

## OJT Training Module Cover Sheet

**Title: 023 How to let people know where you are when you go to the field in your soil survey area.**

**Type:**      Skill      Knowledge

**Performance Objective:** Trainee will be able to:

- Understand the need for a standard operating procedure for contacting or locating soil scientists while they are in the field.

**Target Proficiency:**

- Awareness    Understanding    Perform w/ Supervision  
 Apply Independently    Proficiency, can teach others

**Trainer Preparation:**

- Prepare list of reasons for tracking soil scientists working in their soil survey area. Examples:
  - Late returning to the office;
  - Need to contact soil scientist to warn of approaching bad conditions;
  - Family emergency;
- Prepare standard operating procedure for locating a soil scientist if the need arises.
- Review relevant state NRCS Safety and Health Program policy.
  - Review **General Manual Title 360 Part 420** via the internet using <http://webcache.googleusercontent.com/search?q=cache:C8JzWUMUOTeI:ftp://ftp-fc.sc.egov.usda.gov/IA/intranet/VehiclePropertyInjury.pdf+NRCS+safety+instructions&cd=3&hl=en&ct=clnk&gl=us>
    - **Safety and Health Management Program** as a refresher on the procedures for the Incident Reporting System.

**Special Requirements:**

Initiate an external learning request with a SF-182 in Aglearn for this activity. Instructions and a template are located on the training webpages for OJT modules.

**Prerequisite Modules:**

None

**Notes:**

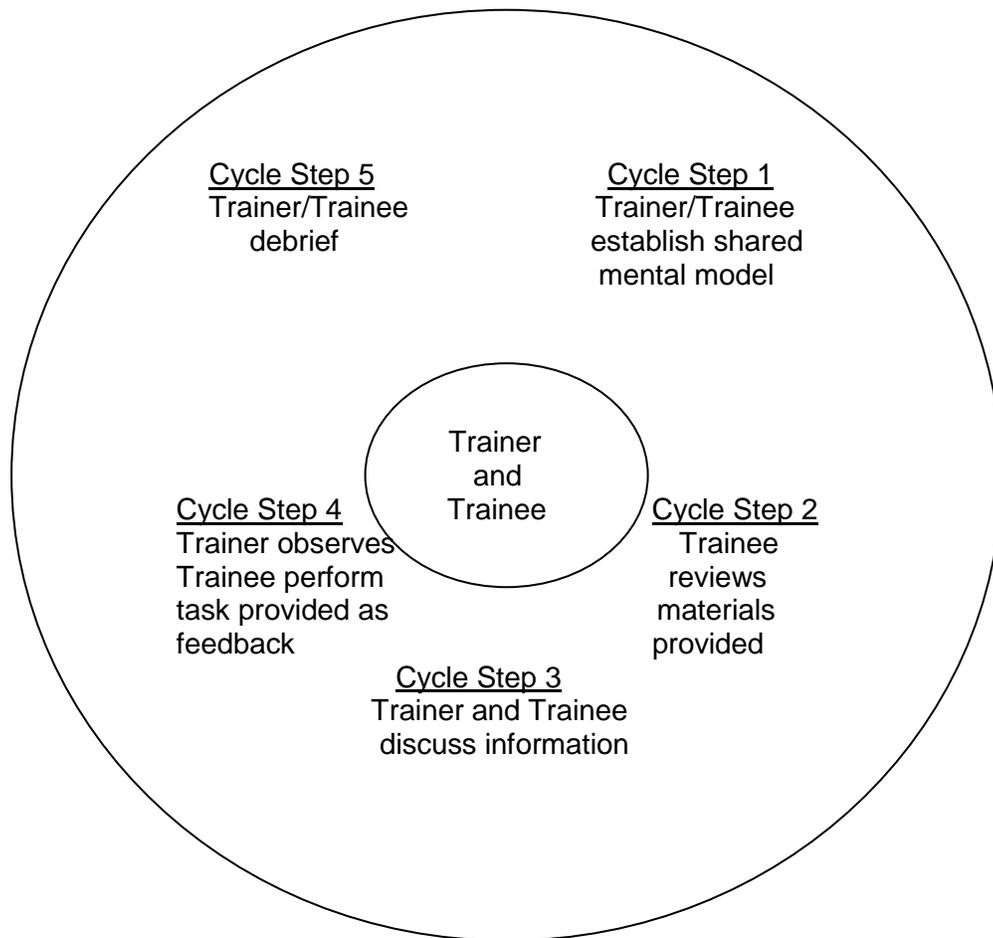
Trainer should impress upon the trainee the importance of being able to locate or contact field personnel at all times.

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# The Five-Step OJT Cycle for Declarative Training (Knowledge)



## OJT Module Lesson

**Title: 023 How to let people know where you are when you go to the field in your soil survey area.**

WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Cycle step 1	Trainer and trainee discuss the overall importance of being able to contact and/or locate soil scientists in their soil survey area.
Cycle step 2	Trainer provides trainee with Standard Operating Procedures (SOP) relevant to this module for review.
Cycle step 3	Trainer asks trainee to:
1. Why a policy is needed.	Discuss why it might be necessary to contact or locate field soil scientists. Examples may include family emergencies, an employee requiring help, and the need for checking on safety when employees are late returning from the field.
2. Where the SOP is kept and what information it contains.	<p>Discuss where the SOP is located in the field office; the SOP should be available for review prior to each field season.</p> <p>Discuss the accuracy of current contact information for employees (e.g., cell phone numbers and emergency contact names).</p> <p>Discuss the means of contacting family members in an emergency.</p>
3. When to implement the SOP.	Discuss what circumstances would trigger the implementation of the SOP.
4. How to implement the SOP.	<p>Discuss how such a procedure might be implemented in the soil survey area. Some areas enlist the help of local law enforcement and/or search and rescue teams.</p> <p>Discuss the Incident Reporting System for handling injuries/accidents found in the <a href="#">General Manual Title 360 Part 420</a> and any relevant state NRCS Safety and Health Program policy.</p>
5. Safety implications.	Impress upon the trainee the safety requirements fulfilled by having in place a procedure for contacting and locating employees.

Cycle step 4	Trainer observes how the trainee implements the SOP. Trainer should check on the trainee's status during this initial trial period.
Cycle step 5	Trainer can debrief trainee and address any concerns.

## OJT Module Lesson Measurement of Learning

Title: **023 How to let people know where you are when you go to the field in your soil survey area.**

<b>WHAT</b>	<b>WHY, WHEN, WHERE, HOW, SAFETY, QUALITY</b>
Trainee's learning is measured.	Have the trainee complete the following quiz to reinforce the concepts in this module.
Trainee consistently implements the office's SOP for contacting or locating employees.	Trainer observes and utilizes the SOP to successfully locate the trainee.

### **SF-182**

Trainee and/or supervisor access Aglearn to verify completion of the module via its SF-182.

## Quiz

1. Which of the following items might explain why a supervisor would need to contact and/or find an employee in the field?
  - A) Employee has not returned to the office during normal work schedule.
  - B) To warn employee of approaching bad weather.
  - C) To notify employee of a family emergency.
  - D) All of the above.
  
2. True or False? The standard operating procedures for locating or contacting field employees should be kept in a password-protected computer file to protect personally identifiable information.
  
3. True or False? Employees who are late returning from the field because of a motor vehicle accident will need to complete and submit form SF-91A Investigation Report of Motor Vehicle Accident.
  
4. True or False? It is the employee's responsibility to provide current cell phone contact numbers and daily field work location information.