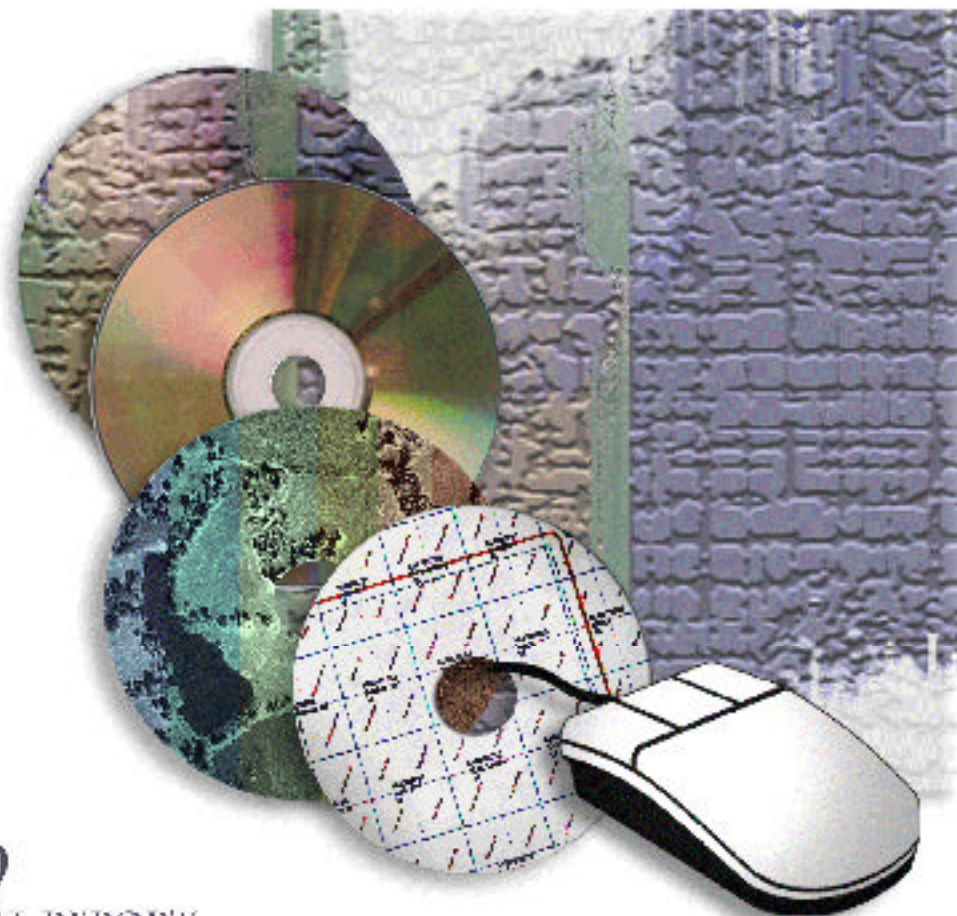


# AERIAL PHOTOGRAPHY FIELD OFFICE



1999  
ANNUAL REPORT

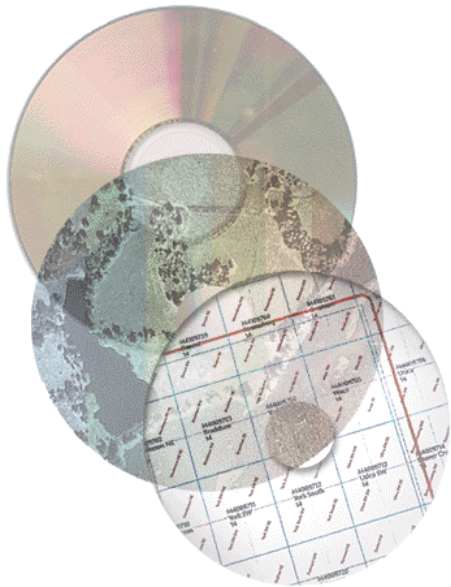
FARM SERVICE AGENCY



# AERIAL PHOTOGRAPHY FIELD OFFICE

Organizational Chart 1999

<b>DIRECTOR'S OFFICE</b>	Ronald Nicholls
<b>RESOURCE MANAGEMENT SERVICES</b>	Ken Koehler
<b>INFORMATION TECHNOLOGY SERVICES</b>	Catherine Morris
<b>CONTRACTING SERVICES</b>	Geoff Gabbott
<b>QUALITY ASSURANCE</b>	Wynn Zundel
<b>SALES BRANCH</b>	Linda McDonald
<b>PHOTOGRAMMETRY BRANCH</b>	Bruce Finch
<b>ANALYTICAL AEROTRIANGULATION</b>	
<b>DIGITAL SERVICES</b>	Hugh McGirt
<b>PHOTOGRAPHY BRANCH</b>	Robert Lear
<b>TECH STAFF</b>	
<b>BLACK &amp; WHITE PHOTOGRAPHY</b>	Jim Fisher
<b>COLOR PHOTOGRAPHY</b>	Brenda Simpson



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Salt Lake City, UT 84119  
(801) 975-3500

## **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.*

**OFFICE OF THE DIRECTOR**

The primary responsibility of the Aerial Photography Field Office (APFO) is to provide Farm Service Agency (FSA) Field Service Centers with scale accurate aerial photographs and digital imagery.

