



The National Map Corps **GPS Volunteer Guide**

U.S. Geological Survey
National Mapping Program

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Introduction

The National Map Corps volunteer program is a field component of the U.S. Geological Survey (USGS) Volunteer for Science Program. The volunteer program began operating in May 1994, under the name Earth Science Corps. In October 2003, the decision was made to change the name to *The National Map Corps* to better reflect the direction of the USGS. The USGS appreciates your willingness to provide Global Positioning System (GPS) data about a selected part of the country as a Corps volunteer.

Volunteers may be invited to participate in a number of different ways in specific projects. That participation depends on the nature of projects undertaken by the USGS, the geographic areas included in those projects, and the availability of volunteers. This guide provides administrative information and GPS data collection instruction for landmark features.

ADMINISTRATIVE MATTERS

Participation in *The National Map Corps*--Volunteers usually enlist for an indefinite time; however, when your USGS identification expires you will be asked to certify that you intend to continue your membership. Failure to do so does not necessarily terminate your membership. Membership will be discontinued if we are unable to contact you for several months. Please keep us informed of your current mailing address, e-mail address, and telephone numbers. We will make your assignment available to another member if we are unable to contact you.

GPS data collectors are assigned a specific geographic area of responsibility. The assignments normally conform to the limits of a published USGS 7.5-minute quadrangle map. As time passes, you may want to modify the extent of your assignment. To do so, please contact the office at Rolla, Missouri. If you relocate, please make a partial submission of your GPS landmark feature data. (See the section on data submission procedures.) Once you have relocated, a new assignment probably can be arranged. Just let us know which map you would like. We shall send you a new state index upon request.

Volunteers may wish to discontinue their service in the Corps. We recognize that individual situations change. If you decide to end your participation, please notify us as soon as possible so that we can seek a replacement. Your notification of separation from the Corps should be sent to the office at Rolla, Missouri. Under most circumstances, members who resign may be reinstated upon request.

Representing the U.S. Geological Survey--As a volunteer, you act on behalf of the USGS, the Department of the Interior (DOI), and the Federal Government. You are provided with a temporary identification, which the DOI has adopted for use by volunteers who need to enter DOI facilities. Corps members may also use it for field identification purposes.

Your badge contains an expiration date. Approximately 60 days before expiration, we will ask you to confirm your intent to continue your membership. Replacement badges will be sent upon receipt of that confirmation. You will be asked to return your old badge upon receipt of the new one. The badges are issued with the understanding that members will return them to the office at Rolla, Missouri, when membership is discontinued by either the member or the Corps. You are responsible for your badge. Keep it in a safe place and immediately report loss or theft to the Rolla office.

The temporary identification along with a photographic identification will allow you to enter DOI facilities during normal business hours. You may be required to sign in and have your hand-carried items searched. During nonbusiness hours, a DOI employee must sponsor your entrance and additional procedures may apply. Exceptions may apply at selected facilities or at selected times. Acceptance of your badge at facilities other than those operated by the DOI will be at the discretion of the individual organization.

Besides those of the USGS and the Main Interior Building in Washington, D.C., there are DOI facilities for these Bureaus and offices:

Offices of the Secretary and Assistant Secretaries
U.S. Fish and Wildlife Service
Bureau of Indian Affairs
Office of Inspector General
Bureau of Land Management
Minerals Management Service
National Park Service
Bureau of Reclamation
Office of the Solicitor
Office of the Special Trustee for American Indians
Office of Surface Mining Reclamation and Enforcement

You may use your badge to identify yourself as a volunteer for the USGS and the DOI for the purpose of conducting your volunteer work. In so doing, you should be able to enter U.S. fee areas such as national parks without charge. However, free entry must be sought only when on official business. Free entry should not be requested for such reasons as personal recreation. If you have difficulty entering a DOI fee area, ask the official to contact the supervisor or fee coordinator.

Please remember that as a representative of the USGS, you are expected to conduct yourself in a professional and responsible manner. You must not identify yourself as a representative of the U.S. Government to gain influence in business or any other private activity. Volunteers must not engage in illegal activities of any kind, including trespassing on private property or entering restricted areas without permission. To access private property, you must secure proper consent from the landowner or designated agent. You are responsible for all traffic or parking fines and towing fees that you incur while collecting GPS data. Transportation of firearms, explosives, illegal drugs, or alcoholic beverages is strictly prohibited while you are performing Corps work. The Government accepts no responsibility for illegal actions taken by you during the course of your Corps activities.

