

**USDA Service Center Initiative  
Geospatial Data Acquisition, Integration and Delivery  
Business Re-engineering Project**

**Data Themes - Outline – Office Information Profile (OIP)**

## **I. Acquisition**

### **A. Data Source**

#### **1. Producer Information**

##### **a. Name**

The Office Information Profile (OIP) is produced by the Service Center Implementation Team as a joint resource United States Department of Agriculture (USDA) agencies.

##### **b. Location of Headquarters**

Information Technology Center  
NRCS-USDA  
2625 Redwing Road, Suite 110  
Fort Collins, CO 80526 USA

##### **c. Internet Address**

[www.usda.gov](http://www.usda.gov)

#### **2. Publisher Information**

##### **a. Name**

The OIP is published by the USDA.

##### **b. Location of Headquarters**

Information Technology Center  
NRCS-USDA  
2625 Redwing Road, Suite 110  
Fort Collins, CO 80526 USA

##### **c. Internet Address**

The internet address of the USGS is [www.usda.gov](http://www.usda.gov)

The internet address of ITC is [www.itc.nrcs.usda.gov](http://www.itc.nrcs.usda.gov)

The public internet address of the OIP is <http://offices.usda.gov>.

The internal (USDA) internet address of the OIP is <http://oip.usda.gov> . A password and Netscape version 4.x are required.

#### **3. Acquisition Information**

##### **a. Delivery Media**

The OIP data is currently available on the web only in formatted reports. It is assumed that the data will be available to the Data AID team either as read-only

access from the OIP database or a warehouse of OIP data will be automatically generated at regular intervals.

b. Download URL

The OIP data is not currently available on line for downloading.

c. Projected Data Availability Schedule

Currently unknown. The database is functional and populated. Which data will be made available to the Data AID team must be decided. Because some of the data is sensitive, and much of the data changes regularly, it is questionable whether or not delivery of “raw” OIP data is of much use to the Service Centers. Value added products such as USDA office service areas might be far more useful.

## **B. Standards Information**

### **1. Geospatial Data Standard**

a. Standard Name and Steward Information

OIP data is tabular. The geospatial reference is the US Postal Service 5-digit ZIP code for the office location. A 1:2,000,000 scale map of ZIP code centroids is associated with the OIP tabular data during integration.

b. Standard Version

None. Data is tabular.

c. Standard URL

None. Data is tabular.

### **2. Metadata Standard**

a. Standard Name and Steward Information

Content Standards for Digital Geospatial Metadata version 19940608

The metadata contact is:

US Geological Survey  
508 National Center  
Reston, VA 22092 USA

b. Description of Metadata Captured

No metadata has been captured to date.

c. Metadata Accuracy and Completeness Assessment

No metadata has been captured to date.

## **C. Acquired Data Structure**

### **1. Geospatial Data Format**

a. Format (raster, vector, etc.)

Not applicable. The OIP data is acquired as tabular files. The geospatial reference is the US Postal Service 5-digit ZIP code for the site location. A 1:2,000,000 scale map of ZIP code centroids is associated with the OIP tabular data during integration. Integration should include street address level geocoding to make the OIP geospatial information useful at a county level.

b. Format Name

ASCII or Informix tables

c. Data Extent

The United States and its territories. Covers -180, -12 degrees SW to 172, 72 degrees NE.

d. Horizontal and Vertical Resolution

Not applicable

e. Absolute Horizontal and Vertical Accuracy

Not applicable

f. Nominal Scale

Not applicable

g. Horizontal and Vertical Datum

Not applicable

h. Projection

None

i. Coordinate Units

Degrees, minutes, and decimal seconds

j. Average Data Set Size

There is usually one site per county, with one or more different USDA offices located at that site. Overall, the data sets are very small, with a range of approximately 1 –10 Kb in size.

k. Symbology

None

**2. Attribute Data Format**

a. Format Name

Fixed format ASCII

b. Database Size

The OIP database contains records for 4021 sites with 10,404 organizational units (agency offices). The database is 2.9 MB in size. Because this includes offices and sites that have moved, closed, are no longer active, look up tables, and the entire database will not be distributed, it is envisioned that about 50% of this data will be available.

### 3. Data Model

a. Geospatial Data Structure

None

b. Attribute Data Structure

See below.

c. Database Table Definition

Data types used:

- A = Character (alphanumeric)
- D = Date
- DT = Date/Time
- F = Floating Point
- I = Integer

#### Agency Code

Name	Code	Type	I	M
Agency Code	agcy_cd	A2	Yes	Yes
Agency Abbreviation	agcy_abr	A10	No	Yes
Agency Name	agcy_nm	A35	No	Yes

#### Agency Office Type

Name	Code	Type	I	M
Agency Code	agcy_cd	A2	Yes	Yes
Agency Office Type Code	agcy_ofc_type_cd	A2	Yes	Yes
Agency Office Type Name	agcy_ofc_type_nm	A30	No	Yes
Agency Office Type Alphabetic	agcy_ofc_type_alph	A10	No	No
Department Office Type Code	dept_ofc_type_cd	A2	No	Yes

### City

Name	Code	Type	I	M
State Code	st_cd	A2	Yes	Yes
County Code	cnty_cd	A3	Yes	Yes
City Code	city_cd	A4	Yes	Yes
City Name	city_nm	A28	No	Yes
Standard Code Indicator	std_cd_ind	A1	No	No
Creation Date	cre_dt	D	No	No
Last Change Date	last_chg_dt	DT	No	No
Deletion Date	del_dt	D	No	No
Data Source	data_src	A20	No	No

### County

Name	Code	Type	I	M
State Code	st_cd	A2	Yes	Yes
County Code	cnty_cd	A3	Yes	Yes
County Name	cnty_nm	A35	No	Yes
Standard Code Indicator	std_cd_ind	A1	No	No
Independent City Indicator	indp_city_ind	A1	No	No
Creation Date	cre_dt	D	No	No
Last Change Date	last_chg_dt	DT	No	No
Deletion Date	del_dt	D	No	No
Data Source	data_src	A20	No	No

### Dept Office Type

Name	Code	Type	I	M
Department Office Type Code	dept_ofc_type_cd	A2	Yes	Yes
Department Office Type Abbreviation	dept_ofc_type_abr	A10	No	No
Department Office Type Name	dept_ofc_type_nm	A50	No	Yes

## Organizational Unit

Name	Code	Type	I	M
Organizational Unit Identifier	org_unit_id	I	Yes	Yes
Site Identifier	site_id	I	No	Yes
Agency Code	agcy_cd	A2	No	Yes
Agency Abbreviation	agcy_abr	A10	No	No
Department Office Type Code	dept_ofc_type_cd	A2	No	No
Agency Office Type Code	agcy_ofc_type_cd	A2	No	Yes
Organizational Unit Public Indicator	org_unit_pub_ind	A1	No	Yes
Organizational Unit Current Status Code	org_cur_stat_cd	A1	No	Yes
Organizational Unit Action Type	org_unit_actn_type	A12	No	No
Organizational Unit Action Date	org_unit_actn_dt	D	No	No
Organizational Unit Action Reason	org_unit_actn_rsn	A12	No	No
Org Unit Plan Compliance Indicator	org_plan_cmpl_ind	A5	No	No
Organizational Unit Identifier New	org_unit_id_new	I	No	No
Site Identifier New	site_id_new	I	No	No
Organizational Unit Person Count	org_unit_prsn_ct	I	No	Yes
Percent Time Covered	pct_time_cvr	I	No	Yes
Org Unit Point of Contact Identifier	org_unit_poc_id	I	No	No
Organizational Unit Phone Number	org_unit_phn_nbr	A15	No	No
Organizational Unit Phone Extension	org_unit_phn_extn	A5	No	No
Org Unit 800 Phone Number	org_800_phn_nbr	A10	No	No
Mail Information Line	mail_info_line	A35	No	No
Mail Delivery Address	mail_dlv_r_adr	A50	No	No
Mail City Name	mail_city_nm	A28	No	No
Mail State Abbreviation	mail_st_abr	A2	No	No
Mail Zip Code	mail_zip_cd	A10	No	No
Mail Standardized Address Indicator	mail_std_adr_ind	A1	No	No
Mail Standardized Address Date	mail_std_adr_dt	DT	No	No
Comment Line	cmnt_line	A255	No	No
Creation Date	cre_dt	D	No	No
Last Change Date	last_chg_dt	DT	No	Yes
Deletion Indicator	del_ind	A1	No	No
Deletion Date	del_dt	D	No	No
Data Source	data_src	A20	No	Yes

### Organizational Unit History

Name	Code	Type	I	M
Organizational Unit Identifier	org_unit_id	I	Yes	Yes
Status Sequence Number	stat_seq_nbr	I	Yes	Yes
Site Identifier	site_id	I	No	No
Site Identifier Old	site_id_old	I	No	No
Organizational Unit Identifier New	org_unit_id_new	I	No	No
Org Unit Status Code	org_unit_stat_cd	A1	No	No
Org Unit Status Beginning Date	org_stat_beg_dt	D	No	Yes
Org Unit Status Ending Date	org_stat_end_dt	D	No	No
Organizational Unit Action Reason	org_unit_actn_rsn	A12	No	No
Organizational Unit Person Count	org_unit_prsn_ct	I	No	No
Creation Date	cre_dt	D	No	No
Last Change Date	last_chg_dt	DT	No	Yes
Deletion Date	del_dt	D	No	No
Data Source	data_src	A20	No	Yes

### Plan

Name	Code	Type	I	M
State Abbreviation	st_abbr	A2	No	No
State Code	st_cd	A2	No	No
County Name	cnty_nm	A35	No	No
County Code	cnty_cd	A3	No	No
City Name	city_nm	A28	No	No
City Code	city_cd	A4	No	No
FSA	fsa	I	No	No
NRCS	nrcs	I	No	No
RD	rd	I	No	No
Total	total	I	No	No
Creation Date	cre_dt	D	No	No
Last Change Date	last_chg_dt	DT	No	No
Data Source	data_src	A20	No	No

