

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

ES Budget CATT Purpose

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

ES Budget CATT Members' Responsibilities

Team members are responsible to:

- 1) attend update training on ES Budget annually or as required;
- 2) provide training for field personnel within their Division on the use of ES CWIFD;
- 3) provide technical assistance to project/district level, field users of ES CWIFD within their Division during annual Budget development;
- 4) identify problem areas and provide recommendations to the SAT annually for enhancements and improvements to ES CWIFD;
- 5) participate in peer review activities, within MSCs, related to Environment Stewardship Budget development;
- 6) assist with nationwide training activities, such as webcasts and at national, regional and local conferences and
- 7) provide support in areas related to ES CWIFD data collection including but not limited to workplan training and implementation, annual Budget development webcasts, quality control of ES CWIFD data and OMBIL input related to Budget development.

ES Budget CATT Coordinator

The ES Budget CATT will have a designated team coordinator appointed and partially funded by HQUSACE. The ES Budget CATT Coordinator may spend up to 20% 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 ES Budget CATT members' travel requirements to attend annual training sessions;
- 3) track and monitor peer review activities of the ES Budget 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 ES Budget CATT member training, web-casts, and/or national, regional or local conferences, as necessary.

ES Budget CATT Organization and Support

The ES Budget CATT will consist of 2 or 3 members from each Division, who will provide assistance at large for project/district level, field users of ES Budget 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 ES Budget CATT duties. Members may spend up to 15% of their time annually on ES Budget CATT responsibilities, with the majority of that time occurring during the data input period for annual Budget development.

ES Budget CATT members will receive update training in ES CWIFD 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.

The ES Budget Help Desk will provide on-going support to ES Budget CATT members, as well as field users. The ES Budget 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

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 division to improve flexibility of service provision.

Current Members

	Current Member	Contact Number	Term
ERDC	Dena Williams (chair)	615-202-4095	Indefinite
LRL	John Scheiber	260-782-2358	2016-2018
LRN	Allison Walker	615-736-7988	2018-2020
LRH	Kim Barnett	304-399-5675	2016-2018
MVR	Howard (Dee) Goldman	319-338-3543 ext. 6304	2016-2018
MVP	Renee Hanson	651-290-5741	2018-2020
MVK	Scott Corbitt	870-246-5501 ext 64041	2018-2020
NAE	Steve Dermody	978-318-8325	2018-2020
NAP	Scott Sunderland	610-376-6337	2016-2018
NWS	Madelyn Martinez	206-764-6940	2018-2020
NWK	Tom Zikmund	816-389-3496	2018-2020
POA	Justin Kerwin	907-488-2748	2018-2020
SAS	Jeff Brooks	706-213-3424	2018-2020
SAM	Rocky Millenbine	251-694-3710	2018-2020
SPK	Marian Picher	559-787-2589	2017-2019
SPK	Timothy Warner	916-557-5279	2018-2020
SPN	Poppy Lozoff	707-467-4237	2018-2020
SWF	William (Billy) Haferkamp	254-622-7405	2016-2018
SWT	Ken Shingleton	918-669-4906	2016-2018
SWL	Bruce Caldwell	501-340-1425	2018-2020
HQ	Jeff Krause	814-641-3957	Indefinite