
NORTH CAROLINA JOB APPROVAL AUTHORITY HANDBOOK

**AUGUST 2017
NC USDA-NRCS**

Title 180 – Conservation Planning

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Part 681 – North Carolina Job Approval Authority (JAA) Handbook

NCH681.0 Purpose

- A. North Carolina Job Approval Authority (JAA) is the quality assurance process that ensures adequate consideration by competent employees in the planning, design, and installation of ALL conservation practices and technical assistance implemented through the Natural Resources Conservation Service (NRCS), the Soil and Water Conservation District (SWCD), and other conservation partners, and that the practice will perform as intended for the planned service life. Job approval authority additionally serves to maintain the credibility and trust of NRCS with State boards of licensure, accrediting organizations, other agencies, units of government, and the public.
- B. NRCS requires approval of all conservation practice plans, designs, and certifications by a qualified person who has appropriate job approval authority. Others may perform this work under the direction of the qualified person.

NCH681.1 References

- A. The policy and procedures described in this State Handbook support the implementation of National and State policy related to Ecological Sciences (ECS) and Engineering (ENG) JAA as stated in:
 - (1) Title 190, General Manual (GM), Part 417, 1st Ed., Amend., 33, June 2017
 - (2) Title 210, National Engineering Manual (NEM) Part 501, 4th Ed., June 2017
 - (3) NRCS NCSS Title 190 Part 417, 1st Ed., Amend., 1, Aug 2017
 - (4) NRCS NCSS Title 210 (NEM), Part 501, 4th Ed., Aug 2017
- B. NRCS and Partner employees must read and understand the contents of the policies referenced herein in order to fully comprehend the guidelines and procedures described in this State Handbook. The following additional authorities, and any amendments to these authorities, are applicable in North Carolina:
 - (1) The General Statutes of North Carolina, Chapter 89C
 - (2) Title 210, General Manual (GM), Part 402, “Professional Engineering”
 - (3) NRCS GM Title 180 Part 409, 1st Ed., Amend., 41, May 2017
 - (4) NRCS NCSS Title 180 Part 409, 1st Ed., Amend., 4, July 2017
- C. While using this document it is important to understand that the processes described in this handbook are established to avoid conservation practice failure. Users should be cognizant that ignoring any part of this handbook, state supplements or national policies, have the potential for impact on public health and public safety, and may cause loss of life or significant property damage. In addition, employees could lose their JAA, lose their Conservation Planner Certification, or depending on the damage, become personally liable.

NCH681.2 Definitions

- A. Job Approval Authority (JAA)

JAA is the certification granted to an individual who has demonstrated the appropriate knowledge, skill, and abilities to plan, design, and/or certify installation of a given conservation practice.

- B. Knowledge, Skills, and Abilities (KSAs)

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KSAs are the competencies required for JAA to plan, design, install, and certify the conservation practice according to the requirements of the conservation practice standard.

C. Job Class

Job class is the subdivision, within JAA, for conservation practices based on controlling factors of scale, complexity, or risk.

D. Controlling Factor

Controlling factor is the element which describes the scale, complexity, or hazard potential associated with a given practice.

E. Practice Phase

- (1) “Inventory & Evaluation (I&E)” is the onsite observation of an exploratory nature and preparation of sound alternative solutions of sufficient intensity for the client to make treatment decisions. Completion of an environmental evaluation (CPA-52 Sections A-P), which validates that the conservation practice or system, fits the site based on the planning criteria and practice standard purpose, as described in Section III and IV of the eFOTG. Additionally, planners shall document alternative practices that address the resource concern(s) based on local, state, and federal laws, as well as projected effects on social, economic, and ecological opportunities. For ENG, I&E does not include the following tasks: surveys, siting and setback evaluations and approval, soils investigations, and automated agency design tools.
- (2) “Design (D)” is developing and checking all aspects of the supporting data, drawings, and specifications to insure that the planned practice will meet the purpose for which it is to be applied and is in conformance with the criteria established in the eFOTG Section IV. Also includes setting any specific inspection and material requirements. Design includes siting and setback evaluations, development of specifications for establishing vegetation and managing natural resources, surveys, soils investigations, hydrology and hydraulics, structural computations, development of construction specifications, and proper use of standard drawings, if available.
- (3) “Construction & Certification (C&C)” are surveys, layout, staking, on-site inspection of materials and work, and making tests to confirm that the practice is installed according to the approved drawings and specifications in order to meet eFOTG Section IV conservation practice standard, and eFOTG Section III planning criteria. Certification includes accurately documenting practice completion, as described in GM Title 450 Part 407, and its state supplement, and retaining the documentation in the case file.

F. Administrative Review and Concurrence

Administrative review and concurrence is an administrative function where the JAA package submittal will be reviewed to ensure all required documentation is present and concurrence will be provided that the employee requesting JAA has reached the desired competency level, obtained the required training, and completed the applicable prerequisites and certifications. In addition, for partner employees, it is necessary that they acquire concurrence from their immediate supervisor, e.g., SWCD Administrative Supervisor/Department Head and SWCD Chairperson, or Division of Soil and Water Conservation Director (or designee).

G. Technical Competency Determination

Technical competency determination is a technical function based on the employee’s knowledge, training, experience, and demonstrated technical competence. At a minimum, demonstrating competence will

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consist of an employee's ability to: independently execute any of the three JAA practice phases (I&E, D, or C&C) with plans and specifications that supports the implementation of a conservation practice or system as documented on an approved conservation plan. This technical determination will be completed by including all the minimum documentation as indicated in section NCH681.5 (F) and submitted through Form [NC-CPA-07](#). In addition, JAA candidates will be prepared to have their work reviewed on-site to justify their decision-making process and explain any applicable regulations, ordinances, social, economic and/or environmental considerations to the person performing the technical competency review. As a technical function, specific technical competency for obtaining JAA will be evaluated before submittal for final approval.

H. Final Approval

Final approval is an administrative function based on the outcome of the administrative review and concurrence and technical competency determination. The employee performing the final approval will evaluate the request and confirm the administrative concurrence and technical competency determination are consistent with this policy before final approval is issued.

I. Technical Criteria

Technical criteria are a set of principles, standards, or predefined requirements used to assess and determine technical proficiency levels for **ECS JAA**.

J. Technical Competency

Technical Competency is a measure to evaluate and determine the expected technical proficiency levels to independently carry out Inventory & Evaluations (I&E), Design (D), and Construction & Certification (C&C).