### Point of Contact

Name	Code	Type	I	M
Point of Contact Identifier	poc_id	I	Yes	Yes
Point of Contact Name	poc_nm	A80	No	Yes
Point of Contact Function	poc_fctn	A20	No	No
Point of Contact Public Indicator	poc_pub_ind	A1	No	No
Point of Contact Phone Number	poc_phn_nbr	A15	No	No
Point of Contact Phone Extension	poc_phn_extn	A5	No	No
Point of Contact FAX Number	poc_fax_nbr	A15	No	No
Point of Contact EMail Address	poc_email_adr	A44	No	No
Creation Date	cre_dt	D	No	No
Last Change Date	last_chg_dt	DT	No	Yes
Deletion Date	del_dt	D	No	No
Data Source	data_src	A20	No	Yes

### Servicing Office

Name	Code	Type	I	M
State Code	st_cd	A2	Yes	Yes
County Code	cnty_cd	A3	Yes	Yes
Organizational Unit Identifier	org_unit_id	I	Yes	Yes
Local County Indicator	loc_cnty_ind	A1	No	No
Creation Date	cre_dt	D	No	No
Last Change Date	last_chg_dt	DT	No	Yes
Deletion Date	del_dt	D	No	No
Deletion Indicator	del_ind	A1	No	No
Data Source	data_src	A20	No	Yes

### Site

Name	Code	Type	I	M
Site Identifier	site_id	I	Yes	Yes
Site Name	site_nm	A60	No	Yes
Site Description	site_desc	A60	No	No
Site Current Status Code	site_cur_stat_cd	A1	No	Yes
State Code	st_cd	A2	No	No
County Code	cnty_cd	A3	No	No
City Code	city_cd	A4	No	No
Street Delivery Address	str_dlvvy_adr	A50	No	No
Street City Name	str_city_nm	A28	No	No
Street State Abbreviation	str_st_abr	A2	No	No
Street Zip Code	str_zip_cd	A10	No	No
Street Standardized Address Indicator	str_std_adr_ind	A1	No	No
Street Standardized Address Date	str_std_adr_dt	DT	No	No
County Name	cnty_nm	A35	No	No
Congressional District Code	cong_dist_cd	A2	No	No
Latitude	lat	DC10,8	No	No
Longitude	long	DC11,8	No	No
Site Main Phone Number	site_phn_nbr	A15	No	No
Site Main Phone Extension	site_phn_ext	A5	No	No
Site 800 Phone Number	site_800_phn_nbr	A10	No	No
Site Service Center Indicator	site_svc_ctr_ind	A1	No	No
Non-Federal Work Place	non_fed_wrk_pl	A1	No	Yes
Native American Indicator	ntv_amer_ind	A1	No	Yes
Underserved Area Indicator	und_srv_area_ind	A1	No	Yes
Urban Office Indicator	urbn_ofc_ind	A1	No	Yes
Site Action Type	site_actn_type	A12	No	No
Site Action Date	site_actn_dt	D	No	No
Site Action Reason	site_actn_rsn	A12	No	No
Site Plan Compliance Indicator	site_plan_cmpl_ind	A5	No	No
Compliance Indicator Change Date	cmpl_ind_chg_dt	D	No	No
Site Point of Contact Identifier	site_poc_id	I	No	No
Site Address Data Steward Validation	site_adr_ds_val	A1	No	No
Site Address National Data Steward Validation	site_adr_nds_val	A1	No	No
Creation Date	cre_dt	D	No	No
Last Change Date	last_chg_dt	DT	No	Yes
Deletion Indicator	del_ind	A1	No	No
Deletion Date	del_dt	D	No	No
Data Source	data_src	A20	No	Yes

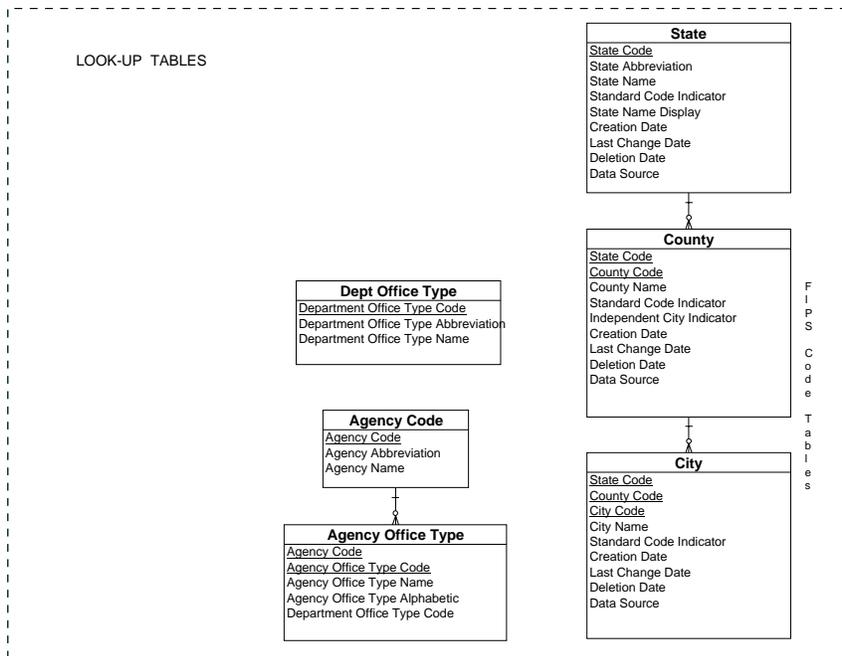
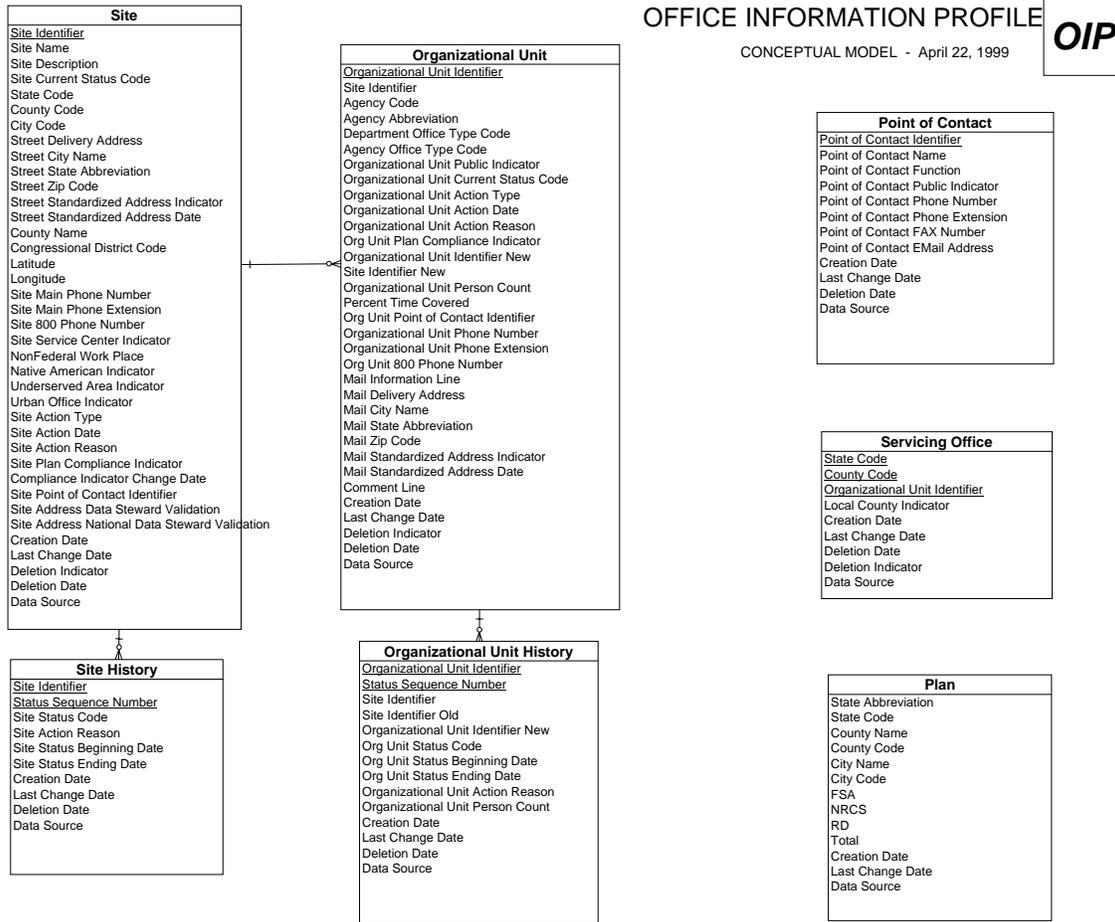
### Site History

Name	Code	Type	I	M
Site Identifier	site_id	I	Yes	Yes
Status Sequence Number	stat_seq_nbr	I	Yes	Yes
Site Status Code	site_stat_cd	A1	No	Yes
Site Action Reason	site_actn_rsn	A12	No	No
Site Status Beginning Date	site_stat_beg_dt	D	No	Yes
Site Status Ending Date	site_stat_end_dt	D	No	No
Creation Date	cre_dt	D	No	No
Last Change Date	last_chg_dt	DT	No	Yes
Deletion Date	del_dt	D	No	No
Data Source	data_src	A20	No	Yes

### State

Name	Code	Type	I	M
State Code	st_cd	A2	Yes	Yes
State Abbreviation	st_abr	A2	No	Yes
State Name	st_nm	A30	No	Yes
Standard Code Indicator	std_cd_ind	A1	No	No
State Name Display	st_nm_disp	A20	No	No
Creation Date	cre_dt	D	No	No
Last Change Date	last_chg_dt	DT	No	No
Deletion Date	del_dt	D	No	No
Data Source	data_src	A20	No	No

d. Data Relationship Definition



e. Data Dictionary

The following are definitions pertinent to this system:

**OFFICE** - One organizational unit at a single site recognized as a separate component of a federal agency, a unit of state or local government, or a unit of a related non-governmental organization such as a conservation district. The terms "office" and "organizational unit" are used interchangeably. An office becomes an 'active' office when people are assigned to the office and it is open for normal business.