**CHANGE**

Technological changes, plus FSA and customer requirements, brought new challenges to APFO, which resulted in an interesting and busy year. The challenges were met and APFO was able to realize the following improvements:

- Improved customer service by reducing work order completion time 15%
- Photographic Production increased 3%
- Reduction of workorders requiring rework by 9%
- Dollar value of products sold increased by 11% - an amount totaling over \$3 Million
- Expanded aerial film contract activities to include contracting for IT hardware, software, maintenance, digital imagery and services
- Digital mosaic production increased 70% over FY98 levels, and will continue to make dramatic increases in the effort to meet Service Center GIS Implementation goals

**STRATEGIC PLANNING**

The Aerial Photography Field Office Strategic Plan of FY98 committed to provide Conventional Image Photography while expanding into the digital arena. APFO continued the transition and evolution shifts in the products and services throughout FY99, meeting or exceeding customer requirements.

To make the transition into the digital environment effective without negatively affecting our photographic customers, APFO developed the following internal and interagency department teams:

- APFO Leadership Team
- APFO Digital Production Team
- APFO Digital Products Team
- APFO Product Process Team
- NCG/APFO Leadership Team
- USDA MetaData Standards Team
- AID Team

**PARTNERSHIP**

To meet and exceed customer requirements and expectations, the APFO continued partnerships with the Forest Service, NRCS/NCGC and the NAPP and NDOP programs.

**SUMMARY**

Employees while working under limited staffing levels and budget constraints accomplished improvements in all processes at APFO through increased efficiency.

**FISCAL YEAR 1999  
OFFICE OF THE DIRECTOR ACTIVITY REPORT**

<b>ACTIVITY</b>	<b>TOTAL HOURS</b>	<b>% OF TIME</b>
Annual leave	503.	10.75
Sick leave	120.	2.57
Section administration	3.	.07
Other leave	1.5	.04
Management	1,698.8	36.40
Product development	1,568.25	33.60
Secretarial staff	773.45	16.57
<b>TOTALS</b>	<b>4,668</b>	<b>100%</b>

## **RESOURCE MANAGEMENT BRANCH**

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

**RESOURCE MANAGEMENT BRANCH**

Resource Management Branch provides overall management support for the Aerial Photography Field Office (APFO) in the following areas:

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

**STRATEGIC PLANNING**

Resource Management Branch (RMB) will be introducing, through the help and cooperation of Information Technology Section (ITS) and as part of RMB's FY99 Strategic Plan Goal, training to all section supervisors for AD700 Procurement Request Forms "on-line." Also, on-line, supervisors will have the ability to access the status of a purchase order and view a quarterly spreadsheet for their section budget allocations and expenditures.

**PROCUREMENT**

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

- Total Purchase Orders - 384
- Small Business/Disadvantaged - 107 vendors
- Small Business Woman Owned/Set Aside - 9 vendors

**BUILDING/FACILITY MANAGEMENT**

RMB made the decision to take a more aggressive approach toward assuring Personnel and Property Security. As a result of this decision, RMB formed a Security Team having membership from APFO and co-tenant Forest Service.



The U.S. Department of Justice provided APFO with a Vulnerability Assessment along with conclusions and recommendations. Following their guidelines, the following have been implemented:

- Mandatory Employee Identification (Necklace/Clip-On)
- All Visitors Sign-In to receive a Visitors Pass
- All entrance/exit doors covered with video surveillance
- Additional Exterior Lighting
- Window Tinting
- Enrollment in American Society for Industrial Security (ASIS)

### **Y2K - COMPLIANCE/CONTINUITY/CONTINGENCY**

APFO's IT staff invested hundreds of hours to assure that all processes having date reliance or dependency are Y2K compliant. In addition, Resource Management validated building, vendors and service providers and developed continuity and contingency plans for assurance that no, or minimal interruption will be experienced during the move into the new millennium.

### **RECYCLING**

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

### **HUMAN RESOURCES**

Human Resource Personnel worked closely with the Personnel Division at KCMO to provide a comprehensive program of personnel services to the Aerial Photography Field Office. Some statistics during FY99 include:

### **EMPLOYMENT**

- Staff - 83
- Permanent full time employees - 80
- Permanent part-time employees - 1
- Temporary student employee (STEP) - 1
- Temporary (10 week) HACU employee - 2
- New permanent full time employees - 4
- Retirements - 1
- Resignation - 1

**PERSONNEL ACTIONS**

- Personnel actions processed - 31
- Reassignments - 6
- Details - 3
- Promotions - 9

**AWARDS**

- Bonuses for outstanding performance - 15
- Quality Step Increases - 23
- Individual Keepsake Awards - 16
- Group Keepsake Awards - 10
- Group Special Act Award - 73
- Individual Special Act - 10

**EMPLOYEE DEVELOPMENT**

- Training requests processed - 190
- Civil Rights Training Module - 83

**OPEN SEASON ACTIVITIES**

- Thrift Saving Plan
- Health Benefits Fair
- CSRS to FERS

**EEO/CR ACTIVITIES/COMMUNITY AWARENESS & OUTREACH**

Training/Activities provided for employees at APFO included:

- USDA Food Drive donations of 543 lbs.
- Workplace Violence
- Annual Ethics
- Cultural Heritage Observance
- APFO employees raised \$1,782.00 for Sub-For-Santa program
- Take Our Daughters to Work Day
- Activities for Adopt-A-School included "Red Ribbon Week", "Month of a Thousand Books", BICEP presentation

**FISCAL YEAR 1999  
RESOURCE MANAGEMENT BRANCH  
ACTIVITY REPORT**

<b>ACTIVITY</b>	<b>TOTAL HOURS</b>	<b>% OF TIME</b>
Annual leave	1,127.55	9.66
Sick leave	468.50	4.03
Section Administration	28.50	.25
Training	231.50	1.99
Supervision	1,156.00	9.94
Administrative	6,798.70	58.41
Personnel	1,829.50	15.72
<b>TOTALS</b>	<b>11,640.25</b>	<b>100%</b>

# **INFORMATION TECHNOLOGY SERVICES**

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

### **INFORMATION TECHNOLOGY SERVICES**

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

Successful introduction of digital imagery products and services, in support of Agency initiatives, continues to be an important goal at the APFO. IT Services prioritized activity to provide resources to meet this key objective while continuing to provide support for ongoing production activity of film based imagery processes.

