

## **EXERCISE 5: Field Office Technical Guide**

This exercise will increase your awareness of the resources available on the eFOTG website.

This exercise is easiest to complete if you print a copy of the exercise to reference as you move through the exercise. Allow 15 minutes to complete this exercise.

Locate the “Field Office Technical Guide (eFOTG) from the TSP Website

- Open the TSP webpage
- Click on “Technical Resources for TSPs
- Click on “Field Office Technical Guides (eFOTG).”
- Click on View FOTG Application on the right hand sidebar to get to the FOTG County Locator
- Click on your state.
- Click on your county.
- Read the information found on the page. Pay particular attention to the “What’s Changed Recently” section of the page. Before starting work on a practice, check the eFOTG to see if the practice standard and specification has been updated.
- Click on the drop down box at the upper left hand side bar. Select “Section IV.”
- Open the file “Conservation Practices”. Some States may have slightly different wording and arrangement of information within this file. Spend a few minutes exploring the different reference materials found here.
- Close out of eFOTG, the eFOTG locator and eFOTG Webpage