

**USACE Natural Resources Management
Recreation Leadership Advisory Team
and
Stewardship Advisory Team Charter
March 2025**

MISSION

The Recreation Leadership Advisory Team (RLAT) and Stewardship Advisory Team (SAT) provide oversight, guidance, and review of the Natural Resources Management (NRM) Support Team and input on recreation or environmental stewardship related policy and programs. The RLAT/SAT also supports strategic planning for the USACE recreation and environmental stewardship business programs, makes recommendations on national priorities, and serves as an advisory committee to the Chief, Natural Resources Management Branch in the Headquarters U.S. Army Corps of Engineers (HQUSACE).

RESPONSIBILITIES

The RLAT/SAT assists in providing support for natural resources management issues or initiatives that have broad applicability to USACE Civil Works projects, nationwide. This is accomplished through a variety of ways including:

1. Serving as an advisory committee to HQUSACE on issues of national significance.
2. Providing input and making recommendations to the strategic planning vision for the USACE recreation and environmental stewardship programs.
3. Evaluating and providing recommendations on national priorities for the USACE environmental stewardship and recreation business programs.
4. Providing support for issues of national significance.
5. Developing, reviewing, and recommending work priorities for the recreation and environmental stewardship programs.
6. Individual RLAT/SAT members serve as a central resource for recreation and environmental stewardship initiatives, ideas, and issues. This includes ensuring that these are discussed, resolved, and results are communicated to the field.
7. The RLAT/SAT will coordinate with other NRM national teams to ensure a wide breadth of expertise is considered on crosscutting issues.

RLAT/SAT OPERATIONS

1. The RLAT/SAT shall establish an annual workplan that will include prioritized goals along with milestones or objectives, and a timeline as to when work will be accomplished. The development of the annual workplan shall be coordinated with the Headquarters (HQ) Proponents and approved by the Chief of Natural Resources Management, HQUSACE.
2. The RLAT/SAT will meet in-person bi-annually during each fiscal year. In person meetings will typically be held the last week of January (winter meeting) and the second full week of July (summer meeting). Meetings will include sub-team updates and team input, development/review of the annual workplan, and other group-based work items. HQUSACE and the NRM Support Team will participate in all team meetings. The NRM Support Team (also known as the Recreation Management Support Program and Stewardship Support Program) includes members from the Engineer Research and Development Center (ERDC) and Institute for Water Resources (IWR).

Winter meeting purpose/products:

- a. Strategic planning session to identify high priority issues and establish annual workplan to address management, policy, or research actions.
- b. Recommendation of a proponent and appropriate team members for each workplan action.
- c. If a Project Development Team (PDT) is needed (determined by HQUSACE and/or team vote), the proponent and team members will develop a PDT Statement of Need (SoN) for presentation at the summer meeting. The PDT SoN will clearly define the issue, purpose, goal(s)/outcome(s), approximate milestones/timeline, HQ assistance needed, and team members.
- d. Feedback to HQUSACE on adjustments to ongoing workplans.
- e. Each team member will be responsible for obtaining input from their Division, District, project offices and stakeholders (as appropriate).
- f. Provide recommendations to HQUSACE for activities to be initiated immediately or in the upcoming fiscal year(s).
- g. Discuss new legal requirements and recreation/environmental stewardship-focused initiatives.

Summer meeting purpose/products:

- a. Review status of annual workplan items to address management, policy, or research actions.
- b. Feedback to HQUSACE for adjustments to ongoing workplans and PDTs.

- c. Discuss new legal requirements and recreation/ environmental stewardship-focused initiatives.
 - d. The proponent and assigned staff will jointly present on status of proposed workplan PDTs.
 - e. Recommendations to HQUSACE for minor adjustments to the current annual workplan including the opportunity to submit new high priority topics that were not identified during the winter meeting.
3. Virtual meetings will be held monthly, or as needed, and may include sub-team updates, annual workplan status updates, and information/presentations from other USACE NRM teams.
 4. Team members will spend most of the time at their permanent duty station corresponding electronically. Funding for labor, travel and per diem costs for the members of RLAT/SAT to attend team meetings will be the responsibility of the team member's organization.
 5. The RLAT/SAT will coordinate all reports, in-person meeting minutes, and recommendations with the HQ Proponents.

