

**United States Department of Agriculture**



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**DATE: January 6, 2010**

**WASHINGTON BULLETIN WA 180-10-01**

**SUBJECT: Job Approval Authority**

**Purpose: To authorize use of the Skills Matrix Database**

**Expiration Date: September 30, 2010**

**ACTION REQUIRED BY: September 30, 2010**

The Skills Matrix Database is ready and available for use. All of the Job Approval Authorities (JAA) for each employee have been entered into the system reflecting current job approval delegations. The hard copy JAA charts can be used in lieu of the Skills Matrix until September 30, 2010.

Beginning October 1, 2010, the hard copy delegations will be null and void. The Skills Matrix Database will become the official repository for all Washington State employees JAA delegations. This bulletin provides advance notice of a forthcoming GM-180 policy amendment which will reflect this change for utilizing the Skills Matrix Database.

Please feel free to contact Paul Scales (509) 323-2961 or Larry Johnson (509) 323-2955 if you have questions.

/s/ Paul Scales, Acting

ROYLENE RIDES AT THE DOOR  
State Conservationist

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