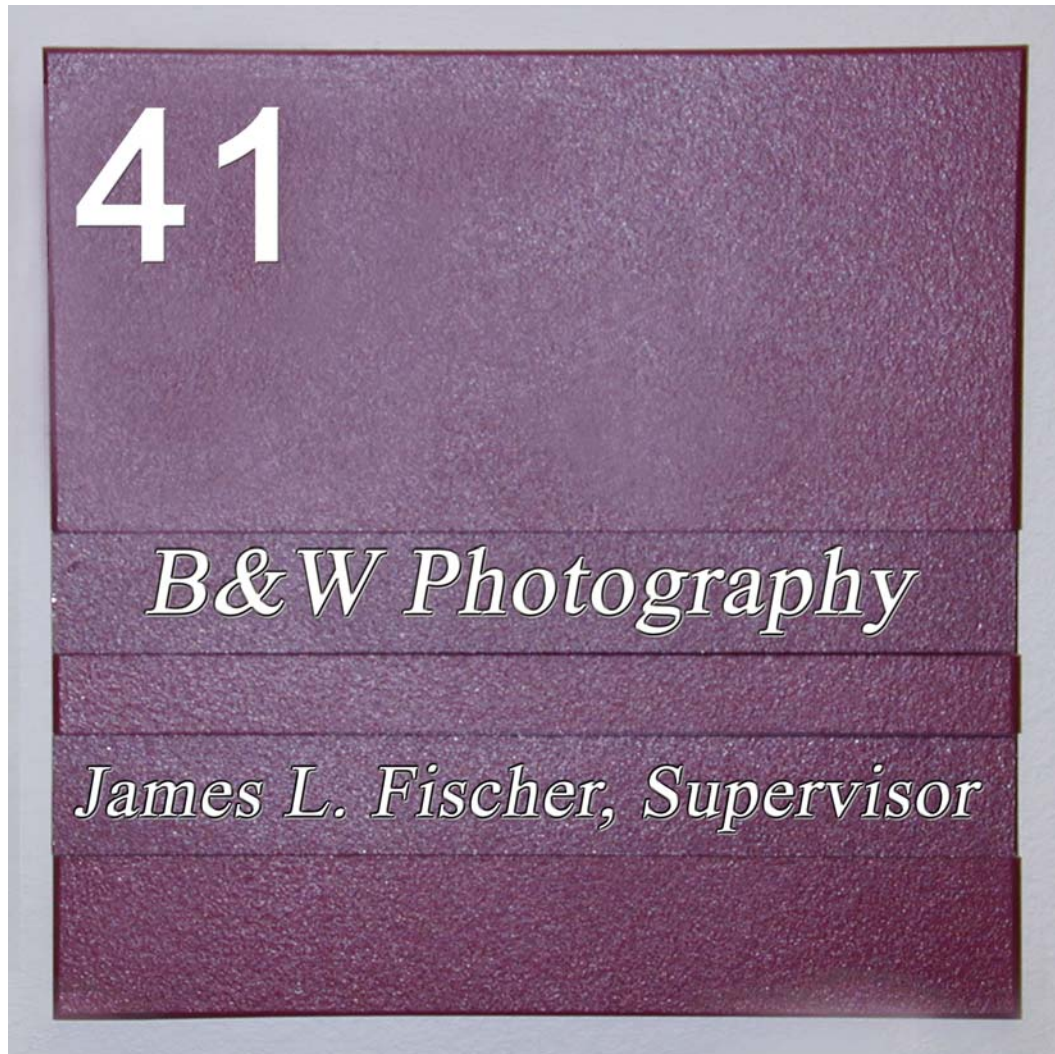


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Photo/Imaging Branch
Black and White Section

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



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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 229,325 products for FY2002, using 16,019 production hours.

- ◆ Orders processed and released - 7,408
- ◆ Average turnaround time - 18 working days
- ◆ Total products inspected in b/w section - 229,325
- ◆ Waste - 9.5%
- ◆ Image scans produced in section - 19,651
- ◆ FSA photomap scans produced 12,074.
- ◆ B/W CIR copied DOQQ for USGS and APFO - 615.
- ◆ Total hours applied towards digital functions for b/w section - 5,131

Training

- ◆ Cross-Training within Branch.
- ◆ Scanning training within branch.