NCH681.3 Forms and Flowcharts

- A. [NC-JAA-A](#)– Process for the Request and Approval of NC Job Approval Authority (Exhibit A)
- B. [NC-JAA-B](#)– Process for the Suspension of NC Job Approval Authority (Exhibit B)
- C. [NC-CPA-07](#)– Request for NRCS Job Approval Authority (JAA) (Exhibit C)
- D. [NC-CPA-08](#)– Request to Suspend Job Approval Authority (JAA) (Exhibit D)
- E. [NC-CPA-09](#)– Conservation Practice Certification Form (Exhibit E)

NCH681.4 Responsibilities

- A. Conservationists with supervisory responsibilities will—
 - (1) Ensure that technical employees who have JAA to plan, design, or install and certify conservation practices maintain their JAA for conservation practices necessary for addressing local resource concerns.
 - (i) The Assistant State Conservationist for Field Operations (ASTC-FOs) is responsible for all NRCS activities in their administrative area. This includes responsibility for ensuring ALL employees, NRCS and partners, assigned to work in their administrative area, are competent to carry out their assigned duties.
 - (ii) The NRCS Supervisory Soil Conservationist (SSC) is similarly responsible for all NRCS activities in their service area or team. This includes the responsibility for ensuring all employees, NRCS and partners, under their technical supervision, are competent to carry out their assigned tasks.
 - (iii) The process for NC JAA request and suspension is described in section NCH681.9 and NCH681.11, and summarized in [NC-JAA-A](#) (Exhibit A) and [NC-JAA-B](#) (Exhibit B) respectively.

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- (2) Identify training, experience acquisition, or other means needed to obtain and maintain the JAA of field office staff.
 - (3) Request assistance from specialists at the area or State level, as appropriate, when pending tasks exceed the JAA of field office staff.
- B. All technical employees will—
- (1) Maintain a copy of their record of JAA (report from an approved JAA database) and maintain their skill levels for the conservation practices for which they have JAA.
 - (2) Request training needed to obtain or maintain JAA for conservation practices necessary for addressing local resource concerns.
- C. Partner employees, acting under the technical supervision of an NRCS employee and providing technical assistance in partnership with NRCS, must be evaluated and assigned an appropriate **ECS JAA** on the same basis as NRCS employees when such authority does not conflict with State, Tribal, or local law.
- (1) Some ECS conservation practices may be regulated by Federal, State, Tribal, or local governments, e.g., pest management, nutrient management, prescribed burning.
 - (2) Such regulations may require the submission of plans for review and approval by a certified specialist, regardless of their ECS JAA status, for conservation practices that constitute a regulated action. A certified specialist may be an NRCS employee or non-NRCS individual with the appropriate state accreditation and certifications.
- D. Partner employees operating under the technical supervision of an NRCS employee and providing engineering services, in partnership with NRCS, requires the evaluation and assignment of appropriate **ENG JAA** with the following additional criteria:
- (1) Partners who are Federal employees (i.e. USFWS, etc.) may be assigned ENG JAA on the same basis as NRCS employees.
 - (2) NRCS may assign ENG JAA to Partner employees offering engineering services who are licensed to practice engineering in North Carolina on the same basis as NRCS employees.
 - (3) NRCS may assign ENG JAA to Partner employees offering engineering service who are not Federal employees and who are not licensed to practice engineering in North Carolina when such authority does not conflict with State law.
 - (i) The General Statutes of North Carolina, Chapter 89C, provides the State Law regarding the practice of engineering in North Carolina. The NC Board of Examiners for Engineers and Land Surveyors has determined that the design and construction of certain conservation practices contained in Section IV of the eFOTG are considered the “practice of engineering” and require the approval of a Registered Professional Engineer. Chapter 89C-25 further provides “this chapter shall not prevent the following activities: practice by those employees of the NRCS, county employees, or employees of SWCDs who have federal engineering job approval authority that involves the planning, designing, or implementation of best management practices on agricultural lands.”
 - (ii) NRCS may assign ENG JAA to SWCD employees for engineering practices when these individuals are providing technical assistance in partnership with NRCS and;
 - (1) Are working under the technical supervision of an NRCS employee and are providing similar services as NRCS employees,
 - (2) Are implementing practices on agricultural land,
 - (3) Are following all NRCS policies and procedures, and
 - (4) Are qualified and have continuously demonstrated competence
- E. JAA does not apply to Technical Service Providers (TSPs).

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- F. Assignment of JAA by NRCS, does not imply that liability protection is provided for cooperative organizations and partnership employees.

NCH681.5 Background

- A. For the purpose of this policy, an ECS conservation practice is any conservation practice included in [Title 450, National Handbook of Conservation Practices \(NHCP\)](#), which has an ESD (Ecological Science Division) discipline as the lead or co-lead with the CED (Conservation Engineering Division) and does not require ENG JAA. This definition also applies to all similar interim conservation practices. The State Resource Conservationist (SRC) or other identified position with ECS conservation practice oversight, e.g., State Specialist, has responsibility for leading implementation of ECS JAA for ECS conservation practices in North Carolina.
- B. All conservation practices not considered “Ecological Sciences Practices” (ECS) shall be referred to as “Engineering Practices” (ENG), and shall be considered equivalent for NCJAA purposes. The State Conservation Engineer (SCE) has delegated ENG JAA for all engineering work in the State.
- C. A qualified person who has appropriate JAA may plan, design, supervise the installation of, and certify completion of the conservation practice. While others may assist with planning, design, or installation of a conservation practice, accomplishment of each phase of the work requires the oversight and approval of a person with appropriate JAA.
- D. The JAA process is designed to ensure technical assistance will result in practices which:
 - (1) Address the identified resource concerns,
 - (2) Meet site-specific requirements and are sustainable,
 - (3) Comply with NRCS standards, technical criteria, and policies,
 - (4) Function as planned and perform safely,
 - (5) Provide cost-effective solutions with consideration given to installation, operation and maintenance, and removal or replacement costs.
- E. All employees are required to gain a working knowledge of [Title 450, General Manual \(GM\), Part 407](#) and its state supplement. All other technical criteria can be found in the NC JAA SharePoint site Portal ([NC JAA Portal](#)).
- F. For all uses of JAA, the minimum documentation required to provide evidence of technical quality for a complete I&E (items 1-5), Design (items 3-9), and C&C (items 10-11) of conservation practices shall be in accordance with the NRCS National Planning Procedures Handbook (NPPH) and applicable Conservation Practice Standards, and include:
 - (1) Identification of resource concerns and development of alternatives,
 - (2) Environmental Evaluation (CPA-52) with documented RMS alternatives,
 - (3) Conservation plan and subcomponent (i.e. CNMP, IPM, etc.) with CON-6 Notes (Form NRCS-CPA-06),
 - (4) Conservation plan map (as required by NPPH 600.31(a)),
 - (5) Resource Assessments, Erosion Prediction Tools, calculations, surveys, and soils investigations,
 - (6) Plans and Specifications and/or job sheet(s),
 - (7) Operation and Maintenance guidance,
 - (8) Design checker signature or initials,
 - (9) Design approval signature,
 - (10) Form [NC-CPA-09](#), with applicable Check-out and As-builts
 - (11) Installation approval signature (required for practice certification statement).

