



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

S: 30 September 2005
JAN 27 2005

CECW-CO

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

SUBJECT: Operations and Maintenance Business Information Link/Environment-Stewardship
Component Deployment

1. This memorandum announces the deployment of the Environment-Stewardship component of the Operations and Maintenance Business Information Link (OMBIL) for data input and full implementation. **Official project data concerning the Civil Works Environment-Stewardship business function must be entered and/or updated in the OMBIL Environment-Stewardship module at least annually -- by the end of each fiscal year.** Data entry and full implementation of this module replaces the need for annual Environment-Stewardship performance results data calls.

2. A Point of Contact (POC) for OMBIL/Environment-Stewardship has been designated at each district and division (Encl 1). These POCs serve as first line support for OMBIL/Environment-Stewardship users in their areas of responsibility. They facilitate information transfer and conduct training for project staff, as needed. In addition, an OMBIL/Environment-Stewardship Users Group, composed of no more than two representatives from each division, has been established. The initial roster of Users Group members (Encl 1) and the Users Group Charter (Encl 2) are provided. The Users Group serves as ombudsman for the field, evaluating field suggestions for modifications to the program, and making recommendations to HQUSACE on suggestions of merit. The POCs and the Users Group provide a support structure for all OMBIL/Environment-Stewardship users during the deployment and throughout the operating life of the system.

3. In December 2004, two "train-the-trainer" workshops were conducted for District POCs on the OMBIL/ Environment-Stewardship component. District POCs have been provided information and support materials to train project staff and Division POC in Environment-Stewardship data input and retrieval. These support materials are posted on the OMBIL website, <http://ombil.usace.army.mil>.

4. Data entry in the OMBIL/Environment-Stewardship module requires user registration and is password controlled. For registration and password issuance, project, district or division individuals, as designated by their local offices to perform OMBIL/Environment-Stewardship data entry, will send an email to ombil@usace.army.mil with the following information:

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- Full name and office symbol
- Mailing address
- Corps user-id (DO NOT send us your password)
- Phone number
- E-mail address
- Division, District, Project Site
- Business area to be accessed

A Corps user-id that has been "updated" with the capability to access the OMBIL SID, Q0OMBLP1 (that's Q-zero-O-M-B-L-P-one) is also needed. Registrants should contact their UPASS administrator (probably located in the local Information Management office) to request that this capability be added to their user-id.

5. Some information relative to the Environment-Stewardship and other Operations business functions has been preloaded in OMBIL. A limited amount of information, found specifically on the Common-Project Site form, is used to automatically populate display information fields on the Environment-Stewardship data entry forms. All data that automatically displays on Environment-Stewardship forms, from information input to the Common-Project Sites form, should be checked carefully, and annually, to assure its accuracy.

6. Coordination with other business functions will be critical to the successful deployment of OMBIL/Environment-Stewardship. Extensive data has already been entered into OMBIL by other business functions, which must be considered when doing initial data entry for OMBIL/Environment-Stewardship.

7. An extensive user Help Manual has been developed for OMBIL/Environment-Stewardship. Copy of this manual is available in MS WORD format and may be viewed or printed from the OMBIL website <http://ombil.usace.army.mil> (see the Environment-Stewardship Business Tab – User Manuals and Reference Materials – Environment-Stewardship Help Word Document). This manual includes a definition for every data field, as well as guidance regarding the frequency of data entry. The manual also clarifies which data fields on Common forms should be entered for OMBIL/Environment-Stewardship. OMBIL/Environment-Stewardship users should reference the Help Manual when entering data to assure the appropriate data is entered accurately and timely.

8. Questions regarding OMBIL/Environment-Stewardship should be answered at the lowest level practical. If a question cannot be answered or an issue resolved by the appropriate District or Division POC, it may be referred to the respective OMBIL/Environment Stewardship User

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Group member. The HQ Point of contact for OMBIL/Environment-Stewardship is Denise Y.
White, (202) 761-4704.