### **YEAR 2000 (Y2K) BUSINESS CONTINUITY**

The APFO is prepared to provide all products and services to customers as we open for business on Monday, January 3, 2000. ITS staff have worked with APFO Resource Management personnel to assure procedures are in place to continue 'business as usual' as we approach this significant date. The APFO has a continuity plan in place to address unexpected events including the failure of public infrastructure utilities, such as power, water, telecommunications and transportation. ITS staff are confident that their Y2K efforts have helped prepare APFO for continued business.

### **FACILITIES PLANNING AND MANAGEMENT**

Office renovations were completed in FY99 to improve APFO security and utilize office space more effectively for both Resource Management staff and Information Technology Services personnel. The renovation included a LAN upgrade for relocated equipment and installation of upgraded and existing computer equipment.

ITS staff also reorganized the computer room to improve response time on upgrades to the LAN infrastructure and to accommodate additional computer equipment procured for Digital Imagery production, Common Land Unit (CLU) production and Office Automation. Clean room initiatives were undertaken and room capacity and environment data were gathered to procure a new air conditioner and humidifier to handle increased loads and replace aging systems.

**COMPUTER SECURITY**

APFO Y2K compliance and security control certification was completed on schedule.

Reassessment of application roles was initiated late in FY99 and is expected to be completed in FY2000. This includes revisions and updates to user roles, process identification, and access levels defined by roles and activity.

**COMPUTER OPERATIONS**

Much of the activity in computer operations included extending network cable throughout the building, installing and configuring desktops, digital production workstations and NT workstations, revising backup processes to include additional equipment, reworking processes to include additional equipment, providing hardware and software assistance, updating user environments, establishing disk capacity requirements, configuring disk drives, developing and initiating directory and file structures. In addition, several peripheral devices were installed, configured and utility applications were developed or installed to accommodate these devices for use with various applications. Additional programming and database applications were developed new as well as reviewing and modifying existing applications to utilize new equipment.

**FY99 Installation/Configurations**

- 32 Desktops
- 5 Digital Production Workstations
- 2 CLU NT Workstations
- 2 CLU NCD Production Stations
- 2 Digital Rectification Workstations
- 1 CLU NT Server
- 1 Digital Production Server
- 1 APFO Production Server
- 1 NT Shipping Workstation
- 1 NT Flight Planning Station
- 1 Image Setter/Linotype

**SOFTWARE DEVELOPMENT**

Development emphasis for this fiscal year was centered around digital imagery production processes and archive and metadata requirements for digital imagery. ITS staff implemented database applications to track and manage MDOQ digital production, automated MDOQ metadata acquisition, and developed catalog archive systems for MDOQ products and DOQQs librated at the APFO.

Other major application development included updates and automation to APFO's internal budget and accounting systems eliminating redundant data entry and capturing APFO budget and accounting data from the FSA CORE system, and automating the procurement and requisition process. Resource Management Services is developing course material that covers the Budget, Accounting and Acquisition Process to provide training for Management personnel in Fiscal year 2000. This course will include training and documentation materials developed by ITS staff.

ITS staff also designed a more comprehensive static web site for inclusion in the FSA intranet. Access to the site is pending registration of the address. The expanded site will include production status reports, catalog listings (by state) of APFO film holdings, APFO digital imagery and CLU Process information, logistics and other useful information for those visiting the APFO, ordering instructions, order forms and price lists to be shared with customers visiting USDA Service Centers.

**CUSTOMER SERVICE AND SUPPORT**

Seven percent of ITS staff hours were spent providing data assistance, which includes correcting data errors, assistance to customers to correct data entry errors, writing SQL to gather data for unique projects and data requests, gathering data for development and testing of applications and customer assistance on assessment of data.

ITS staff expended 8 percent of total hours on software assistance, which includes training on updates and modifications to existing applications, assistance with off-the-shelf software and desktop applications, such as word processing and spread sheets, assistance with file management and directory structures and assistance with email and internet activity.

An additional 6 percent of activity went toward maintenance and updates of existing database applications to accommodate changes in production processes. Application maintenance for Y2K activity was completed in Fiscal Year 1998.

**FISCAL YEAR 1999  
INFORMATION TECHNOLOGY SERVICES  
ACTIVITY REPORT**

<b>ACTIVITY</b>	<b>TOTAL HOURS</b>	<b>% OF TIME</b>
Annual leave	812	8.13
Sick leave	173.75	1.74
Other leave	424	4.24
Section administration	155.75	1.54
Supervision	638.75	6.37
Special projects	83.5	.84
Training	137.75	1.38
Computer operations	2,181	21.82
Software development	3,012.25	30.13
Facilities planning/mgmt.	129.5	1.3
Customer support/service	2,250	22.51
<b>TOTALS</b>	<b>9,998.25</b>	<b>100%</b>