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- G. Document design approval, comprising the design, drawings, and specifications, in one of the following ways:
 - (1) Place signatures on the design documentation or report and the cover or first sheet of the construction drawings.
 - (2) Place signatures on an accompanying memorandum that describes the specific job and scope (including design documentation or report and plans).
- H. JAA is documented electronically in the NCJAA Database, available on the NRCS NC SharePoint. The NCJAA database is the official repository, source, and record for JAA in NC

NCH681.6 Policy for Delegating and Assigning JAA

- A. The SRC and the SCE are delegated the authority for establishing criteria, maintaining the database, and conducting quality assurance on the State’s process for delegating and assigning JAA for Ecological Sciences and Engineering respectively.
- B. The SRC and SCE may delegate the authority to area or State specialists to assign JAA for NRCS and partner employees based on each individual’s KSAs derived from training, experience, and applied competence. The Assistant State Conservationist for Field Operations (ASTC-FO) issues final approval of all JAA in their administrative area.
- C. For ECS practices, technical competency will be determined by the SRC and shall be in accordance with technical criteria established by the State Conservationist (STC). Technical Competency Determinations for ECS JAA shall be accomplished by the responsible specialist. The SRC is the responsible specialist for the state and area specialists. The ARC is the responsible specialist for all field employees within their geographic area.
- D. Technical Competency Determinations for ENG JAA shall be accomplished by the responsible engineer. The SCE is the responsible engineer for the Area Supervisory Engineers (ASE) and other engineers or CETs on a case-by-case basis. The Area Supervisory Engineers (ASEs) are the responsible engineers for all field employees within their geographic area. The ASE may assign another engineer to make limited technical competency determinations on a case-by-case basis.
 - (1) All ENG JAA “design” phase limits of employees will be REMOVED when the responsible engineer changes until which time each employee’s assigned JAA is reviewed and reissued by the newly appointed engineer. This task will be completed by the responsible engineer within one year of entering onto duty.
 - (2) For ENG JAA, NRCS or SWCD employees that transfer into North Carolina from another state will have all ENG JAA “design” phase limits REMOVED until such time that a new technical competency determination can be made by the responsible engineer. Likewise any employees that transfer across NC administrative areas will have all ENG JAA “design” phase limits REMOVED until a new technical competency determination can be made by the responsible engineer.
 - (3) Generally, technical competency for transferees will be satisfied with the submission of one approved packet or as determined by the individual performing the technical competency determination. The submittal of designs and documentation from another state or area may be used for a technical competency determination by the responsible engineer. If the employee did not possess JAA for a practice in another state or area, then the documentation requirements are equivalent to obtaining new JAA.
- E. The immediate supervisor or a manager one level above must concur with JAA for NRCS and partner employees.

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- (1) The NRCS SSC will perform the administrative review and concurrence for field employees within their work unit and within 45-working days from receipt of request by the JAA candidate.
 - (2) The ARC or ASE will perform the technical competency determination for field employees within their administrative area and within 45-working days from receipt of request by the SSC.
 - (3) The ASTC-FOs will perform the final approval for field employees within their administrative area and within 30-working days from receipt of a request by the ARC or ASE.
 - (4) Exception to these timeframes may be granted by the STC on a case-by-case basis based on documented workload or personnel circumstances. Requests must be sent in writing (via email) to the STC for evaluation and approval. The ASTC-FO, SCE, SRC, and NRCS employee will be notified of the final decision within 45-working days from the issuance of the request.
- F. Before undertaking any actions to grant JAA to partner employees, NRCS must obtain written verification that the recipient has the partner organization’s permission to pursue JAA. In NC, partner recipients will obtain written verification and permission from their immediate administrative supervisor (i.e. SWCD Administrative Supervisor/Department Head, and SWCD Chairperson) through form NC-CPA-07.
- G. An NRCS employee may not delegate and/or assign JAA greater than their own authority.
- H. I&E and C&C approval may be delegated and/or assigned at a higher level than design approval.
- I. All conservation practice I&E, Design, and C&C, must be approved (validated with signature) by an individual with an appropriate level of JAA, as documented on the NCJAA Database and NC-JAA-33 report issued to the employee.

NCH681.7 Classes and Phases

- A. Conservation Practice Job Classes: The level of JAA required for any project shall consist of the highest class of all controlling factors for each component practice included in the plans and specifications. Job approval may be delegated and/or assigned for any one class for each controlling factor and may consist of one, two, or three “planning phases” of approval authority.
- (1) SRC or SCE will grant JAA according to the job classes established in the NCJAA database.
 - (2) The NCJAA Database lists each practice name, three practice phases (“I&E”, “Design”, and “C&C”), any number of Controlling Factors, and five Job Classes (I-V).

NCH681.8 JAA Review

- A. Requirements for JAA Review:
- (1) In order to demonstrate competence to request and acquire JAA, it is required that all employees be involved and trained in any of the three JAA practice phases (I&E, Design, or C&C). Through this process, JAA candidates will acquire the necessary OJT and experience to independently prepare products that will be reviewed prior to making the formal request to acquire JAA. Approval of all such plans is required by a person with appropriate JAA before final packet is submitted to the participant. JAA candidates are expected to maintain records of any prior developed I&E, Design, or C&C in the event this documentation is requested as part of the formal JAA review process.
 - (2) All NRCS, SWCD, and partner employees who desire JAA may be evaluated for technical competency for any of the following JAA practice phases: I&E, Design, or C&C. The minimum documentation requirements are listed in section NCH681.5 (F). Requests for assigning JAA shall include a completed packet(s) and a signed Form [NC-CPA-07](#) indicating the desired level of JAA requested for each planning phase.

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- (i) In order to obtain new JAA, at least two complete and correct environmental evaluations-CPA-52s must be submitted for I&E phase, at least two complete designs must be submitted for D phase, or at least two check-out notes must be submitted for the C&C phase. *(Note- All required packets must be submitted for review at the same time.)*
 - (ii) In order to increase existing JAA, at least **one** additional complete set of I&E, D, and/or C&C documentation is generally required for each of the phases. In these cases, the employee completing the technical competency determination has the authority to waive this requirement on a case-by-case basis.
- B. A JAA Quality Assurance Review will be conducted with annual 5-percent spot checks, conservation planning certification reviews, and field office QA reviews to minimize the workload for the field offices. NC Quality Assurance Review (QAR) procedures for individuals who possess JAA, will be completed as its own separate category in the NC Quality Assurance Plan.
- (1) The ASTC-FO is responsible for quality assurance reviews of NRCS employees within their administrative area, including SWCD employees and partner employees working under the technical supervision of NRCS. During QARs, the ASTC-FO (or designee) will ensure employees and partners with assigned JAA are compliant with NCH681.5 (D).
 - (2) In addition to formal field office appraisals or annual practice spot-checks, the ASTC-FO (or designee) may review conservation practices outside the routine quality assurance process.
 - (3) JAA limits will be reviewed at least once every three years by the ASTC-FO (or designee) for all employees in their administrative area. QARs observations and findings will be documented following the latest QAR procedures and guidelines for NC. If findings warrant the suspension of JAA, the ASTC-FO will follow the procedures described in NCH681.11.
 - (4) All JAA limits expire in three years, therefore, limits shall be reviewed and updated at least once every three years. A record of these reviews shall be uploaded and maintained in the NCJAA Database.
 - (5) The SRC (or designee) and SCE (or designee), will complete a quality assurance review on 10 JAA requests, (a minimum of five JAA requests for each discipline), per administrative area every three years.