FOR THE COMMANDER:



2 Encls

MICHAEL B. WHITE
Chief, Operations
Directorate of Civil Works

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COMMANDER, ENGINEER RESEARCH AND DEV. CENTER, ATTN: CEWES-EE-R

OMBIL Environment-Stewardship District POCs/ User Group Members
20 November 2004

District	Name	Office Symbol	Phone number	District POC	User Group Member
LRB	Lynn Greer	CELRB-TD-OT	716-879-4260	X	
LRC	Donald Wadleigh	CELRC-TS-CO	513-846-5474	X	
LRE	Jimmie Glover	CELRE-OT-T	313-226-6801	X	
LRH	Shirla Wells	CELRH-OR	304-399-5675	X	
LRL	Keith Chasteen	CELRL-OP-TO	502-315-6724	X	X
LRN	Dena Williams	CELRN-OP-R	615-736-7827	X	X
LRP	Larry Homich	CELRP-OR-TR	412-395-7192	X	
MVK	Johnny Kiser	CEMVK-OD-MN	601-631-5283	X	
MVM	Rod Kellow	CEMVM-CO-M	901-544-4017	X	
MVN	Michael Stout	CEMVN-OD-T	504-862-2554		X
MVN	Michael Saucier	CEMVN-OD-T	504-862-2525	X	
MVP	Kurt Brownell	CEMVP-CO-NR	507-895-6341 x6	X	
MVR	Joe Lundh	CEMVR-OD-MN	309-794-4528	X	
MVS	Lynn Neher	CEMVS-CO-T	314-331-8880	X	
MVD	Mary Burrow	CEMVD-PD-WM	601-634-7301	Division POC	X
NAB	Jeff Krause	CENAB-OPF-R	814-658-6813		X
NAB	Mark Simonis	CENAB-OPF-T	570-835-5281	X	
NAE	Bruce Williams	CENAE-CO-TS	978-318-8168	X	X
NAP	Barry Leatherman	CENAP-OP-TN	215-656-6735	X	
NWK	Michael Watkins	CENWK-OD-TR	816-983-3651	X	
NWK	John Lucido	CENWK-OD-TR	816-983-3649		X
NWO	Diana Rocheford	CENWO-OD-TM	402-221-3753	X	
NWP	Ismael Caballero	CENWP-OP-SR	503-808-4325	X	
NWP	Melissa Rinehart	CENWP-OP-B	541-374-8344		X
NWS	Carol Hewes/ Carlton Morris (alt)	CENWS-OD-CJ	509-689-2228	X	
NWW	Al Sutlick	CENWW-OP-RM	509-527-7136	X	
POA	Tim Feavel	CEPOA-CO-O-C	907-488-2748	X	
SAJ	Heather Burke	CESAJ-CO-OP	904-232-2815	X	X
SAM	Ken Day	CESAM-OP-TR	251-694-3724	X	
SAS	Jeff Brooks	CESAS-OP-R	706-213-3424	X	X
SAW	Michael Hosey	CESAW-OP-O	919-676-3684	X	
SPA	Beverly Noel	CESPA-OD-O	505-342-3374	X	X
SPK	Mike Carilli	CESPK-CO-SP	209-881-3517	X	
SPK	Mary Ann Deeming	CESPK-CO-SF	530-865-4722		X
SPK	Calvin Foster	CESPK-CO-S	559-787-3024		Chair
SPN	Nancy Rogers	CESPN-OR-O-BVC	415-332-3871	X	
SPL	Phil Serpa	CESPL-CO	213-452-3402	X	
SWF	Chris Byrd	CESWF-OD-R	817-886-1569	X	
SWF	Scott Tackett	CESWF-OD-BR	972-875-5711		X
SWG	Ruth Millsaps	CESWG-OD-OHW	936-346-3362	X	
SWL	Randy Becker	CESWL-OD-OM	501-324-5824	X	
SWT	Jim Harris	CESWT-OD-RT	903-465-4990		X
SWT	Stanley Spirlock	CESWT-OD-NR	918-669-7340	X	