**SITE** - A physical location where one or more organizational units are housed in one or more buildings within close proximity.

**PART-TIME OFFICE** - An office that is staffed for a few hours a week/month, and has few or no network and other permanent communications facilities. Also known as a 'Circuit-Rider Office'.

**CIRCUIT RIDER** - A person who provides services to the public from one or more part-time offices but is officially assigned to a different site. The office where the circuit rider is officially assigned is known as the home or headquarter location. The home office is always credited with the full person-count for the circuit rider.

**FIELD/COUNTY OFFICE** - NRCS, FSA, and Rural Development offices at the local delivery point, usually servicing a particular county or group of counties. These offices will form the local USDA Service Centers. In the Departmental reports, they are coded as "05" offices.

**INDEPENDENT CITY** - Designated cities in Virginia, Missouri, Nevada, and Maryland, which are governed as separate, distinct counties within their state and have their own county FIPS code. They are treated as a separate county in OIP, and all county-related business rules apply.

**NON-FEDERAL WORKSITE** - An office which is a program delivery point, but for which USDA does not pay for space, i.e. space is provided by a university, local government, conservation district, etc. Employees will be headquartered at a federal worksite, such as a Service Center, and client records will be kept at the Service Center to facilitate "one-stop shopping". Generally, except for a few locations primarily in the West, these non-federal worksites are used on a part-time basis from one to three days per week.

**OFFICE "MOVE"** - When an agency closes an office at one location (site) and moves it to another location within the same county. The new location is outside the normal boundaries of the current site. The office will be attached to another existing site or a new site will be created. The office provides the same basic services it did prior to the move. This definition does not include the situation where two offices are merged into one (contact the OIP Data Steward regarding this case).

**OFFICE "CLOSE"** - When an agency closes an office in a county, and will service that county from a Service Center in another county.

**OFFICE "RELOCATION"** - A temporary move of a site (and the offices at that site), i.e. due to a flood. It is expected that the site will return to the original location within 3 months.

**OFFICE TYPE** - OIP carries two office type codes. The "Departmental" office type specifies an aggregation code used for statistics and reporting. The categories include: Headquarters & Computer Centers, Agency Offices, Research & Technology Centers, etc. The "Agency" office type indicates a specific functional classification for an office within that particular agency's organization structure. Examples include: Field Office, Soil Survey Office, Plant Materials Center, etc.

**POINT OF CONTACT** - A person associated with an office or site.

**SERVICE CENTER** - A single agency office, or several collocated offices sharing common systems,

providing a complete USDA presence to potential customers. A site is officially designated as a Service Center according to an approved plan or by specific approval from the National Food and Agriculture Committee. A Service Center provides customer-access to the full services of the three participating agencies (NRCS, FSA, RD) even though only one or more of the agencies actually have an office at that site.

**SERVICING OFFICE** - A particular agency office that has responsibility for providing the full, normal services of that office type to a county other than the one in which it is physically located.

## Description of tables and fields

**Agency Code** - Identifies an USDA Agency associating commonly used labels. It includes the official agency reference by full name, its numeric code and its alphabetic abbreviation.

### Agency Code

A unique number code identifying an agency of the United States Department of Agriculture (USDA). Non-USDA organizations and federal/state/local agencies may also be added to the standard lookup tables. Conservation Districts, for example, are assigned an agency code of '90'. The Agency Codes table is maintained by the Office Information Profile (OIP) Data Steward.

### Agency Abbreviation

The alphabetic abbreviation for an agency of the United States Department of Agriculture (USDA), and other organizations. Non-USDA organization abbreviations will be assigned by the OIP Data Steward.

### Agency Name

The full name of an agency of the United States Department of Agriculture (USDA), or other organization or governmental entity.

**Agency Office Type** - These are the codes particular to each agency or organization which are used to describe various types of offices in their organization. These codes are defined by the individual agency or organization. This code is different from the Organizational Unit Type Code which is a cross-agency office type indicator used for summary reports.

### Agency Code

A unique number code identifying an agency of the United States Department of Agriculture (USDA). Non-USDA organizations and federal/state/local agencies may also be added to the standard lookup tables. Conservation Districts, for example, are assigned an agency code of '90'. The Agency Codes table is maintained by the Office Information Profile (OIP) Data Steward.

### Agency Office Type Code

Number codes peculiar to each Agency to describe various types of offices in their organization. For non-USDA agencies and organizations, codes will be maintained by the OIP Data Steward.

### Agency Office Type Name

The full name for the type of agency office, such as: 'Field Office', 'County Office', 'Soil Survey Office', 'Loan Servicing Office', etc. For USDA agencies, these names should correspond to those found in official organization charts. Other organizations should use names appropriate to their

structures.

### Agency Office Type Alphabetic

An acronym or short name for an office type for use on reports.

### Department Office Type Code

A unique code that describes the basic functional category of an office. This code is different from the Agency Office Type Code, which describes a specific type of agency office, such as a Soil Survey Office or a District Office. Rather, the Department Office Type Code is a standard cross-agency office type indicator used for summary reporting by general categories.

Current 2-digit codes include:

- 01 Headquarters and Computer Centers
- 02 Regional
- 03 State
- 04 Area
- 05 Service Center
- 06 Program Delivery Point
- 07 Research, Science, Laboratory, Technology Center
- 08 Inspection, Compliance, Classing, Testing, Grading
- 09 Other - USDA
- 10 Non-USDA

Conservation District Offices and all other non-USDA organizations will use '10' (Non-USDA) for the Department Office Type Code.

**City** - Standard name and numeric code used to identify cities and equivalent entities of the United States, its possessions and associated areas. For larger cities/towns, these codes are defined in Federal Information Processing Standards (FIPS). For towns not found in the current FIPS tables, the OIP Data Steward will assign a code number. Data Steward-assigned codes will be identified in the 'non-standard code indicator' data element.

### State Code

The numeric Federal Information Processing Standards (FIPS Pub 5-2) code for a state within the United States, or a U.S. Territory. These codes can also be found in the GSA Locator Codes system.

The following are examples:

01 = Alabama, 02 = Alaska, 20 = Kansas, 29 = Missouri, 51 = Virginia

Note: FIPS codes are character fields to preserve the leading zeroes.

### County Code

The standard code used to identify Counties and equivalent entities of the United States, its possessions, and associated areas as defined within Federal Information Processing Standards Publication (FIPS PUB 6-4). A county code is only unique if it is combined with a state code.

Example: 01 003 = Baldwin County in Alabama

Note: FIPS codes are character fields to preserve the leading zeroes.

## City Code

The standard code used to identify Cities of the United States, its possessions, and associated areas as defined within GSA Geographic Locator Codes. The GSA codes are an extension of the Federal Information Processing Standards Publication (FIPS PUB's 5-2 and 55). A city code is only unique if it is combined with a state code and a county code.

Example: 01 003 2800 - City of Silverhill in Baldwin County in Alabama

Note: Codes are character fields to preserve the leading zeroes.

## City Name

The full City, Town, Community or Municipality Name.

## Standard Code Indicator

A "Y" (standard code) or "N" (non-standard code) indicates whether this code is from the standard FIPS tables or was added by the OIP Data Steward to cover a county or town not currently found in the published FIPS tables. This element is set to "N" for all U.S. Territories and outlying areas.

## Creation Date

The date the record was initially created. This date will not be changed throughout the life of the record. The system date is used.

## Last Change Date

The date and time of the most recent change to any data element in this record. The system date is used.

## Deletion Date

The date this record was LOGICALLY deleted. For historical purposes, records will not be physically deleted from the database. The one exception may be records which were created in error. Records created in error may be periodically manually deleted by the OIP Data Steward. Obsolete records should be kept for as long as historical data about a former site or office is needed, or for as long as records kept in other information systems refer to a former office or site..

## Data Source

The user id concatenated with additional information such as the program name or process name (create, update, delete) when the data for the last update to the table originated. This entry is system-maintained.

**County-** Standard name and numeric code used to identify counties and equivalent entities of the United States, its possessions and associated areas. Each County Code is only meaningful if used in conjunction with a related State Code. These codes are defined in Federal Information Processing Standards (FIPS) Manual 6-4.

Example: State 01, County 003 - Baldwin County, Alabama

For U.S. Territories, codes may have to be added to this table by the OIP Data Steward to cover certain situation. The 'non-standard code indicator' data element will identify these added codes.

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The numeric Federal Information Processing Standards (FIPS Pub 5-2) code for a state within the United States, or a U.S. Territory. These codes can also be found in the GSA Locator Codes system.

The following are examples:

01 = Alabama, 02 = Alaska, 20 = Kansas, 29 = Missouri, 51 = Virginia

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### County Code

The standard code used to identify Counties and equivalent entities of the United States, its possessions, and associated areas as defined within Federal Information Processing Standards Publication (FIPS PUB 6-4). A county code is only unique if it is combined with a state code.

Example: 01 003 = Baldwin County in Alabama

Note: FIPS codes are character fields to preserve the leading zeroes.

### County Name

Full name of the county that is unique within a state.

### Standard Code Indicator

A "Y" (standard code) or "N" (non-standard code) indicates whether this code is from the standard FIPS tables or was added by the OIP Data Steward to cover a county or town not currently found in the published FIPS tables. This element is set to "N" for all U.S. Territories and outlying areas.

### Independent City Indicator

Indicates by "Y" or "N" whether a city is a formally designated "Independent City". An Independent City is an incorporated place that is not legally part of a county or county equivalent and, therefore, also serves as a county equivalent. Independent Cities, of which there are approximately 44, are only found in Maryland, Missouri, Nevada, and Virginia.

