

## **Environmental Stewardship Budget Coach, Assist, & Train Team (ES Budget CATT) Charter**

### **ES Budget CATT Purpose**

The ES Budget CATT is a field-based team with the primary purpose of providing direct support to project and district-level users of the Environmental Stewardship Civil Works - Integrated Funding Database (ES CW-IFD). The ES Budget CATT also collects field input and makes recommendations to the Stewardship Advisory Team (SAT) for enhancements and improvements to ES CW-IFD, in support of the Environmental Stewardship Budget development process. The ES Budget CATT facilitates field influence on, and ownership of, this critical component of Environmental Stewardship Budget development.

### **ES Budget CATT Members' Responsibilities**

Team members are responsible for:

1. attending update training on the ES Budget annually or as required;
2. attending recurring CATT meetings, as scheduled;
3. providing training for field personnel within their Major Subordinate Commands (MSC) on the use of ES CW-IFD;
4. providing support in areas related to ES CW-IFD data collection, including but not limited to workplan training and implementation, presenting annual Budget development webcasts, testing ES CW-IFD functionality, and quality control of ES CW-IFD data and CWBI input related to ES Budget development.
5. assisting with nationwide training activities, such as webcasts and at national, regional and local meetings;
6. providing technical assistance to project/district-level users of ES CW-IFD within their MSC during annual Budget development;
7. identifying problem areas and provide recommendations to the SAT annually for enhancements and improvements to ES CW-IFD;
8. participating in peer review activities, within MSCs, related to Environmental Stewardship Budget development;
9. capturing after action report (AAR) comments from the team for HQ ENS Business Line Manager and O&M 20/20 team consideration; and
10. capturing FAQ's, lessons learned, and best practices for sharing on the NRM Gateway (ES CW-IFD) site.

### **ES Budget CATT Chair**

The ES Budget CATT will have a designated team chair appointed by HQ. The ES Budget CATT Chair will serve for a minimum 3-year term.

The team chair is responsible for:

1. providing first line assistance to team members as they fulfill their team responsibilities;
2. tracking and monitoring peer review activities of the ES Budget CATT;
3. scheduling and leading recurring CATT meetings, developing meeting agendas, and

- document meeting minutes;
- 4. acting as liaison between the team and the HQ ES Business Line Manager;
- 5. acting as liaison between the team and the SAT, to include coordinating the delivery of team recommendations for program enhancements and improvements; and
- 6. assisting with nationwide training activities, such as the annual ES Budget CATT member training, web-casts, and/or national, regional or local meetings, as necessary.

## **ES Budget CATT Organization and Support**

The ES Budget CATT will consist of 2 or 3 members from each MSC, who will provide assistance, at large, for project and district-level users of ES Budget in their MSC. Members will be nominated through their respective MSCs and will serve minimum 3-year terms, with the option to extend after each term. Members will remain at their duty station and perform their normal duties when not performing ES Budget CATT duties.

ES Budget CATT members will receive updated training in ES CW-IFD from the HQ ENS Business Line Manager annually, or as required, to enhance and maintain a working understanding of the system. Materials to assist ES Budget CATT members in training activities will be developed and made available to members.

Environmental Stewardship Business Line Managers at the MSCs and the SAT will provide on-going support as needed. The ES Budget CATT members should however provide first line, real time response to questions from field users.

## **Funding**

All salary and travel 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 MSC to improve flexibility of service provision. When possible, virtual options for national level trainings will be offered to save on travel costs.

JEFFREY KRAUSE  
Chief, Natural Resources Management  
Operations and Regulatory Division