



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

CECW-CO

S: 23 July 2007

JUN 28 2007

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS;
CHIEFS, OPERATIONS

SUBJECT: Request for Nominations – Environment-Stewardship Budget Evaluation SysTem Coach, Assist, and Train Team

1. It is anticipated that the Environment-Stewardship Budget Evaluation SysTem (E-S BEST) will be used for the fourth year in Fiscal Year (FY) 2008 to develop the Environment-Stewardship Business Program budget for FY 2010. The tool worked well during the initial period of establishing performance-based budgeting for the Environment-Stewardship Program by providing a centralized, consistent structure for collecting and analyzing budget related data. The system will continue to evolve to meet changing needs and priorities. An E-S BEST Coach, Assist, and Train Team (E-S BEST-CATT), modeled on the success of the Recreation business program team, will be established to provide support to field users.
2. The enclosed draft charter describes the membership, structure, roles, and responsibilities for the E-S BEST-CATT. The draft charter will be revised and finalized based on input from the Environment-Stewardship Community of Practice, including the E-S BEST-CATT members, to assure the team's effectiveness.
3. Please submit two nominations for individuals from your Division to serve on the E-S BEST-CATT. The nominated individuals should have experience in using E-S BEST at the field level. They must also be willing and able to travel to field locations within their Division to provide on-site assistance and training for field users of E-S BEST. In nominating individuals for E-S BEST-CATT membership, their local offices and divisions are agreeing to allow up to 15 percent of their time annually to be devoted to E-S BEST-CATT responsibilities, as well as to fund travel and per diem for travel within the Division in direct support of field users. All salary will remain the responsibility of the home duty station. Travel and per diem for E-S BEST-CATT members to attend annual team meetings will be paid by HQUSACE.
4. Nominations should be submitted through MSCs to reach CECW-CO-N by 23 July 2007. Nominees will be notified of their assignment by memorandum signed by the Chief of Operations. Plans are to stand up the team by mid-August 2007 and provide initial team training in mid-September 2007 to prepare for and provide meaningful assistance to field users for the FY 2010 budget development process.
5. Point of contact for this effort in CECW-CO-N is Ms. Denise Y. White, (202) 761-4704.

FOR THE COMMANDER:

Encl

A handwritten signature in black ink, appearing to read "Mark F. Sudol".

MARK F. SUDOL
Acting Chief, Operations
Directorate of Civil Works

Environment-Stewardship Budget Evaluation System Coach, Assist, & Train Team (E-S BEST-CATT)

DRAFT Charter

E-S BEST-CATT Purpose

The E-S BEST-CATT is a field based team with a primary purpose of providing direct support to project/district level, field users of E-S BEST. The E-S BEST-CATT also collects field input and makes recommendations to the Stewardship Advisory Team (SAT) for enhancements and improvements to E-S BEST, in support of the Environment-Stewardship budget development process. The E-S BEST-CATT facilitates field influence on, and ownership of, this critical component of Environment-Stewardship budget development.

E-S BEST-CATT Members' Responsibilities

Team members are responsible to:

- 1) attend update training on E-S BEST annually or as required;
- 2) provide training for field personnel within their Division on the use of E-S BEST;
- 3) provide technical assistance to project/district level, field users of E-S BEST within their Division during annual budget development;
- 4) identify problem areas and provide recommendations to the SAT annually for enhancements and improvements to E-S BEST;
- 5) participate in peer review activities, within and across MSCs, related to Environment-Stewardship budget development; and
- 6) assist with nationwide training activities, such as webcasts and at national, regional and local conferences, as necessary.

E-S BEST-CATT Coordinator

The E-S BEST-CATT will have a designated team coordinator appointed and partially funded by HQUSACE. The E-S BEST-CATT Coordinator may spend up to 10% of his/her time on team activities and will serve for an indefinite term to provide continuity and consistency as team members rotate on and off the team. The team coordinator is responsible to:

- 1) provide first line assistance to team members as they fulfill their team responsibilities;
- 2) transfer funds as available for E-S BEST-CATT members' travel requirements to attend annual training sessions;
- 3) track and monitor peer review activities of the E-S BEST-CATT, assuring funding is appropriately provided for these activities, as available;

- 4) act as liaison between the team and the SAT, to include coordinating the delivery of team recommendations for program enhancements and improvements; and
- 5) assist with nationwide training activities, such as the annual E-S BEST-CATT member training, web-casts, and/or national, regional or local conferences, as necessary.

E-S BEST-CATT Organization and Support

The E-S BEST-CATT will consist of 2 members from each Division, who will provide assistance at large for project/district level, field users of E-S BEST in their Division. Members will be nominated through their respective MSCs and will serve minimum 3-year terms, with option to extend after each term. Members will remain at their duty station and perform their normal duties when not performing E-S BEST-CATT duties. Members may spend up to 15% of their time annually on E-S BEST-CATT responsibilities, with the majority of that time occurring during the data input period for annual budget development.

E-S BEST-CATT members will receive update training in E-S BEST annually, or as required, to enhance and maintain a working understanding of the system.

Materials to assist E-S BEST-CATT members in training activities will be developed and made available to members.

The E-S BEST Help Desk will provide on-going support to E-S BEST-CATT members, as well as field users. The E-S BEST-CATT members should, however, provide first line, real time response to questions from field users.

Environment-Stewardship Business Program Managers at the MSCs and the SAT will provide on-going support as needed.

Funding

Costs for travel and per diem for members and the coordinator to attend annual training sessions will be paid by HQUSACE. Up to 10% of the coordinator's salary when performing team related duties will be paid by HQUSACE.

All salary costs for team members will remain the responsibility of the local duty station. Local offices will be responsible for travel and per diem to project locations or central training locations for direct user support activities. Consideration should be given to a cost reimbursable strategy within the division to improve flexibility of service provision.