

Aerial Photography Field Office

FY2003 Annual Report

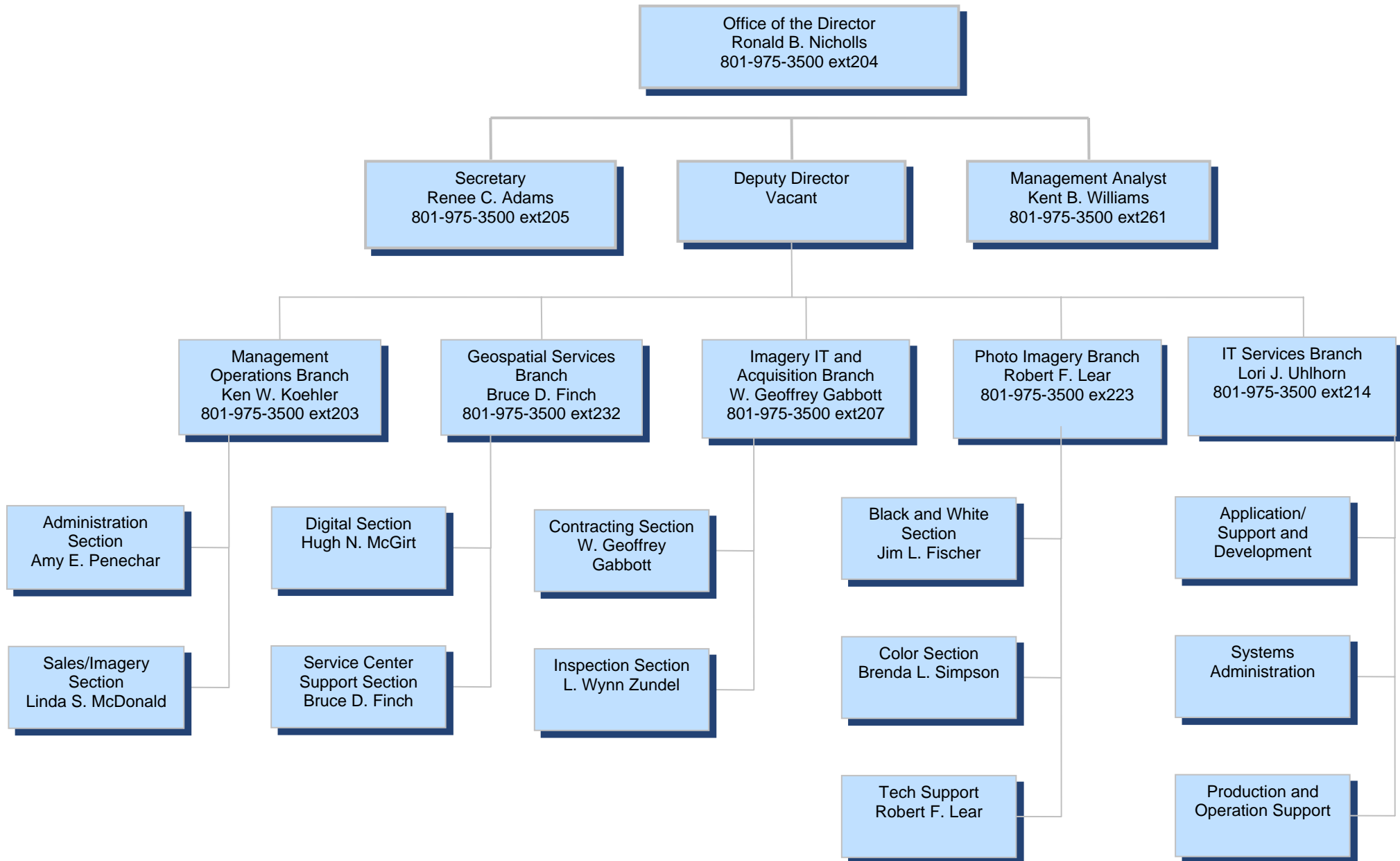


USDA-FSA Aerial Photography Field Office Annual Report FY2003

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Aerial Photography Field Office Salt Lake City, Utah



*USDA-FSA Aerial Photography Field Office
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Office of the Director



Office of the Director

The Aerial Photography Field Office (APFO), a field office under the Deputy Administrator for Farm Programs (DAFP), focused resources in the following areas:

- Support for FSA's Imagery Needs
- Data Development in Support of FSA's Transition into GIS
- Provide Acquisition Services for USDA Agencies
- Preserve, Library and Archive USDA Imagery Resources
- Provide Cost-Efficient Imagery Products and Services
- Support Environmental and Natural Resource Consumption Issues

In support of the objectives, the following production goals were established at the beginning of FY03 with the subsequent results:

	<u>Goal</u>	<u>Accomplished</u>
• CLU Counties Inspection	400	412
• Acquisition of CLU Counties	500	715
• Produced County Mosaics	500	643
• Acquisition of County Mosaics	500	401
• Photo Products/Services (units)	500,000	312,448
• Digital Products/Services (units)	200,000	194,922
• Work Orders Processed	10,000	8,544
• Production Remake Rate	9%	7.2%
• Acquisition of NAIP Imagery (sq/mi)	800,000	816,555
• Acquisition of PSU's (NRCS Program)	50,000	69,548
• Acquisition of Other Imagery (sq/mi)	36,000	54,830

Analog film and photographic paper production workloads have decreased and will continue to decrease with evolving digital technologies. Retooling processes toward digital production continues in the areas of scanning, web-based delivery of products and services, and digital hardcopy production. For over twenty years, APFO employee knowledge has centered on providing information regarding film-based photographs. During FY04, great emphasis will now be placed on training APFO employees to provide customer service in a digital environment using geospatial data.