## **CONTRACTING SECTION**

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

**CONTRACTING SECTION**

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

**FY99 ACHIEVEMENTS INCLUDE:**

- New Aerial Photography Applications Processed - 27
- Flight Planning - 44,163 linear miles - 64,359 square miles
- Solicitations Prepared and Issued - 18
- Contracts Awarded - 20 covering 26 project areas
- Contract Value - \$1,824,335.14
- Administrative Charge - \$107,539.33
- Awarded Special Achievement for "Outstanding Accomplishments in the area of Small, Small Disadvantaged and Women-Owned Business Utilization"

**FY99 PROJECTS SUMMARY**

<b>AGENCY</b>	<b>PROJECTS</b>	<b>LINEAR / SQUARE MILES</b>	<b>CONTRACT VALUE</b>	<b>PERCENT OF TOTAL</b>
<b>USFS</b>	<b>22</b>	<b>36,882 / 53,920</b>	<b>\$955,177.84</b>	<b>52%</b>
<b>FSA/NRCS</b>	<b>1</b>	<b>NA / 6,450</b>	<b>\$661,230.00</b>	<b>36%</b>
<b>NHF&amp;L</b>	<b>1</b>	<b>6,435 / 9,304</b>	<b>\$190,990.80</b>	<b>11%</b>
<b>BIA</b>	<b>2</b>	<b>846 / 1,135</b>	<b>\$16,936.50</b>	<b>1%</b>
<b>TOTALS:</b>	<b>26</b>	<b>44,163 / 70,809</b>	<b>\$1,824,335.14</b>	<b>100%</b>

**CONTRACT ADMINISTRATION**

Sixty-two project areas were administered in FY99. Of the 62 project areas, 32 were accepted during the fiscal year and 30 were carried over into FY2000. Of the 30 projects carried over, 21 have been 100% flown pending inspection, 7 were partially flown requiring completion in FY2000, and 2 were active projects with flying seasons still open.

**CONTRACT PRICING**

The average price per linear mile of aerial photography (weighted according to project size) decreased by 8% compared to FY98; from \$39.15 to \$36.03.

**SMALL BUSINESS CONCERNS**

The Contracting Section, operating under an extension of the Small Business Competitiveness Demonstration Program, solicited sources for aerial photography under a 100% Set-aside for Small Business Concerns. This resulted in Small Business Concerns receiving 64% of the total contract dollar amount, with Emerging Small Business Concerns receiving 54% of the total.

**SPECIAL ACCOMPLISHMENTS**

An innovative contract for Color Infrared Digital Orthophotography of the State of Hawaii was awarded to TASC/Emerge, a technologically advanced subsidiary of Litton Corporation. The project utilizes non-traditional methods of processing digital imagery into digital ortho quadrangles in support of USDA and NDOP programs. The funding for this contract is shared through a partnership between FSA and NRCS.

Revenue totaling \$320,090.00 was generated for APFO furnished products required under the aerial photography contracts awarded. This combined with the \$107,539.33 in administrative charges amounted to a total of \$427,629.33 in cost-recovery revenue.

Contracts for computer maintenance, equipment, and software acquisition, in support of APFO's automation and Digital Ortho Photo Program (DOPP), amounted to \$589,529.98. The transfer of IT contracting authority to APFO continues to provide significant advantages resulting in the most efficient use of available funding. Contracting also provided authority for approximately 356 Purchase Orders covering general and specialized supplies, equipment, and services for the operations and support functions of APFO.

The Contracting Section issued a Request For Information (RFI) USDA-PSU-99 in preparation of special contracting services for NRCS in support of the National Inventory Program. The information submitted by contractors in response to the RFI will be used in planning and preparing the solicitation requirements. The proposed acquisition will be for aerial imagery covering approximately 300,000 Primary Sample Unit (PSU) sites over a period of five years.

The Contract Section reorganized its structure by reassigning personnel into three new Cartographic Technician positions. The reorganization better allocates resources to the seasonal demands of the aerial photography procurement and quality assurance processes.

**CONTRACTING ACTIVITY REPORT- FY99**

<b>ACTIVITY</b>	<b>TOTAL HOURS</b>	<b>% OF TIME</b>
Annual Leave	752.	7.75
Sick Leave	254.	2.62
Other Leave	379.	3.91
Section Administration	446.75	4.61
Supervision	84.5	.87
Training	199.5	2.05
Contracting Activities	3,142.75	32.33
Coordinator Activities	314.	3.24
Contract Support, Indirect	883.75	9.11
Contract Quality Assurance	2,028.	20.89
Other QA Activities	1,225.	12.62
<b>TOTALS</b>	<b>9,709.25</b>	<b>100%</b>

**CONTRACT TOTAL PRODUCTION**

<b>AGENCIES</b>	<b>REPORTING YEAR</b>		<b>PREVIOUS YEAR</b>	
	<b>Linear Miles</b>	<b>Square miles</b>	<b>Linear Miles</b>	<b>Square miles</b>
FSA	N/A	3,225	0	0
USFS	36,882	53,920	34,535	53,667
NRCS	0	3,225	5,424	5,424
OTHER	7,281	10,439	1,454	1,948
<b>TOTALS</b>	<b>44,163</b>	<b>70,809</b>	<b>41,413</b>	<b>61,039</b>

**CONTRACT TOTAL COSTS**

<b>AGENCY</b>	<b>FISCAL 99</b>	<b>FISCAL 98</b>
FSA	330,615.00	0.00
USFS	955,177.84	1,047,386.74
NRCS	330,615.00	591,795.00
OTHER	207,927.30	24,572.60
<b>TOTALS</b>	<b>\$1,824,335.14</b>	<b>\$1,663,754.34</b>

# QUALITY ASSURANCE

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

### **QUALITY ASSURANCE SECTION**

The quality of incoming and outgoing aerial photographic products are maintained by receipt and inspection of new aerial photography products for FSA, NRCS, USFS and other government agencies through the combined efforts of the Quality Assurance and Contracting Sections. QA is also directly responsible for monitoring, extrapolating and disseminating status of FSA Counties, NAPP Photography and related data base information, as well as, Common Land Unit inspection for Field Service Centers.

