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

S: 1 October 2004

CECW-CO

SEP 1 3 2004

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS, CHIEFS, OPERATIONS DIVISIONS

SUBJECT: Operations and Maintenance Business Information Link (OMBIL) Environment-Stewardship (ES) Component

1. The Environment- Stewardship (ES) component of the Operations and Maintenance Business Information Link (OMBIL/ES) will be deployed in early Fiscal Year 2005. A management structure and process will be established to facilitate deployment and operation of this component.

2. Each District will designate a District Point of Contact (POC) for coordination of OMBIL/ES activities within their organization. The District POC can be from the District office, or field project personnel. These POCs will be responsible for information transfer and program coordination, both at their organizational level and vertically within the organization. They will also participate in a "train-the-trainer" course to facilitate initial deployment and data entry of OMBIL/ES information and provide first line assistance to project users on OMBIL/ES related problems. Two train-the-trainer courses will be conducted in the mid-November/mid-December 2004 timeframe. Exact dates and locations have not yet been determined. More information on these courses will be provided later to those persons designated as District POC.

3. Additionally, an OMBIL/Environment - Stewardship Users Group, consisting of MSC, District, and project personnel, will be established. The OMBIL/ES Users Group will assist during the final development and deployment stages of the program, as necessary. They will provide organizational stability and institutional knowledge, while facilitating system maturity. During the operational phase of the program, the Users Group will:

    a. Serve as Ombudsman for field users, to communicate field needs and concerns to the HQ Proponent.

    b. Identify and evaluate requirements for changes, enhancements, additions or deletions to environmental stewardship data and standard reports in OMBIL. Make appropriate recommendations to the HQ Proponent.

    c. Identify and evaluate modifications to existing OMBIL utilities or features to facilitate or improve system use. Make appropriate recommendations the HQ Proponent.

    d. Identify improvements or modifications to the OMBIL/Environment- Stewardship Users Manual. Make appropriate recommendations to the HQ Proponent.

    e. Provide information and technical assistance to the MSCs, District POCs, and to field users, to include assistance in training, as appropriate.

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    f.   Advise the HQ Proponent on matters of policy and system management regarding the OMBIL Environment- Stewardship component.

4. The OMBIL/ES Users Group will consist of a minimum of 9 and a maximum of 17 members. This includes at least one, and not more than two representatives for each MSC, as well as a chairperson. The group will include members from an MSC, Districts, and field projects. If an MSC has two representatives, one must be from a project. The members, as well as the Chairperson, will serve indefinite assignments, in order to provide stability and continuity to the Group.
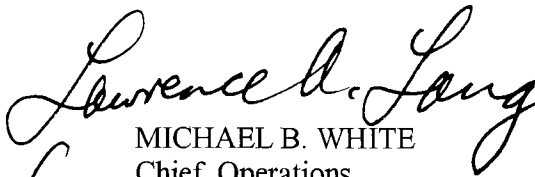
5. The OMBIL/ES Users Group will meet twice a year, as necessary, to conduct business. The Group will determine meeting location, duration, and format. The Group may determine that necessary business can be accomplished through a teleconference, if appropriate. Funding for salary, travel, and per diem will be the responsibility of the local duty station.

6. MSCs are requested to provide to Denise Y. White by 1 October 2004 - the name, office symbol, and telephone number of your designated District POCs (one representative per District) for the OMBIL/ES component; and your nominee(s) for membership in the OMBIL/ES User's Group. (Each Division may submit up to two nominees. The same individual may serve as both POC and User's Group member.) Current OMBIL/ES Users Group membership consists of:

- Calvin Foster, CESPK (Chairperson)
- Melissa Rinehart, CENWP
- Heather Burke, CESAJ
- Jeff Krause, CENAB
- Beverly Noel, CESPA
- Denise White, HQUSACE (Proponent)

7. The point of contact for the OMBIL/Environment - Stewardship component is Denise Y. White, (202) 761-4704. Questions concerning this matter may also be directed to Calvin Foster, (559) 787-3024.

FOR THE COMMANDER:

MICHAEL B. WHITE
Chief, Operations
Directorate of Civil Works

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