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*Management Operations Branch
Administration/Personnel*

To insure the Aerial Photography Field Office operates in an efficient, cost effective manner by providing resources necessary for the production of aerial imagery products.



Management Operations Branch Administration/Personnel

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

Our leased facility experienced the transfer of ownership during FY03. New Owners, PCF Management Services, Inc. (Everett, WA) have made several improvements to include but not limited to exterior painting, Xeriscape style landscaping, replacement of roof and interior doors, improvement co-op cost sharing, and, an onsite building engineer.

Disasters and emergencies can and often do occur without warning, causing great damage to buildings, land, computer systems, or people. Disasters and emergencies are usually not preventable, but the impact of damage maybe lessened through early detection, warning, and prevention or mitigation plans.

With the guidance and assistance of select FSA, Kansas City Administrative Operation personnel, APFO has begun the process of developing and managing an IT Contingency and Disaster Recovery Plan and Continuity of Operations Plan (COOP) in anticipation of limited, serious, or major disruptions.

Cyber and Physical security requirements have met full compliance for our facility with the installation of card access to limited access areas and biometric access to restricted areas.

APFO Administrative/Security continues to work closely with local and federal emergency and law enforcement offices, including the Department of Homeland Security.

Admin facilitated the expansion of APFO's controlled environment computer room to house the GeoSpatial Data Warehouse (GDW) as well as coordinated all efforts in the transformation and modernization of APFO's film depository, creating 30% additional library space.

Nearly 5,000 walk-in customers/visitors/guests were processed through APFO's Management Operations Branch during FY03 without report of loss or injury.

Management Operations Branch Administration/Personnel




Procurement

APFO's Administrative Section provided maximum, practicable opportunities in acquisitions to small business, small disadvantaged business, and woman-owned small business concerns.

Procurement for much of APFO supplies and materials, training, and services (with the exception of flying contracts and IT related items) have been through the use of the USDA Government-Wide Commercial Purchase Card.

The purchase card is the primary method for making purchases of \$2,500 or less (micro-purchases). The objectives in using the purchase card are to reduce procurement and related payment paperwork by reducing AD-838 purchase order transactions for supplies and services valued at \$2,500 or less, and reducing administrative processing costs and lead times.










Consequently, APFO purchases include approximately:

-  Credit Card – 485
-  Purchase Orders – 38
-  Blanket Purchase Agreement (BPA) – 4

Human Resources

Working closely with Kansas City Administrative Office (KCAO), APFO's Human Resources provided a comprehensive program of personnel services to the APFO employees.

Statistics during FY 2003 include:

-  Personnel actions processed – 32
-  Training requests – 59
-  QSI's – 17
-  Performance awards – 06
-  Time Off awards – 02
-  New Hires – 01
-  Promotions – 15
-  Resignation – 01
-  Staff – 81

Management Operations Branch Administration/Personnel

EEO / CR Activities / Community Awareness and Outreach

Training and activities provided for employees at APFO included:

- **Hispanic Heritage Month** – Banner/Posters/Taster's Table/Information
- **Adopt-A-School** – 2 employee volunteers/GIS Day Demonstrations/School Supply Drives/Warm Clothing Drives/Halloween Costume Parade/Month of a 1000 Books, donated 80 books to school library/Cookie Dough Fund Raiser
- **Breast Cancer Awareness Month** – Pink Ribbons/Pamphlets/Collecting Yoplait Yogurt Lids for the Susan G. Kormen Breast Cancer Foundation
- **Domestic Violence Awareness Month** – Purple Ribbons
- **Eighteenth annual Utah Women's Conference** – "Discovering the Diversity and Unity of Women"
- **Disability Awareness Month** – Banner
- **Native American Heritage Month** – Videos to include "500 Nations", "The People of Great Plains", and "The Mysteries of Chaco Canyon"/ Banner/ "Ghost Dance" Photo Display / Native Art Articles
- **Martin Luther King Jr. Day** – Video, "Martin Luther King Jr." / Poster
- **Women's History Month** – Video, "Fly Girls"/ Banner
- **Take our Daughters and Sons to Work Day**
- **Black History Month** – Video, "Utah's African-American Voices"/Posters/Banner/Black Astronauts Display/Cookbook
- **Sub-for-Santa** – "Spread the Joy" Candy Cane Corner operated by Salt Lake Community Shelter & Resource Center, over \$1000 raised for purchasing gift items
- **Utah Food Bank** - \$115 and food stuffs were donated
- **Asian Pacific Heritage Month** – Video, "Tibet: The End of Time"/Banner
- **HEPCU (Hispanic Employment Program Council of Utah)** – One (1) \$1000 Scholarship awarded, four (4) \$500 Scholarships awarded

**Management Operations Branch
Administration/Personnel**

Administrative / Personnel Services Activity Report

<i>Subject</i>	<i>Hours</i>	<i>Percentages</i>
Annual Leave	939	8%
Sick Leave	507	4%
Other Leave	586	5%
Training/Section Admin	287	2%
Supervision	1,625	14%
Administrative/Personnel	6,369	55%
Procurement	382	5%
Security	871	7%
<i>Total</i>	11,566	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.