### **REORGANIZATION**

During FY99, the Contracting and Quality Assurance Sections established an "A to Z" contracting/inspection team. Because of this reorganization minimal inspection of New Contract information is shown in this summary.

### **ACHIEVEMENTS**

#### **NAPP FILM INSPECTION**

- Rolls received - 551
- Rolls inspected - 548
- Rolls duplicated and inspected - 547
- Rolls shipped to EROS Data Center - 258

#### **FSA PHOTOGRAPHY**

Quality Assurance released 127 counties (130,600 sq. miles) to be rectified for FSA program use and shipped 230 FSA counties of new photography or 65,028 scale accurate enlargements.

**ACHIEVEMENTS (CONTINUED)**

- Maintained CIRP/NAPP roll inspection service - 6 days
- Maintained BW/NAPP inspection service - 10 days
- Interagency Agreement with Region Four - 54 hours
- Forest Service photographs laminated - 65,054
- Contact photographs trimmed - 33,786
- FSA Photographs bound - 68,315
- FSA Rectified enlargements (including digital hardcopy) - 53,420
- Interagency Agreement with USGS-RESTON-414 hours
- 68% REDUCTION in sick leave use over FY-98

**QUALITY ASSURANCE ACTIVITY REPORT**

<b>ACTIVITY</b>	<b>TOTAL HOURS</b>	<b>% OF TIME</b>
Annual leave	1,419	9.12
Sick leave	596	3.83
Other leave	729	4.69
Section administration	308	1.98
Supervision	2,160	13.89
Training	400	2.57
Film inspection aerial	299	1.9
Carto inspection aerial	1,243	7.99
Film inspection NAPP	151	.97
Sorting activity	507	3.26
Support services	2,347	15.09
FSA inspection	935	6.01
USGS/DOQ inspection	242	1.55
Monitor Quad Process	1,786	11.48
Binding	902	5.7
Miscellaneous	607	3.91
CLU inspection	928	5.97
<b>TOTALS</b>	<b>15,559</b>	<b>100%</b>

## **SALES BRANCH**

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



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

### **STRATEGIC PLANNING**

Identified Y2K risks to the Sales Branch core processes and key support processes. Developed a Sales Branch Y2K Contingency Plan. Identified vital service requirements, manual operation dependencies and the impacts Y2K failures would have on our ability to provide services to our internal and external customers.

Revised our Internal Procedure & Training Manual to include current detailed information for all Sales Branch processes. Provided copies to the APFO Resource Management Services Branch and the FSA Office of the Financial Officer assuring Sales has appropriate accounting procedures.

New prices and product availability changes became effective February 1, 1999. APFO discontinued two-tier pricing of Contributors versus Non-Contributors to the NAPP/NHAP Program. Coordinated the FSA-441A Prices for Aerial Photographic Reproductions form development, printing and distribution. Coordinated our communication of these changes to our customers and monitored the impacts to our correspondence and refund processes.

### **ACHIEVEMENTS**

- Assumed responsibility for DOQQ Cataloging from the Digital Section
- Partnered with QA and verified FSA and NRCS film inspection reports against APFO Catalog data
- Partnered with B&W and QA to assure the availability and accuracy of the FSA and NRCS photo indexes advertised in the APFO Catalog
- Prepared APFO - FSA's Imagery Provider Memo for mailing
- Converted from Uniplex form letters to Word Perfect templates
- To assist APFO during peak workloads, Sales employees were informally detailed to order DOQQ's, produce black-and-white and color contact prints, and cut, trim or sleeve 10"x10" products.

**MAJOR WORK ACTIVITIES PERFORMED**

<b>ACTIVITY</b>	<b>NUMBER OF ACTIVITIES</b>
Work Orders processed	10,407
APFO internal WO processed	1,042
Coverage requests	2,623
Walk-in customers	1,175
Telephone calls	22,751
Catalog registers	1,744
Billings	1,852
Refunds	817
Written correspondence	1,639
<b>TOTAL</b>	<b>44,050</b>

**STATISTICAL COMPARISONS****UNITS PER ORDER**

(Units released to photo increased by 149, total work orders processed decreased by 296)

<b>FISCAL YEAR 99</b>	<b>FISCAL YEAR 98</b>
Units per order 68	Units per order 60

**DIRECTLY BILLED**

<b>CUSTOMERS</b>	<b>\$ BILLED</b>
Federal users	\$1,721,962.25
Non-Federal, tax-supported users	169,744.50
<b>TOTAL</b>	<b>\$1,891,706.75</b>

**TOTAL DOLLAR VOLUME**

(\$3,149,010.58 representing an 11% increase from FY98)

<b>Credit card receipts</b>	<b>\$611,147.90</b>
<b>NAPP/NHAP non-contributors</b>	<b>\$ 66,295.00*</b>

\*Effective 01-Feb-99, APFO discontinued collecting Non-Contributor money.