### Creation Date

The date the record was initially created. This date will not be changed throughout the life of the record. The system date is used.

### Last Change Date

The date and time of the most recent change to any data element in this record. The system date is used.

### Deletion Date

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## Dept Office Type

### Department Office Type Code

A unique code that describes the basic functional category of an office. This code is different from the Agency Office Type Code which describes a specific type of agency office, such as a Soil Survey Office or a District Office. Rather, the Department Office Type Code is a standard cross-agency office type indicator used for summary reporting by general categories.

Current 2-digit codes include:

- 01 Headquarters and Computer Centers
- 02 Regional
- 03 State
- 04 Area
- 05 Service Center
- 06 Program Delivery Point
- 07 Research, Science, Laboratory, Technology Center
- 08 Inspection, Compliance, Classing, Testing, Grading
- 09 Other - USDA
- 10 Non-USDA

Conservation District Offices and all other non-USDA organizations will use '10' (Non-USDA) for the Department Office Type Code.

### Department Office Type Abbreviation

A shorter name for the office type for use on reports.

### Department Office Type Name

Full name for the office type.

**Organizational Unit** - Provides information about an organizational entity of a single type and level within an agency that can occupy one or more buildings at a site.

### Organizational Unit Identifier

A unique number assigned by the OIP system to an organizational unit (office). This number will not change, or be reused for another organizational unit. An organizational unit is an office recognized as a separate component of a federal agency, a unit of state or local government, or a unit of a related non-governmental organization such as a Conservation District. When an organizational unit officially closes, it cannot be reopened again with the same organizational unit identifier.

### Site Identifier

A unique number assigned by the OIP system to a site. This site identifier number will not change

or be reused for another site. A site is a physical location where one or more organizational units (offices) are housed in one or more buildings within close proximity.

### Agency Code

A unique number code identifying an agency of the United States Department of Agriculture (USDA). Non-USDA organizations and federal/state/local agencies may also be added to the standard lookup tables. Conservation Districts, for example, are assigned an agency code of '90'. The Agency Codes table is maintained by the Office Information Profile (OIP) Data Steward.

### Agency Abbreviation

The alphabetic abbreviation for an agency of the United States Department of Agriculture (USDA), and other organizations. Non-USDA organization abbreviations will be assigned by the OIP Data Steward.

### Department Office Type Code

A unique code that describes the basic functional category of an office. This code is different from the Agency Office Type Code which describes a specific type of agency office, such as a Soil Survey Office or a District Office. Rather, the Department Office Type Code is a standard cross-agency office type indicator used for summary reporting by general categories.

Current 2-digit codes include:

- 01 Headquarters and Computer Centers
- 02 Regional
- 03 State
- 04 Area
- 05 Service Center
- 06 Program Delivery Point
- 07 Research, Science, Laboratory, Technology Center
- 08 Inspection, Compliance, Classing, Testing, Grading
- 09 Other - USDA
- 10 Non-USDA

Conservation District Offices and all other non-USDA organizations will use '10' (Non-USDA) for the Department Office Type Code.

### Agency Office Type Code

Number codes peculiar to each Agency to describe various types of offices in their organization. For non-USDA agencies and organizations, codes will be maintained by the OIP Data Steward.

### Organizational Unit Public Indicator

Indicates by "Y" or "N" whether this Organizational Unit should appear on web pages and other lists made available to the public. Certain locations such as state offices, computer centers, technical offices, etc. may not be normal service delivery points to the public, and therefore should not appear on public pages meant to direct customers to places where they can receive USDA services.

### Organizational Unit Current Status Code

A code indicating a status for the Organizational Unit, as follows:

'P' - a 'planned' organizational unit. This is the default value for all newly created organizational units in the system.

'A' - an 'active' office, as designated by the system user. As a guideline, an office becomes active when people are assigned to the office and it is open for normal business.

'C' - a 'closed' office. Note that when an active office closes, it cannot be reopened again using the same organizational unit identifier.

### Organizational Unit Action Type

The description of an action which will effect this organizational unit and which will take place some time in the future. Actions which can take place for an organizational unit include "move", "close", and "activate" (i.e. change office from 'planned' to 'active'). A date (i.e. Org Unit Action Date) and a reason (Org Unit Action Reason) are associated with each action type. Once the action has taken place, the Action Type, Action Date, and Action Reason are used to update the org unit status code and the org unit status history, then cleared to blanks.

### Organizational Unit Action Date

The date on which some action is scheduled to take place.

### Organizational Unit Action Reason

The reason or authority for scheduling or completing an office action. Reasons include "1994 Plan", "State FAC", "National FAC", or "Other". This element should, in particular, describe 'why' an office moved to a new site or was closed. The "Other" reason is only valid when scheduling or completing actions for non-service center offices.

### Org Unit Plan Compliance Indicator

Indicates by "Y" or "N" that the organizational unit has been approved by the National Food and Agriculture Council (FAC), and is in compliance with all current office plans. Approval may have come through a formal plan or by a special approval designation from the FAC. This indicator is maintained and updated only by the national OIP Data Steward.

### Organizational Unit Identifier New

If an organizational unit is closing, this is the identifier of the office that will be picking up servicing responsibility for the closing office's service area, i.e. county. For field/county-level offices in the Service Center agencies, this data element is mandatory for an office close transaction. For other agencies/organizations, usage is optional.

### Site Identifier New

If an organizational unit is moving, this is the identifier for the site where it will reside in the future.

### Organizational Unit Person Count

Identifies the total number of government and non-government personnel normally housed in an office. For "planned" offices, an approximate person count may be entered. The following criteria is used for determining the person count:

1. Full-time FSA, NRCS, RD employees are each counted as one person.

2. Part-time permanent employees. They would be counted as a full person in OIP.
3. Seasonal Employees. Persons working full or part-time, but only for part of the year. Utah has some employees who work full-time for 500 hours a year. They would be counted as a full person for the purpose of determining the staff size of an office.
4. Temporary employees. Persons working full or part-time up to a maximum of four years. Counted as a full person.
5. Volunteers. Some states have a good number of people working in the office one or more days per week as unpaid volunteers. Counted only if a permanent desk or worksite is provided for the person.
6. Other persons from state/county/local governments or outside organizations who spend some regular time in a Service Center office, but not enough time to create a separate organizational unit in OIP to count them. Counted only if a permanent desk or worksite is provided for the person.
7. Conservation District personnel permanently housed in a Service Center would be counted only under a separate organizational unit for the Conservation District at the site.

NOTE: All persons staffing 'part-time offices' (i.e. offices which are covered less than 100% of the time) are counted only at the full-time office where they are headquartered.

#### Percent Time Covered

A number indicating the percent of time during a month that an office is open and staffed. The percentage is based on a 4-week month, i.e. 28 days, and a standard 5-day workweek (20 workdays per month). An office open one-day per week for 8 hours would be covered 20% of the time. An office open 4 hours per week would be 10%. An office open 5-7 days a week would be 100%. An office open one-day a month would be 5%.

NOTE: If an office is covered less than 100%, it is considered a "part-time office". There is a direct correlation between 'percent time covered' and 'person count'. Personnel are only counted at the full-time office where they are headquartered. Part-time offices will always have a person count of zero (0).

#### Org Unit Point of Contact Identifier

A unique numerical identifier for a record in the "Point of Contact" table. The organizational unit's Point of Contact is the primary contact for information on Agency programs, and about the general operation of the office.

#### Organizational Unit Phone Number

The primary phone number for the office. If all phone calls are supposed to go through a site receptionist or site main phone number, then enter the site phone number here or leave this field blank. Include the area code. Do not use dashes or other non-numeric characters.

### Organizational Unit Phone Extension

The phone extension for the person normally answering calls from the public for this agency office.

### Org Unit 800 Phone Number

If applicable, the toll-free number a customer of the agency would use to contact the office to conduct business. If this number is the same as the site '800' number, it does not have to be repeated here. Include the area code. Do not use dashes or other non-numeric characters.

### Mail Information Line

Information usually included for use after the Postal Service delivers mail to the primary delivery address. It may further direct mail to a specific room or person. This information is particularly useful if the primary delivery address is to a mailroom. If the site street address gets a customer to the proper building, this information could help the person find the desired agency office within the building.

Examples: Suite 200  
Office Manager, Room 403  
District Conservationist  
Loan Officer, Room 201

### Mail Delivery Address

This is the address line immediately above the City/State/Zip line and contains the street address, post office box number, rural route number and box, or the highway contract route number and box. This address is where the mail will be delivered, regardless of other address information on lines above it. For mail addressed to offices in a multi-unit building, the suite or room number should be included at the end of this delivery address line. In applicable cases, this would be the office number for the mailroom. When it is necessary to reduce the length of the delivery address line, you must place the office number or other unit designator on the "Mail Information Line", which would appear immediately above the "Mail Delivery Address". If the room number on this line is for the mailroom, it would be a good idea to put the room number where an agency customer would go for service on the "Mail Information Line".

Examples: 236 SUNSET AVE RM 101  
PO BOX 184  
RR 3 BOX 10  
4321 MAPLE ST

Example where the mail room is a different address:

Farm Service Agency	< Based on Agency Code
County Executive Director, Suite 210	< Mail Information Line
1400 SOUTH MAIN ST SUITE 100	< Mail Delivery Address
STERLING, MO 55512-3450	< City, State, Zip

### Mail City Name

The full City, Town, Community or Municipality Name.

### Mail State Abbreviation

The Federal Information Processing Standards (FIPS) abbreviation for a state within the United States. Also known as the United States Postal Service (USPS) abbreviation.

The following are examples:

AL = Alabama, AK = Alaska, AZ = Arizona, MO = Missouri, KS = Kansas

#### Mail Zip Code

The first five or all nine digits of the address zip code. Do not include dashes.

#### Mail Standardized Address Indicator

For a mailing address, this indicates whether or not the entire mailing address has been certified to comply with US Postal Service standards. Values are Y(es) or N(o).