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Miscellaneous

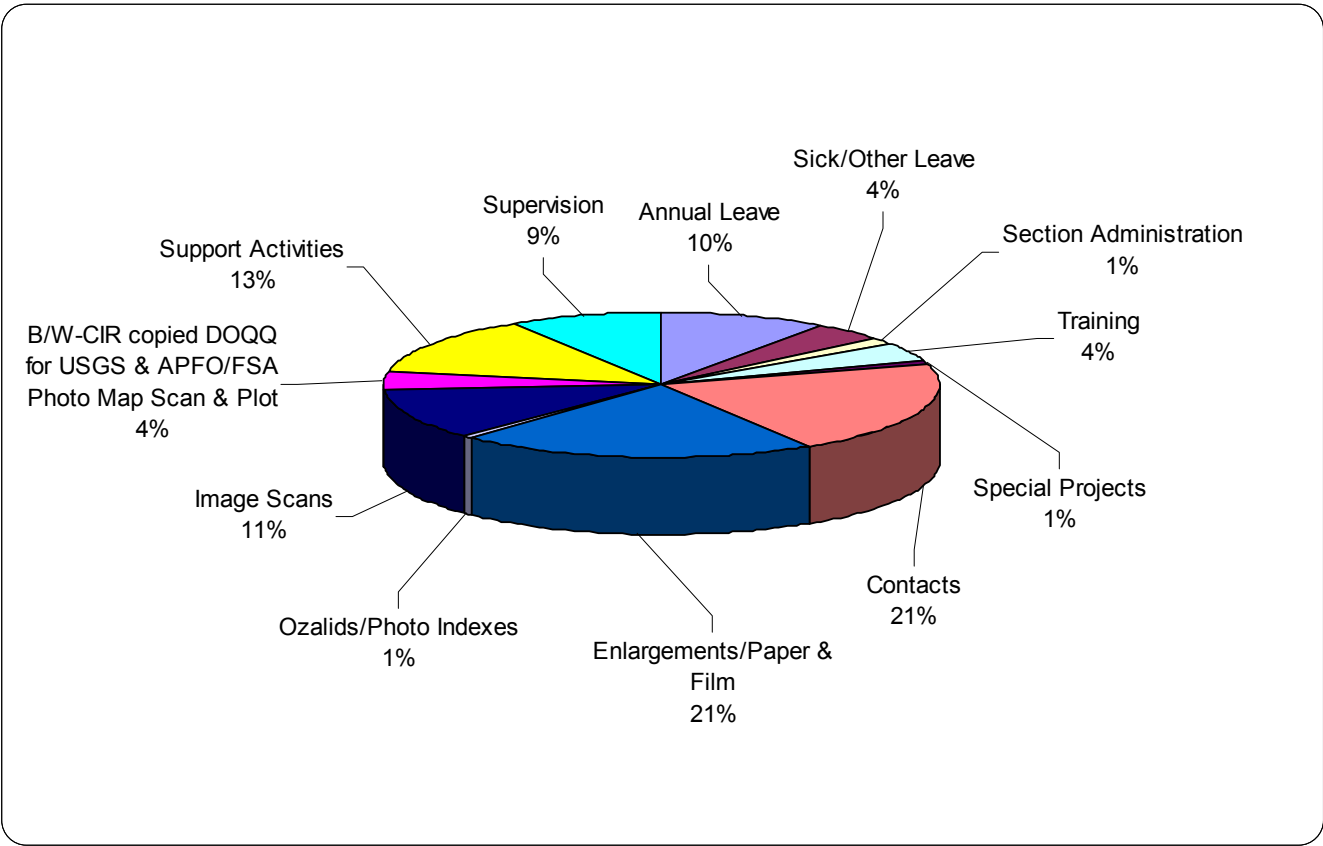
- ◆ Spacesaver High Density Storage Unit installation started in Film Vault.



