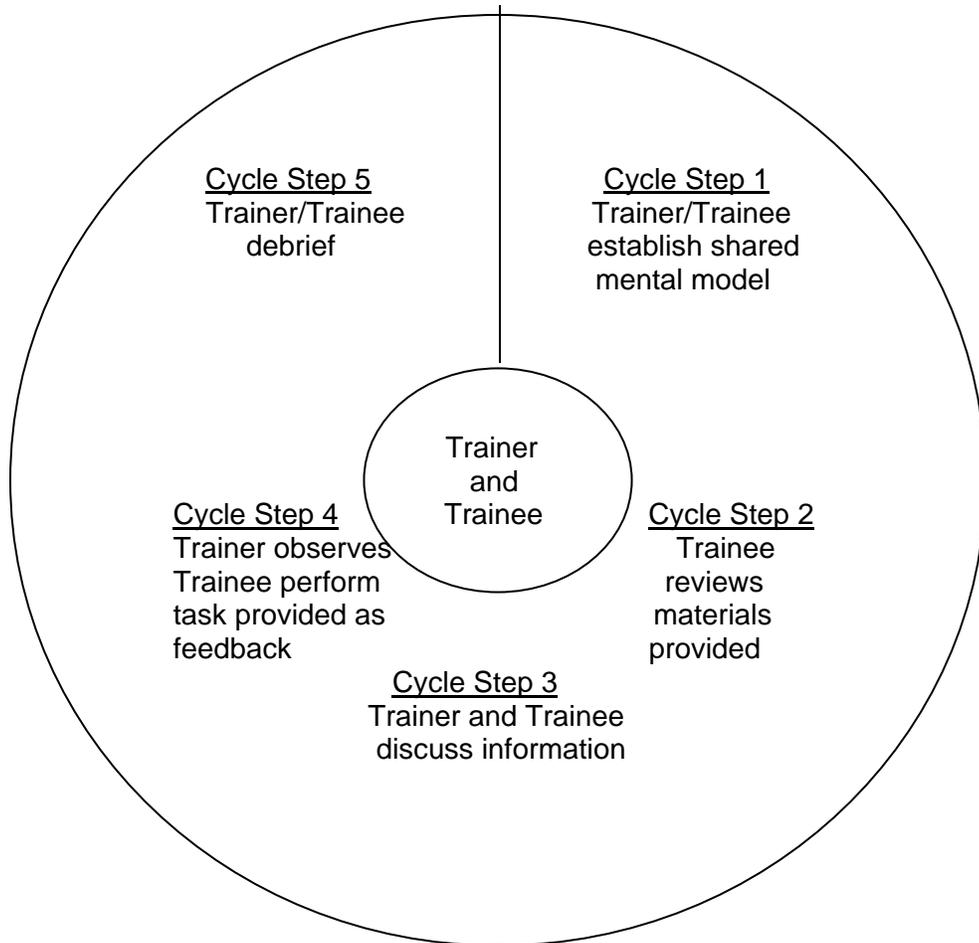


OJT Training Module Cover Sheet

Title: 213 How to maintain and process an Official Soil Series Description.
Type: <input type="checkbox"/> Skill <input checked="" type="checkbox"/> Knowledge
Performance Objective: Trainee will be able to— <ul style="list-style-type: none">• Understand content and format of an OSD according to the NSSH.• Understand conditions for revising an OSD according to the NSSH.• Understand the process for maintaining and processing an OSD as established within his or her MO region.
Target Proficiency: <input type="checkbox"/> Awareness <input checked="" type="checkbox"/> Understanding <input type="checkbox"/> Perform w/ Supervision <input type="checkbox"/> Apply Independently <input type="checkbox"/> Proficiency, can teach others
Trainer Preparation: <ul style="list-style-type: none">• Have local regional guidelines for maintenance and processing available.• Have one or more OSDs in need of revision available.
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: <ul style="list-style-type: none">• 208 How to use the Official Soil Series Descriptions web pages.• 209 Understand the Official Series Description.• 210 How to develop a new soil series.• 211 How to name a new soil series.• 212 How to develop a range of characteristics for a new soil series.
Notes: None
Authors: Marc Crouch
Approved by: Marc Crouch

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



OJT Module Lesson

Title: 213 How to maintain and process an Official Soil Series Description.	
WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Cycle step 1	Trainer reviews objective with trainee. Note that this will be an overview of the process based on assigned MO region guidelines and that skill development in this area will come later.
Cycle step 2	<p>Trainee should access via the internet and review the following relative NSSH information:</p> <ul style="list-style-type: none"> • Part 614.06 (d) Revising Official Soil Series Descriptions • Part 614.06 (j) Official Soil Series Descriptions • Example of an Official Soil Series Description (Exhibit 614-1) • Explanation and Content of a Soil Series Description (Exhibit 614-2) <p>Trainee should review assigned MO region guidelines provided by the trainer.</p>
Cycle step 3	<p>Trainer should use examples of OSDs in need of maintenance to discuss the questions listed below.</p> <ul style="list-style-type: none"> • Maintenance is usually in response to correlation of map units and their components and decisions made in the correlation process based on documentation. <ul style="list-style-type: none"> ○ Does one of the three conditions listed in the NSSH exist as a reason for revision? ○ Other than the three conditions, are there other data in the OSD that need updating? ○ Does the format meet NSSH standards? <p>Trainer should then discuss MO region guidelines and:</p> <ul style="list-style-type: none"> • How your local soil survey office applies them. • The responsibility of the local soil survey office. • The responsibility of the MO. <p>Optional: Trainer reviews use of the OSDCheck program and local soil survey office responsibilities</p>

	<p>for the quality of OSDs. Trainer emphasizes the limitations of OSDCheck for validating OSD content versus the new SC/OSD Maintenance Tool.</p> <p>Optional: If the trainer has access to the SC/OSD Maintenance Tool, the trainer could demonstrate maintenance and processing of an example OSD.</p>
Cycle step 4	<p>Provide an example OSD in need of revision. Provide necessary documentation and correlation notes. Have the trainee, under trainer guidance:</p> <ul style="list-style-type: none"> • Edit the OSD using the “track changes” feature of MSWord. • Complete any quality-control checks that are normally done by the local soil survey office.
Cycle step 5	<p>Review what has been covered. Determine if the trainee understands maintenance issues and the processing procedures in your MO region.</p>

OJT Module Lesson Measurement of Learning

Title: 213 How to maintain and process an Official Soil Series Description.	
WHAT	WHY, WHEN, WHERE, HOW, SAFETY, QUALITY
Maintenance and processing of an OSD	See Cycle step 4 as measurement of learning.
Optional: Provide an OSD in need of maintenance and processing.	Have the trainee perform all functions assigned to the local soil survey office by your MO region.

SF-182

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