

USACE Natural Resources Management Innovations Team Charter January 2022

MISSION

The Innovations Program exists to encourage an innovative culture and to assist in developing that culture and capitalizing on employees' Innovative ideas. This Team will focus on creating Innovations for the planning and development of technology for the Natural Resources Management (NRM) Community for utilization in project management and the enhancement of the recreational experience for the visiting public. The Team seeks to address local, regional, and enterprise needs and develop Innovative solutions for the greater good of the U.S. Army Corps of Engineers (USACE) NRM Community.

The Team strives to support the efforts of NRM personnel by:

1. Pulling together innovative ideas under one umbrella, providing solutions and resources to the field, and showcasing what innovations are most important to the field user and at the enterprise level across USACE.
2. Bringing together Head Quarters (HQ) USACE (HQUSACE), Divisions, Districts, and Field Office personnel to develop the best Innovative solutions to common management problems in our NRM community, as well as share current innovative processes already in place to limit duplication or competing efforts.
3. Sharing resources, manpower, research, and development abilities through creation of innovative prototypes and products.
4. Administering pilot programs to test these innovative prototypes and products in the field.
5. Developing and training innovative leaders.
6. Providing a "one stop shop" for Innovations tools and technology resources for Field Offices and Project Managers.
7. Providing a quarterly newsletter to keep the USACE NRM Community up to date with Team happenings, projects, and prototypes.
8. The USACE NRM Innovations Team will assist in the evaluation of authorities, regulations, and policies, research potential partnerships, and compare like innovations from the private sector and other federal agencies, to support the continued growth and expansion of the use of innovative technologies in the NRM Community.

BACKGROUND

In 2016, the Tulsa District identified a need for the ability to capture and evaluate the valuable ideas frequently provided by the NRM field staff regarding more efficient management strategies. An Innovations Team was established to provide a forum for the identification and development of innovative tools and processes for field application. The Tulsa Innovations Team was given the opportunity to present at the 2017 National NRM Workshop. After that presentation, other Districts expressed interest in joining the effort and the Team became a multi-District endeavor. As of FY2021, 22 Districts are represented on the Innovations Team.

The Team has been recognized with two National Awards including the 2018 “Hiram Chittenden Interpreter of the Year Award” by Shawna Polen and her Jr. Ranger App, and the 2019 “Innovator of the Year Award” by Sarah Noel and her USACE Bid Assist Online Tool.

This charter expands the Tulsa District Innovations Team to a national team to fully benefit the USACE NRM enterprise. The team will operate in similar manner as other national teams under the oversight of the HQ Chief of Natural Resources Management. All final decisions of work products, workplan, and resources will be completed by the HQ Chief of Natural Resources Management through the HQ Proponent as described below.

OBJECTIVES

The objectives of the USACE NRM Innovations Team are to lead in the establishment and support of a NRM Innovations Program that will:

1. Provide innovative products and methodologies to the most pressing and current NRM needs.
2. Build an Innovative NRM culture within our workforce capable of adapting to 21st century technology and challenges.
3. Show that results by taking only eight (8) months to develop a prototype for pilot testing or further refinement/development.
4. Share Innovative ideas and resources with other agencies and the private sector.
5. Provide Innovative management solutions to common USACE NRM issues to provide more options and resources to manage public lands.
6. Find creative ways to partner on innovations technologies to make the most of NRM funding.
7. Explore funding options to sustain current and future innovations products.

8. Ensure all innovative technologies meet current IT requirements, legal, financial and authority requirements and ethical standards, as well as receive approvals through established procedures before investments are made.