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 maintain and monitor all fiscal activity dealing with the sale of aerial photography and digital imagery.


Major Work Activities Performed

Activities	Number of Activities
Work Orders Processed	7,415
APFO Internal WO Processed	1,129
Coverage Requests	1,908
Walk-In Customers	711
Telephone Calls	11,726
Catalog Registers	1,533
Billings & Refunds	852
Written Correspondence	1,203
GIS Cataloging	10,698
<i>Total</i>	37,175

Special Accomplishments



-  **FSA Photomap Scans & Plots Projects** - Sales coordinated production of 59 Photomap Scans and Plots Projects with the FSA Service Centers, APFO and the FSA Digitizing Centers.

<u>State</u>	<u>Number of Counties</u>
Kentucky	43
Ohio	1
South Dakota	13
Wyoming	2


-  **APFO and FSA Portable Displays** - Sales was instrumental in obtaining portable displays for FSA Conference/Seminar use. Sales assisted in designing a display panel for APFO and one for FSA. Sales represented USDA by staffing the APFO booth at the Pecora Conference/Denver CO, USDA Service Center Agencies National Geospatial Workshop/Houston TX, and the ESRI International User Conference/San Diego CA.

Management Operations Branch Sales Section

Special Accomplishments continued


-  **Digital Product Codes, Pricing, and Reporting** - A digital imagery pricing review based on FY2002 cost analysis resulted in a total revamp of APFO's digital imagery accounting and reporting methods. Effective FY04, the media price is included in the product production cost.
-  **GIS Processes** - Sales assisted in the agency's migration from aerial photography products to digital imagery by:
 - Processing 2,132 FSA Digital Imagery Work Orders
 - Cataloging and Loading Digital Ortho Quarter Quads (DOQQ's) into the L700 Library System
 - Generating DOQQ Media Pick List Coverage Files
 - Cataloging Products Produced by the Digital Section into the Film Inventory System

Interagency Agreements

-  **USGS-EROS Interagency Agreement #01CRPG0001** - FY03 ended a three-year APFO and EROS Interagency Agreement. APFO provided film positive transparencies, paper prints, and image scans in exchange for DOQQ's. Mid FY02, the 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.

Dollar Values

<i>Year</i>	<i>EROS from APFO</i>	<i>APFO from EROS</i>
1 FY01	\$198,913.00	\$198,913.00
2 FY02	\$110,770.00	\$110,772.50
3 FY03	\$13,950.00	\$13,950.00

-  **USDI -BLM-Wyoming Interagency Agreement #KAI010013** - Under this Interagency Agreement APFO provides the Wyoming State BLM Office 10"x10" Color Infrared (CIR) Image Scans of Wyoming. In FY03, this FY02 agreement was modified to extend through FY04 to accommodate re-flights. Sales coordinated the orders, fiscal activity and report reconciliation.

Activity thru FY03

141 Work Orders
\$209,148.00 Dollar Value
16,869 Image Scans

Management Operations Branch Sales Section

Total Dollar Volume - \$1,409,689.61

Sales Directly Billed

Category Amount	Billed
Federal Users	\$383,251.00
Non-Federal, Tax-Supported Users	\$64,057.00
<i>Total</i>	\$447,308.00

Collections

Category Amount	Dollar
Cash & Checks Receipts	\$284,310.04
Credit Card Receipts	\$618,447.00
<i>Total</i>	\$902,757.04

Total Production & Sales

Aerial Photography	Units	Dollar Value
Photographic Products & Services	312,448	\$1,296,847.45

Digital Imagery	Units	Dollar Value
Digital Products & Services	194,922	\$7,958,383.50

Statistical Comparison

Fiscal Year 03	Units per Order 45
Fiscal Year 02	Units Per Order 46

Management Operations Branch Sales Section

FY2003 Users of APFO Aerial Photography Products & Services

Agency	%	Units	%	Dollar Value
FSA	7	20,949	8	\$98,091.25
FS	69	215,405	46	\$601,568.00
NRCS	1	2,784	4	\$45,426.00
GS	1	1,299	1	\$8,384.00
Other Federal Agencies	7	23,146	10	\$131,807.50
State Agencies	4	13,803	8	\$112,668.20
Non-Government	11	35,062	23	\$298,902.50
<i>Totals*</i>	100	312,448	100	\$1,296,847.45

FY2003 Users of APFO Digital Imagery Products & Services

Agency	%	Units	%	Dollar Value
FSA	69	133,440	84	\$6,656,982.50
FS	4	7,667	1	\$92,455.00
NRCS	18	34,790	13	\$1,017,176.00
GS	0	487	0	\$6,615.00
Other Federal Agencies	5	10,592	1	\$116,529.00
State Agencies	1	1,756	0	\$5,635.00
Non-Government	3	6,190	1	\$62,991.00
<i>Totals*</i>	100	194,922	100	\$7,958,383.50

*Note: Totals include Partnership values.