RLAT/SAT MEMBERSHIP

1. The Recreation Leadership Advisory Team and Stewardship Advisory Team will each be composed of 18 members. A HQ Proponent will represent each team. Division Offices will be represented by a Major Subordinate Command (MSC) representative and a rotating Division representative. Division representatives may be from a District Office or Project Office.
2. RLAT and SAT will each have 16 voting members, two from each Division. The HQ Proponent and NRM Support Team representatives will cast the deciding vote in the event of a tie vote among regularly voting members.
3. On all issues requiring a vote, a simple majority vote is required to carry a decision.
4. RLAT and SAT will each have a Chair and Vice Chair. The Chairs and Vice Chairs will serve a two-year term. The Chair will be elected by the RLAT/SAT from their membership when a duly elected Vice Chair is unavailable, otherwise the Vice Chair will automatically succeed to the Chair position. The Vice Chairs will be elected by the voting members for a term to coincide with the term of the Chair in office at the time. The Vice Chair will assist the Chair as needed, and transition into the Chair position when it becomes vacant. Elections will take place at the winter in-person meeting.
5. RLAT/SAT vacancies will be reported by the MSC Representative to the HQ Proponent, along with a recommendation of specific credentials (e.g. Operations Project

Manager, specialist, field level, district level, division level, etc.) required to fill the vacancy in order to maintain or expand the diversity of the RLAT/SAT, as appropriate.

6. Nominations for RLAT/SAT membership will be submitted by the MSC Representative to the HQ Proponent for approval by the Chief of NRM, HQUSACE.

RLAT/SAT MEMBER RESPONSIBILITIES

1. Division Representatives

- a. Serve a four-year term before rotating off.
- b. Expected to attend and participate in all meetings.
 - i. Two bi-annual in-person RLAT/SAT meetings.
 - ii. Monthly virtual meetings.
- c. Actively participate in at least two sub teams/PDTs annually.
- d. Serve as regional points-of-contact and provide RLAT/SAT updates to the Division NRM community including sharing notes or major developments from bi-annual meetings.
- e. Coordinate with MSC representatives to obtain input from their division, district and project offices, and stakeholders.
- f. Present potential topics and lead discussions regarding issues that may be addressed through management actions, policy, development, and research.
- g. When rotating off, coordinate with incoming RLAT/SAT representative to provide an overview of team/expectations.

2. Major Subordinate Command (MSC) Representatives

- a. Serve an indefinite term.
- b. Serve as permanent regional point of contact (POC) for the RLAT/SAT.
- c. Expected to attend and participate in all meetings.
 - i. Two bi-annual in-person RLAT/SAT meetings.
 - ii. Monthly virtual meetings.
- d. Expected to lead at least one sub team/PDT and actively participate in at least one sub-team/PDT annually.

- e. Mentor and guide Division representatives in obtaining input and sharing information from their respective district, project offices, and stakeholders. MSC representatives will provide Division representatives an updated Division NRM point of contact (POC) list for dissemination of information, gathering input, etc.
- f. Present potential topics and lead discussions regarding issues that may be addressed through management actions, policy, development, and research.
- g. Responsible for onboarding new RLAT/SAT members for their respective Division. Onboarding should include:
 - i. Welcome email and follow up call.
 - ii. Review of the RLAT/SAT Charter, specifically member responsibilities.
 - iii. Review current PDTs.
- h. Responsible for establishing monthly communication method between Division representatives and NRM community.
- i. MSC representative will serve as an advisor to their Division representative while they are in the Chair or Vice Chair position. Aiding the Chair or Vice Chair in their roles and responsibilities and providing guidance and assistance as needed.

3. Chairs

- a. Conduct all RLAT/SAT business in accordance with existing policies and procedures.
- b. Represent the RLAT/SAT in reporting to the HQ NRM Team and serve as the POC when communicating with other Communities of Practice or NRM teams.
- c. Facilitate the development of the annual workplan in coordination with other members and HQ Proponents. HQ Proponents are responsible for leading discussion and approving final annual workplan.
- d. In coordination with Vice Chair and HQ Proponents, conduct bi-annual meetings and monthly virtual meetings utilizing the annual workplan goals/milestones to develop agendas. HQ Proponents will have final approval on bi-annual in-person meeting agendas.
- e. Develop and disseminate welcome email to new members. Welcome email should include annual workplan, current PDT list, and MS Teams page information.
- f. Work with the Natural Resources Management Career Assignment Program (NRM CAP) individual on in-person meeting approval package.
- g. Coordinate logistics for in-person meetings working with respective MSC/Division representatives based on meeting location.