INNOVATIONS TEAM STRUCTURE - ROLES AND RESPONSIBILITIES

1. Leadership Team.

a. The Leadership Team (LT) helps locate and find resources for the overall Team, plans and executes all Team Innovations Workshops, works with Sub Teams as needed, represents the Team in Public Affairs efforts, assists with new partnerships, and assists with all other Team matters on a local, regional, or National Level. The LT shall also serve as mentors to all Innovations Team participants.

b. The LT will be composed of 12 individuals, one representing each of the eight (8) Major Subordinate Commands, three (3) at-large members, and one (1) headquarters proponent.

c. In addition, the LT will elect a Chairperson and an Alternate Chairperson to serve a two (2) year term on a rotating basis or earlier if a vacancy occurs. The Chairs may serve for one (1) additional two (2) year term if the LT elects them.

d. The LT members will serve four (4) year rotational assignments with an option to extend after each term with Division approval. LT vacancies shall be reported to the headquarters proponent, along with a recommendation of specific credentials (e.g. OPM, specialist, field level, district level, division level, etc.) required to fill the vacancy in order to maintain or expand the diversity of the LT, as appropriate.

e. LT member vacancies are approved by the Chief of NRM, HQUSACE from nominations submitted by the MSCs, based on the recommendation of the headquarters proponent and the LT. A minimum of two (2) nominations from the MSC is required for LT selection. There are no limits as to how many candidates may apply for each vacancy. New LT members shall serve a one-year probation period to learn their role as a LT member and to ensure continued success and cohesiveness of the Team. Transfer of LT members outside of the MSC they represent, when originally appointed, will result in the end of their service to the LT.

f. Initial at-large members will be selected from the original Tulsa District Innovations Team. After 5 years, others can be nominated.

2. General Team Membership.

a. Each Team Member is expected to participate at the Annual Innovations Workshop #1, Workshop #2, and Workshop #3.

b. Each participating District may have no more than three (3) Team Members on the Innovations Team. All Districts are welcome to join the team at any time.

c. Team members will serve for four (4) years before rotating off. In the event no replacement is readily available the team member may serve an additional year while a replacement is identified.

d. Team Membership and makeup should be at least 50% field Project personnel at all times.

e. All Team Members shall have a vote on the Innovations Workload at the Annual Innovations Workshop.

f. Each MSC is responsible for bringing and presenting no more than four (4) new Innovative ideas for each Annual Innovation Workshop.

INNOVATIONS TEAM OPERATIONS

Funding for labor, travel and per diem costs for the members of the Innovations Team to attend team meetings will be the responsibility of the team member's organization. HQUSACE may provide development costs for Innovations tools approved by the Innovations Team and HQUSACE for development. Other sources may be pursued to provide funds for development, prototype, and product costs for Innovations Tools and Resources.

The Innovations Team shall establish an annual work plan. The development of work plans shall be coordinated with HQUSACE by the HQ Proponent and approved by the Chief of Natural Resources Management. The Team will meet as necessary, but at least three times a year. Virtual meetings are encouraged to minimize use of project funds. Team members will spend the majority of time at each member's permanent duty station corresponding by telephone and via email. It is estimated that each member will spend an average 12 hours per month (outside of the week-long meetings) completing duties for the Team. Home project work remains the top priority of every member and participation on the team should not interfere with the local needs of the project.

The Team shall schedule its own meetings, as needed, to provide input to HQUSACE on specific issues and work plans. The Team may develop its own meeting agendas and establish Sub Teams, as necessary. All such actions will be coordinated with the HQ Proponent and approved by the Chief of Natural Resources Management. The Chief of Natural Resources Management can provide approval to the HQ Proponent via email.

The Team shall coordinate all reports, minutes, recommendations, etc. with the HQ Proponent.

1. Leadership Team Chair and Co-Chair. The LT Chair tasks and activities include:

- a. Develop annual work plans in coordination with other committee members and the HQ Proponent.
- b. Delegate member to prepare minutes of meetings and routine reports.
- c. Coordinates comments and suggestions from other team members.
- d. Disseminates final copy to team members, HQUSACE and coordinates posting to the NRM Gateway.
- e. Conduct meetings and teleconferences.
- f. Conduct all Team business in accordance with charter guidelines and existing policies and procedures.
- g. Assist Team members to focus on work plans and group tasks, to include tracking progress of Sub Teams and partners. Communicates regularly with the HQ Proponent regarding activities of the committee.
- h. Coordinate the scheduling and develop agendas to conduct monthly meetings.
- i. Function as a neutral facilitator for team members.
- j. Coordinate the upkeep of any electronic representation of the Team, such as the NRM Gateway, Innovations Resources, etc.

