



September 28, 2004

FIELD OFFICE TECHNICAL GUIDE NOTICE OK450-188

SUBJECT: The Hard Copy Oklahoma Field Office Technical Guide (FOTG)

Effective Date: Effective October 1, 2004.

Explanation of Changes: Beginning October 1, 2004, the official Field Office Technical Guide (FOTG) will be the electronic version found on the NRCS eFOTG website for access by NRCS offices as well as the public. The FOTG can be accessed through the eFOTG website <http://www.nrcs.usda.gov/technical/efotg/> or through <https://my.nrcs.usda.gov/default.aspx> (this site is for NRCS employees and requires a login and password).

NRCS offices will no longer be required to maintain a hardcopy of the Oklahoma FOTG. If an office elects to keep a hardcopy of any or all of the FOTG, it must be kept current with the material in eFOTG. The state office will continue to maintain the hardcopy of the Oklahoma FOTG. If offices wish to include local county information in their FOTG, that information must be sent to and approved by the State Technical Guide Committee.

All offices will receive FOTG notice releases by email; however, documents will no longer be attached to the notices. New releases listed in the notice will be posted on the eFOTG website.

The My.NRCS website contains a section which allows individual NRCS employees to setup and establish a Thunder Book. The purpose of the Thunder Book is to allow quick access to documents or technical materials (such as those found in eFOTG) important to each employee. Once the Thunder Book has been developed using the documents or materials of choice, it can be quickly accessed either on-line or off-line. The Thunder Book can be set to automatically update all of the documents or materials listed as often as needed. Instructions and guidance for setting up a Thunder Book page is provided at the website <https://my.nrcs.usda.gov/default.aspx>. After you have entered the website, select the myNRCS tab at the top of the screen, then locate the Thunder Book section. Open the "Manage My Thunder Book" link. There will be a set of "How to Use the Thunder Book" instructions in the window that can be printed and used for setup.

Filing Instructions: Remove FOTG binders and contents, unless electing to maintain a hardcopy.

/s/

M. DARREL DOMINICK
State Conservationist

DIST: AE