In selected cases, it may be appropriate for the Government to intercede with local authorities. For example, if necessary, we will provide local authorities with verification of your volunteer status and explain the nature of your work. If a legal complaint is placed against you as a result of something that occurred during your volunteer work, contact the office at Rolla, Missouri. The Office of the Solicitor, U.S. Department of the Interior, will determine the appropriateness and extent of Government involvement.

Safety, injuries, and claims--Throughout the Guide you will be reminded that your personal safety during the course of your Corps activities is of utmost importance to us. We realize that most, if not all, precautions presented in this guide are matters of common sense; nevertheless, we cite them to minimize unfortunate occurrences. Please heed the precautionary guidance.

- Do not trespass
- Do not carry firearms, illegal drugs, or alcoholic beverages

- Do not attempt to measure airport runways or taxiways
- Do not walk on railroad tracks, bridges, or trestles
- Observe power lines from a safe distance
- Do not enter caves or mines
- Avoid active volcanic areas
- Do not enter mangroves
- Never traverse glaciers
- Do not cross a snowfield of unknown depth
- Work only in daylight unless specifically asked to do otherwise
- Wear appropriate clothing
- Park well off major roads and highways
- Do not read a map while driving
- Let someone know your destination
- Carry a first aid kit
- Avoid electrical, chemical, and other hazards
- Do not attempt to perform surveys from boats or from dangerous supports in or near water
- Make sure your vehicle is in good condition and suited to the terrain
- Work in good weather--seek shelter from wind, rain, and lightning

In some regions of the country, winter months may offer greater accessibility, visibility (less foliage), and enjoyment (fewer insects and other pests).

Corps volunteers are covered under the Federal Employees Compensation Act for personal injuries sustained while on duty. Should you be injured while performing volunteer work, please obtain medical treatment first. Then notify the Rolla, Missouri, office. In order to be compensated for medical expenses, you must provide medical documentation.

For our mutual protection, Corps volunteers are covered under the Tort Claims Act when performing work within the scope of the agreement. The Tort Claims Act covers such occurrences as damage to or loss of property, personal injuries, and deaths alleged to have resulted from the negligent or wrongful acts or omissions of employees (or volunteers) of the Department in the course of their duties. This means that volunteers are protected from being sued personally for actions taken as representatives of the Government. However, volunteers must respect private property rights and must not engage in malicious acts.

Private land and reservations--Although you will be conducting official U.S. Government business, you must respect private property. Use common sense regarding venturing onto private property. Seek permission if access is not openly invited. If you open a gate, close it after you have entered the property, and after you have left it.

If you need to enter a Government reservation, first contact the administrative or security office to give notice that you are working for the USGS. If you have trouble gaining entrance, obtain the name and full mailing address of an official to whom we can write a letter of introduction. You will not be able to enter some restricted areas, such as classified facilities. In most cases,

information about features within military bases may be obtained from base engineers. They may agree to provide graphics that will eliminate the need for further investigation, or at least minimize it.

If any part of your work area falls within a Native American reservation, contact the local office of the Bureau of Indian Affairs to determine the correct course of action for informing the tribal government and police of your planned activities. Although you will be on DOI business, remember that the reservations are sovereign territory. You should conduct yourself as a guest. If necessary, we will contact members of the tribal government to request their cooperation. In such cases, you need to provide us with the complete name, title, mailing address, and telephone number of the official whom we should contact.

Reimbursement for expenses--As a volunteer, you are donating your service. The Government is not liable for loss of your private property, repairs to your vehicle, or towing charges. Generally, there will be no reimbursement for supplies, transportation, fuel, parking, or tolls associated with independent map annotations. If special circumstances arise, contact the Corps for guidance.

If you become involved in a specific project, the supervisor can authorize reimbursement for expenses that are appropriate for the job. If you are asked by the Corps to travel outside your assigned area, you will be compensated. Do not begin such travel until you have received written authorization.

You will be compensated if we ask you to purchase data for our use; for example, a local map or road atlas. Such purchases should be made only at our request and never in anticipation of such a request. We are not allowed to fund purchases that occurred before approval.

Some expenses related to volunteer activity may be tax deductible if you have not been reimbursed. However, your time is not deductible. Contact the Internal Revenue Service for current information about volunteer expenses (noncash donations). Tax publications and forms may be obtained by calling 800-829-3676 (800-TAX-FORM).

Reporting volunteer time--Use the time sheets that we provide to keep track of hours you donate. Volunteer time includes the time between your home or local lodging and the work area and time spent at home preparing your data for submission. Submit your time sheets by mail, fax, or as an e-mail attachment to the office at Rolla, Missouri. Time records are kept to determine when we should send you tokens of appreciation, to comply with internal statistical requirements, and to verify your service for future employment purposes.

