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June 1, 2012

NEW MEXICO BULLETIN NO. 210-12-6

SUBJECT: ENG – Replacing NM-ENG-2, Job Approval Chart, with New Mexico Skills Matrix.

TO: All Employees

Purpose. Notify employees that NM-ENG-2 is replaced with the New Mexico Skills Matrix.

Expiration Date. September 30, 2012

Engineering job approval authority (JAA) has been delegated and maintained using NM-ENG-2. This form is the paper based method used in New Mexico and continues to provide valid approval authority until each form expires or is replaced by entering an individual's JAA into the New Mexico Skills Matrix.

The New Mexico Skills Matrix is a Microsoft Access database. The two primary reports generated by the database are: the Skills Matrix Master (attached) and the Job Approval Authority for an individual. The Skills Matrix Master provides a list of all engineering conservation practices used in New Mexico and their controlling factors. It also defines job classes I through VI. Any job or conservation practice not listed in the New Mexico Skills Matrix requires approval by the SCE.

All properly signed and current NM-ENG-2 forms remain in effect and convey delegated JAA to the individual. When current NM-ENG-2 forms expire, the individual's JAA will be entered into the database.

The New Mexico Skills Matrix shall be used for issuing all new or updated job approval authority. The database (zipped file), instructions, and an Excel spreadsheet are located on the NM Engineering SharePoint (<https://nrcs.sc.egov.usda.gov/west/nm/engineering/default.aspx>) in the Skills Matrix document library. These three files are:

- Getting Started – NM Skills Matrix (vers 1.2).pdf;
- NM-SkillsMatrix-Version 1.03.zip; and
- DataEntry-vers120328.xlsx

The Getting Started file provides instructions. The NM-Skills Matrix file contains the Microsoft Access database you will use to view and update job approval authority. The spreadsheet is used the first time you enter JAA data and never again. The spreadsheet will save you, your Area Engineer, and the SCE a great deal of time.

The first step is to go to the SharePoint and download the three files. You may save them anywhere on your workstation. However, it is suggested that you save them to your H:\ drive. When it is time to update your JAA, discuss your current and updated JAA with both your Supervisor and your Area Engineer. Following those discussions you will:

1. Extract the database from the WinZip file placing it on your desktop.
2. Open the Getting Started file
3. Complete step 2a
4. Fill out the DataEntry spreadsheet

5. Email the completed spreadsheet to your Area Engineer.

Due to the change in state law regarding jurisdictional dams, several changes have been made to the job class definitions and are listed below:

- PS402- Dam: The effective height has been revised due to changes in state law regarding jurisdictional dams.
- PS378-Pond, PS397-Aquaculture Ponds, and PS350-Sediment Basin: The effective height has been revised to match PS402 except that these practices are limited to a maximum of 35 feet.
- PS436-Irrigation Reservoir (embankment type): The effective height has been revised to match PS402.
- PS638-Water and Sediment Control Basin: The effective height has been revised to match PS402 except that the practice is limited to a total height of 15 feet.
- PS410-Grade Stabilization Structure: The current controlling factor remains but has been redefined as Full-flow-drainage area (in acres). Controlling factors for detention structures has been added and match the revised controlling factors for PS402.

Additional changes to controlling factors for other practices follow:

- PS316-Animal Mortality Facility: The controlling factor has been changed from treatment area in sq. yd. to capacity in cu. ft. x 1000.
- PS560-Access Road: A controlling factor for surface treatment has been added.
- PS656-Constructed Wetland: Previously no values were listed but now values are provided.

Please contact Roger Ford at (505)761-4430 if you have any questions.

A handwritten signature in black ink, appearing to read "J. Xavier Montoya".

J. XAVIER MONTOYA  
State Conservationist

Attachment