2. HQUSACE Proponent.

The proponent shall act as the liaison between the Innovations Team, RLAT, SAT, and HQUSACE. The proponent fulfills a function critical to the smooth operation and success of the Team. It is, therefore, imperative that the proponent attend all meetings and teleconference calls or provide a HQ representative to be acting Proponent. Among other duties, the proponent will perform the following tasks and functions:

- a. Advise the Team of current HQUSACE policy regarding issues that are discussed at meetings and teleconference calls.
- b. Discuss Team recommendations with the Chief of NRM and provide feedback to the Team on final approval of action items This includes directives for additional action, status reports of actions taken in response to Team recommendations and issues to be addressed by the Team.
- c. Review all draft meeting minutes, bulletins, user forms, annual work plans, and final draft submissions to the NRM Gateway, etc., and provide comments back to the Team.

d. Coordinate actions of the Team with appropriate HQUSACE organizational entities (e.g. Office of Counsel, Real Estate) as well as support laboratories (ERDC/IWR) in a timely manner.

e. Act as the HQUSACE coordinator for any draft regulations or policies that the Team is requested to act on.

f. Act as the USACE NRM liaison at interagency meetings and report back to the Team results of actions that will affect Teamwork products or efforts.

g. Be an internal champion for human and finance resource needs, regulatory changes required, and legal improvements necessary to improve the partnering capabilities of USACE.

3. Innovations Workflow.

The Innovations workflow matches the below grid of the 5 key tenants of USACE Technology Innovation Strategy.

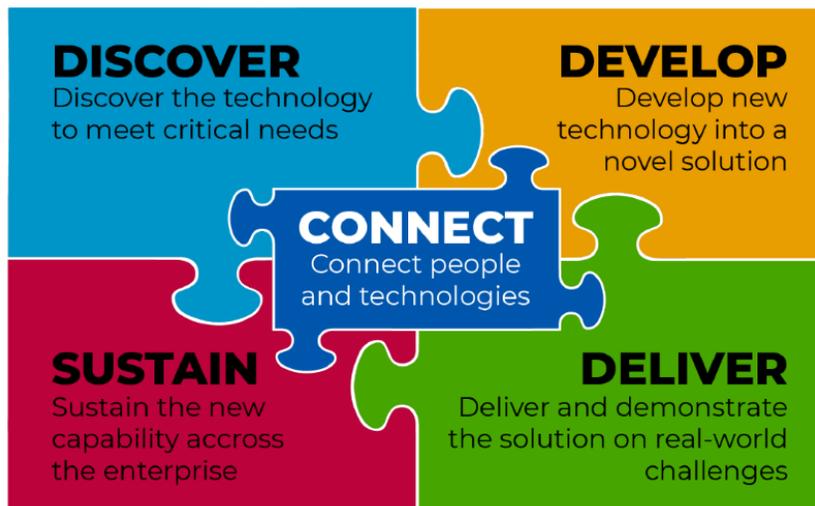


Figure 2. Framework of the Five Key Tenets of the USACE Technology Innovation Strategy

a. **DISCOVER.** Kicking off in September/October timeframe, the team will hold its annual Innovations Workshop. Workshop #1 will always be at the same time (same week) as the Annual Innovations Workshop to make sure each Sub-Team gets a productive start on their Innovation and a clear plan moving forward. The Annual Innovations Workshop will be held at an approved government facility or virtually. All Districts and Divisions inside the NRM Innovations Community will bring their Innovative ideas and technology to meet and identify critical needs.

b. **DEVELOP.** Workshop #2 will be a review of progress for each Product Sub Team. Time will be given to work on their product, and to develop new technology with the help of our support partners and in-house talents.

c. DELIVER. Workshop #3 will be held at an approved government facility or virtually. This closing meeting is used for Sub Teams to work on final touches to prototypes/ products and demonstrate “final state” products ready for testing. The goal of this workshop is to select pilot sites for prototype testing for recommendations to and approval of HQ, and work with those sites for a successful pilot program beginning 01 May of each Summer Season.

d. SUSTAIN. Continue to work with Partners and USACE resources to sustain the Innovations products developed.

e. CONNECT. Continue to connect with the greater innovations community through collaboration with partners, private sector, and other federal agencies to share new ideas and technologies to better our management of USACE NRM projects and the enhancement of the recreational experience for the visiting public.

