

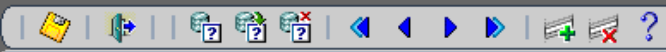
The update process starts on the Switchboard.

Make sure that the correct hat (profile) is selected.

Under Business Function select Recreation and under Available Forms and Reports, that the Data Input Forms button is checked.

Then select the REC – ANNUAL UPDATE and click on the launch button.

District POCs: A new profile has been created for you Recreation Mid-Level which will allow you to make corrections during the November review.



ANNUAL UPDATE

Project Site
CHEATHAM LOCK AND DAM

Fiscal Year
2017

Annual Update

Do not click "Submit" until all completed. Clicking this button the Annual Update form. Co if this button has been clicke

	Launch Form	Status	Progress	% Complete
Step 1:	Project Site Update	In Progress < 100%		80.00% Complete
Step 2:	Project Site Areas Update	Not Started		.00% Complete
Step 3:	Corps Managed Recreation Update	Not Started		.00% Complete
Step 4:	Interpretive Contacts Update	Not Started		.00% Complete
Step 5:	Special Events Update	Not Started		.00% Complete
Step 6:	Facilities Update	Not Started		.00% Complete
Step 7:	Partnerships Update	Not Started		.00% Complete
Step 8:	Law Enforcement Update	Not Started		.00% Complete
Step 9:	Leases/Licenses Update	Not Started		.00% Complete
Step 10:	Boat Ramp Update	Not Started		.00% Complete
Step 11:	Annual Project Data Update	Not Started		.00% Complete

Once the Annual Update Screen Opens, select the correct fiscal year.

Note: Under Step 1, Status is In Progress. This is because some of the information is prepopulated.

Click on Step 1: Project Site Update to launch the form.

Also note: Step 3, Step 6, and Step 10 are not active. These steps are contingent on completion of other steps.

Note: New training pdfs for Step 5 and Step 11 have been posted to the OMBIL Recreation Reference page.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - denadkw@ombilt

Action Edit Query Record Field Help Window

PROJECT SITE ANNUAL REVIEW

Project Site Name: **CHEATHAM LOCK AND DAM** PS Correction Form

Corrections to acreage requires Real Estate Division approval and must be submitted up through the district, division, and headquarters. Click the button above to download the PS Correction form.

Project Site Id: 1015 CWIS: 003040 Flowage Easement Area: 1208

Total Area: 10725 Fee Land Conservation Pool Area: 3050 Non-flowage Easement Area: []

Project Fee-Owned Area: 5717 Fee Area Above Conservation Pool: 2667 Fee Shoreline Length: 118

Boundary Length: 105 Project Office Latitude: [] Project Office Longitude: []

**** Primary, Secondary, and Tertiary State information must be completed. Select N/A if Secondary and/or Tertiary State does not apply to the project site. ****

Primary State: [] Secondary State: N/A Tertiary State: N/A

Authorized Project Purposes (check all that apply):

- Recreation
- Navigation
- Flood Control
- Hydroelectric Power
- Fish/Wildlife
- Water Supply
- Water Quality
- Water Conservation
- Irrigation

Operations Manager: BELL, FREDDIE B Recreation Manager: POTTER, TADD S Correct Manager: []

Project Site Address Information

Street Address 1: 1798 CHEATHAM DAM ROAD Mailing and Shipping: []

Street Address 2: []

City: ASHLAND CITY State: TN Zip Code: 37015 Zip Ext: 9805

Phone: (615) 792-5697 Fax: (615) 792-5775

Project Description (100 word limit): []

Directions (from nearest major city): []

Acreage information is for display purposes only. Corrections to acreage must be submitted through the real estate division, district, division, and headquarters.

Enter Project Office Latitude and Longitude. Format: Degree with decimals (i.e., 36.319909, -87.219783).

Enter the Primary State. If the project lies in a secondary or tertiary state, please enter those.

Authorized Project Purposes is automatically populated. Please correct if necessary.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - denadkw@ombilt

Action Edit Query Record Field Help Window

PROJECT SITE ANNUAL REVIEW

Project Site Name: **CHEATHAM LOCK AND DAM** PS Correction Form

Corrections to acreage requires Real Estate Division approval and must be submitted up through the district, division, and headquarters. Click the button above to download the PS Correction form.