**SALES**

<b>SALE OF CONVENTIONAL PHOTOGRAPHY</b>	<b>UNITS</b>	<b>DOLLARS</b>
Black and White/Color photography	397,881	\$1,408,530.55
<b>SALE OF NAPP/NHAP CONTRIBUTOR</b>		
Black and White/Color photography	135,394	1,099,348.25
<b>SALE OF NAPP/NHAP NON-CONTRIBUTOR</b>		
Black and White/Color photography	241,845	2,189,668.50
<b>TOTALS</b>	<b>775,120*</b>	<b>\$4,697,547.30</b>

(\*158,391 units produced required miscellaneous services such as binding, certifications, laminating, sleeving and trimming)

**FISCAL YEAR 1999  
SALES BRANCH ACTIVITY REPORT**

<b>ACTIVITY</b>	<b>TOTAL HOURS</b>	<b>% OF TIME</b>
Annual leave	1,498.50	8.44
Sick leave	759.50	4.28
Other leave	853.23	4.8
Section administration	281.35	1.55
Supervision	1,395.55	7.85
Special projects	571.90	3.22
Training	406.75	2.29
Processing	2,221.70	12.51
Support operations	8,398.40	47.26
Fiscal operations	1,385.15	7.8
<b>TOTALS</b>	<b>17,772.03</b>	<b>100%</b>

# **PHOTOGRAMMETRIC SERVICES BRANCH**

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

**PHOTOGRAMMETRIC SERVICES BRANCH  
AT Section**

**STRATEGIC PLANNING:**

The Analytical Aerotriangulation (AT) Section of the Photogrammetric Services Branch has continued to provide rectification data for photomap enlargements during the transition to digital GIS. Three employees have been transferred to the Digital Section, and three new employees were hired and trained in the AT Section. Also, two employees from the photo department have been detailed to AT to assist in meeting production goals.

To continue to meet the Service Center needs for photomap enlargements in a cost-effective and efficient way, improvements have been made in automated coverage selection programs, reducing the time for analytical data processing by 20%.

**ACHIEVEMENTS IN PRODUCTION**

**ANALYTICAL AEROTRIANGULATION**

<b>SQUARE MILES RECTIFIED</b>	<b>202,736</b>
<b>COUNTIES COMPLETED</b>	<b>250</b>

**FISCAL YEAR 1999  
PHOTOGRAMMETRIC SERVICES BRANCH  
AT SECTION ACTIVITY REPORT**

<b>ACTIVITY</b>	<b>TOTAL HOURS</b>	<b>% OF TIME</b>
Annual Leave	2,011.00	8.45
Sick Leave	858.00	3.61
Other Leave	1,013.50	4.26
Section Administration	967.05	4.06
Supervision	1,742.75	7.32
Special Projects	681.80	2.87
Training	911.55	3.83
Control	3,205.80	13.46
Point Transfer	2,657.15	11.16
Mensuration	2,717.25	11.41
Compilation of Scale	2,540.25	10.67
Spot Indexing	2,331.00	9.79
Map Ratio	2.00	.01
Support Activities	306.55	1.29
Digital Ortho	1,873.00	7.87
<b>TOTALS</b>	<b>23,818.65</b>	<b>100%</b>

<b>PHOTOGRAMMETRIC PRODUCTION</b>	<b>REPORTING YEAR</b>	<b>PREVIOUS YEAR</b>
FSA Square Miles Rectified	202,736	258,812
FSA Counties Rectified	250	309

## **DIGITAL SERVICES SECTION**

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



**PHOTOGRAMMETRIC 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

**SECTION ACHIEVEMENTS**

Mosaics to include:

- Counties completed - 67
- FSA Digitizing Centers - 58
- Pilot Sites - 2
- Soils Explorer Projects (NRCS) - 3
- Special Projects - 4
- Square Miles Completed - 52,137
- DOQQ's seamed - 7,133

DOQQ Cataloging:

- CD's cataloged - 5,063
- 8mm Tapes Cataloged - 16
- DOQQ's Cataloged - 45,563

Archiving:

- 7.5' tiles archived - 1,024

Hardcopy:

- Completed Counties - 1

**STRATEGIC PLANNING**

Digital Services completed the first full year as a section in the Photogrammetric Branch. Training, Staffing and equipment were goals established and achieved to include:

## Training:

- URISA Conference - 2 employees
- ESRI Conference - 1 employee
- Socet Set software training - 2 employees
- Supervisory training - 1 employee

## Staffing:

- Additional three (3) cartographic technicians were transferred from the Analytical Section to Digital for a total of ten (10) employees

## Equipment:

- Ultra60 workstations for mosaicing - 5
- CD Storage Cabinets for CD Library - 10

**Fiscal Year 1999  
PHOTOGRAMMETRIC SERVICES BRANCH  
DIGITAL SECTION ACTIVITY REPORT**

<b>Activity</b>	<b>Total Hours</b>	<b>% of Time</b>
Annual Leave	1,273.25	7.96
Sick Leave	546.50	3.43
Other Leave	826.	5.16
Section Administration	1,056.20	6.62
Supervision	1,475.50	9.25
Special Projects	52.75	0.33
Training	1,541.75	9.66
Digital Ortho	9,194.20	57.59
<b>TOTAL</b>	<b>15,966.15</b>	<b>100%</b>

# **PHOTOGRAPHIC SERVICES BRANCH**

## **TECHNICAL SUPPORT**

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

## **BLACK AND WHITE SECTION**

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

## **COLOR SECTION**

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

**PHOTOGRAPHIC SERVICES BRANCH**

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

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

**STRATEGIC PLANNING**

The Technical Support Section reviewed objectives, performance measurements, performance targets and accomplished the following:

- Reviewed or mapped 12 processes during the Fiscal Year
- Established a project coordination process that resulted in seven completed projects
- Coordinated activities for the new Digital Rectification Process

**TECHNICAL SUPPORT ENVIRONMENTAL ACHIEVEMENTS**

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

A third fixer regeneration system was installed on a Black & White processor.