Management Operations Branch Sales Section

Sales Activity Report

<i>Subject</i>	<i>Hours</i>	<i>Percentages</i>
Annual Leave	1,328	10%
Sick Leave	572	4%
Other Leave	634	5%
Section Administration	297	2%
Supervision	1,561	12%
Training	161	1%
Processing Work Orders	1,783	14%
Fiscal Operations	912	7%
GIS Operations	705	5%
Special Projects	88	1%
Detailed Activity	124	1%
Support Operations	4,944	38%
<i>Total</i>	13,109	100%





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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.

Information Technology Services Branch


The Information Technology Services Branch (ITSB) successfully faced significant challenges in FY03. APFO received delivery of the 2003 NAIP imagery while simultaneously implementing the Geospatial Data Warehouse (GDW).

FY2003 NAIP was more than 5 times the volume of the previous year. The GDW will ultimately provide storage, management and delivery services for the Service Center Agency geospatial data and is scaled to meet projected NAIP acquisition. ITSB also began deployment of Common Computing Environment (CCE) desktops and the transition to FSA standard office automation applications.


Geospatial Data Warehouse Project

-  Expanded computer room to accommodate EDARCH storage equipment
-  Installed EDARCH storage
-  Developed data load programs
-  Initiated loading of available MDOQ orthoimagery onto GDW/EDARCH storage

ITS Strategy Review

-  An independent review of ITSB strategy and practices was conducted in an effort to provide guidance in efficiency and process management.



Security

-  Coordinated with Kansas City Computer Center to implement SCA security procedures

LAN

-  Coordinated with Kansas City Computer Center to upgrade APFO LAN.

CCE Desktop Deployment

-  Began deployment of CCE desktops
-  Converted Corel forms to Microsoft Office

Application Development

-  Developed Quality Assurance process for inspecting NAIP imagery

Information Technology Services Branch

Database Conversion

- Received contract deliverables for Oracle 6 forms to Oracle 8 conversion

Employee Training

- ESRI SDE
- ESRI ArcGIS
- Microsoft SQL/Server

Staff

- Four contractors from Computer Services Corporation (CSC) will remain on site to assist APFO in design, development and implementation of the Geospatial Data Warehouse (GDW) project for an estimated two years.
- APFO selected an IT Supervisor during FY03. Lori Uhlhorn joins APFO after fifteen years with the Department of Army. While serving in Germany, several of her duties included IT Security, Server Manager, Project Manager and IT Customer Service.





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***Imagery & IT Acquisition Branch
Contracting Section***

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

Imagery & IT Acquisition Branch Contracting Section

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

🌐 Fiscal Year 2003 Achievements Summary:

- 🌐 Total Contracts Awarded – **142 Contracts** (46 aerial imagery contracts, 19 geospatial data contracts, and 77 information technology contracts)
- 🌐 Total Contract Value – **\$29,572,563** (\$16,741,954 aerial imagery contracts, \$11,588,199 geospatial data contracts, and \$1,242,410 IT contracts)
- 🌐 Administrative Charge Revenue – **\$274,960**
- 🌐 APFO Furnished Products (Estimated) - **\$335,000**
- 🌐 Flight Planning Totals – **883,498 Square Miles**
- 🌐 Contract Administration – **54 aerial imagery contracts were administered** (46 were new project areas and 8 were carried over from FY2002)
- 🌐 Contract Pricing – The overall weighted average price for all aerial imagery contracts in FY2003 was **\$17.09** per square mile.

🌐 Fiscal Year 2003 Program Achievements

Small Business Concern Programs

APFO nominated aerial photography contractor, Blue Skies Consulting, for the Women Owned Small Business of the Year Award. This prestigious award was presented to the company owner, Tami Wiggins, and partner Mike Racine, in an awards ceremony held in Washington DC. The Contracting Section solicited sources for program requirements under a 100% Set-aside for Small Business Concerns where applicable.

Imagery & IT Acquisition Branch Contracting Section

● Fiscal Year 2003 Program Achievements (continued)

This resulted in Small Business Concerns receiving 54% of the overall total contract dollar amount, with Large Business Concerns receiving 46% of the total. Distribution of the contracts by program is as follows:

Program	Small Business Concerns	Large Business Concerns
NAIP Contracts	32%	68%
Resource Contracts	97%	3%
NRI Contracts	91%	9%
MDOQ Contracts	100%	0%
CLU Contracts	46%	54%
<i>ALL CONTRACTS</i>	54%	46%



National Agriculture Imagery Program

Provided contracting services to FSA and other contributing partners for one meter and two meter digital orthoimagery covering 1,038 counties (816,555 square miles) in 27 states. Awarded contracts for a total value of \$9,489,877.50, approximately \$3.5 million coming from partnership agreements with state and federal agencies, and \$6

million funded by FSA. Imagery was acquired using both precision mapping film cameras and large & small format digital cameras.