Project Site Id	1015	CWIS	003040	Flowage Easement Area	1208
Total Area	10725	Fee Land Conservation Pool Area	3050	Non-flowage Easement Area	
Project Fee-Owned Area	5717	Fee Area Above Conservation Pool	2667	Fee Shoreline Length	118
Boundary Length	105	Project Office Latitude		Project Office Longitude	

**** Primary, Secondary, and Tertiary State information must be completed. Select N/A if Secondary and/or Tertiary State does not apply to the project site. ****

Primary State		Secondary State	N/A	Tertiary State	N/A
---------------	--	-----------------	-----	----------------	-----

Authorized Project Purposes (check all that apply)

<input checked="" type="checkbox"/> Recreation	<input checked="" type="checkbox"/> Navigation	<input type="checkbox"/> Flood Control	<input checked="" type="checkbox"/> Hydroelectric Power	
<input checked="" type="checkbox"/> Fish/Wildlife	<input type="checkbox"/> Water Supply	<input checked="" type="checkbox"/> Water Quality	<input type="checkbox"/> Water Conservation	<input type="checkbox"/> Irrigation

Operations Manager: BELL, FREDDIE B Recreation Manager: POTTER, TADD S [Correct Manager](#)

Project Site Address Information

Street Address 1: 1798 CHEATHAM DAM ROAD Mailing and Shipping

Street Address 2:

City: ASHLAND CITY State: TN Zip Code: 37015 Zip Ext: 9805

Phone: (615) 792-5697 Fax: (615) 792-5775

Project Description (100 word limit):

Directions (from nearest major city):

Please correct the Managers if necessary. Click on Correct Manager.

Enter or correct the Project Site Address and Phone Numbers.

Enter a Project Description. Description has a word limit but is intended to showcase your project to our customers.

Enter directions to your project office from the nearest major city.

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - denadkw@ombilt

Action Edit Query Record Field Help Window

OM ASSIGNMENTS

Project Site
CHEATHAM LOCK AND DAM

Operations Manager	Begin Date	End Date	Recreation Manager
BELL, FREDDIE B	01-JUL-2015		POTTER, TADD S

Correct the Operations Manager, the USACE employee that has served or is serving as the OM for the project site, by clicking on the second line.

A pop up appears with the list of Corps Employees. If the name does not appear in the list, please contact Dena Williams with the full name and user id.

Don't forget to enter the END date for the previous OM.

Enter the Begin Date for the new OM.

Then click Recreation Manager, USACE Employee that is serving as the Lake/Recreation/Resource Manager for the Project Site(s) and is the individual responsible for the recreation programs at the PS, and select from pop up box.

Note: If the OM is located at the PS and performs both functions, then show his or her name in both locations.

Completed form. Click on the Door icon  at the top of the page to exit the form.

USACE EMPLOYEES

Find %

Corps' Employee	Employee Corps ID code
ABBOTT, JOHNATHAN Z	H10RXJZA
ABBOTT, JONATHAN Z	H10RXJZA
ABBOTT, SUSAN L	
ABBOTT, SUSAN L	
ABDOLER, RICHARD J	G50FXRJA
ABDOLER, RICHARD J	G5RETIRED
ABEL, SUZANNE R	B3CONSRA
ABEL, SUZANNE R	B3CONSRA
ABNEY, HERRON L	
ABNEY, HERRON L	
ABSHER, RAY G	K7RETIRED
ABSHER, RAY G	K7RETIRED
ABSON, BENNIE L	B4OSSBLA
ABSON, BENNIE L	B4OSSBLA
ACCARDO, CHRISTOPHER J	

Find OK Cancel

Project Site Address has 3 options.

Shipping Address which should be entered as the **physical address** of the office and is required. If the project does not have an office onsite, please enter the area office physical address. **THIS SHOULD NOT BE A P.O. BOX.**

Mailing Only which could be a P.O. Box.

Mailing and Shipping

Enter the correct Phone Numbers.

Project Site Address Information

Street Address 1
1798 CHEATHAM DAM ROAD

Street Address 2
[Empty]

City
ASHLAND CITY

State
TN

Zip Code
37015

Zip Ext
9805

Phone
(615) 792-5697

Fax
(615) 792-5775

Shipping Only
Mailing Only
Mailing and Shipping

OPERATIONS AND MAINTENANCE BUSINESS INFORMATION LINK - denadkw@ombilt

Action Edit Query Record Field Help Window

PROJECT SITE ANNUAL REVIEW

Project Site Name: CHEATHAM LOCK AND DAM PS Correction Form

Corrections to acreage requires Real Estate Division approval and must be submitted up through the district, division, and headquarters. Click the button above to download the PS Correction form.