**SILVER RECOVERY**

<b>SOURCE OF SILVER</b>	<b>SILVER IN TROY OUNCES</b>	<b>AVERAGE PRICE PER TROY OUNCE</b>	<b>NET VALUE</b>
Silver flake/sludge/scrap	3,625.6	\$5.16	\$18,708

**LEARNING AND GROWTH**

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

- 3 Trade Shows
- 1 Communication Systems
- 1 PC Computer Systems

**RESEARCH AND DEVELOPMENT**

Completed the first Digital Rectification Hard Copy County(Waseca,Mn).

**INTERNAL CUSTOMER SUPPORT ACCOMPLISHMENTS**

- Modified and installed a contact printer in the B/W department
- Installed a silver regeneration unit to the B/W processor #9
- Designed and built modifications to the exits of three B/W processors
- Installed a graphic arts processor in the B/W Section
- Modified the chemical mixer lines to B/W processor #10
- Modified the chemical mixer lines in the Color Section and assisted in the installation of an automated chemical mixing system
- Completed the rebuilding of the electronic rectifier in Room 62
- Completed 45 scheduled preventive maintenances on color and b/w processors
- Installed two color viewing stations
- Researched a lens solution for the rectifier in Room 45.

**FISCAL YEAR 1999  
TECHNICAL SUPPORT ACTIVITY**

<b>ACTIVITY</b>	<b>TOTAL HOURS</b>	<b>% OF TIME</b>
Annual leave	598.	7.28
Sick leave	244.50	2.97
Other leave	382.50	4.66
Section administration	63.50	.78
Special projects	76.	.93
Training	165	2.01
Test and Evaluation	74.50	.91
Research and Development	145.	1.77
Equipment maintenance/repair	6,458.	78.69
<b>SECTION TOTALS</b>	<b>8,207</b>	<b>100%</b>

**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 411,385 products for FY99, using 29,992 production hours. This was the lowest production hour total for the Black and White Section in APFO history.

**STAFFING**

During FY99, the Black and White Section staffing was fourteen employees.

**ORDERS PROCESSED**

During FY99, the Black and White Section released 10,424 orders. The average turn around time for an order to be released was 18.5 working days.

**WASTE**

Waste for FY99 was 8.2%, second lowest in the history of APFO.

**EXTERNAL REWORK**

The external customer rework total for the Black and White Section was 352 photographic products. This figure represents .1% for all photo products produced.

**INSPECTION**

The Black and White Section inspected 64% of all black and white paper and film products produced. The section inspected 261,291 photographic products during FY99.



**SORTING**

Black and White Photo Section's responsibility included all sorting functions. This task was accomplished with all sorting time absorbed within the photographers' production hours.

**DETAILED WORK ACTIVITIES**

The Black and White Section detailed 4,380 hours of photographer time to work in other sections within APFO.

**TRAINING**

Training accomplished during FY99 included:

- Cross-Training (Color and Photogrammetric )
- Digital Rectification Training
- Civil Rights Training

<b>PHOTOGRAPHIC PRODUCTION</b>	<b>FY 99</b>	<b>FY 98</b>
Photo indexes	1,036	1,153
Enlargements / paper	118,838	162,629
Contacts	289,445	318,561
Enlargements / film	442	2,591
Microfilm, Aperture cards, Ozalids	1,624	4,627
<b>TOTAL REPRODUCTIONS</b>	<b>411,385</b>	<b>489,561</b>

**FISCAL YEAR 1999  
BLACK AND WHITE SECTION ACTIVITY REPORT**

<b>ACTIVITY</b>	<b>TOTAL HOURS</b>	<b>% OF TIME</b>
Annual leave	2,697.25	10.10
Sick leave	1,174.	4.43
Other leave	1,277.15	4.82
Section administration	468.25	1.77
Supervision	1,816.50	6.85
Special projects	373.75	1.41
Training	1,027.75	3.88
Photo index	92.5	.35
Enlargements/paper	7,047.25	26.56
Contacts	6,477.95	24.41
Enlargements/film	78.75	.30
Processing	904.35	3.41
Microfilm/Ozalids	73.1	.28
Support activities	3,032.40	11.43
<b>SECTION TOTALS</b>	<b>26,540.95</b>	<b>100%</b>

**COLOR PHOTOGRAPHIC SECTION**

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

**STRATEGIC PLANNING**

Goals achieved by the Color Section "Tactical Work Group" under Efficiency/Effectiveness:

- Completed automation of the chemical mixing area allowing 676 hours to be returned to the production area
- Decreased color film waste from 22.95% for FY98 to 14.3% in FY99

**ACCOMPLISHMENTS**

- With the support from Sales and Black and White employees, the Color Section produced 363,735 units, representing an increase of approximately 36%
- Hours dedicated to the Digital Rectification Project - 641
- External rework total - 64 photographic products (less than 1% of all photo products released by color and 1.6% of all orders produced)
- Photographic products inspected - 24,331

<b>Photographic Production</b>	<b>FY 99</b>
Enlargements/Paper	3,193
Contacts	360,542
<b>TOTAL</b>	<b>363,735</b>