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Black and White Section Activity Report

Activity	Hours	% of Time
Annual Leave	1,953	10%
Sick/Other Leave	790	4%
Section Administration	291	1%
Training	867	4%
Special Projects	122	1%
Contacts	4,107	21%
Enlargements/Paper & Film	4,120	21%
Ozalids/Photo Indexes	107	1%
Image Scans	2,250	11%
B/W-CIR copied DOQQ for USGS & APFO/FSA Photo Map Scan & Plot	856	4%
Support Activities	2,558	13%
Supervision	1,785	9%
Total	19,806	100%



	Price	Product	Chemical Cost	Material Cost	Production Cost	Total Product Cost	Total Production
COLOR PAPER PRODUCTS							
	7.00	10 x 10 CUT COLOR	0.00	0.36	7.31	7.69	81,798
	2.50/5.00	10 x 10 ROLL COLOR	0.00	0.25	1.91	2.18	133,459
	40.00	20 x 20 COLOR	0.00	1.45	67.01	68.46	67
	55.00	24 x 24 COLOR	0.00	1.59	112.89	117.52	106
	70.00	38 X 38 COLOR	0.00	3.55	178.09	188.13	82
	12.00	10 x 10 CIR	0.11	0.71	16.88	17.82	4,106
	32.00	20 x 24 CIR	0.44	3.62	37.63	43.81	298
	40.00	24 x 24 CIR	0.64	7.75	101.69	112.32	408
	70.00	38 x 38 CIR	0.13	11.54	174.65	186.32	129
							220,453
COLOR FILM PRODUCTS							
	15.00	10 x 10 E6 DOQ/SCAN	0.11	6.49	9.37	16.92	5,105
	33.00	10x10 Duraclear-4004	0.00	1.66	43.24	45.65	159
							5,264
BLACK AND WHITE PAPER PRODUCTS							
	5.00	10 x 10	0.03	0.76	6.62	7.46	59,029
	12.00	12 x 12	0.04	1.34	8.30	9.68	4,546
	13.00	17 x 17	0.08	2.54	10.21	13.13	7,668
	20.00	20 x 24	0.13	2.84	25.39	29.81	487
	16.00	24 x 24	0.16	4.48	16.35	21.36	31,086
	50.00	38 x 38	0.35	12.30	71.25	87.98	985
							103,801
BLACK AND WHITE FILM PRODUCTS							
	4.50	10 x 10 Pan 200	0.03	1.68	2.55	4.43	34,309
	3.00	10 x 10 PD1P	0.03	1.23	3.05	4.53	20,354
	10.00	10 x 10 4425 DOQ	0.03	1.63	8.05	9.86	14,536
	40.00	24 x 24 RCM12	0.40	4.72	41.72	49.99	6
	55.00	38x38 30x30 RCM12	0.40	11.23	47.60	59.23	44
	55.00	40 x 48 Film		22.71	31.17	53.88	83
							69,332
MEDIA							
	10.00	CD Writing	0.00	2.18	7.45	9.81	23,310
	20.00	4mm Writing	0.00	0.78	No data	No data	11
	13.00	8mm Writing	0.00	6.22	No data	No data	316
	30.00	DVD Writing	0.00	6.50	No data	No data	680
							24,317
DIGITAL SOFT COPY							
		BW	0.00		241.77	241.77	11,038
		CIR	0.00		341.39	341.39	1,978
							13,016
BW MDOQ PRODUCTION							
	12.00	Photo Image Scan	0.00	0.00	10.85	10.85	12,077
		35mm Scan	0.00	0.00	10.14	10.14	8,953
	10.00	9x9 BW Image Scan	0.00	0.00	13.72	13.72	8,080
	8.00	9x9 BW Roll Scan	0.00	0.00	No data	No data	40
	15.00	9x9 CIR Image Scan	0.00	0.00	2.92	2.92	1,116
	13.00	9x9 CIR Roll Scan	0.00	0.00	7.98	7.98	7,570
	15.00	9x9 Color Image Scan	0.00	0.00	36.62	36.62	2,868
	13.00	9X9 Color Roll Scan	0.00	0.00	No data	No data	1
							40,705
DIGITAL HARD COPY							
	60.00	County Mosaic Plots	0.00	3.17	36.25	39.42	502
	43.00	County Tile Index	0.00	6.75	0.00	6.75	1
	20.00/40.00	Photo Image Plot	0.00	0.37	8.89	9.30	12,085
	60.00	Digital Hardcopy	0.00	0.00	30.34	30.34	22
							12,610

Sub-Total Product 398,850
Other Photo/Digital Product/Services 199,076

Grand Total 597,926

FY2002 Cost Analysis