Release of personal information--Information that you provide to the Corps is protected by the Privacy Act. We will not release your Social Security Number to anyone outside the USGS. Release of that information within the USGS is restricted to personnel actions such as travel authorizations, if applicable. Your name, address, telephone number, and e-mail address may be released to USGS employees or contractors so that they can contact you about volunteer opportunities and other official business. We will not release any of this information to other

Corps members, to organizations in partnership with the USGS, such as Federal or State agencies, to other government agencies, or to the news media without written authorization from you. You will be provided with a release form for this purpose. Please be sure to return the form, especially if you desire to restrict the release of such information.

If you are asked to travel at Government expense, a travel authorization will be issued. The Government reimburses travelers for transportation, lodging, and meals within prescribed limits. Current Federal law requires that payment of such expenses be made by means of direct deposit to the traveler's bank account. Therefore, you must complete a direct deposit authorization form containing the name of your bank, your account number, and the bank's American Banker's Association (ABA) number. This information is provided directly to the USGS Office of Financial Management and is accessed and used only by that office and the U.S. Treasury.

THE NATIONAL MAP CORPS GPS DATA COLLECTION INSTRUCTIONS

General GPS Data Collection Procedures

The purpose of GPS data collection is to provide information that will be used to help populate the data themes of *The National Map*. To learn more about *The National Map*, go to <http://nationalmap.usgs.gov/>. Your GPS data will be provided in a spreadsheet format and submitted electronically in e-mail. Map-production personnel will evaluate your submissions and use them appropriately according to mapping standards and procedures. Production personnel may contact a volunteer for additional information or clarification of submitted data.

You should receive one copy of the primary-scale (1:20,000, 1:24,000, 1:25,000, 1:30,000, or 1:63,360) map within a few weeks of our receiving your signed agreement and your having been assigned an area of responsibility. The map order is initiated by the office at Rolla, Missouri, and is filled there or by the distribution facility in Lakewood, Colorado. Please let us know if you do not receive your map or if it appears that you have received the wrong map. Use the map during your field work for navigation, identification of features, and record keeping to avoid repeating information in subsequent submissions.

When you begin your GPS data collection, mentally subdivide your assignment into smaller work areas. Investigate all of the features within the smaller area and collect the data in that area before moving to another section. The reason for this procedure is that if you are unable to complete your assignment, you will at least have completed the investigation of all features within an identifiable area. If you partially collect selected features throughout the map, it will be very difficult for us to instruct your replacement regarding the complete versus incomplete work. However, if you follow the technique of completing small portions, we can easily identify the completed area.

If you submit a partial map because you were assigned only that portion, please note this in your e-mail when you submit your data. If for any reason you submit data for only part of your assigned area, note the limits of the area that you actually worked in your e-mail when you submit your data. Investigate and collect all features for whatever area you actually work. Try not to submit data containing areas partially collected. Submit the GPS data for your first observational survey after you have covered the entire assignment area or have decided to discontinue your assignment. Although we would prefer to have your data no later than 1 year after you were assigned an area, there is no deadline unless you specifically are informed that a production project is under way.

Treatment of Map Features

Landmark Buildings, Facilities, and Located Objects--In your assigned area, collect a coordinate point for each of the features listed below. Only one coordinate point will be collected per feature. GPS receivers should be set to collect using the latitude/longitude coordinate system, in decimal degrees, and on the NAD83 datum. When submitting data, identify the approximate location of where each coordinate point was taken.

Submit the collected data in a spreadsheet format. Provide the complete name of the listed features, latitude/longitude, and collection date of feature. Also, in the comments column of the spreadsheet, add the location of coordinate point taken for each feature. A sample of how landmark feature data should be submitted is shown in figure 1.

The list below identifies landmark buildings, facilities, and located objects that typically are symbolized and labeled on USGS topographic maps. Use this list for identifying features to collect within your assigned area.

- arenas
- armories
- auditoriums
- capitols
- city halls
- community centers
- concert halls
- courthouses
- EMS stations
- firehouses
- grain elevators
- grange halls
- hospitals
- houses of worship (churches, synagogues, temples, etc.)
- jails and prisons (federal, state, county, and local)
- law enforcement offices (federal, state, county, and local)
- libraries
- medical centers
- memorials
- museums
- observatories
- outdoor theaters
- post offices
- radio/ television facilities (broadcast)--Provide the call letters
- railroad stations
- schools (public or private school, college, or university)
- sewage disposal plants
- stadiums

substations
supreme court
town (township) halls
towers (communication, lookout, water, etc.)