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

**FISCAL YEAR 1999  
COLOR PHOTOGRAPHY SECTION ACTIVITY REPORT**

<b>ACTIVITY</b>	<b>TOTAL HOURS</b>	<b>% OF TIME</b>
Annual leave	1,431.10	9.16
Sick leave	569.	3.64
Other leave	865.	5.53
Section administration	164.50	1.03
Supervision	1,273.85	8.15
Special projects	54.60	.35
Training	823.10	5.27
Contacts	6,683.96	42.76
Enlargements	1,106.85	7.08
Support activities	2,661.84	17.03
<b>SECTION TOTALS</b>	<b>15,633.80</b>	<b>100%</b>

## **SUPPORTING DATA**

- Photographic Film Holdings
- US Map - Film Located at APFO
- US Map - County Coverage
- US Map - Forest Boundary Coverage
- Cost Analysis
- Cost Recovery Report
- FTE Usage/Cost Efficiency
- Year to Date Recovery Report
- Product Service Report
- 1977 - 1999 - Over 20 Million Prints

## FY99 COST ANALYSIS

PRICE	DESCRIPTION	CHEMICAL COST	MATERIAL COST	PRODUCTION COST	TOTAL PRODUCT COST	TOTAL PRODUCTION
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### BLACK AND WHITE PAPER MATERIAL

5.00	10x10 PAPER	.03	.67	4.00	4.70	137,426
12.00	12x12 PAPER	.04	1.19	14.19	15.24	1,261
13.00	17x17 PAPER	.08	2.63	8.91	11.62	8,231
20.00	20x24 INDEX PAPER	.13	3.24	16.97	20.33	935
16.00	24x24 PAPER	.16	4.79	9.99	14.95	107,136
50.00	38x38 PAPER	.35	15.38	41.62	57.35	2,666

**TOTAL BLACK AND WHITE PAPER MATERIAL**

**257,655**

### BLACK AND WHITE FILM MATERIAL

4.50	10x10 INTER NEGS	.03	1.60	2.13	3.76	15,145
4.00	10X10 PM-32	.03	1.05	5.69	6.77	24,414
3.00	10x10 DUPE/NEGS	.03	1.52	1.74	3.29	79,162
10.00	10x10 TRANSPARANCY	.03	1.57	16.85	18.45	2,365
10.00	10x10 AT/DOQ	.03	1.57	4.67	6.27	18,997
15.00	10x10 SCAN	.03	1.57	11.95	13.55	9,428
25.00	17x17 FILM	.08	3.12	12.95	16.15	7
35.00	20x24 INDEX FILM	.08	12.25	24.73	37.06	11
40.00	24x24 FILM	.16	8.83	31.51	40.51	187
55.00	38x38 FILM	.40	17.24	43.05	60.68	159

**TOTAL BLACK AND WHITE FILM MATERIAL**

**149,875**

### COLOR PAPER MATERIAL

7.00	10x10 CUT STOCK	.11	.37	4.47	4.94	105,611
2.50/5.00	10X10 ROLL STOCK	.11	.30	1.68	2.09	218,804
20.00	12x12 PAPER	.16	.51	47.09	47.76	5
40.00	20x20 PAPER	.44	3.39	74.61	78.45	165
55.00	24x24 PAPER	.64	5.80	181.33	187.78	104
70.00	38x38 PAPER	1.30	7.79	120.49	129.58	219

**TOTAL COLOR PAPER MATERIAL**

**324,908**

### COLOR REVERSAL PAPER MATERIAL

12.00	10x10 PAPER	.11	.85	13.81	14.77	14,191
32.00	20x20 PAPER	.44	4.21	35.68	40.33	2,065
40.00	24x24 PAPER	.64	6.95	95.82	103.41	468
70.00	38x38 PAPER	1.30	17.12	169.47	187.90	202

**TOTAL COLOR REVERSAL PAPER MATERIAL**

**16,926**

### COLOR FILM MATERIAL

15.00	10x10 TRANSPARANCY	.11	5.39	14.45	19.95	344
15.00	10x10 AT/DOQ	.11	5.39	3.51	9.01	15,540
20.00	10x10 SCAN	.11	5.39	16.55	22.05	6,876
33.00	10x10 POSITIVE	.11	2.40	24.63	27.04	816

**TOTAL COLOR TRANSPARENCY FILM**

**23,576**

### MISCELLANEOUS PRODUCTS

10.00	APERTURE CARD	-0-	.07	8.67	8.73	136
10.00	MICROFICHE&FILM	-0-	.17	10.50	10.67	1,079
15.00	LINE INDEX	-0-	.17	14.54	14.71	169

**TOTAL MISCELLANEOUS PRODUCTS**

**1,384**

**TOTAL PRODUCT**

**774,324**

**\*FIGURES BASED ON INVENTORY PERIOD BEGIN DATE SEPT. 26, 1998 THROUGH END DATE SEPT. 22, 1999  
SHADED BOXES INDICATE PRICES CHARGED FOR PRODUCT**

## Year to Date Recovery Report

### Receipts:

Sales of Aerial Photography \$2,708,178.21

Products Furnished per Flying Contracts 385,023.18

NAHP/NAPP Recovery 66,295.00

**Total Receipts from Product Sales \$3,159,496.39**

Sale of Silver Recovered 18,372.10

Reimbursements for Contracting Costs 108,802.07

Total Misc. Receipts 127,174.17

**Total Assets 3,534,227.59**

Total Cost less Flying Costs/Inventory 4,534,227.59

Cost of Issued Inventory 1,536,067.64

**Total Liabilities 6,070,295.23**

Gross Cost of Operation 2,783,624.67

Value of Products Furnished to FSA Digitally 302,726.40

Value of Products Furnished to FSA Conventionally 1,063,847.72

**Net Cost of Operation 1,417,050.55**

**% of Net Costs Recovered 76.66%**