

# **Recreation Budget Evaluation System Coach, Assist, & Train Team (RB-CATT)**

## **CHARTER**

### **RB – CATT Purpose**

The RB-CATT is a field based team with a primary purpose of providing direct support to project/district level users of Rec-BEST. The RB-CATT also collects field input and makes recommendations to the Recreation Leadership Advisory Team (RLAT) for enhancements and improvements to Rec-BEST, in support of the Recreation budget development process. The RB-CATT facilitates field influence on and ownership of this critical component of recreation budget development.

### **RB-CATT Members Responsibilities**

Team members are responsible to:

- 1) attend update training on Rec-BEST annually or as required; provide training for field personnel within their division on the use of Rec-BEST;
- 2) provide technical assistance to project/district level users of Rec-BEST within their division during annual budget development;
- 3) identify problem areas and provide recommendations to the RLAT annually for enhancements and improvements to Rec-BEST;
- 4) participate in peer review activities, within MSCs, related to recreation budget development;
- 5) assist with nationwide training activities, such as webcasts and at national, regional and local conferences, as necessary;
- 6) provide technical assistance to project/district level users of the Rec-STATUS Self Assessment within their division during annual review updates; and
- 7) capture FAQ's, lessons learned, and best practices for sharing on the NRM Gateway (Rec-BEST) site.

### **RB-CATT Coordinator**

The RB-CATT will have a designated team coordinator appointed and partially funded by HQUSACE. The RB-CATT Coordinator may spend up to 10% 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 RB-CATT members' travel requirements to attend annual training sessions;

- 3) track and monitor peer review activities of the RB-CATT, assuring funding is appropriately provided for these activities, as available;
- 4) act as liaison between the team and the RLAT, to include coordinating the delivery of team recommendations for program enhancements and improvements; and
- 5) assist with nationwide training activities, such as the annual RB-CATT member training, webcasts, and/or national, regional or local conferences, as necessary.

## **RB-CATT Organization and Support**

The RB-CATT will consist of two but no more than three members from each division, who will provide assistance for project/district level users of Rec-BEST in their division. Members will be nominated through their respective MSCs and will serve a minimum 3-year term, with an option to extend after each term. Members will remain at their duty station and perform their normal duties when not performing RB-CATT duties. Members may spend up to 15% of their time annually on RB-CATT responsibilities, with the majority of that time occurring during the data input period for annual budget development.

RB-CATT members will receive updated training in Rec-BEST annually or as required to enhance and maintain a working understanding of the system.

Materials to assist RB-CATT members in training activities will be developed and made available to members.

The Rec-BEST Help Desk will provide on-going support to RB-CATT members, as well as field users. The RB-CATT members should provide first line, real time responses to questions from field users.

Recreation Business Program Managers at the MSCs and the RLAT will provide ongoing support as needed.

## **Funding**

Costs for travel and per diem for members and the coordinator to attend annual training sessions will be paid by HQUSACE. Up to 10% of the coordinator's salary when performing team related duties will be paid by HQUSACE.

All salary 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.