



GUIDANCE FOR USE OF TSP “STATEMENTS OF WORK” NATIONAL TEMPLATES and STATE-MODIFIED 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. These Statements of Work outline deliverables for all 157 Conservation Practice Standards contained in the National Handbook of Conservation Practices (NHCP), as well as for Comprehensive Nutrient Management Plan development, Conservation Planning, and Cultural Resources Compliance activities.

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.

In all cases, NRCS State Offices are to ensure that their own State name, contact information, and date of posting in the eFOTG are entered as the heading for each individual Statement of Work document. The Statements of Work, as adopted, modified, or created by the State will be posted, along with this guidance document in the eFOTG in Section IV in a new folder titled Statements of Work.

The Statements of Work will 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, with minor changes as needed, as a technical service completion checklist.

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

All questions regarding the TSP Statements of Work documents should be directed to the State TSP Coordinator.