I approve of the creation and organizational structure of the USACE Natural Resources Management Innovation Team.

JEFFREY F. KRAUSE
Chief, Natural Resources Management Branch
Operations and Regulatory
US Army Corps of Engineers

01-Mar-2022

DATE

Roseana M Burick

ROSEANA M. BURICK
HQUSACE, Natural Resources Manager
2022 USACE NRM Innovations Team Proponent

23-FEB-2022

DATE

Jason Knight

JASON M. KNIGHT
SWT, Natural Resource Specialist
2022 USACE NRM Innovations Team Chair

02-23-2022

DATE

Membership as of 2022:**Leadership Team:**

Division	Name	Term
LRD	Nicole Govan	2022-2025
MVD	Shawna Polen	2022-2025
NAD		
NWD	Andrew Huddleston	2022-2025
POD	Jill Davis Belanger	2022-2025
SAD		
SPD	Carla Robinson	2022-2025
SWD	Brooke Thomason	2022-2025
At large	Jason Knight (Chair)	2022-2026
At large	Abby Jones (Co-Chair)	2022-2026
At large	Andrew Ray	2022-2026
HQ Proponent	Roseana Burick	Indefinite

General Team Membership

District	Name	Term
Tulsa	Tonya Combes	- 2024
Tulsa	Justin Anderson	- 2025
Tulsa	Nikisha Cook	- 2025
Tulsa	Taylor McKinney	- 2023
Tulsa	Eric Pearson (Ad Hoc)	Ongoing Need
Fort Worth	Matt Jones	- 2025
Fort Worth	Rafael Orozco	- 2026
Fort Worth	Brad Arldt (Ad Hoc)	Ongoing Need (GIS)
Fort Worth	Paul Thomas (Ad Hoc)	Ongoing Need (GIS)
Mobile	George McBroom	- 2024
Savannah	Jason Corder	- 2023
Savannah	Kat Pavolillillo	- 2024
Wilmington	Blake Johnson	- 2025
Seattle	Sam Thompson	- 2026
Walla Walla	Nate Siebert	- 2025
Walla Walla	Dylan Peters	- 2025
Walla Walla	Michael Brockmeier	- 2025
Los Angeles	Annel Monsalvo	- 2025
Albuquerque	Martina Suazo	- 2025
New England	Natalie McCormack	- 2025
New England	Matthew Hackett	- 2025
New England	Marc D'Amato	- 2025
Baltimore	Francesca Gullion	- 2025
Baltimore	Megan Brantner	- 2025
Baltimore	Brandon Dubble	- 2025
St. Paul	William Schmidt	- 2024

St. Paul	Brian Turner	S8 (2024)
Vicksburg	Josh Tyler	S8 (2024)
Vicksburg	Josh Voss	S9 (2025)
Vicksburg	Steven Tuggle	S9 (2025)
Rock Island	Emma Aalbers	S8 (2024)
Rock Island	Matthew Cihaski	S8 (2024)
St. Louis	Tim Orłowski	S9 (2025)
St. Louis	Corrine O'Brien	S9 (2025)
St. Louis	Amanda Kruse	S9 (2025)
Pittsburgh	Alex Stevenson	S7 (2023)
Detroit	Kasey Helms	S9 (2025)
Huntingdon	Kayla Price	S10 (2026)
Huntingdon	Kara Blomgren	S10 (2026)
Huntingdon	Scott Kraynak	S10 (2026)
Portland	Sara Emrick (Ad Hoc)	Ongoing Need (Artist)