

MAINE INSTRUCTIONS 450-381 - POSTING MATERIALS TO THE FIELD OFFICE TECHNICAL GUIDE (FOTG) and DISTRIBUTION OF THE FOTG

A. General

As per GM 450, Part 401, Subpart A, 401.1D (1)(x), Staff at the State Office or equivalent will establish policy on posting materials to the FOTG and distribution of the FOTG. Also, States will appoint a FOTG Content Administrator and Content Manager(s) to input content and manage the FOTG.

B. Content Administrator and Content Manager(s)

The Content Administrator will be the Geographer on the State Resource Conservationist's staff. The State Conservation Engineer, State Soil Scientist and State Resource Conservationist will select Content Manager(s) for their respective sections.

C. Posting Materials to the FOTG

The Content Managers will use the policy set forth in GM 450, Part 401, Subparts A and B to post materials to the FOTG.

GM 450, Part 401, Subpart A

- 401.3 Content of the FOTG
- 401.8 Instructions for Archiving Material in the FOTG

GM 450, Part 401, Subpart B

- 401.18 Archiving Standards in the FOTG

Acceptable document files for the FOTG:

- PDF - Please make it a priority to use this file type when possible
- MS Word – Must be password protected to restrict editing other than fillable fields
- MS Excel – Must be password protected to restrict editing other than fillable fields
- Other – Requires approval from the State Resource Conservationist in consultation with the State Technical Guide Committee

D. Administrative Process for Technical Documents *Requiring a Two Week Review Period (450-GM, Amend, ME-16, March 2013)*

1. Discipline Lead drafts technical document (conservation practice standards, specifications, job sheets, etc.).
2. Discipline Lead ensures draft technical document has been reviewed for technical content, grammar and formatting.
3. Discipline Lead forwards draft technical document to the State Leadership Staff member that has the lead for the technical document for review and approval.

4. As per GM, ME401.1D, Responsibilities, State Leadership Staff member forwards technical document to the Public Affairs Specialist (Web), Assistant State Conservationist for Special Projects (State Technical Committee) and Executive Assistant to the State Conservationist (District Conservationists, Tribal Preservation Officers, State Historic Preservation Officer, and New Hampshire's State Resource Conservationist) to post or send to designated recipients cited in the policy for review and comment.
5. After the two week review period has concluded, Discipline Lead incorporates comments, edits and finalizes the technical document.
6. Discipline Lead prepares draft State Bulletin to transmit the technical documents and emails to Executive Assistant to the State Conservationist for processing (State Conservationist's signature and approval).
7. FOTG Content Managers, typically the Discipline Lead, will archive previous content according to GM 450, Part 401, Subparts A and B and post the technical documents to FOTG.

Administrative Process for Technical Documents Not Requiring a Two Week Review Period

1. Discipline Lead drafts technical document (conservation practice standards, specifications, job sheets, etc).
2. Discipline Lead ensures draft technical document has been reviewed for technical content, grammar and formatting.
3. Discipline Lead forwards draft technical document to the State Leadership Staff member that has the lead for the technical document to approve.
4. Discipline Lead prepares draft State Bulletin for technical document and emails to Executive Assistant to the State Conservationist for processing (State Conservationist's approval and signature).
5. FOTG Content Manager, typically the Discipline Lead, will archive previous content according to GM 450, Part 401, Subparts A and B and post the technical documents to FOTG.

If you have questions on the Posting Materials to the FOTG, contact Cathee Pullman, State Resource Conservationist at 207-990-9570 or email Cathee.pullman@me.usda.gov.