**OMBIL/ ENVIRONMENT-STEWARDSHIP
USERS GROUP CHARTER**

1. The Operations and Maintenance Business Information Link (OMBIL) was developed to provide a single repository of information required to operate and manage the Operations function of the U.S. Army Corps of Engineers (USACE). Key objectives in the development included one time data entry, as well as access to corresponding, consistent information in various formats at all levels of the Operations community.
2. Each Business Function identified its own data needs and provided advice and assistance in the development of its component. The Environment-Stewardship Business Function employed a group of subject matter experts representing the project, district and Major Subordinate Command (MSC) levels, with one Headquarters (HQ) proponent, to assure the needs of all users were addressed during development. As data requirements change for the Environment-Stewardship business function in the future, the system will evolve to meet the new requirements.
3. The OMBIL/Environment-Stewardship Users Group will be critical in the refinement and future evolution of the component to serve the needs of the Environment-Stewardship business function. The Users Group will provide organizational stability and institutional knowledge, while facilitating system maturity. The Users Group will be responsible to:
 - 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 new, or modifications to existing, OMBIL utilities or features to facilitate or improve system use. Make appropriate recommendations to 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 MSC and District POCs, and to field users, to include assistance in training, as appropriate.
 - f) Advise the HQ Proponent on matters of policy and system management regarding the OMBIL/Environment-Stewardship component.
4. The Users Group will meet twice a year, as necessary, to conduct business. Meeting location, duration and format will be determined by the Group. The Group may determine that necessary business can be accomplished through a tele-conference, in lieu of a meeting, if appropriate. A report of proceedings, to include an evaluation of system condition and functioning, as well as

any appropriate recommendations, will be provided to the HQ Proponent following the meeting. If the Group determines there is no business to conduct, a negative report will be provided to the HQ Proponent.

5. The Users Group is composed of 9 individuals (to a maximum of 18) with 1, and no more than 2 representing each Major Subordinate Command, and 1 chairperson. The group will include persons from MSCs, Districts, and Projects. If an MSC has two representatives, one must be from a project site. The members, as well as the Chairperson, will serve indefinite assignments, in order to provide stability and continuity to the Group. All members have equal standing in the Group. Only one vote per MSC will be allowed however, for situations where voting is required for a Group decision.

6. Members will be designated by HQUSACE memorandum and will serve until an exception is requested through the MSC by formal memorandum. When a member decides to rotate off the Group or needs to be replaced due to retirement, change of duty station, etc., the representative MSC will nominate four individuals for possible new members: one from the MSC, one from the district and two from the project level of the organization. The Users Group will provide recommendations for incoming members to the HQ Proponent, assuring integrity of the organizational composition.

7. Current Membership

District	Name	Office Symbol	Phone	Info
LRN	Keith Chasteen	CELRL-OP-TO	502-315-6724	
LRN	Dena Williams	CELRN-OP-R	615-736-7827	
MVN	Michael Stout	CEMVN-OD-T	504-862-2554	
MVS	Lynn Neher (MVD alt)	CEMVS-CO-T	314-331-8880	
MVD	Mary Burrow	CEMVD-PD-WM	601-634-7301	
NAB	Jeff Krause	CENAB-OPF-R	814-658-6813	Trainer
NAE	Bruce Williams	CENAE-CO-TS	978-318-8168	
NWK	John Lucido	CENWK-OD-TR	816-983-3649	
NWP	Melissa Rinehart	CENWP-OP-B	541-374-8344	Trainer
SAJ	Heather Burke	CESAJ-CO-OP	904-232-2815	Trainer
SAS	Jeff Brooks	CESAS-OP-R	706-213-3424	
SPA	Beverly Noel	CESPA-OD-O	505-342-3374	Trainer
SPK	Mary Ann Deeming	CESPK-CO-SF	530-865-4722	
SPK	Calvin Foster	CESPK-CO-S	559-787-3024	Chair, Trainer
SWF	Scott Tackett	CESWF-OD-BR	972-875-5711	
SWT	Jim Harris	CESWT-OD-RT	903-465-4990	
HQ	Denise White	CEMP-SPD	202-761-4704	Proponent