NCH681.9 Procedures for Acquiring JAA

- A. All administrative information and supporting documentation associated with the employee's JAA technical competency determination, shall be transmitted electronically through the NC SharePoint site ([Job Approval Authority \(JAA\) Tracker](#)). *(Note-Employees involved at all levels of the JAA review process, e.g., submittal, administrative review and concurrence, technical competency determinations, and final approval, are responsible for notifying the candidate and the next person in-line, via email, when the JAA information is uploaded or when an action is completed in the [JAA Tracker](#) in the NC SharePoint site).*
- B. **Field employees will use the following process to acquire JAA.**
- (1) **NRCS Field employees-** 1) NRCS Field employee requesting JAA will upload Form [NC-CPA-07](#) (Request for NRCS Job Approval Authority (JAA)) and all supporting documentation in the JAA Tracker, and notifies the NRCS Sup. Soil Conservationist (SSC) via email for action. 2) The NRCS SSC completes the NRCS administrative review and concurrence and notifies the ARC or ASE via email within 45-working days of receiving the request from the Field employee. 3) The ARC or ASE completes the NRCS technical competency determination and notifies the ASTC-FOs via email within 45-working days of receiving the request from the SSC. 4) ASTC-FOs completes the final approval and notifies the ARC or ASE via email within 30-working days of receiving the request from the ARC or ASE. 5) The ARC or ASE will then: a) Upload [NC-CPA-07](#) form into NCJAA Database, b) Update the NCJAA Database c) Generate a new or updated JAA Report (NC-JAA-33), and d) forward the report (NC-JAA-33) to the Field employee and the NRCS technical supervisor

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- within five working days of final approval being issued.
- (2) **Partner employees-** 1) Partner employee signs Form [NC-CPA-07](#) (Request for NRCS Job Approval Authority (JAA)) and submits to the SWCD or DSWC administrative supervisor, and SWCD Chairperson for signatures. 2) Employee requesting JAA uploads Form [NC-CPA-07](#) and all supporting documentation in the JAA Tracker, and notifies the NRCS Sup. Soil Conservationist (SSC) via email for action. 3) The NRCS SSC completes the NRCS administrative review and concurrence and notifies the ARC or ASE via email within 45-working days of receiving the request from the Employee. 4) The ARC or ASE completes the NRCS technical competency determination and notifies the ASTC-FOs via email within 45-working days of receiving the request from the SSC. 5) The ASTC-FOs completes the final approval and notifies the ARC or ASE via email within 30-working days of receiving the request from the ARC. 6) The ARC or ASE will then: a) Upload [NC-CPA-07](#) form into NCJAA Database, b) Update the NCJAA Database c) Generate a new or updated JAA Report (NC-JAA-33), and d) Forward the report (NC-JAA-33) to the employee, NRCS technical supervisor, and partner administrative supervisor (e.g. SWCD Department Head, SWCD Administrative Supervisor, DSWC Administrative Supervisor) within 5-working days of final approval being issued.
 - (3) **Supervisory Soil Conservationists (SSC-1)** SSC requesting JAA will upload Form [NC-CPA-07](#) (Request for NRCS Job Approval Authority (JAA)) and all supporting documentation in the JAA Tracker, and notifies the ASTC-FOs via email for action. 2) The ASTC-FOs completes the NRCS administrative review and concurrence and notifies the ARC or ASE via email within 45-working days of receiving the request from the SSC. 3) The ARC or ASE completes the NRCS technical competency determination and notifies the ASTC-FOs via email within 45-working days of receiving the request from the ASTC-FOs. 4) ASTC-FOs completes the final approval and notifies the ARC or ASE via email within 30-working days of receiving the request from the ARC or ASE. 5) The ARC or ASE will then: a) Upload [NC-CPA-07](#) form into NCJAA Database, b) Update the NCJAA Database c) Generate a new or updated JAA Report (NC-JAA-33), and d) forward the report (NC-JAA-33) to the SSC and ASTC-FOs within 5-working days of final approval being issued.
- C. NRCS Area Office employees will use the following process to acquire JAA.**
- (1) **Area Resource Conservationists (ARC) or Area Supervisory Engineers (ASE) -1)** ARC or ASE requesting JAA will upload Form [NC-CPA-07](#) (Request for NRCS Job Approval Authority (JAA)) and all supporting documentation in the JAA Tracker, and notifies the ASTC-FOs via email for action. 2) The ASTC-FOs completes the NRCS administrative review and concurrence and notifies the SRC or SCE via email within 45-working days of receiving the request from the ARC or ASE. 3) The SRC or SCE will complete the technical competency determination and issue final approval within 30-working days of receiving the request from the ASTC-FOs. 4) The SRC or SCE will then: a) Upload [NC-CPA-07](#) form into NCJAA Database, b) Update the NCJAA Database c) Generate a new or updated JAA Report (NC-JAA-33), and d) Forward the report (NC-JAA-33) to the ARC and ASTC-FOs within 5-working days of final approval being issued.
 - (2) **All Other Area Office Employees-1)** Area Office employee requesting JAA will upload Form [NC-CPA-07](#) (Request for NRCS Job Approval Authority (JAA)) and all supporting documentation, and notifies the ARC or ASE via email for action. 2) The ARC or ASE completes the NRCS administrative review and concurrence, technical competency determination, and notifies the ASTC-FOs via email within 45-working days of receiving the request from the AO Employee. 3) ASTC-FOs completes the final approval and notifies the ARC or ASE via email within 30-working days of receiving the request from the ARC or ASE. 4) The ARC or ASE will then: a) Upload [NC-CPA-07](#) form into NCJAA Database, b) Update the NCJAA Database c) Generate a new or updated JAA Report (NC-JAA-33), and d) Forward the report (NC-JAA-33) to the AO employee and NRCS Technical Supervisor within 5-working days of final approval being issued.
- D. NRCS State Office employees will use the following process to acquire JAA,** 1) State Office employee

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requesting JAA will submit Form [NC-CPA-07](#) (Request for NRCS Job Approval Authority (JAA)) and all supporting documentation to the SRC or SCE. 2) The SRC or SCE completes the NRCS administrative review and concurrence, technical competency determination, and final approval within 45-working days of receiving the request from the Employee. 3) The SRC or SCE will then: a) Upload [NC-CPA-07](#) form into NCJAA Database, b) Update the NCJAA Database c) Generate a new or updated JAA Report (NC-JAA-33), and d) Forward the report (NC-JAA-33) to the employee and NRCS Technical Supervisor.