#### Mail Standardized Address Date

The date the mailing address indicator was set.

#### Comment Line

A free-form textual description or comment about the office or its status. This information is for internal use only, and is not displayed on public web screens.

#### Creation Date

The date the record was initially created. This date will not be changed throughout the life of the record. The system date is used.

#### Last Change Date

The date and time of the most recent change to any data element in this record. The system date is used.

#### Deletion Indicator

An indicator used to determine a logically deleted record. A value of 'Y' indicates a logical deletion.

#### Deletion Date

The date this record was LOGICALLY deleted. For historical purposes, records will not be physically deleted from the database. The one exception may be records which were created in error. Records created in error may be periodically manually deleted by the OIP Data Steward. Obsolete records should be kept for as long as historical data about a former site or office is needed, or for as long as records kept in other information systems refer to a former office or site..

#### Data Source

The user id concatenated with additional information such as the program name or process name (create, update, delete) when the data for the last update to the table originated. This entry is system-maintained.

**Organizational Unit History** - A history of significant events that have occurred during the time that an office is active and operational. In particular, this table should maintain a history of "why" an office moved. A record is written to the Organizational Unit History when the following events occur:

- an office becomes active,
- an office moves to a new site,
- an office closes,
- an office changes from full-time coverage to part-time, or
- an office changes from part-time coverage to full-time.

Each of these events has a beginning and an end date so that a continuous historical record is maintained even though an office changes status frequently. When an organizational unit is closed, the only system action in this table is to add an end date to the 'active office' record.

Several data elements have a different content in the history file than they have in the active records. The differences are as follows:

#### SITE IDENTIFIER

In the history record, the site identifier contains the site where an office is located when a given organization unit action is completed. On an "active" history record this will be the site the office was associated with when the office became active. On a "move" history record this will be the site the office moved to. On a "close" history record this will be the site the office was associated with when the close action was completed.

#### ORGANIZATIONAL UNIT ACTION REASON

This element is valued on the "active", "move" and "close" history records with the reason or authority that was supplied when the office action was completed. Reasons include "1994 Plan", "State FAC", "National FAC" or "Other". This element is not valued on the "full-time" and "part-time" history records.

#### ORGANIZATIONAL UNIT PERSON COUNT

This element is valued, on all office history records, with the current person count for that office when the history record was created. For example, on an "active" history record, organizational unit person count would reflect the number of persons at that office when the office was activated. Likewise, on a change from part-time to full-time coverage, the "full-time" history record would reflect the number of persons at that office when percent coverage was increased to 100%.

#### Organizational Unit Identifier

A unique number assigned by the OIP system to an organizational unit (office). This number will not change, or be reused for another organizational unit. An organizational unit is an office recognized as a separate component of a federal agency, a unit of state or local government, or a unit of a related non-governmental organization such as a Conservation District. When an organizational unit officially closes, it cannot be reopened again with the same organizational unit identifier.

#### Status Sequence Number

A sequential number assigned by the OIP system used to sequentially number each status record associated with a given organizational unit or site in chronological order.

#### Site Identifier

A unique number assigned by the OIP system to a site. This site identifier number will not change

or be reused for another site. A site is a physical location where one or more organizational units (offices) are housed in one or more buildings within close proximity.

#### Site Identifier Old

This element is only valued on the "active" and "move" history records. On the "active" history record, site identifier old is the last site id a closed office was associated with. Site Identifier Old is null on the "active" history record when the office is still active. An active history record where site identifier and site identifier old are equal, indicates that the office is closed and that the office either never moved or it moved more than once and ended up at the original site. On the "move" history record, site identifier old is the site identifier of the previous site or the site the office moved from.

#### Organizational Unit Identifier New

If an organizational unit is closing, this is the identifier of the office that will be picking up servicing responsibility for the closing office's service area, i.e. county. For field/county-level offices in the Service Center agencies, this data element is mandatory for an office close transaction. For other agencies/organizations, usage is optional.

#### Org Unit Status Code

A code indicating the change in office status which caused this history record to be created. Values include:

- A - the office became active
- M - the office physically moved to a new site
- C - the office closed
- F - the office was part-time, but became full-time
- P - the office was full-time, but became part-time

#### Org Unit Status Beginning Date

The date this action is effective.

#### Org Unit Status Ending Date

The date a particular status for an organizational unit ends. The date is populated by the system using the date for the day prior to the beginning date of next action written to the history table. For the "close" history record and in cases where the computed end date is less than the beginning date, end date is set equal to the beginning date.

#### Organizational Unit Action Reason

The reason or authority for scheduling or completing an office action. Reasons include "1994 Plan", "State FAC", "National FAC", or "Other". This element should, in particular, describe 'why' an office moved to a new site or was closed. The "Other" reason is only valid when scheduling or completing actions for non-service center offices.

#### Organizational Unit Person Count

Identifies the total number of government and non-government personnel normally housed in an office. For "planned" offices, an approximate person count may be entered. The following criteria is used for determining the person count:

1. Full-time FSA, NRCS, RD employees are each counted as one person.

2. Part-time permanent employees. They would be counted as a full person in OIP.
3. Seasonal Employees. Persons working full or part-time, but only for part of the year. Utah has some employees who work full-time for 500 hours a year. They would be counted as a full person for the purpose of determining the staff size of an office.
4. Temporary employees. Persons working full or part-time up to a maximum of four years. Counted as a full person.
5. Volunteers. Some states have a good number of people working in the office one or more days per week as unpaid volunteers. Counted only if a permanent desk or worksite is provided for the person.
6. Other persons from state/county/local governments or outside organizations who spend some regular time in a Service Center office, but not enough time to create a separate organizational unit in OIP to count them. Counted only if a permanent desk or worksite is provided for the person.
7. Conservation District personnel permanently housed in a Service Center would be counted only under a separate organizational unit for the Conservation District at the site.

NOTE: All persons staffing 'part-time offices' (i.e. offices which are covered less than 100% of the time) are counted only at the full-time office where they are headquartered.

#### Creation Date

The date the record was initially created. This date will not be changed throughout the life of the record. The system date is used.

#### Last Change Date

The date and time of the most recent change to any data element in this record. The system date is used.

#### Deletion Date

The date this record was LOGICALLY deleted. For historical purposes, records will not be physically deleted from the database. The one exception may be records which were created in error. Records created in error may be periodically manually deleted by the OIP Data Steward. Obsolete records should be kept for as long as historical data about a former site or office is needed, or for as long as records kept in other information systems refer to a former office or site..

#### Data Source

The user id concatenated with additional information such as the program name or process name (create, update, delete) when the data for the last update to the table originated. This entry is system-maintained.

**Plan** - The locations of offices for the three Service Center partner agencies (NRCS, FSA, RD) are being monitored for compliance with various plans and decisions. These plans focus on whether or not an agency should have an office at a specific physical location (i.e. a site). Therefore, this table defines the requirements placed on a site by the accumulated plans, amendments and other decisions. The corresponding 'site plan compliance indicator' in the site table is set to 'Y(es)' if the site is determined to be currently in compliance with the plan.

#### State Abbreviation

#### State Code

The numeric Federal Information Processing Standards (FIPS Pub 5-2) code for a state within the United States, or a U.S. Territory. These codes can also be found in the GSA Locator Codes system.

The following are examples:

01 = Alabama, 02 = Alaska, 20 = Kansas, 29 = Missouri, 51 = Virginia

Note: FIPS codes are character fields to preserve the leading zeroes.

#### County Name

Full name of the county that is unique within a state.

#### County Code

The standard code used to identify Counties and equivalent entities of the United States, its possessions, and associated areas as defined within Federal Information Processing Standards Publication (FIPS PUB 6-4). A county code is only unique if it is combined with a state code.

Example: 01 003 = Baldwin County in Alabama

Note: FIPS codes are character fields to preserve the leading zeroes.

#### City Name

The full City, Town, Community or Municipality Name.

#### City Code

The standard code used to identify Cities of the United States, its possessions, and associated areas as defined within GSA Geographic Locator Codes. The GSA codes are an extension of the Federal Information Processing Standards Publication (FIPS PUB's 5-2 and 55). A city code is only unique if it is combined with a state code and a county code.

Example: 01 003 2800 - City of Silverhill in Baldwin County in Alabama

Note: Codes are character fields to preserve the leading zeroes.

FSA

NRCS

RD

Total

Creation Date

The date the record was initially created. This date will not be changed throughout the life of the record. The system date is used.

Last Change Date

The date and time of the most recent change to any data element in this record. The system date is used.

Data Source

The user id concatenated with additional information such as the program name or process name (create, update, delete) when the data for the last update to the table originated. This entry is system-maintained.

**Point of Contact** - Detailed information to assist in communication with an OIP Point of Contact (POC). This includes the POC name, function, Email address, phone number, and FAX number.

Point of Contact Identifier

A unique, system-generated numerical identifier for a record in the "Point of Contact" table.

Point of Contact Name

The name a person is commonly called or known as. A more familiar form of a proper name or variation of the legal name. This is free format. The normal contents for individuals is the concatenation of first name, middle initial, last name and suffix.

Point of Contact Function

The role (function) for which the person is the contact. This is freeform text, but should generally be the person's title or position name.

Point of Contact Public Indicator

Indicates by "Y" or "N" whether this Point of Contact should appear on web pages and other lists made available to the public.

Point of Contact Phone Number

The Point-of-Contact's telephone number to include the area code and a seven digit local phone number. This may be the same as an office phone number, but should be included here as well. Include the area code. Do not use dashes or other non-numeric characters.

Point of Contact Phone Extension

The phone extension for the person.

Point of Contact FAX Number

The Point-of-Contact's FAX telephone number to include the area code and a seven digit local

phone number. This may be the same as an office FAX number, but should be included here as well. Include the area code. Do not use dashes or other non-numeric characters.

#### Point of Contact Email Address

The email address for this person

#### Creation Date

The date the record was initially created. This date will not be changed throughout the life of the record. The system date is used.