Resource Aerial Photography Contracts

Contracted a total of 41,103 linear miles of conventional aerial photography services (62,610 square miles). Awarded 29 resource aerial photography contracts for a total value of \$1,247,920. Included in those contracts were 25 U.S. Forest Service (USFS) projects, 9 National Park Service (NPS) projects, 4 Bureau of Land Management (BLM) projects, and 2 Bureau of Indian Affairs (BIA) projects.

Imagery & IT Acquisition Branch Contracting Section

Fiscal Year 2003 Program Achievements (continued)

National Resource Inventory Contracts

Provided contracting services to NRCS for the NRI Program to acquire aerial photography for 69,591 Primary Sample Unit (PSU) Sites. This was the second year of a 3-year IDIQ contract for a FY2003 total value of \$5,473,211.50.

FSA MDOQ/CLU Contracts

Contracted for 301 MDOQ counties in 7 states. These contracts were awarded to 8(a) contractors for \$1,007,449.67. Contracted for 718 CLU counties in 12 states. These contracts were awarded to 8(a) and USFS contractors for a total of \$10,580,749.10.

Computer Equipment & Maintenance Contracts

Provided contract authority for the purchase of computer equipment, software and IT Maintenance Agreements at the APFO for a total amount of \$1,927,603.50. 53 Purchase Orders, amounting to \$963,801.75, were issued for IT hardware and software acquisitions. 24 Purchase Orders, amounting to \$278,608.26, were issued for IT Maintenance contracts.

Interagency Cooperative Agreements

Executed an Interagency Service Agreement (ISA) for partnering in the acquisition of new orthoimagery and digital elevation data of Puerto Rico and Virgin Islands with the U.S. Army Corp of Engineers. The agreement included funding from NRCS (\$380,944), FSA (\$100,000), and U.S. Forest Service (\$50,000). An ISA for West Virginia orthoimagery was also prepared between NRCS and the WV state government.

Imagery & IT Acquisition Branch Contracting Section

● *Fiscal Year 2003 Program Achievements (continued)*

Ten Year History APFO Contract Awards

	<i>Contract Awards</i>	<i>Administrative Charges</i>
1994	\$1,391,622	\$120,648
1995	\$1,345,582	\$111,420
1996	\$1,809,503	\$120,321
1997	\$1,650,326	\$116,951
1998	\$1,663,754	\$111,951
1999	\$1,824,335	\$107,539
2000	\$4,212,343	\$197,558
2001	\$8,435,737	\$355,812
2002	\$7,382,612	\$193,800
2003	\$29,572,563	\$274,960

FY 2003 CONTRACT AWARD SUMMARY

MDOQ/CLU Contracts	\$11,588,199	39%
Puerto Rico Project	\$530,944	2%
NRCS (NRI PSU Sites)	\$5,473,212	19%
USFS & Other Resource	\$1,247,920	4%
USDA NAIP IMAGERY	\$9,489,878	32%
IT Acquisitions	\$1,242,410	4%
<i>Total Contract Awards</i>	\$29,572,563	100%

**Imagery & IT Acquisition Branch
Contracting Section**

CONTRACTING ACTIVITY REPORT

<i>Subject</i>	<i>Hours</i>	<i>Percentages</i>
Annual Leave	866	5%
Sick Leave	450	3%
Other Leave	564	3%
Section Admin	163	1%
Supervision	76	0.50%
Training	371	2%
Contracting	8,508	52%
Coordination	499	3%
Contract Support	1,542	9%
Contract QA	3,307	20%
EEO Programs	171	1%
<i>Total</i>	16,517	100%



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***Imagery & IT Acquisition Branch
Inspection Section***

Assure customer needs are met through the application of Government Performance Results Act (GPR) methods and procedures to inspect products received, produced and released from the Aerial Photography Field Office.

Imagery & IT Acquisition Branch Inspection Section

The Inspection Section is directly responsible for monitoring, extrapolating and disseminating status of FSA Counties, NAIP Photography, Primary Site Unit (PSU) imagery, Resource Photography and all related data base information. Common Land Unit (CLU), Outsource MDOQ and CLU, NAIP 1 and 2 Meter Digital Compliance Imagery, APFO website update information including : Maintenance of the Service Center GIS priority listing (SCIT), APFO-7 report, Catalogue Listing , CLU, NAIP and PSU status maps.




Achievements

- **Resource Photography**
Flight Planned 27 projects, constituting 54,830 sq. miles.
Inspected and Accepted 18 resource projects.
- **PSU Imagery**
Inspected and Accepted 62,112 Primary Site Unit (PSU) images.
- **Common Land Unit (CLU)**
Inspected 412 CLU counties produced by the Digitizing Centers.
Inspected and Accepted 35 CLU counties produced by Vendors.
- **Compressed County Mosaics (MDOQ)**
Inspected and Accepted 231 MDOQ counties produced by Vendors.
- **DOQQ Ordering and Processing**
Researched, Ordered and Data Based DOQQ's
- **NAIP Projects**
Flight Planned 1,038 Counties constituting 816,555 sq. miles.
Inspected and Accepted 542 Compressed County Mosaics for Compliance.