NCH681.10 Procedures for Maintaining and/or Reissuing JAA

- A. All JAA limits expire in three years, and therefore, limits shall be reviewed and updated at least once every 3 years (see sections NCH681.8B (3) and (4)). A record of these reviews shall be uploaded and maintained in the NCJAA Database.
- B. A new JAA report (NC-JAA-33) shall be issued during Field Office Quality Assurance Reviews (QARs) (see section NCH681.8 (B)). Any changes to an employee's JAA will be made official once it is documented in the NCJAA Database.
- C. Maintaining existing JAA will require continuous technical competency and may require the submittal of at least one (1) additional complete set of I&E, Design, and/or C&C documentation.
 - (1) If controlling factors are revised by National Headquarters or significant changes to conservation practice standards occur, employees with JAA affected by these revisions, may lose authority to I&E, Design, and/or C&C.
 - (i) An appropriate review of technical criteria will be completed by the SRC or SCE and documented in the NCJAA Database. All affected employees will be notified accordingly and be provided instructions for regaining JAA.
- D. If there are no changes in JAA, a new Form [NC-CPA-07](#) is not required to be issued.
 - (1) If there has been a technical competency determination and an increase in NCJAA level is issued, document the specific conservation practice increase in JAA level using Form [NC-CPA-07](#).
 - (2) If a review reveals a need to decrease JAA, document the reason and the specific conservation practice decrease in JAA level using Form [NC-CPA-07](#).
 - (3) Administrative procedures for maintaining, reissuing, or decreasing JAA:
 - (i) **NRCS Field employees** should refer to section NCH681.9B (1),
 - (ii) **Partner Field employees** should refer to section NCH681.9B (2),
 - (iii) **Supervisory Soil Conservationists** should refer to section NCH681.9B (3),
 - (iv) **NRCS Area Office employees** should refer to section NCH681.9 (C), and
 - (v) **NRCS State Office employees** should refer to section NCH681.9 (D)

NCH681.11 Procedures for the Suspension of JAA

- A. Suspension of JAA is described in [NC-JAA-B](#) (Exhibit B) flowchart and shall be transmitted through the submittal of Form [NC-CPA-08](#). The administrative procedures and established timeframes shall be accomplished in the following manner:
 - (1) The Assistant State Conservationist for Field Operations (ASTC-FO) will submit the request to the STC for the suspension of employee's JAA within thirty (30) working days of discovering and documenting noncompliance with this policy. Prior to submitting the suspension request, the ASTC-FO (or designee) will develop an Improvement Plan (IP) in direct consultation with the employee's supervisor, i.e., SSC, SWCD Admin. Supervisor, Dept. Head, SWCD Board Chairperson, DSWC Admin Supervisor, etc.
 - (2) At a minimum, the IP shall contain: 1) reason for suspension, 2) the specific conservation practice suspension in JAA level, 3) whether a conservation planner role designation will be affected, 4) and

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how the employee can regain JAA. Reasons for a decrease or suspension in JAA can include, but are not limited to:

- (i) An inadequate design discovered during spot checking,
 - (ii) Implementation of the practice has not occurred in a number of years (the determination of the number of years of inactivity shall be made by the person performing the review and shall be based on the complexity of the practice, revisions to the practice standard, or changes in planning guidelines).
 - (iii) Significant change in conservation practice standard criteria.
 - (iv) Undocumented resource concerns, RMS alternatives, and projected effects on social, economic, and ecological resources on the NRCS-CPA-52 Form.
- (3) The STC will make the final decision and notify the ASTC-FO and SRC or SCE within thirty (30) working days from the date the ASTC-FO submits the request
 - (4) After approval is issued by the STC, the ASTC-FO (or designee) will direct the employee to complete the training and/or improve identified deficiencies in the IP.
 - (5) Upon completion of the IP, the following timeframes apply: The ASTC-FO (or designee) will verify completion of IP and forward to the ARC or ASE within forty (45) working days of the employee's written notification of IP completion. The ARC or ASE will then review the IP and all other supporting documentation and reinstate the employee's JAA within thirty (30) working days from the date the [NC-CPA-07](#) is approved by the ASTC-FOs.

NCH681.12 Procedures for the Transfer of JAA

- A. Reviews for existing JAA limits will be completed by the appropriate first-line technical competency reviewer, i.e., ARC or ASE for NRCS Administrative Area/Field Office employees, and the SRC/SCE for ARCs/ASEs and SO employees, within 90-working days of the employee's entry at their new duty station. JAA will be recognized when the controlling factors can be correlated to NC's controlling factors.
- (1) If controlling factors cannot be correlated, then JAA will not be recognized. For such cases, the process is equivalent to obtaining new JAA. (*Note- Certified planners transferring to NC, must ensure that NC core conservation practices for planner certification, are acquired within three years of employee's entry at their new duty station. If employee fails to acquire the appropriate level of JAA, planner certification will be suspended. List of NC core conservation practices are found in the NC Conservation Planning State Handbook.*)
 - (2) Generally, technical competency for transferees must be satisfied with the submission of one approved packet or as determined by the individual performing the technical competency determination. If necessary, the submittal of designs and documentation from another state may be used for a technical competency determination by the responsible ARC or ASE.
 - (3) If the transfer employee did not possess JAA for a practice in another state or administrative area, then the documentation requirements are equivalent to obtaining new JAA in North Carolina. With exception to ENG JAA, ECS JAA limits are portable across NC administrative areas.
 - (4) Administrative procedures for transferring JAA:
 - (i) **NRCS Field employees** should refer to section NCH681.9B (1),
 - (ii) **Partner Field employees** should refer to section NCH681.9B (2),
 - (iii) **Supervisory Soil Conservationists** should refer to section NCH681.9B (3),
 - (iv) **NRCS Area Office employees** should refer to section NCH681.9 (C), and
 - (v) **NRCS State Office employees** should refer to section NCH681.9 (D)

NCH681.13 Exhibits

Exhibit A- Process for the Request and Approval of NC Job Approval Authority (NC-JAA-A)

Exhibit B- Process for the Suspension of NC Job Approval Authority (NC-JAA-B)

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Exhibit C- Request for NRCS Job Approval Authority (JAA) (NC-CPA-07)

Exhibit D-Request to Suspend Job Approval Authority (JAA) (NC-CPA-08)

Exhibit E- Conservation Practice Certification Form (NC-CPA-09)

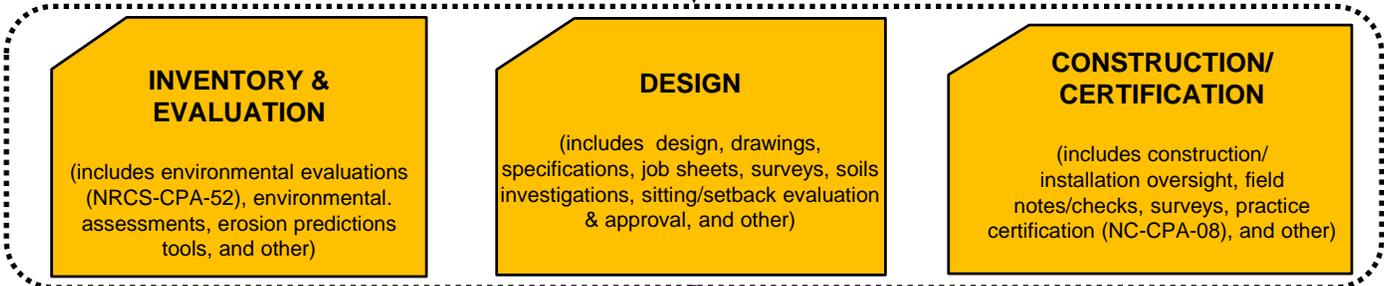
Process for the Request and Approval of NC Job Approval Authority

NRCS, SWCD, or Partner Employee Seeking Job Approval Authority for Engineering (ENG) and/or Ecological Sciences (ECS) Practices

NOTE- AO/SO employees should refer to the respective NC JAA State Handbook for established administrative procedures.