#### Last Change Date

The date and time of the most recent change to any data element in this record. The system date is used.

#### Deletion Date

The date this record was LOGICALLY deleted. For historical purposes, records will not be physically deleted from the database. The one exception may be records which were created in error. Records created in error may be periodically manually deleted by the OIP Data Steward. Obsolete records should be kept for as long as historical data about a former site or office is needed, or for as long as records kept in other information systems refer to a former office or site..

#### Data Source

The user id concatenated with additional information such as the program name or process name (create, update, delete) when the data for the last update to the table originated. This entry is system-maintained.

**Servicing Office** - This table contains information on organizational unit(s) which are providing services to a particular county in a state. The table will contain a separate record for each office providing service to a county. There may not actually be an agency office located in a county. In this case, servicing is from an organizational unit in another county. The servicing office can be in another state. Every county is serviced by an office somewhere.

#### State Code

The numeric Federal Information Processing Standards (FIPS Pub 5-2) code for a state within the United States, or a U.S. Territory. These codes can also be found in the GSA Locator Codes system.

The following are examples:

01 = Alabama, 02 = Alaska, 20 = Kansas, 29 = Missouri, 51 = Virginia

Note: FIPS codes are character fields to preserve the leading zeroes.

#### County Code

The standard code used to identify Counties and equivalent entities of the United States, its possessions, and associated areas as defined within Federal Information Processing Standards Publication (FIPS PUB 6-4). A county code is only unique if it is combined with a state code.

Example: 01 003 = Baldwin County in Alabama

Note: FIPS codes are character fields to preserve the leading zeroes.

#### Organizational Unit Identifier

A unique number assigned by the OIP system to an organizational unit (office). This number will not change, or be reused for another organizational unit. An organizational unit is an office recognized as a separate component of a federal agency, a unit of state or local government, or a unit of a related non-governmental organization such as a Conservation District. When an organizational unit officially closes, it cannot be reopened again with the same organizational unit identifier.

#### Local County Indicator

An indicator identifying the county where the office resides.

#### Creation Date

The date the record was initially created. This date will not be changed throughout the life of the record. The system date is used.

#### Last Change Date

The date and time of the most recent change to any data element in this record. The system date is used.

#### Deletion Date

The date this record was LOGICALLY deleted. For historical purposes, records will not be physically deleted from the database. The one exception may be records which were created in error. Records created in error may be periodically manually deleted by the OIP Data Steward. Obsolete records should be kept for as long as historical data about a former site or office is needed, or for as long as records kept in other information systems refer to a former office or site..

#### Deletion Indicator

An indicator used to determine a logically deleted record. A value of 'Y' indicates a logical deletion.

#### Data Source

The user id concatenated with additional information such as the program name or process name (create, update, delete) when the data for the last update to the table originated. This entry is system-maintained.

**Site** - A delivery point for USDA, or partner-organization, services. A site may house both non-USDA and non-federal offices (e.g. conservation districts). The site describes a physical location, i.e. a building.

#### Site Identifier

A unique number assigned by the OIP system to a site. This site identifier number will not change or be reused for another site. A site is a physical location where one or more organizational units (offices) are housed in one or more buildings within close proximity.

#### Site Name

A unique name for the site that describes the location and function of the site. These are usually a concatenation of the city name, or county name, or state name, and function. For example: "Columbus Field Service Center". Service Centers will generally use the name of the City where the Service Center is located as part of the name. Other types of offices will use the State, County, or City as appropriate.

### Site Description

A long text description of the site. This may include the functions performed at the site, and a more detailed description of the area serviced by the site.

### Site Current Status Code

An indicator of the current status of the site. Possible values include:

- 'P' - a planned site. No agency offices have ever occupied the site.
- 'A' - an active site. Agency offices are currently open at the site.
- 'I' - an inactive site. There are currently no agency offices open at the site, however USDA still has an interest in the site (i.e. may still be paying rent). The site has a scheduled closing date which is recorded in the "Site Status History" table.
- 'C' - a closed site. There are no active offices, and no continuing USDA interest in site. An action was initiated in the system by the State OIP Coordinator to mark the site as officially closed.

'P' is the default value when a site is first created. 'A' is the default value when the first organizational unit is attached to the site. 'I' is the default value when the last organizational unit is unlinked from the site.

It is important if a closed or inactive site is later re-occupied by a USDA office, that the original site be re-activated. Do not create a new site if the site already exists in the database as inactive or closed.

### State Code

The numeric Federal Information Processing Standards (FIPS Pub 5-2) code for a state within the United States, or a U.S. Territory. These codes can also be found in the GSA Locator Codes system.

The following are examples:

01 = Alabama, 02 = Alaska, 20 = Kansas, 29 = Missouri, 51 = Virginia

Note: FIPS codes are character fields to preserve the leading zeroes.

### County Code

The standard code used to identify Counties and equivalent entities of the United States, its possessions, and associated areas as defined within Federal Information Processing Standards Publication (FIPS PUB 6-4). A county code is only unique if it is combined with a state code.

Example: 01 003 = Baldwin County in Alabama

Note: FIPS codes are character fields to preserve the leading zeroes.

### City Code

The standard code used to identify Cities of the United States, its possessions, and associated areas as defined within GSA Geographic Locator Codes. The GSA codes are an extension of the Federal

Information Processing Standards Publication (FIPS PUB's 5-2 and 55). A city code is only unique if it is combined with a state code and a county code.

Example: 01 003 2800 - City of Silverhill in Baldwin County in Alabama

Note: Codes are character fields to preserve the leading zeroes.

### Street Delivery Address

This is the street number and street/highway/route where the site is physically located. If someone wanted to visit the office, they would use this address. Do not use a Post Office Box for this address.

Examples: FEDERAL BLDG, 6330 MAPLE ST, RM 201  
14TH AND MAPLE  
12 MILES NORTH OF JASPER ON HWY 85  
500 S. BROADWAY

### Street City Name

The name of the city/town which describes where the site is physically located.

### Street State Abbreviation

The standard 2-letter abbreviation for the State where the site is physically located.

### Street Zip Code

The zip code for the area where the site is physically located. It is also the zip code that would be used for delivery of packages or express mail. This may be different than the zip code for the mailing address, especially if mail goes to a Post Office Box.

### Street Standardized Address Indicator

For a street address, this indicates whether or not the entire street address has been certified to comply with US Postal Service standards. Values are Y(es) or N(o).

### Street Standardized Address Date

The date the street address indicator was set.

### County Name

Full name of the county that is unique within a state.

### Congressional District Code

A code representing a territorial division of a state from which a member of the United States House of Representatives is elected. Each district is based on population. For example, the state of California has 52 congressional districts and the state of Texas has 30 districts. Where a county overlaps two or more Congressional Districts, enter the District where the site is physically located.

DOMAIN: Refer to the FIPS (Federal Information Processing Standards)  
PUB (Publication) 9-1 dated November 1990.

### Latitude

The latitude in decimal format for the center point of the site, or for the main building in a multi-building site, or the closest point for which lat/long information is available.

Latitude (or Parallel) is expressed in decimal degrees with positive values to indicate north latitude and negative values to express south latitude. Degree measurements start at the Equator (0 degrees). The domain is -90.00000000 to +90.00000000

#### Longitude

The longitude in decimal format for the center point of the site, or for the main building in a multi-building site, or the closest point for which longitude information is available.

Longitude (or Meridian) is expressed in decimal degrees with positive values indicating east longitude and negative values indicating west longitude. Degree measurements start at the Greenwich Meridian (0 degrees). The domain is -180.00000000 to +180.00000000.

#### Site Main Phone Number

The published telephone number for USDA (or partner-agency) services at the site. This would likely be the receptionist's number, or a phone number mutually agreed among agencies co-located at the site to be the main number for information on USDA programs. This may be an "800" number if all potential USDA customers for the office can use it. Include the area code. Do not use dashes or other non-numeric characters.

#### Site Main Phone Extension

The phone extension for the person normally answering calls from the public for this site.

#### Site 800 Phone Number

The toll-free phone number a USDA customer would use to contact the office for information about USDA programs, if applicable. Include the area code. Do not use dashes or other non-numeric characters.

#### Site Service Center Indicator

Indicates by 'Y'(es) or 'N'(o) whether or not the site is determined to be a official USDA Service Center. The official status comes from the 1994 Implementation Plan, with approved amendments. 'No' is the default value when the site is created, or when the site is no longer considered an official Service Center.

#### NonFederal Work Place

Indicates (yes or no) whether or not the offices at the site are housed in federally owned or federally contracted workspace. Space provided by a University would be an example of a non-federal workplace.

#### Native American Indicator

Indicates by Y(es) or N(o) that this site provides services to a Native American Tribal unit or a Reservation.

#### Underserved Area Indicator

Indicates by Y(es) or N(o) that this site is an outreach site that provides services to an area classified as "under-served". The under-served area may be outside of the normal county boundaries serviced

by the site. The 'servicing office table' will indicate what counties are serviced by offices at this site.

#### Urban Office Indicator

Using Y(es) or N(o), indicates that the site is in an urban area, and has one or more officially designated Urban Offices. Default value is N(o).

#### Site Action Type

A description of an action which will effect the site and which will take place some time in the future. One type of action which can take place is for a site to "close". A date (i.e. Site Action Date) and a reason (Site Action Reason) are associated with each action type. When the action is completed, the Site Action Type, Site Action Date, and Site Action Reason are used to update the site status code and the site status history, then cleared to blanks.

#### Site Action Date

The date on which some action is scheduled to take place.

#### Site Action Reason

The reason or authority for scheduling or completing an action. Reasons include "1994 Plan", "State FAC", "National FAC" and "Other". The "Other" reason is only valid for non-Service Center sites. Valid reasons for closing a Service Center are "1994 Plan", "State FAC", or "National FAC".