4. Vice Chairs

- a. Coordinate with current NRM CAP and NRM Support Team Meeting Facilitator to take notes and prepare minutes for all meetings, virtual and in-person. Disseminate final approved copies of meeting minutes and annual workplan to RLAT/SAT team members and HQUSACE. Coordinate with NRM Gateway POC to post meeting minutes to the NRM Gateway.
- b. Manage and update all electronic representation of the RLAT/SAT, such as the NRM Gateway and MS Teams page. This includes adding and removing RLAT/SAT members from MS Teams page as needed.
- c. Collaborate with the RLAT/SAT email distribution list owner to add new members and remove old members.
- d. Maintain RLAT/SAT member spreadsheet and coordinate with NRM Gateway POC to update Smart Book as needed.
- e. Coordinate with the current NRM CAP on appointment letters for new members. Appointment letters will be signed by the Operations and Regulatory Chief, HQUSACE. Signed appointment letters will be sent to new members and associated MSC Representatives/team leadership from the Chief of NRM, HQUSACE.
- f. Coordinate with current NRM CAP on letter of appreciation signed by the Operations and Regulatory Chief, HQUSACE for members rotating off the team. Signed letter of appreciation will be sent to the member and associated MSC Representatives/team leadership from the Chief of NRM, HQUSACE.
- g. Assist the Chair as needed.

5. ERDC/IWR Members

- a. Responsible for providing support to the overall execution of the RLAT/SAT as approved by HQUSACE.
- b. Assist in the preparation of the annual workplan.
- c. Participate in HQUSACE briefings, meetings, working groups that have relevance to the goals of the RLAT/SAT.
- d. As requested, and needed, provide general administrative support to the RLAT/SAT.

6. NRM CAP

- a. Serves as a non-voting member of the RLAT/SAT during their assignment as the NRM CAP.

- b. Coordinate with Vice-Chairs to take notes and prepare minutes for all meetings, virtual and in-person.
- c. Coordinate with Vice-Chairs on appointment letters for new members and letter of appreciation for members rotating off the team. Both letters will be signed by the Operations and Regulatory Chief, HQUSACE.
- d. Coordinate HQUSACE approval for in-person meetings including developing and disseminating cost estimate spreadsheet. Approval package must be submitted to HQ Proponents 60 days prior to meeting date.

7. HQUSACE Proponents

- a. Lead strategic planning session and identify high priority issues for the annual workplan to address management, policy, or research actions.
- b. Provide leadership and direction to Chair and Vice Chair on bi-annual in-person meeting agenda topics. HQ Proponents will have final approval on in-person meeting agenda.
- c. Facilitate communication and act as the liaison between the RLAT/SAT, ERDC/IWR, and HQUSACE.
- d. Advise the RLAT/SAT of current HQUSACE policy regarding issues that are discussed at meetings.
- e. Discuss RLAT/SAT recommendations with the Chief of NRM, HQUSACE 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.
- f. Review all draft meeting minutes, bulletins, user forms, annual workplan, and final draft submissions to the NRM Gateway, and provide comments back to the team.
- g. Coordinate actions of the RLAT/SAT with appropriate HQUSACE organizational entities (e.g. Office of Counsel, Real Estate) as well as support laboratories (ERDC/IWR) in a timely manner.
- h. Act as the HQUSACE coordinator for any draft regulations or policies that the RLAT/SAT is requested to act on.
- i. Act as the USACE NRM liaison at interagency meetings and report back to the RLAT/SAT results of actions that will affect work products or efforts.

j. Is an internal champion for human and finance resource needs, regulatory changes required, and legal improvements.

I approve of the organizational structure and operations of the USACE Natural Resources Management Recreation Leadership Advisory Team and Stewardship Advisory Team.

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

DATE

RYAN D. HARTWIG
HQUSACE, Natural Resources Manager
USACE NRM RLAT Headquarters Proponent

DATE

TARA J. WHITSEL
HQUSACE, Natural Resources Manager
USACE NRM SAT Headquarters Proponent

DATE

Appendix:

Example Annual Workplan