NRCS, SWCD, or Partner employee coordinates with their NRCS Technical Supervisor (Sup. Soil Conservationist).

NOTE- ENGJAA can only be assigned to NRCS, County, and SWCD District employees. Refer to NC General Statute 89C-25.



Employee submits JAA document package along with Form NC-CPA-07 to the Sup. Soil Conservationist (SSC) for NRCS administrative review & concurrence.

SSC completes NRCS review within 45-working days of request.

NOTE
For New JAA, Technical Competency Determinations must be satisfied. Generally it is required to submit 2 complete packets.
For Review or Transfer of existing JAA, Technical Competency Determinations must be satisfied. Generally it is required to submit 1 complete packet



SSC submits JAA document package along with Form NC-CPA-07 to the Area Supervisory Engineer (ASE) or Area Resource Conservationist (ARC) for a technical competency determination.

ASE/ARC completes technical competency determination within 45-working days of request.



ASTC-FO completes NRCS Final Approval within 30-working days of request and returns Form NC-CPA-07 to the ASE/ARC.

ASE/ARC submits JAA document package along with Form NC-CPA-07 to the ASTC-FO for NRCS Final Approval.

ASE/ARC uploads NC-CPA-07 form into NCJAA Database, updates the NCJAA Database, generates a new or updated JAA Report, and forwards the report (NC-JAA-33) and Form NC-CPA-07 to the employee, NRCS technical supervisor, and *SWCD administrative supervisor (*if SWCD Employee, report is forwarded to the SWCD Department Head/Administrative Supervisor). This process should be completed within 5-working days

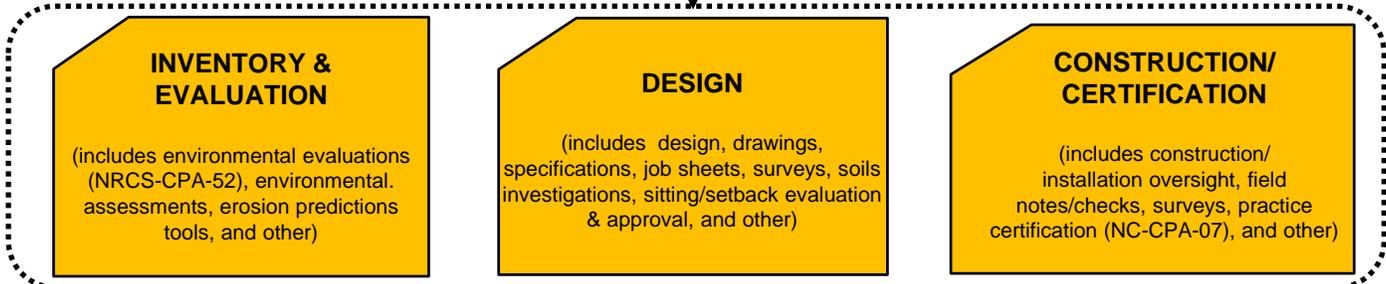
Note: An Employees JAA will become an official record when it is documented in the NCJAA Database

Process for the Suspension of NC Job Approval Authority

Suspension of NRCS, SWCD, or Partner Employee Engineering (ENG) and/or Ecological Sciences (ECS) JAA Practices

NOTE-Reason for JAA Suspension will be documented in Form- NC-CPA-08. This may also lead to the suspension of Conservation Planner designation. Employee will be provided guidance and instructions on how to regain JAA.

NRCS SSC, ARC, ASE, ASTC-FO, SWCD Administrative Sup, SWCD Chairperson, or DSWC Staff identify and document conservation planning deficiencies.



Using Form NC-CPA-08, the ASTC-FO (or designee) will develop an Improvement Plan (IP) in direct consultation the employee's supervisor (i.e. SSC, SWCD Admin. Supervisor, Dept. Head, SWCD Board Chairperson, DSWC Admin Supervisor, etc.).

Form NC-CPA-08 is submitted by the Assistant State Conservationist for Field Operations (ASTC-FOs) to the State Conservationist (STC).

The STC will make the final decision and notify the ASTC-FO and SCE/SRC within thirty (30) working days from the date the ASTC-FO submits the request.

After approval is issued by the STC, the ASTC-FO (or designee) will direct the employee to complete the training and/or improve identified deficiencies in the IP.

The ASTC-FO (or designee) will verify completion of IP and forward to the ASE/ARC within forty (45) working days of employee's written notification of IP completion.

The ASE/ARC will then review the IP and all other supporting documentation and reinstate the employee's JAA within thirty (30) working days from the date the NC-CPA-07 is approved by the ASTC-FOs.

Note: An Employees JAA will become an official record when it is documented in the NCJAA Database



Request for NRCS Job Approval Authority (JAA)

Use this form to request NRCS Engineering and/or Ecological Sciences Job Approval Authority (JAA). Before submittal of this form, please refer to the JAA Standard Operating Procedure (NC-JAA-A) for established administrative procedures. Field employees should note, Technical Competency Determinations for Engineering JAA will be completed by the NRCS Area Supervisor Engineer (ASE). For Ecological Sciences JAA, Technical Competency Determinations will be completed by the Area Resource Conservationist (ARC). For Area Office and State Office employees, please refer to the respective NC JAA State Handbook for established administrative procedures. NRCS employees requesting JAA will complete Parts A, B, and C. SWCD/DSWC employees will complete Parts A, B, C, and D. NRCS Technical Supervisors will complete Part E. ASEs/ARCs will complete Part F and G. ASTC-FOs will complete Part H.

