

General Manual
Title 450 – Technology
Part 401 – Technical Guides
Subpart A

(1) The STC must—

- a. Ensure that State-level technical leaders work with national discipline leaders and NCPSS as appropriate so State-level issues related to practice standards are addressed.
- b. Establish and appoint membership to a STGC (at a minimum, State-level technical leaders within NRCS) to assist in development and maintenance of the FOTG. The STGC is responsible for the approval and distribution of State-developed, State-supplemented, or field office-supplemented FOTG materials. The STGC is also responsible for maintenance and quality assurance activities to ensure the completeness and accuracy of FOTG materials created at the field-office level.
- c. Establish guidelines for STGC (e.g., membership of the committee, length of membership, responsibilities of the committee, regularity of meetings, working process for the STGC, etc.).
- d. Ensure access to FOTG materials for the offices supervised.
- e. Ensure that all field office employees maintain and use up-to-date materials to provide technical assistance.
- f. Be responsible for the development, quality, coordination, use, and maintenance of all State-level FOTG materials for use at the field-office level.
- g. Develop, approve, implement, and evaluate, as appropriate, all State interim standards and associated materials, which includes requesting interim practice standard code numbers from NCPSS, and providing interim practice evaluations to national discipline leads and the NCPSS (see Part 401, Subpart B, Section 401.17, "Interim Standards," of this manual, for more detail).
- h. Establish State planning criteria for FOTG Section III consistent with the national template (see Part 401, Subpart C, Figure 401-C3, "National Resource Concerns and Planning Criteria," of this manual).
- i. Establish procedures for maintaining the contents of the FOTG. All FOTG material created at the State level must be reviewed by the STGC every 5 years, or more often as needed to maintain technical adequacy and meet State and local requirements. Any changes will be reviewed with the State Technical Committee and adjacent States, as applicable. Each FOTG section contains an automatically generated table of contents (see Section 401.4, "Sample Table of Contents for FOTG Subsections," of this manual), which must reflect STGC review and revision dates in each table.
- j. Forward State-level emerging technology concerns and needs to the Regional Conservationists and the appropriate NTSC, Conservation Engineering Division (CED), or ESD director.
- k. Establish policy on posting materials to the FOTG.
- l. Provide training and instruction to field offices on managing and using the FOTG.
- m. Appoint a FOTG content administrator and content managers to input content and manage the FOTG.
- n. Provide State-level procedures, training, and instructions to the field offices for the review of and adding of field office and county-specific content to the FOTG. Provide training and instruction to area and field offices that use the FOTG.
- o. Establish procedures to ensure that all superseded FOTG materials are appropriately organized and archived. Superseded materials should be accessible and maintained until such materials are no longer relevant to any conservation

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- contract (see subpart B, section 410.18, of this policy for more details). Follow the example in section 401.8 of this subpart for archiving materials in the FOTG.
- p. Work with Regional Conservationists to ensure regional coordination, likewise.
 - q. Regional Conservationists are to ensure that STGC are organized and functioning.
- (2) State-level technical specialists must—
- a. Work with national discipline leaders and NCPSS as appropriate to ensure State-level issues related to practice standards are addressed.
 - b. Participate, as directed by the STC, in the development and maintenance of the 450-NHCP and associated supporting documents.
 - c. Identify and report FOTG technology needs and issues to the STGC.
 - d. Help develop and evaluate interim State practice standards and associated materials.