Imagery & IT Acquisition Branch Inspection Section

Other Accomplishments

-  Maintained and made improvements to data as related to "Scitmaster" spreadsheet.
-  Maintained data in the APFO Catalog listing.
-  Regularly updated the CLU, PSU and NAIP03 Status maps.

Other related activities

During FY2003, two new employees were hired. The employees of the section learned and trained each other on the use of ArcView and ArcMap software applications. Continued development of the NAIP inspection processes, making process improvements throughout the year. Brought to a close the need to research and order DOQQ's for MDOQ production.

Inspection Section Activity Report

<i>Subject</i>	<i>Hours</i>	<i>Percentages</i>
Annual Leave	1,259	7%
Sick Leave	434	3%
Other Leave	685	4%
Section Administration	267	1%
Supervision	2,045	12%
Training	334	2%
Monitor/Order DOQQ	190	1%
DLT Processing	103	1%
Outsource MDOQ/CLU Prep/Insp.	2,938	17%
CLU Inspection (Dig. Cent.)	1,204	7%
EEO Programs	98	1%
Contract Management Activities	1,017	6%
NAIP Inspection Process	868	5%
PSU Inspection Process	1,433	8%
Aircraft Film/Carto Inspection	965	6%
Flight Planning Activities	1,000	6%
Contract Related Support	838	5%
Other Section Activities	1,453	8%
<i>Total</i>	17,131	100%



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***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.

Geospatial Services Branch Digital section

Digital Services Section is responsible for producing 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 quads overlays
 - County, State, and National Status Maps containing geospatial information
 - Maintaining 7.5' tiles in county format
- *Strategic Planning*

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

• *Equipment*

- 1 8mm tape storage cabinet
- 1 8mm tape drive

• *Library Additions*

- 2,686 8mm tapes added for a total of 7,107

• *Process Improvements*







- File manipulation scripts written and improved

• *Training*

- | | |
|------------------------|---------------|
| ■ ArcGIS course | - 1 Employee |
| ■ Socet Set User Group | - 2 Employees |
| ■ LPS Training | - 3 Employees |
| ■ Mobile GIS | - 2 Employees |

Geospatial Services Branch Digital Section

Accomplishments

-  County mosaics completed - 643
-  APFO generated ortho imagery from scanned NAPP - 4
-  Mosaic plots completed - 643
-  Square miles completed – 674,489
-  7.5' Tiles archived – 18,706
-  DOQQ's seamed - 105,041

Digital Activity Report

<i>Subject</i>	<i>Hours</i>	<i>Percentages</i>
Annual Leave	3,490.00	7%
Sick Leave	1,315.00	3%
Other Leave	2,448.50	5%
Section Administration	456.05	1%
Supervision	2094.50	4%
Training	403.25	1%
Detailed Activity	178.25	1%
Production Activity	36,029.95	78%
<i>Total</i>	46,455.50	100%

**Geospatial Services Branch
Digital Section**

Production Activity Defined

<i>Activity</i>	<i>Hours</i>
Project Assistance	57.00
Documentation	1,070.50
Cartographic Work	16.50
System Management	2.00
File Management	2,731.60
Tiling	90.25
Image Dodging	823.35
Mosaicking DOQQ's	9,058.70
Inspecting Seam Lines	4,469.55
Image Processing	207.25
Project Preparation	9,965.00
Ordering DOQQ's	242.00
DOQ Management	1.00
CIR Resampling	3.00
CD Writing - BW	2,099.05
CD Writing - CIR	1,064.00
Ortho Production	1,921.50
Application Programming	157.00
Special Digital Ortho Projects	998.75



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***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.









Geospatial Services Branch Service Center Support Section

Strategic Planning







During FY03, the Service Center Support Section contributed to Agency and Departmental initiatives to refine and improve GIS implementation in FSA offices. This included participation on inter-agency teams evaluating business practices, upgrades to software and hardware, and development of tools for GIS applications.

Helpdesk support was provided to both governmental and private users of digital imagery. As GIS becomes fully deployed in Service Centers in FY04 Helpdesk support is expected to increase significantly.

Reports

-  Optional sources of imagery for Hawaii and the Pacific Basin.
-  FSA Mobile Service Center Concepts with recommendations on equipment, descriptions, and costs.
-  Examples of Metadata templates for the Common Land Unit (CLU).
-  Proposal to include ArcExplorer software with each data CD shipped by APFO. This report included evaluation of the legal and technical issues from ESRI and the USDA Office of General Counsel on use of the ESRI logo on APFO produced CD's.
-  Report to ESRI staff on image offsets discovered in ArcPad software.
-  Procedures for GPS data conversion from meters to feet.
-  Report on questions and issues relative to providing data and services to security agencies and organizations.
-  White paper on the accuracy of APFO-rectified photomaps

Presentations

-  Technical paper at the American Society of Photogrammetry and Remote Sensing (ASPRS) national conference on Digital Imagery Issues in USDA.
-  To Federal Geographic Data Committee (FGDC) Cadastral subcommittee on the Common Land Unit (CLU) program.
-  To Western Governor's Association on cadastral issues.
-  PowerPoint presentation for FSA managers on the final MDCD report.
-  PowerPoint presentation about APFO for the Information Technology Working Group (ITWG) visitors.
-  Presentation on image tile seaming, mosaicking, tone balancing, and compression of data at the SCA National Workshop.