#### Site Plan Compliance Indicator

Indicates by "Y" or "N" that the site has been approved by the National Food and Agriculture Council (FAC), and is in compliance with all current office location plans (as detailed in the 'plan' table). Approval may have come through a formal plan or by a special approval designation from the National FAC. A system-generated value of "R" indicates that a change in office presence has occurred and that the National Data Steward will need to re-evaluate the compliance setting for the site.

#### Compliance Indicator Change Date

Indicates the date a change occurred on the Site Plan Compliance Indicator.

#### Site Point of Contact Identifier

A unique numerical identifier for a record in the "Point of Contact" table. The site Point of Contact is a person mutually agreed among the agencies and offices co-located at a site as a primary source of information on USDA programs and about the general operation of the site.

#### Site Address Data Steward Validation

Indicates whether or not the Data Steward has verified the address to be correct. Once verified, the address can only be changed by the National Data Steward.

#### Site Address National Data Steward Validation

Indicates whether or not the National Data Steward has verified the address. Once verified, the address can only be changed by the National Data Steward

#### Creation Date

The date the record was initially created. This date will not be changed throughout the life of the

record. The system date is used.

#### Last Change Date

The date and time of the most recent change to any data element in this record. The system date is used.

#### Deletion Indicator

An indicator used to determine a logically deleted record. A value of 'Y' indicates a logical deletion.

#### Deletion Date

The date this record was LOGICALLY deleted. For historical purposes, records will not be physically deleted from the database. The one exception may be records which were created in error. Records created in error may be periodically manually deleted by the OIP Data Steward. Obsolete records should be kept for as long as historical data about a former site or office is needed, or for as long as records kept in other information systems refer to a former office or site..

#### Data Source

The user id concatenated with additional information such as the program name or process name (create, update, delete) when the data for the last update to the table originated. This entry is system-maintained.

**Site History** -\_A record of a site's status for the periods when it is active, inactive, and closed. A "planned" site is not recorded in the history file. A closed site will not have an ending date unless the site is reactivated at some point in the future.

Data elements in the history record may have a different content from the active site record. Differences include the following:

#### SITE ACTION REASON

This element is valued on the "close" history record with the reason or authority that was supplied when the site "close" action was completed. Reasons include "1994 Plan", "State FAC", "National FAC" or "Other".. This element is not valued on the "service center" history records. On the "active" and "inactive" history records, this element is set to system-generated values of "First Org" and "Last Org", respectively.

#### Site Identifier

A unique number assigned by the OIP system to a site. This site identifier number will not change or be reused for another site. A site is a physical location where one or more organizational units (offices) are housed in one or more buildings within close proximity.

#### Status Sequence Number

A sequential number assigned by the OIP system used to sequentially number each status record associated with a given organizational unit or site in chronological order.

#### Site Status Code

An indicator of the status of the site for some period of time as indicated by the associated beginning

and ending dates in the status record. Possible values include:

- 'P' - a planned site. No agency offices have ever occupied the site.
- 'A' - an active site. Agency offices are currently open at the site.
- 'I' - an inactive site. There are currently no agency offices open at the site, however USDA still has an interest in the site (i.e. may still be paying rent). The site has a scheduled closing date which is recorded in the "Site Status History" table.
- 'C' - a closed site. There are no active offices, and no continuing USDA interest in site. An action was initiated in the system by the State OIP Coordinator to mark the site as officially closed.
- 'S' - an official Service Center site.

It is important if a closed or inactive site is later re-occupied by a USDA office, that the original site be re-activated. A new site should not be created if the site already exists in the database as inactive or closed.

Attaching a 'planned' organizational unit to a 'planned' site does not change the status of the site, i.e. does not make the site 'active'.

#### Site Action Reason

The reason or authority for scheduling or completing an action. Reasons include "1994 Plan", "State FAC", "National FAC" and "Other". The "Other" reason is only valid for non-Service Center sites. Valid reasons for closing a Service Center are "1994 Plan", "State FAC", or "National FAC".

#### Site Status Beginning Date

The date that the current site status took effect.

#### Site Status Ending Date

The date that the site status terminated. A new status record would begin on the following day. There should be no overlapping of dates.

#### Creation Date

The date the record was initially created. This date will not be changed throughout the life of the record. The system date is used.

#### Last Change Date

The date and time of the most recent change to any data element in this record. The system date is used.

#### Deletion Date

The date this record was LOGICALLY deleted. For historical purposes, records will not be physically deleted from the database. The one exception may be records which were created in error. Records created in error may be periodically manually deleted by the OIP Data Steward. Obsolete records should be kept for as long as historical data about a former site or office is needed, or for as long as records kept in other information systems refer to a former office or site..

#### Data Source

The user id concatenated with additional information such as the program name or process name (create, update, delete) when the data for the last update to the table originated. This entry is

system-maintained.

**State** - Lookup table containing the State FIPS code, State name and State abbreviation.

#### State Code

The numeric Federal Information Processing Standards (FIPS Pub 5-2) code for a state within the United States, or a U.S. Territory. These codes can also be found in the GSA Locator Codes system.

The following are examples:

01 = Alabama, 02 = Alaska, 20 = Kansas, 29 = Missouri, 51 = Virginia

Note: FIPS codes are character fields to preserve the leading zeroes.

#### State Abbreviation

The Federal Information Processing Standards (FIPS) abbreviation for a state within the United States. Also known as the United States Postal Service (USPS) abbreviation.

The following are examples:

AL = Alabama, AK = Alaska, AZ = Arizona, MO = Missouri, KS = Kansas

#### State Name

The name of the state.

#### Standard Code Indicator

A "Y" (standard code) or "N" (non-standard code) indicates whether this code is from the standard FIPS tables or was added by the OIP Data Steward to cover a county or town not currently found in the published FIPS tables. This element is set to "N" for all U.S. Territories and outlying areas.

#### State Name Display

A shorter-length state and territory name for use on reports. For example, the Federated States of Micronesia displays as Micronesia.

#### Creation Date

The date the record was initially created. This date will not be changed throughout the life of the record. The system date is used.

#### Last Change Date

The date and time of the most recent change to any data element in this record. The system date is used.

#### Deletion Date

The date this record was LOGICALLY deleted. For historical purposes, records will not be physically deleted from the database. The one exception may be records which were created in error. Records created in error may be periodically manually deleted by the OIP Data Steward. Obsolete records should be kept for as long as historical data about a former site or office is needed,

or for as long as records kept in other information systems refer to a former office or site..

#### Data Source

The user id concatenated with additional information such as the program name or process name (create, update, delete) when the data for the last update to the table originated. This entry is system-maintained.

### **D. Policies**

#### 1. Restrictions

##### a. Use Constraints

Some of the OIP data is sensitive in nature and is used by the Agencies and Department for planning purposes. The data stewards control which offices and which points of contact currently appear on the Web screens accessible by the general public at <http://offices.usda.gov>. The National OIP data steward must be contacted for decisions regarding which information from the database will be available to the general public and to USDA staff.

##### b. Access Constraints

Currently, the public has read only access to reports from OIP at <http://offices.usda.gov>. <http://oip.usda.gov> is the internal (USDA) view of OIP. A valid logon is required to access the edit, reporting, and mapping functions available through the application. Access levels allow users to read or write data for one or many states. For the most part, data is maintained at the state level by a state data steward.

When OIP geospatial data is available, there must be differentiation between USDA and external (non-USDA) access to the data.

##### c. Certification Issues

Unknown.

#### 2. Maintenance

##### a. Temporal Information

Database is updated in real time.

##### b. Average Update Cycle

Unknown

### **E. Acquisition Cost**

#### 1. Cooperative Agreement

##### a. Description of Agreement

Not applicable

##### b. Status of Agreement

Not applicable

2. Cost to Acquire Data

None

## **II. Integration**

### **A. Value Added Process**

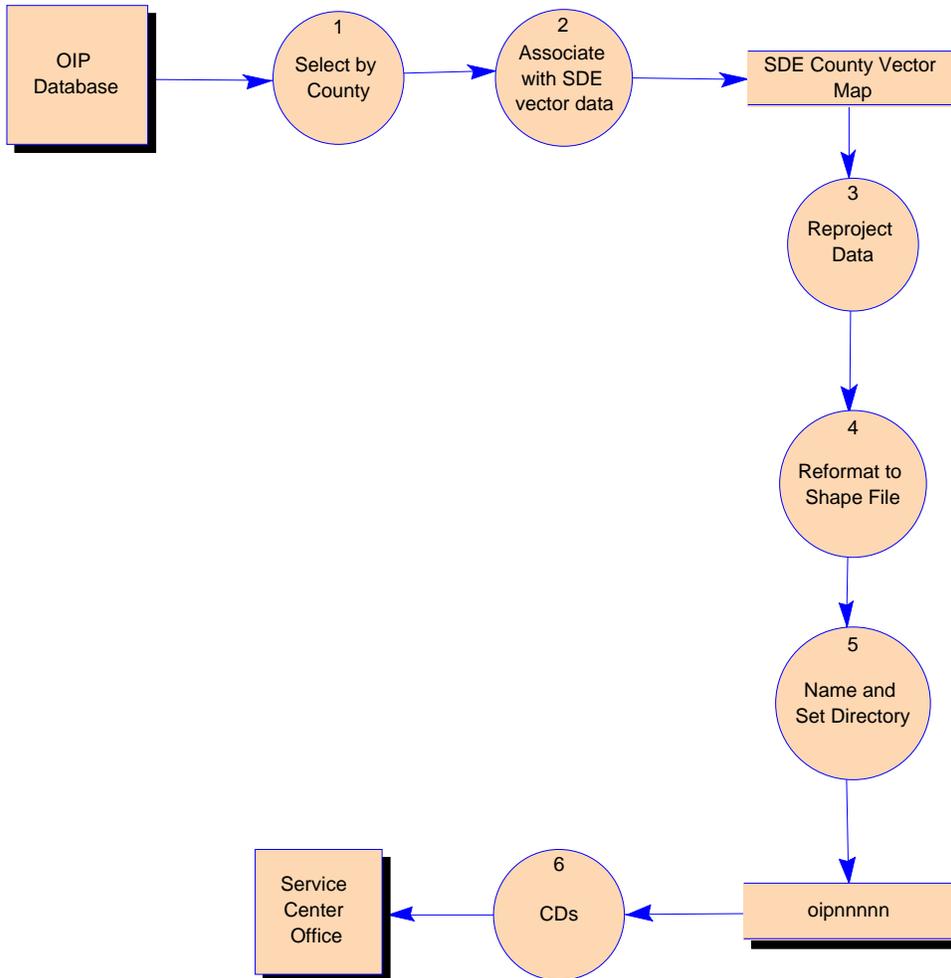
1. Benefit to the Service Center

The OIP Informix data is associated with vector point map of office site locations through the zip code information. Without this, the OIP data cannot be displayed or analyzed with other geospatial data. If a Service Center wanted to use the OIP data, it would have to perform a process similar to that outlined in the diagram below.

