

## Guidance for Use of Statements of Work

Technical Service Providers (TSPs), NRCS personnel, producers, and partners have requested clear guidance on the specific products and deliverables required for each category of technical assistance performed by TSPs. To respond to these requests, NRCS leadership assembled a team to develop national "Statements of Work" templates for each technical service category contained in TechReg. Information about TSPs and TechReg is available online via the Internet at: <http://techreg.usda.gov/>

The Statements of Work outline deliverables for all 157 Conservation Practice Standards contained in the National Handbook of Conservation Practices (NHCP), as well as for Conservation Planning, Comprehensive Nutrient Management Plan (CNMP) development, and Cultural Resources Compliance activities. National Conservation Practice Standards and Statements of Work are available online at: <http://www.nrcs.usda.gov/technical/Standards/nhcp.html>.

For Statements of Work for Conservation Planning and CNMP development, NRCS policy requires that technical assistance provided for conservation planning follow the guidance and processes in the NRCS National Planning Procedures Handbook (NPPH). For the purposes of providing conservation planning technical assistance, Technical Service Providers are to complete the actions required in the first seven Steps of the of the nine step NPPH planning process. All deliverables are based on that requirement. For detailed guidance, planners should refer to the appropriate section of the NRCS NPPH.

Statements of Work for Conservation Practice Standards provide the minimal requirements to design, install, and certify completion of individual practices. These requirements are included in Step 8 of the NPPH planning process.

The Statements of Work for cultural resources outline deliverables for the following individual cultural resources compliance activities: Cultural Resources Identification Surveys, Cultural Resources Archival Research, and Cultural Resources Evaluations.

The national Statements of Work templates are intentionally broad in scope and serve as generic models. They are designed to be modified or tailored at the State or local level. NRCS State Conservationists may elect to adopt or modify the national templates or develop their own to meet the specific needs within their intended use area.

The Statements of Work contain specific products or deliverables for technical services provided by TSPs or other authorized personnel. Others who may find these statements to be useful include agricultural organizations, producers, state agricultural agencies, etc. The Statements of Work are intended to organize and reinforce existing technical resources and references, not to rewrite or replace them. When completed by the States, each Statement of Work could also be used as a technical service completion checklist.

State-tailored Statements of Work may serve as guidance for documentation and progress reporting, be used in conjunction with quality assurance, and be used for training new employees.

## Hawaii Statements of Work

NRCS Hawaii modified the national Statements of Work templates to create a Statement of Work for each of the approximately 100 conservation practices commonly used in Hawaii and including in Section IV of the Hawaii Field Office Technical Guide (FOTG). Modifications to the national templates were minor and included references to Hawaii Conservation Practice Standards and related documents such as Conservation Specifications, Jobsheets, and Operation and Maintenance Guides if they are available for the practice. Additions are shown in *italics*. Hyperlinks to references available online were also added. The practice Statements of Work are posted in each Conservation Practice folder in Section IV of the FOTG and are available online via the electronic FOTG (eFOTG) at: [http://efotg.nrcs.usda.gov/efotg\\_locator.aspx?map=HI](http://efotg.nrcs.usda.gov/efotg_locator.aspx?map=HI)

Hawaii Statements of Work were also prepared for Conservation Planning, Comprehensive Nutrient Management Plan development, and Cultural Resources Compliance activities. These Statements of Work are posted in the FOTG in Section IV-D. Non-Practice Statements of Work and are available via the eFOTG at: [http://efotg.nrcs.usda.gov/efotg\\_locator.aspx?map=HI](http://efotg.nrcs.usda.gov/efotg_locator.aspx?map=HI)

All questions regarding the Hawaii Statements of Work documents should be directed to the Hawaii TSP Coordinator Kent Matsutani, Assistant State Conservationist for Programs. He may be contacted via phone at: (808) 541-2600 extension 149 or via email at [Kent.Matsutani@hi.usda.gov](mailto:Kent.Matsutani@hi.usda.gov).