Geospatial Services Branch Service Center Support Section

Training Provided

- Utah State GIS Day - 400 students
- To Cache County, UT on the use of MDCD equipment (iPAC and Fujitsu Stylistic).
- To FSA HQ and Iowa personnel on MDCD equipment.

Training Received

- ArcPad/Field GIS
- MS PowerPoint
- ArcSDE

Agency and Department Committee Assignments

- Metadata
- Geodata Provisioning
- Mobile Data Collection Devices
- FGDC Cadastral Subcommittee
- Transportation Layer Review (TeleAtlas)
- CLU
- NAIP Planning
- Help Desk
- Security
- Data Warehouse

Data provided


- Public Land Survey System (PLSS) data layers to several states.
- Scanner calibration settings.

Conferences Attended

- ASPRS National Conference.
- USDA Ministerial Conference and Expo on agricultural Science and technology.
- Service Center Agencies National Workshop.
- Utah Geographic Information Council Conference.

Geospatial Services Branch Service Center Support Section

Service Center Support Section Help Desk Support

-  Requests for information, technical support, and data

	<i>Phone</i>	<i>e-mail</i>
Oct	12	3
Nov	15	7
Dec	10	2
Jan	18	5
Feb	11	2
Mar	13	2
Apr	15	10
May	13	5
Jun	7	5
Jul	9	3
Aug	13	6
Sep	16	6
<i>Total</i>	152	56

Service Center Support Activity Report

<i>Activity</i>	<i>Hours</i>	<i>Percentages</i>
Annual Leave	422	12.0%
Sick Leave	96	2.3%
Other Leave	157	4.0%
Section Administration	38	0.1%
Supervision	1,362	34.8%
Training/Travel	448	11.4%
Product Dev./Special Proj./Help Desk	1,382	35.4%
<i>TOTAL</i>	3,905	100%



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Photo/Imaging Branch

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

Photo/Imaging Branch

The Branch provides APFO with the ability to perform the following major functions:

- Digital Imaging Production
- Photographic Production
- NAIP/NAPP Film Inspection
- Chemical Mixing and Environmental Monitoring
- Electronic and Mechanical Maintenance
- Maintains APFO's Film and Media Library



The main accomplishment of the Branch was the conversion/installation of the high density storage units in the film library.

Phases two and three were completed during Fiscal Year 2003. The transition from racks to a modern storage system allows the lab to have a film and media storage system capable of holding 35% more film.



Photo/Imaging Branch

As a result of retirement, the Technical Support Staff was reduced from four employees to two employees. The vacant staff positions will be filled in other areas where workloads are increasing. The remaining staff continues to support APFO's transition from an analog photographic environment to a digital environment. They have been involved in the following activities during the year:

- Supported the IT Branch through their efforts in cabling various departments with computer lines.
 - Moved computer equipment for 35mm scanning, media writing, digital printing and film inspection to permanent locations.
 - Setup new duplicator systems in the Color Section.
 - Moved photo equipment that was eliminated from our photographic process.
-
- *Production Accomplishments*
 - Produced 276,675 Photographs.
 - Scanned 26,022 9.5x9.5 Images.
 - Scanned 11,935 FSA Photomaps.
 - Produced 11,933 FSA Photomap Plots.
 - Burned 23,892 CD's.
 - Copied 494 8mm Tapes.
 - Burned 1088 DVDs.
 - APFO Customer Service Time was 17 Days.
 - Scanned 6337 35mm compliance Slides.
 - Inspected 168 rolls of NAIP Film.



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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.

Photo/Imaging Branch Color 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 FY03, two automated CD duplicators with thermal printers were purchased for duplicating CD's. 1444 hours were spent duplicating 21,790 CD's for the Digital Section.

-  FY03 431 rolls of film were inspected using 589 hours.

Achievements In Production

Products produced/Hours consumed during FY03 include:

-  Color Photography – 204,352 products / 5554 hours
-  CD Duplicating – 21,790 products / 1444 hours
-  CD Writing – 323
-  FSA Photomap scans and plots – 18,129 products / 987 hours
-  Binding – 4,024 products / 89 hours
-  Laminating – 30,875 products / 100 hours
-  Trimming/Cutting – 31,084 products / 131 hours
-  Film inspection – 589 hours
-  Rolls inspected – NAPP / 263 & NAIP / 168
-  35mm images scanned - 6337
-  1 & 2 meter NAIP images copied - 3560

Photo/Imaging Branch Color Section

Accomplishments

- Orders processed and released – 6,203
- Average turn around time – 7.4 days, improvement of 9 days from FY02
- External rework total - 513 products, less than 1% of all photo products released by color and 24 orders - less than 1% of all orders produced
- Products Inspected - 22,984
- Waste for FY 2003 was 5.28%

Training/ Details

- Extensive time was dedicated to training employees on the NAIP inspection process.
- Two employees, 60 day details to Imagery & IT Acquisition Branch, Inspection Section to help with CLU inspection. 171 hours inspecting Common Land Unit and 104 hours on NAIP Scanned Image. Also 114 hours used for Contract Material Inspection.

