



DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET, NW
WASHINGTON, DC 20314-1000

NOV 19 2019

CECW-CO

MEMORANDUM FOR NATURAL RESOURCE MANAGEMENT (NRM) CHIEFS

SUBJECT: Recreation One Stop (R1S) Coach, Assist, & Train Team (CATT) Nominations

1. The U.S. Army Corps of Engineers (USACE), in concert with other federal agencies, entered into a contract to provide recreation reservation and trip planning services to federal recreation sites. This includes the ability to process and manage local reservation services from our parks using a web based field reservation application. In order to implement and operate the Recreation One Stop (R1S) field reservation application, the contract specifies that the participating agencies will perform a large number of activities and services that are not contractually required. Some of these required government-provided services include providing, operating and supporting the IT hardware required to operate the R1S field reservation application. To meet this need for direct field support, the USACE R1S Coach, Assist, & Train Teams (CATT) are being refreshed.

2. The R1S CATTs are Division based support teams composed of specifically trained field personnel, with the mission of providing direct support to sites utilizing the R1S Field Reservation Program for issues which are not contractually required for support by the contractor, and/or ACE-IT. CATT members will get experience working on a high profile inter-agency project/team, along with exposure to federal IT contracting. The R1S CATT will be led by a CATT Leader that reports directly to the USACE R1S Program Manager. Each Division R1S CATT will be led by a CATT Coordinator that reports directly to the CATT Leader. The CATT Leader may also serve in the capacity of a Division CATT Coordinator. Recommended staffing requirements for each Division R1S CATT is a minimum of one representative per District and a minimum of one IMO/ACE-IT specialist (reference attached USACE R1S CATT Charter).

3. The duties of the CATT involve:

- Directly supporting USACE sites that utilize the R1S Field Reservation Program including IT equipment purchase, installation, maintenance, property management, operation, and testing.
- Field testing new versions and upgrades to the R1S Field Reservation Program.
- Providing input to the scopes of work for future enhancements to the R1S Field Reservation Program.
- Developing user training materials.
- Participating in training activities.
- Directly supporting R1S telecommunication including IT telecommunication equipment installation, maintenance, property management, operations, and testing.
- Coordinating support activities and communications with the USACE R1S Program Manager, USACE R1S CATT Leader, Division R1S CATT Coordinators, Division

POC's, District POC's, other Division R1S CATT members, and the USACE Information Management and Services offices when appropriate.

- Assisting other R1S agencies with implementation of the Field Reservation Program, as appropriate.

4. Team members should possess above average skills and knowledge in the areas of computer hardware, operating systems and recreation area management and meet the following selection criteria:

- Previous attendance to the current R1S Field Reservation Application training courses.
- Possess direct field experience with the current R1S Reservation Application.
- Possess direct field experience with the setup and operations of the current R1S Field Reservation Application and R1S telecommunications.
- Possess direct field experience with the purchase, setup, operation and maintenance, testing and troubleshooting of the current R1S Field Reservation Application and R1S telecommunications services.

5. Members will be nominated by their District's R1S POC. The final selection of nominees will be made by HQUSACE and those selected will serve a minimum 2-year appointment to the team with options for extension after each term. Minimal commitment is required, about 8-12 hours per month. Personnel selected for the team will remain at their local duty station and perform their normal functions when not performing team duties, attending training sessions, or traveling for R1S support purposes (reference attached USACE R1S CATT Charter).

6. Although virtual team meetings and training are emphasized, infrequent travel may be required by some team members. Funding for travel and per diem to attend any required training will be provided via the USACE R1S Program Manager. CATT member salary will not be funded by HQUSACE and will remain the responsibility of the local duty station, except for the CATT Leader (reference attached USACE R1S CATT Charter).

7. District R1S POC's should email, after the nominee's supervisor approval, the name, current position, and duty station of nominees to serve one or more of the following positions: USACE R1S CATT Leader, Division R1S CATT Coordinator, Division CATT member, along with a short justification for wanting to serve in this developmental assignment to Mr. Jason Owen at Jason.W.Owen@usace.army.mil by COB December 20, 2019. Point of contact for the USACE R1S Program is Mr. Jason Owen, USACE R1S Program Manager, (817) 886-1576.

Encl



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