United States Department of Agriculture

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NEW MEXICO BULLETIN NO. 180-12-04

SUBJECT: CLEANUP AND MIGRATION OF CONSERVATION PLANS, CONSERVATION STEWARDSHIP (CSP) PLANS AND EASEMENTS FOR NATIONAL RELEASE OF CONSERVATION DESKTOP (DESKTOP)

TO: All Employees

Purpose. To advise all employees.

Expiration Date. September 30, 2012

Background: Desktop is part of the Conservation Delivery Streamlining Initiative (CDSI) and is scheduled for national release in early FY2013. The first version of Desktop will replace Customer Service Toolkit.

To prepare for Desktop deployment, all conservation plans, CSP plans and easements with active contracts are required to migrate from the current National Conservation Planning (NCP) Database to the new National Planning and Agreement Database (NPAD) that CDSI uses. Other plans not linked to active contracts are considered optional to migrate at States' discretion and will be migrated after the required plans in a manual process over a two year period.

Over 1400 plans and easements in New Mexico have been identified as required to migrate to NPAD. Desktop promotes the "one plan" concept and is driven by business and topology rules that govern which data from required plans will migrate automatically to NPAD and which data will need to be cleaned-up prior to migration. A portion of the New Mexico plans have spatial and/or tabular errors and require some degree of clean-up prior to migration.

Procedure: New Mexico NRCS has established a CDSI Team (Team) structure that includes primary and alternate Points of Contact (POCs) at the State and Area levels along with state Geographic Information System support and expertise (Attachment A). These nine core team members will take the lead on correcting plan errors and will coordinate with District Conservationists to conduct clean-up at the Field Office level.

Lists of conservation plans, CSP plans and easements required to migrate along with tabular, spatial and other errors contained within said plans are listed in spreadsheet reports (e.g., RPT_PlansReq2Migrate) generated by the national CDSI group. These reports are provided to Team members by the State CDSI POC. If a contract, easement or CSP Plan is listed on the RPT_PlansReq2Migrate report, it must be migrated to NPAD and cannot be deleted.

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Additionally, all classes of errors must be addressed prior to migration. The RPT_PlansReq2Migrate report includes plans with and without errors. The RPT_PLU_Errors report only includes required plans with spatial errors. Plans with tabular errors are listed in other reports provided by the State POC. If errors can be corrected, those plans will migrate automatically to NPAD. Plans with uncorrected errors will have to be migrated manually, after the automatic migration but before Desktop deployment in early FY2013. Reports will be re-generated periodically as the time of migration grows closer to reflect corrected errors.

If all active contracts linked to a plan can be listed as completed in Protracts, the plan can then be removed from the required migration list. To streamline workload, Team members will provide their respective Field Offices with a list of plans required to migrate for their respective counties. District Conservationists in consultation with Area Conservationists will determine which plans will be completed before September 1, 2012. These lists of plans identified for completion will be provided to respective Area Team members so effort is not spent correcting these plans.
Team members will follow procedures described in the current version of the NCP Data Cleanup Manual (Manual) and/or supplements and/or online CDSI SharePoint Frequently Asked Questions to the extent possible when correcting errors. Team members will be responsible for tracking progress on correcting plan errors by:

- Using the color coding described in page 32 of the Manual for the NCP Cleanup Reports (excel files);
- Copying land unit boundaries into the Prior PLU geospatial layer for both Missing PLU and Topology errors as described on pages 40-44 and 59-62; and
- Backing up their copies of the Excel spreadsheet reports and Prior PLU.lyr file and emailing every Friday to the State CDSI POC. (The Prior PLU.lyr file can be exported from the geodatabase to a shapefile and then e-mailed.) An updated state clean-up report will be compiled from these and e-mailed back out to Team members.

Responsibility: All plans required to migrate will be cleaned-up to the extent possible before the states migration deadline. Area Conservationists and District Conservationists will cooperate with Area and State Office Team members to accomplish clean-up activities by September 1, 2012.

Team members will clean up those plans that are required to migrate according to instructions referenced above. Those plans that cannot be cleaned up will be identified and prepared for manual data migration. Team members and Area Conservationists will develop and implement strategies for manual data migration that includes appropriately trained staff to accomplish this in a timely manner immediately after automatic migration is completed.

ACTING

J. XAVIER MONTOYA
State Conservationist

ATTACHMENT A

New Mexico Core CDSI Team Members:

- Maureen Murphy, State Point of Contact (POC), Albuquerque
- John Tunberg, Alternate State POC, Albuquerque
- Kerri Mich, State GIS Specialist, Albuquerque
- D'Llaynn Bruce, East Area Primary POC, Clovis
- Jason Scott, East Area Alternate POC, Roy
- Ana Gomes, Northwest Area Primary POC, Albuquerque
- Brenda Simpson, Northwest Area Alternate POC, Grants
- Matt Wiseman, South Area Primary POC, Deming
- Kristi Justice, South Area Alternate POC, Las Cruces