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



**Photo/Imaging Branch
Color Section**

Color Activity Report

<i>Subject</i>	<i>Hours</i>	<i>Percentages</i>
Annual Leave	1,598	9%
Sick Leave	748	4%
Other Leave	1,014	6%
Section Administration	80	0%
Supervision	1,530	9%
Training	569	3%
Contacts	4,567	26%
Enlargements	897	5%
Film Inspection	589	3%
Digital Media	1,821	10%
Support Activities/Special Projects	4,482	25%
<i>Total</i>	17,895	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.

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 110,412 total products for FY03, using 12,966 production hours.
- Reprint percentage- .4%
- Orders processed and released- 5,093.
- Waste- 7.85%
- Average turnaround time- 17 days.
- Image scans produced- 25,936 units.
- FSA photomap scans produced- 5648
- L700 cataloging MDOQ's - 1,023 hours.
- B/W & Color CD's produced- 23,892.



Training

- NAIP Original Film Inspection
- NAIP County Mosaic Inspection
- Cross-Training within Branch

Black and White Activity Report

Subject	Hours	Percentages
Annual Leave	1,964	13%
Sick/Other Leave	835	4%
Section Administration	341	2%
Training	436	3%
Contacts	1,680	11%
Enlargements/Paper & Film	3282	21%
Image Scans	1951	14%
Support Activities	3,137	20%
Photo Maps Scans & Plots, Misc.	1898	12%
Total	15,524	100%

<i>Product</i>	<i>Product Price</i>	<i>Chemical Cost</i>	<i>Material Cost</i>	<i>Production Cost</i>	<i>Total Production Costs</i>	<i>Total Production</i>		
10x10 Color	7.00	0.11	0.29	2.73	3.14	190,507		
20 x 20 Color	40.00	0.44	1.45	88.11	90.74	50		
24 x 24 Color	55.00	0.64	1.59	99.58	102.46	62		
38 X 38 Color	70.00	0.13	3.55	112.83	118.24	81		
10 x 10 CIR	12.00	0.11	0.71	6.79	7.70	8,784		
20 x 24 CIR	32.00	0.44	3.62	37.71	42.84	378		
24 x 24 CIR	40.00	0.64	3.72	90.25	95.85	329		
38 x 38 CIR	70.00	0.13	12.56	167.89	182.90	75	200,266	<i>Total Color Paper Products</i>
10 x 10 E6 DOQ/SCAN	15.00	0.11	6.49	27.18	35.32	329		
10x10 Duraclear-4004	33.00	0.11	1.71	9.77	11.79	1,283	1,612	<i>Total Color Film Products</i>
10x10	5.00	0.03	0.80	4.41	5.28	28,432		
12 x 12	12.00	0.04	1.28	5.55	7.06	5,116		
17 x 17	13.00	0.08	2.53	10.89	14.00	2,721		
20 x 24	20.00	0.13	2.87	21.44	24.79	572		
24 x 24	16.00	0.16	4.47	25.62	30.92	11,415		
38 x 38	50.00	0.35	11.89	69.00	83.54	973	49,229	<i>Total Black and White Paper Products</i>
10 x 10 Pan 200	4.50	0.03	1.68	4.26	6.04	4,026		
10 x 10 PD1P	3.00	0.03	1.23	2.53	3.80	18,947		
10 x 10 4425 DOQ	10.00	0.03	1.63	10.19	12.10	2,190		
24 x 24 RCM12	40.00	0.40	4.72	44.90	51.87	14		
38x38 30x30 RCM12	55.00	0.40	11.23	46.97	57.73	14		
40 x 48 Film	55.00	0.40	22.71	42.88	69.11	69	25,260	<i>Total Black and White Film Products</i>
CD Writing	10.00	0.00	2.18	6.77	9.17	35,286		
DVD Writing	30.00	0.00	4.15	1.81	6.02	1,088	36,374	<i>Total Media Products</i>
BW		0.00	0.00	177.91	177.91	14,410		
Color		0.00	0.00	249.13	249.13	4,594	19,004	<i>Total Digital Soft Copy Products</i>
Photo Image Scan	12.00	0.00	0.00	6.61	6.61	11,905		
35mm Scan		0.00	0.00	5.89	5.89	6,337		
9x9 BW Image Scan	10.00	0.00	0.00	3.79	3.79	11,614		
9x9 CIR Image Scan	15.00	0.00	0.00	5.49	5.49	2,048		
9x9 CIR Roll Scan	13.00	0.00	0.00	10.15	10.15	9,529		
9x9 Color Image Scan	15.00	0.00	0.00	10.61	10.61	2,571	44,004	<i>Total MDOQ Production</i>
County Mosaic Plots	60.00	0.00	3.17	54.70	58.46	755		
Photo Image Plot	20.00/40.00	0.00	0.40	6.28	6.78	11,854	12,609	<i>Total Digital Hard Copy Products</i>
							388,358	Sub-Total Products
							118,453	Other Photo/Digital Product Services
							506,811	Grand total
								<i>FY2003 Cost Analysis</i>