	Brand Name/Model Number of GPS Receiver:	Garmin eTrex		Page 1 of 1	
	Name of Volunteer: John Gorman	ID#: 225			
	Quadrangle Name: Rolla, MO			Submittal Date:1/13/03	
	NAME OF STRUCTURE	LATITUDE	LONGITUDE	DATE	COMMENTS (Describe where coordinate point was taken)
1	Saint Patricks Catholic Church	45.71108N	91.80449W	11/1/03	Center of parking lot south of building
2	Rolla Junior High School	45.71204N	91.80689W	11/1/03	Center of parking lot east of building
3	Rolla Town Hall	45.71100N	91.80687W	11/1/03	In drive 40' west of building
4	Rolla Public Library	45.71107N	91.80862W	11/2/03	In street 60' north of building
5	Cellular Tower	45.63228N	91.79242W	11/2/03	At gate 30' west of tower
6	Phelps County Fire Station #12	45.66805N	91.78923W	11/3/03	In drive 30' south of building
7	Rolla Post Office	45.69661N	91.87031W	11/3/03	At curb 20' east of building

Figure 1—Landmark Buildings, Facilities, and Located Objects

Data Submission

Sending GPS data to USGS --Your first submission of GPS data should be sent to the USGS when you believe that all features have been investigated and all possible information has been provided for the entire assignment area. We may ask for earlier or more frequent submission in selected areas.

Circumstances such as health problems, change of employment, or relocation may dictate that you need to submit a partially completed map. For partial submissions, please note this in your e-mail upon delivery. Try to investigate all features within the outlined area, but if you are unable to do so, be sure to explain what you did and did not complete.

Send your GPS data and time reports to the office at Rolla, Missouri. Also, if a replacement map is needed of your assignment area, please note this in your e-mail with your first submission.

Processing submissions --When your GPS data are received at the Rolla, Missouri office, they are reviewed and evaluated by technical personnel. You will receive an electronic evaluation form letter acknowledging receipt of your data. The letter also will provide a brief evaluation of your submission and may recommend procedural changes or request additional information. If usable, the data will then be loaded into *The National Map*.

Subsequent Submissions

After your first submission, you are ready to begin reporting updates as the changes occur rather than reporting the results of activities throughout the years since the map was published. When updated GPS data are received, they will be evaluated and added to or replace old data in *The National Map*. To do this, we need to receive new corrections as they come about.

Submit only changes that you have not previously reported. You will be able to tell what has been reported by consulting your copy of the map. You may include features that are under construction, but you must identify them as such and you must report them at the time of completion. It is not necessary to submit data if no changes took place. Instead, just let us know that there is no new submission.

Production Projects

If your assignment area becomes part of a production project, you may be invited to participate by providing specific information or by assisting a USGS employee. If you become involved in a production project, the specific instructions that you receive will supersede these instructions. However, once the project is complete, you should revert to the normal procedures.

APPENDIX

Contacts

When sending GPS data to *The National Map Corps*, use the e-mail address jgorman@usgs.gov or tnmcorps@usgs.gov.

When sending mail to the Corps, be sure to use the full mailing address including the mail stop. There are many offices within the USGS. Omission of “*The National Map Corps*” or the mail stop may result in delayed delivery or loss. Also, be sure that your name appears on the submitted material.

To mail time reports and other related materials or information:

Mail: *The National Map Corps* Program Manager
 MS 925
 Mid-Continent Mapping Center
 U.S. Geological Survey
 1400 Independence Road
 Rolla, MO 65401

To ask technical questions about your GPS collection assignment:

Mail: Use the address above
E-mail: jgorman@usgs.gov or tnmcorps@usgs.gov
Phone: 800-254-8040 or 573-308-3863

For all other matters:

Mail: *The National Map Corps* Program Manager
 MS 925
 Mid-Continent Mapping Center
 U.S. Geological Survey
 1400 Independence Road
 Rolla, MO 65401

E-mail: jgorman@usgs.gov
 tnmcorps@usgs.gov

Phone: 800-254-8040 (toll free)
 573-308-3863
 FAX: 573-308-3652
 TTY: 573-341-2716

The National Map Corps headquarters does not have a permanent office staff. Often, there will be no one to answer the telephone and you will reach a recording. There is no way to predict an optimum calling time.

Because of the volume of mail and telephone messages and because of the limited staff, we are seldom able to return calls. Therefore, please give complete details of the reason for your call so that the action can be assigned to the appropriate person for resolution within a short time. We regret the lack of direct contact, but in the time taken to return an average call we can process many requests.

***The National Map Corps* personnel:**

Program Manager and Coordinator, John E. Gorman
Data Evaluator, Tammy Uptgraft
Program Assistant, Margo L. Clonts

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