Project Site Id: 1015 CWIS: 003040 Flowage Easement Area: 1208

Total Area: 10725 Fee Land Conservation Pool Area: 3050 Non-flowage Easement Area:

Project Fee-Owned Area: 5717 Fee Area Above Conservation Pool: 2667 Fee Shoreline Length: 118

Boundary Length: 105 Project Office Latitude: 36.31990900 Project Office Longitude: -87.219783

**** Primary, Secondary, and Tertiary State information must be completed. Select N/A if Secondary and/or Tertiary State does not apply to the project site. ****

Primary State: TENNESSEE Secondary State: N/A Tertiary State: N/A

Authorized Project Purposes (check all that apply)

Recreation Navigation Flood Control Hydroelectric Power

Fish/Wildlife Water Supply Water Quality Water Conservation Irrigation

Operations Manager: BELL, FREDDIE B Recreation Manager: POTTER, TADD S Correct Manager

Project Site Address Information

Street Address 1: 1798 CHEATHAM DAM ROAD Mailing and Shipping

Street Address 2:

City: ASHLAND CITY State: TN Zip Code: 37015 Zip Ext: 9805

Phone: (615) 792-5697 Fax: (615) 792-5775

Project Description (100 word limit) ?
 Congress authorized the Cheatham Lock and Dam Project in 1946 as a navigation unit of comprehensive plan of development for the Cumberland River Basin. In 1952, Congress added authorization for the production of hydroelectric power. The lake provides a variety of outdoor recreational opportunities for millions of visitors each year. Because of the temperate climate and relatively long recreation season, visitors have numerous activities from which to

Directions (from nearest major city)
 In Ashland City, head northwest on TN-12 N/S Main St toward Cumberland Street. Continue to follow TN-12 N. Turn left onto Cheatham Dam Road. Turn right to stay on Cheatham Dam Road. Project Office is located on the right.

A few other tips:

Click on the PS Corrections Form button to open the form required for updates to the acreage.

Click on the “?” at the top of the page to bring up the online help document.

Click on the “?” next to the Project Description label for an example.

Completed form. Click on the Door icon at the top of the page to exit the form.

Click SAVE changes in the pop-up.

Forms

Do you want to save the changes you have made?

Annual Update

Project Site: CHEATHAM LOCK AND DAM
Fiscal Year: 2017

Step	Launch Form	Status	Progress	% Complete
Step 1:	Project Site Update	Completed	<div style="width: 100%; height: 10px; background-color: green;"></div>	100.00% Complete
Step 2:	Project Site Areas Update	Not Started	<div style="width: 0%; height: 10px; background-color: gray;"></div>	.00% Complete
Step 3:	Corps Managed Recreation Update	Not Started	<div style="width: 0%; height: 10px; background-color: gray;"></div>	.00% Complete
Step 4:	Interpretive Contacts Update	Not Started	<div style="width: 0%; height: 10px; background-color: gray;"></div>	.00% Complete
Step 5:	Special Events Update	Not Started	<div style="width: 0%; height: 10px; background-color: gray;"></div>	.00% Complete
Step 6:	Facilities Update	Not Started	<div style="width: 0%; height: 10px; background-color: gray;"></div>	.00% Complete
Step 7:	Partnerships Update	Not Started	<div style="width: 0%; height: 10px; background-color: gray;"></div>	.00% Complete
Step 8:	Law Enforcement Update	Not Started	<div style="width: 0%; height: 10px; background-color: gray;"></div>	.00% Complete
Step 9:	Leases/Licenses Update	Not Started	<div style="width: 0%; height: 10px; background-color: gray;"></div>	.00% Complete
Step 10:	Boat Ramp Update	Not Started	<div style="width: 0%; height: 10px; background-color: gray;"></div>	.00% Complete
Step 11:	Annual Project Data Update	Not Started	<div style="width: 0%; height: 10px; background-color: gray;"></div>	.00% Complete

Additional Information:

- No Corps Managed Recreation Areas:
- No Interpretive Contacts:
- No Special Events:
- No Facilities:
- No Partnership Agreements:
- No Law Enforcement Agreements:
- No Leases/Licenses Agreements:

Do not click "Submit" until the form is completed. Clicking this button before the Annual Update form is completed will result in an error if this button has been clicked.

Once back at the annual update wizard, notice status for Step 1: Project Site Update is now 100%.

Click on another step to continue with the update.

Note: Steps 3, 6, and 10 are still not active and must be completed in a specific order.

Completed form. Click on the Door icon  at the top of the page to exit the form.