| PART A – Employee Information (To be completed by the Employee requesting JAA.) | |
|---|---|
| Employee Name: | Date: |
| Employee Title: | County/SWCD: |
| Employee Email: | Affiliation: <input type="checkbox"/> NRCS <input type="checkbox"/> SWCD <input type="checkbox"/> Other |
| (Select JAA Request Type) | |
| <input type="checkbox"/> Initial JAA <input type="checkbox"/> Review of Existing JAA <input type="checkbox"/> Review of JAA Transfer | |
| JAA Discipline Type | No. of JAA Packet(s) attached for Review |
| <input type="checkbox"/> Engineering JAA <input type="checkbox"/> Ecological Sciences JAA | <input type="checkbox"/> One Packet* <input type="checkbox"/> Two Packets** |
| <i>(Note- *Generally required for the review of existing JAA/transfer JAA. ECSJAA is transferable within NC Administrative Areas, except ENGJAA. **Generally for the review of new/initial JAA requests. All required packets must be sent for review at the same time)</i> | |
| Briefly describe JAA Request: | |

| PART B –JAA Requested (To be completed by the Employee requesting Engineering and/or Ecological Sciences (ECS) JAA. Enter only one (1) practice per category. If request is to reissue NC JAA or to transfer JAA from another state, it is permissible to attach a copy of the employee’s most recent approved JAA Chart, in lieu of Part B. Before proceeding to Part C, please note in the comments section below the following remark: “Refer to the attached copy for my existing JAA Report”.) | |
|--|---|
| Practice Name: | Practice Code: |
| For Practice Phase(s): <input type="checkbox"/> I&E <input type="checkbox"/> Design <input type="checkbox"/> Construction & Certification | |
| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
| Comments: | |
| Practice Name: | Practice Code: |
| For Practice Phase(s): <input type="checkbox"/> I&E <input type="checkbox"/> Design <input type="checkbox"/> Construction & Certification | |
| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
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| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
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| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
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| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
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| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
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| Practice Name: | Practice Code: |
| For Practice Phase(s): <input type="checkbox"/> I&E <input type="checkbox"/> Design <input type="checkbox"/> Construction & Certification | |
| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
| Comments: | |

PART C – Employee Certification (To be completed by the Employee requesting JAA.) Once signatures have been secured in Part C, the employee will upload this form and any additional supporting information to the [NC SharePoint Site](#) for a NRCS Administrative Review and Concurrency by the NRCS Technical Supervisor (Supervisory Soil Conservationist). Please note: Non-NRCS employees will ensure Part D is completed before uploading this document to the SharePoint site.

I hereby acknowledge and certify that the conservation practices submitted for JAA review are based solely on my technical knowledge, skills, and abilities.

Employee Requesting JAA

Date

PART D – SWCD or DSWC Concurrence (To be completed by the Employee’s SWCD Administrative Supervisor/Department Head, and SWCD Chairperson. For Division Staff, recommendation must be supported by the Director (or Designee) of the NC Division of Soil and Water Conservation (DSWC). Once signatures have been secured in Part C and D, the employee will upload this form and any additional supporting information to the [NC SharePoint Site](#) for a NRCS Administrative Review and Concurrence by the NRCS Technical Supervisor (Supervisory Soil Conservationist).

We understand and agree that Job Approval Authority (JAA) will be assigned based upon training, experience and demonstrated competence in accordance with NRCS policy for the purpose of implementing conservation programs on agricultural lands (irrespective of funding sources) and that all work performed under this assigned Job Approval Authority will be:

1. Completed under the direct technical supervision and oversight of an NRCS employee.
2. Supported by a sound conservation plan meeting the requirements of: North Carolina Division of Soil and Water Conservation most recent memo regarding conservation planning requirements for Agriculture Cost Share Program; and USDA planning policy requirements contained in the NRCS National Planning Procedures Handbook, General Manual, and supplemental state policies.
3. Completed according to NRCS policies, procedures, standards and specifications; as more specifically defined in the Field Office Technical Guide, National Engineering Manual, the National Planning Procedures Handbook and its North Carolina Supplements.
4. In compliance with the requirements of NC General Statutes GS 89C-25. The certification of engineering practices (as defined by the PE Board) will be restricted to engineering practices installed on agricultural lands.

We also acknowledge that the NRCS State Conservation Engineer has offered the following opinion concerning his/her understanding of potential district and employee liability associated with the assignment of JAA:

Assigning engineering job approval authority to a district employee by NRCS does not provide liability protection for the district nor does it provide protection to the individual district employee. The federal government cannot provide legal protection for a district employee based solely on the fact that the employee was operating under a job approval authority established by NRCS. However, if a tort claim is brought against a district employee arising out of district work, the fact that the employee was following NRCS conservation practice standards and had engineering job approval from NRCS for the level of work that was performed, may be helpful in the defense of the suit since NRCS is the acknowledged leader in the field of conservation engineering. Under certain circumstances, the protection of the Federal Tort Claims Act may be extended to district employees when they are carrying out NRCS work. Should the need arise, the determination of Federal Tort Claims Act coverage or protection for districts and district employees will be determined on a case by case basis after an evaluation of the specific facts in each case. The determination is made by the Office of General Counsel (OGC) and not by the NRCS.

We understand that all work performed using NRCS Job Approval Authority must be in accordance with NRCS policies and procedures including compliance with applicable laws and regulations. We will ensure that our conservation activities comply with state and federal laws that address special environmental concerns including Cultural Resources, Threatened and Endangered Species, and Wetlands, and appropriate documentation of these resources shall be properly noted in the job file.

We acknowledge that the above stated requirements and understandings apply to Job Approval Authority (JAA) assigned for *engineering and ecological sciences* conservation practices. We request Job Approval Authority for the conservation practices listed on this form.

| | |
|--|------|
| SWCD Administrative Supervisor/Department Head (Signature required only for SWCD Employees) | Date |
| SWCD District Chairperson (Signature required only for SWCD Employees) | Date |
| Division of Soil and Water Conservation Director (Signature required only for Division Employees) | Date |

PART E – NRCS Administrative Review and Concurrence (To be completed by the Supervisory Soil Conservationist (SSC) within 45-working days of receiving the request from the employee. Once Part E is completed, upload this form and any additional supporting information to the [NC SharePoint Site](#) for a Technical Competency Determination by the Area Supervisor Engineer (ASE) or Area Resource Conservationist (ARC).

I hereby certify that the information reviewed for JAA meets the minimum NRCS Technical requirements and criteria established by the State Conservationist.

NRCS Administrative Review and Concurrence Signature

Date

PART F –Assigned JAA (To be completed by the Area Supervisor Engineer (ASE) or the Area Resource Conservationist (ARC). *The ASE/ARC completing this part shall have equal or greater JAA level from that being requested by the employee. If this is not the case, please forward the request to the NRCS State Conservation Engineer or State Resource Conservationist (SRC). *(Note-If request to reissue NC JAA or to transfer JAA from another state is submitted with an attached copy of the employee’s JAA Chart, it is permissible to note the assigned JAA on the employee’s copy. If this is the case, please note in the comments section below the following remark: “Refer to the attached copy for Pen/Ink changes and Delegated JAA”).*

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| Practice Name: | Practice Code: |
| For Practice Phase(s): <input type="checkbox"/> I&E <input type="checkbox"/> Design <input type="checkbox"/> Construction & Certification | |
| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
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| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
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| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
| Comments: | |

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| For Practice Phase(s): <input type="checkbox"/> I&E <input type="checkbox"/> Design <input type="checkbox"/> Construction & Certification | |
| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
| Comments: | |

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| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
| Comments: | |



Request to Suspend Job Approval Authority (JAA)

Use this form to request suspension of NRCS Engineering and/or Ecological Sciences Job Approval Authority (JAA). Before submittal of this form, please refer to the JAA Standard Operating Procedure (NC-JAA-B) for established suspension administrative procedures. The Assistant State Conservationist for Field Operations (ASTC-FO) will submit the request to the STC for the suspension of employee's JAA within thirty (30) working days of discovering and documenting noncompliance with the JAA policy. For Area Office and State Office employees, please refer to the respective NC JAA State Handbook for established administrative procedures. NRCS Administrative Supervisors will complete Parts A through D. ASTC-FO will sign Part D. The State Conservationist (STC) will complete Part E.

