



May 17, 2004

**OKLAHOMA BULLETIN NO. OK360-4-18**

**SUBJECT:** PER – Introduction to the Field Office Technical Guide (FOTG).

**Purpose:** To announce a new training course, “Introduction to the Field Office Technical Guide”

**Expiration Date:** September 30, 2004

A new training course has been developed by the National Employee Development Center (NEDC) to help NRCS employees and others understand the contents of the FOTG and to learn how to access its contents through the electronic FOTG (eFOTG). Completing this training enables the student to know how to describe the science and technologies used to conserve natural resources. This course is the foundation for additional training and experience needed to plan and apply conservation practices to on-the-ground situations.

This Web-based training consists of five modules. At the end of each module there are review questions and at the completion of the course is a test. A score of 80 percent is required to successfully complete this course. TSPs are required to complete this course and proof of completion will be tracked on the national TSP database.

The course can be accessed at any time through the NRCS National Employee Development Center Web site at <http://www.nedc.nrcs.usda.gov/fotg/index.html>. The course takes approximately 4 hours to complete depending on the amount of time you spend on related links and exercises. It can be split up but works best when viewed without frequent interruptions.

This is a good course for new NRCS employees and others desiring more knowledge of FOTG. The templates for Employee Development Plans on the Human Resources intranet site have been revised to include this new course.

If you have questions about the course, contact Randy Freeland, State Resource Conservationist.

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