

For: State and County Offices

**County Office Trainee (COT) Training Guide**

Approved by: Acting Deputy Administrator, Field Operations



**1 County Office Training Guide**

**A Background**

The COT Program is intended to:

- instruct trainees how to effectively administer COC and County Office activities, including FLP
- provide well-balanced, adaptable, and uniform COT training for trainees nationwide
- expose trainees to a variety of learning opportunities to:
  - improve program knowledge, skills, and abilities
  - enhance their potential for selection as CED.

States had requested that a national COT training package be developed to assist in conducting State COT programs. A DAFO task force recently completed a COT program training guide. The material in this guide encompasses 15 major areas (administrative, personnel, programs, loans, etc.) with over 60 individual modules. Each module is structured to allow COT trainers to focus on individual training concerns while allowing flexibility to adapt the guide to include supplemental information or activities about individual or State training needs.

**B Purpose**

This notice announces that the COT training guide:

- is now available
- may be accessed from the DAFO web site at <http://intranet.fsa.usda.gov/fsatraining> and CLICK "County Office Trainee (COT) Training Guide".

<b>Disposal Date</b>	<b>Distribution</b>
March 1, 2010 3-31-09	State Offices; State Offices relay to County Offices

## Notice AO-1437

### 1 County Office Training Guide (Continued)

#### C Using the COT Training Guide

The COT training guide is provided for use by all States but is **not** mandatory. Some States have had excellent longstanding COT training programs. Those States that have a COT training program in place may continue to use their program and are free to incorporate any or all of the material found in the COT training guide into their existing training material.

#### D Revisions to the COT Training Guide

Changes in program policies and procedures will require regular adjustments to the modules. Suggestions for additional training guides or revisions to improve the use and benefit of these modules are welcome.

**Note:** Using this COT training guide is for in-State COT training and does **not** replace or modify the management training sessions scheduled for new CED's who have recently completed COT training.

#### E Contact

Direct any suggestions or questions about this notice to Cindy Foister, DAFO, by any of the following:

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