PART A – Employee Information (To be completed by the First/Second level NRCS Admin. Supervisor ((e.g. Sup. SC (SSC), ASTC-FO (or designee), SCE, or SRC.))

| | |
|---|--|
| Employee Name: | Date: |
| Employee Title: | County/SWCD: |
| Employee Email: | <u>Affiliation</u> <input type="checkbox"/> NRCS <input type="checkbox"/> SWCD <input type="checkbox"/> Other |
| <u>Discipline Type(s)</u> <input type="checkbox"/> Engineering JAA <input type="checkbox"/> Ecological Sciences JAA | <u>Conservation Planner Designation Affected</u> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable |
| Briefly describe reason for JAA suspension : | |

Part B -Improvement Plan (To be completed by the First/Second level NRCS Admin. Supervisor.)

Briefly describe how employee can regain JAA:

PART C –Practices Considered for Suspension (To be completed by the First/Second level NRCS Admin. Supervisor.)

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| Practice Name: | Practice Code: |
| For Practice Phase(s): <input type="checkbox"/> I&E <input type="checkbox"/> Design <input type="checkbox"/> Construction & Certification | |
| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
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| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
| Comments: | |

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| For Practice Phase(s): <input type="checkbox"/> I&E <input type="checkbox"/> Design <input type="checkbox"/> Construction & Certification | |
| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
| Comments: | |



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| Practice Name: | Practice Code: |
| For Practice Phase(s): <input type="checkbox"/> I&E <input type="checkbox"/> Design <input type="checkbox"/> Construction & Certification | |
| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
| Comments: | |

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| Practice Name: | Practice Code: |
| For Practice Phase(s): <input type="checkbox"/> I&E <input type="checkbox"/> Design <input type="checkbox"/> Construction & Certification | |
| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
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| Practice Name: | Practice Code: |
| For Practice Phase(s): <input type="checkbox"/> I&E <input type="checkbox"/> Design <input type="checkbox"/> Construction & Certification | |
| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
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| For Practice Phase(s): <input type="checkbox"/> I&E <input type="checkbox"/> Design <input type="checkbox"/> Construction & Certification | |
| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
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| Practice Name: | Practice Code: |
| For Practice Phase(s): <input type="checkbox"/> I&E <input type="checkbox"/> Design <input type="checkbox"/> Construction & Certification | |
| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
| Comments: | |

| | |
|---|---|
| Practice Name: | Practice Code: |
| For Practice Phase(s): <input type="checkbox"/> I&E <input type="checkbox"/> Design <input type="checkbox"/> Construction & Certification | |
| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
| Comments: | |

| | |
|---|---|
| Practice Name: | Practice Code: |
| For Practice Phase(s): <input type="checkbox"/> I&E <input type="checkbox"/> Design <input type="checkbox"/> Construction & Certification | |
| Controlling Factor(s): | Job Class: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> V |
| Comments: | |

PART D – Recommendation for Suspension (To be completed by the ASTC-FO within thirty (30) working days of discovering and documenting noncompliance with this policy. Once Part A-D are completed, forward this form to the STC.)

I hereby certify that this request for JAA suspension is consistent with NRCS policies and procedures.

ASTC-FO Signature

Date

Part E- Final Approval (To be completed by the STC within thirty (30) working days from the date the ASTC-FO submits the request. Once Part E is completed, forward this form to the ASTC-FO and SCE/SRC.)

I hereby certify that the information submitted for JAA suspension is consistent with NRCS policies and procedures.

State Conservationist Signature

Date



Conservation Practice Certification Form

08/17

Use this Conservation Planning Assistance Form to document practice Construction & Certification (C&C) for all conservation planning activities implemented under the technical supervision of an employee with the appropriate ECS and/or ENG Job Approval Authority (JAA). Completed practices are to be checked against the planned specifications and associated Statements of Work (SOW) to ensure the planned practice purpose has been achieved meeting applicable NRCS practice standard criteria and planning criteria treatment threshold for any NRCS assisted activities. Final field inspection or check-out documentation will become part of the client's case file, along with ALL other supporting data from previous planning, layout, or documenting records. When an employee determines the practice "**Meets NRCS Standards and Specifications**", it implies the conservation practice or system meets applicable NRCS practice standard criteria as well as other applicable technical and/or program requirements. All conservation practices will be certified and documented according to [Title 450, General Manual \(GM\), Part 407](#) and the applicable conservation practice SOW.

PART A – General Information

| | | |
|---------------------------|---------------|---|
| Client Name: | Program Type: | Agreement Number: |
| NRCS Administrative Area: | County: | Team Number: |
| Tract Number(s): | | <input type="checkbox"/> Or refer to the attached Practice Certification Map(s) |

PART B – Practice Certification Information

B(I). Conservation Practice(s) Applied & Field Certified

| CIN | Practice Name | Practice Code | Applied Amount/Extent | Meets NRCS Standards and Specifications? | Field Inspection By | Field Inspection Date |
|-----|---------------|---------------|-----------------------|--|---------------------|-----------------------|
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |
| | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

B(II). Required Technical Documentation

Note- ALL required practice installation/certification documentation, as specified in GM 450 Part 407, conservation practice SOW "Check Out-Deliverables", applicable jobsheet(s), approval letters, digital images, and/or practice certification maps*, must be attached to this form.
 *Practice Certification Map(s) will include the installed practice location(s), Tract(s) & Field number(s), standard practice symbols, and the amount/extent of practice(s) certified.

| | | |
|---|--|---|
| Applicable Job Sheet(s) Certified <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Applicable Checklist(s) Certified <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Practice Certification Digital Image(s) <input type="checkbox"/> Yes |
| Applicable Approval Letter(s) from Individual with JAA <input type="checkbox"/> Yes <input type="checkbox"/> N/A | Practice Certification Map(s) <input type="checkbox"/> Yes | Progress Report Completed <input type="checkbox"/> Yes |

PART C- Certification of Compliance with Plans and Specifications

Practice(s) **meets** NRCS Conservation Practice Standards and Specifications as identified in Part B(I).

Practice(s) does **NOT** meet NRCS Conservation Practice Standards and Specifications as identified in Part B(I). State reason(s) for practice(s) NOT meeting NRCS Standards and Specifications. If practice is a component or part of a system, then Part D- Review of Technical Certification, will not be completed until all practices comprised by the system meet NRCS standards and specifications.

PART D– Review of Technical Certification

I acknowledge and attest that the conservation practices meeting NRCS Standards and Specifications listed in Section B(I) of this form, have been certified by an individual with the appropriate JAA level or by a Registered TSP. I hereby certify that the information and statements contained in this form are true and correct to the best of my knowledge.

Signature Title Date