United States Department of Agriculture

NRCS

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NEW MEXICO BULLETIN NO. 210-12-04

SUBJECT: ENG – Engineering Support Documents

TO: All Employees

ACTION REQUESTED BY: JUNE 1, 2012

Purpose. To request from all employees copies of engineering forms, tools and worksheets that are used in your office. This request supports the transition to CDSI.

Expiration Date. September 30, 2012

Maureen Murphy (CDSI Coordinator) is currently inventorying NRCS-NM support documents to be included in CDSI (the tool that will replace Toolkit). Everything that is in the FOTG and national support documents will be available for download from the Cloud into the new CDSI tool. However, specific New Mexico forms, spreadsheets, tools, and guidance documents will not be available unless we identify them and make them accessible.

The Engineering Staff does not have a complete or reliable source of all engineering support documents used by NRCS-NM and is requesting your assistance in collecting the engineering tools currently in use. Therefore, please review all your engineering forms, tools, worksheets, etc. and provide copies to your area engineer and the engineering staff.

Each office is asked to email electronic tools and spreadsheets to brenda.howard@nm.usda.gov. Each office is also asked to mail non-electronic engineering forms and tools to Brenda Howard.

Please realize that the Engineering Staff will sort and group similar documents and either combine or select one as the official New Mexico engineering support document. While Roger Ford, SCE, recognizes that each variation of any document is very useful to its developer, NRCS-NM must have a complete and consistent set of engineering support documents available in CDSI. Depending on the complexity of combining or selecting, Roger may ask a small committee to work on some of these support documents. The goal is to create electronic versions of each document so that each is easily printed; and, if possible, allow for site specific editing before printing.

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

J. XAVIER MONTOYA
State Conservationist