



United States Department of Agriculture
National Food and Agriculture Council

MEMORANDUM

JUN 14 2002

TO: State FAC Chairs

FROM:

Michael E. Neruda, Chair, National Food and Agriculture Council and
Deputy Under Secretary for Rural Development

Bruce I. Knight, Chief, Natural Resources Conservationist Service

for

James R. Little, Administrator, Farm Service Agency

SUBJECT: Network Server

As part of the implementation of our shared Common Computing Environment we are currently placing a Network Server in our Service Center Offices. This Server will also host our shared and agency specific Geographic Information System (GIS) data. It is important for all agencies to be assured that these shared data are actually on these servers and that the data are in a standard format. Therefore we are asking that each state establish a GIS team, made up of representatives from each Service Center Agency (SCA), to be responsible for the process of putting the data on these machines and once it is there, maintaining it.

This team will also be responsible for keeping each agency informed of other geospatial data they are developing or acquiring in order to insure coordination and avoid duplication. We are further asking that each state name a single Geodata Administrator, with a back-up named from each sister SCA, who will have administrative permissions to the servers GIS data directories. This person will be the gatekeeper to the shared data on these servers. It is expected that team members will be State GIS Specialists, State GIS Coordinators or staff holding similar or complementary positions.

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These individuals will be responsible for working closely with your Information Technology staffs in carrying out these duties. Please arrange for the appropriate staff to meet to form this team and name your Geodata Administrator. Forward the name of this person to Dennis Lytle, Service Center GIS Program Manager by July 31, 2002. Please send the names of the employees selected to Dennis at dennis.lytle@nfac.usda.gov. A policy manual for GIS data administration has been developed and is attached. This manual provides more specific information.

CC:

**State Conservationists, NRCS
State Executive Directors, FSA**