2. Process Model

- a. Flow Diagram

Process Model		
Project : Data AID		
Model : OIP Process Model		
Author : Jean Maloney	Version 1.0	7/6/99



b. Process Description

- The OIP Informix database associated with the 1:2000000 scale US 5-digit zip code map through the use of ESRI's SDE and Map Objects GIS software.
- The data which is included in the county (or other area of interest to the Service Center) is extracted from the nation-wide database.
- The data is reprojected from geographic (lat/long) to the correct UTM zone for that area.
- The resulting combination of geospatial and associated tabular data are saved as a shape file and delivered to the Service Center.

### 3. Technical Issues

#### a. Tiling

Original data is not tiled. This is changed to a county tiling scheme. The only time this may be a problem would be when the data in multiple counties is projected into different UTM zones and the entire dataset must be analyzed.

#### b. Compression

None.

#### c. Scale

The OIP site locations are currently calculated by geocoding using a 1:2,000,000 scale map of zip code centroids. This is not a sufficiently large scale map for the Service Center requirements, nor would a precise location of the zip code centroid suffice for placing the USDA offices when mapping at a scale of 1:100,000 or above. There are plans to map the site locations far more precisely using a form of geocoding based on street address, most likely using TIGER-based street centerline data. It is envisioned that this would provide a location for mapping to 1:24,000 scale.

#### d. Tonal Matching

Not applicable.

#### e. Edge-matching

Not applicable. Information is point data. When a point is located exactly on a county boundary, it will be located at the identical coordinates on the adjacent county. An exception might arise when adjacent counties are located in different UTM zones.

### 4. Quality Control

#### a. Procedures

Quality of the data is maintained through Data Standards, programmatic validation of data as it is input, stored procedures, and constant review at a national level.

Locative references (zip codes) are checked in an automated daily process for logical consistency with the zip code map.

#### b. Acceptance Criteria

See above.

### 5. Data Steward

#### a. Name and Organization

Jennifer Schukar  
National OIP Data Steward  
OIP Project Manager  
CCE Applications Project Manager

(970) 282-1904  
(970) 282-1955 fax  
[Jennifer.Schukar@usda.gov](mailto:Jennifer.Schukar@usda.gov)

Note that data for each state is maintained by an OIP Data Steward for that state.

b. Responsibilities

The State Data Steward receives information on the location of offices from the State Food and Agriculture Committee (FAC) representative. The Executive Sponsor for the Office Information Profile System is the Executive Director of the National FAC. The Executive Sponsor assigns a National OIP Data Steward to actively work with the State Data Stewards to provide overall coordination for the data in the system.

The National OIP Data Steward, as a member of the SCIT, is responsible for the overall system design and maintenance of OIP, providing overall coordination of data input and maintenance, system security, and production of national-level reports. These responsibilities include:

- Maintaining the OIP version
- Establishing standards for OIP data components
- Establishing and maintaining Business Rules for OIP
- Defining data elements
- Identifying and analyzing new requirements for OIP
- Providing instruction and assistance to the State OIP Data Stewards
- Monitoring system performance
- Ensuring data consistency, integrity and quality
- Establishing and maintaining system security
- Determining compliance with the 1994 Plan
- Collaborating with the NFAC, SCIT and Agency personnel in their use of the OIP system and/or the OIP data.

## ***B. Integrated Data Structure***

### **1. Geospatial Data Format**

a. Format (raster, vector, etc.)

Vector

b. Format Name

ESRI Shape file and SDE formats for the Service Centers and National databases, respectively

c. Data Extent

Individual county and the U.S and territories for the Service Centers and National databases, respectively.

d. Horizontal and Vertical Resolution

Same as source data.

e. Absolute Horizontal and Vertical Accuracy

Same as source data.

f. Nominal Scale

Same as source data.

g. Horizontal and Vertical Datum

The horizontal datum is the North American Datum (NAD) 83. The vertical datum is mean sea level.

h. Projection

Universal Transverse Mercator (UTM), North American Datum (NAD) 83 for the Service Centers. Geographic (Latitude/Longitude) for the National database.

i. Coordinate Units

Meters for UTM, degrees for geographic

j. Symbology

Not yet determined.

## 2. Attribute Data Format

a. Format Name

Dbase V, as part of an ESRI Shape file

b. Database Size

The data per county ranges from approximately 0 to 5 sites. Each site contains from 1 – 5 offices (organizational unit). A site with 3 offices requires approximately 5000 bytes.

## 3. Data Model

a. Geospatial Data Structure

Shape Files	
map shp	shp file
map dbf	dbf file
map shx	shx file
map sbn	sbn file
map sbx	sbx file

b. Attribute Data Structure

See below.

c. Database Table Definition

No decision has been made regarding the attribute data that will be distributed. It will be a subset of the data defined in the Data Acquisition section. Some value-added data may be included as a result of geospatial analyses.

d. Data Relationship Definition

No decision has been made regarding the attribute data that will be distributed. It will be a subset of the data defined in the Data Acquisition section. Some value-added data may be included as a result of geospatial analyses.

e. Data Dictionary

No decision has been made regarding the attribute data that will be distributed. It will be a subset of the data defined in the Data Acquisition section. Some value-added data may be included as a result of geospatial analyses.

### **C. Resource Requirements**

1. Hardware and Software

None. OIP is an existing USDA database.

2. Staffing

None. OIP is an existing USDA database. However, see D.2. below, for a discussion on integration staffing.

### **D. Integration Cost**

1. Hardware and Software

In order to reformat, reproject, and subsample the data, the USDA requires:

SDE on UNIX or NT platform

Informix or other RDBMS on UNIX or NT platform

Map Objects on NT platform

2 gb disk (includes software as well as data)

2. Staffing

The procedure is currently not 100% automated. If it were automated, this procedure would require personnel only to check the results of the procedure. To automate the procedure, it will require one GIS programmer for 2 weeks. To generate a map for an individual county or territory, it will require one GIS analyst or programmer for 1-2 hours, including data extraction, reprojection, reformatting, file naming and directory structure requirements. Note that there are over 3000 counties in the US, and that updates to the data would require the same amount of time.

## **III. Delivery**

### **A. Specifications**

1. Directory Structure

a. Folder Theme Data is Stored In

Because no OIP data is available for the pilot sites, the OIP theme directory structure and naming convention has yet to be determined. A suggestion is:

\oip\

instead of the lengthy:

\office information profile\

## 2. File Naming Convention

### a. List of Theme Files and The File Naming Convention

This has yet to be decided on by the Data AID team, but a suggestion for the file naming convention, which would be 8.3 and non-8.3 compliant:

\oipnnnnn.dbf  
\oipnnnnn.shx  
\oipnnnnn.shp

where nnnnn = <StFIPS><CtyFIPS>, e.g. oip18143.shp from State FIPS 18, County FIPS 143.

## **B. User Information**

### 1. Accuracy Assessment

#### a. Alignment with Other Theme Geospatial Data

If the current method of geocoding by zip code centroid is used, the data will be in extremely poor alignment with other themes. It could only be used as a general indication of the site location. If geocoding based on TIGER (or a derivation) street centerline data is performed, then the office locations will be relatively accurate to 1:24,000 scale maps.

#### b. Content

OIP is the only "official" source of office information for the Service Center agencies and establishes a standard for this type of data. Other applications critical to full implementation of the Service Center initiatives will interface to the OIP database.

### 2. Appropriate Uses of the Geospatial Data

#### a. Display Scale

Appropriate display scales are the original data source scale or smaller.

If zip code centroids are used, 1:500,000 or smaller.

If 1:24,000 or 1:100,000 street centerline data is used, 1:24,000 or 1:100,000 or smaller.

#### b. Plot Scale

The original data source scale or smaller.

#### c. Area Calculations

Not applicable. OIP data is point data.

#### d. Decision Making

The OIP site locations are the approximate centroids of zip code areas. The coordinates should not be used only for approximate calculations. They may be used to compare the number and types of offices between counties and states, but not for analyses within a county.

If OIP site locations are upgraded to street addresses, they may be used to calculate routes from customer sites to the office, nearest office to a customer, number of customers within a specified distance to a site, and many other types of analyses.

## **C. Maintenance and Updating**

### **1. Recommendations and Guidelines**

#### **a. Frequency of Updates**

In order of preference:

- Extract the data from the OIP database at the time of request for the data. Perform the data integration in an automated fashion. Therefore, no updates are required on a National copy of geospatial data. Service Centers may download this small theme at any time from the Gateway. Optimally they would be notified if a modification to the database occurred within their jurisdiction.
- At a regular interval of 3 months, 6 months or 12 months, depending on budget

#### **b. Location for the Theme Data to be Maintained**

In order of preference:

- At the USDA Gateway if data extraction is on request. In effect, there will be no theme storage, only a *process* storage.
- At the USDA data warehouse, potentially in Fort Worth or Kansas City, if geospatial data is to be warehoused with an extraction of the OIP data.

#### **c. Maintenance and Updating Procedures Overview**

Follow the integration procedure listed above for each update if it is not done at the time of request of the data.