

25 May 2001

CECW-ON

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS,  
ATTN: CHIEFS, OPERATIONS DIVISIONS

SUBJECT: Environmental Compliance Participation in the Natural Resources Management Gateway Initiative - Subject Matter Expert (SME) Team

1. Reference CECW-ON Memorandum, dated 20 September 2000, subject: Natural Resources Management (NRM) Website Development Initiative. This initiative is now known as the NRM Gateway Initiative.

2. At the Environmental Development Workshop in April 2001, a request was made for volunteers to participate in development of the Environmental Compliance component for the NRM Gateway. Volunteers are needed for the Subject Matter Expert (SME) Team for the environmental compliance program. The individuals that volunteered were evaluated to determine their ability to perform on the SME Team. The individuals who were selected for the Environmental Compliance SME Team are listed in Enclosure 1. These selections have been made contingent upon final approval of the volunteer's supervisor. If the selected volunteer is not available for this assignment, request that the supervisor notify Janice Smith at CECW-ON.

3. The development and deployment of the various components of the NRM gateway will be phased-in over time. Environmental compliance business area components identified for initial development are:

- Environmental Compliance Mission and Purpose
- Environmental Compliance Assessment Program (ERGO)
- Environmental Compliance Coordinator (ECC) Network
- Environmental Compliance Laws & Regulations
- ECC Training
- EPCRA Reporting (TRI)
- Hazardous Waste Management
- Internet Links & Resources
- OMBIL - Environmental Compliance
- Performance Measures and Performance Indicators
- Pollution Prevention and Recycling
- Spill Response, Spill Plans, SPCC

4. A content development workshop will be scheduled to facilitate development and deployment of the components identified in paragraph 3. The workshop will allow the SME

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Team to work in earnest on development of environmental compliance content for the NRM Gateway. All members of the SME Team will be requested to attend the content development workshop. The date, additional details and logistical information will be forthcoming.

5. Enclosure 2 identifies the responsibilities of the SME Team members and estimated time and resources required to fulfill these responsibilities. All costs for SME involvement will remain the responsibility of the local duty station. CECW-ON point of contact for this initiative is Ms. Janice Smith, (202) 761-4657. NRM Gateway Initiative Coordinator is Kathleen Perales, (601) 634-3779.

FOR THE COMMANDER:

Encls (2)

/s/  
CHARLES M. HESS  
Chief, Operations Division  
Directorate of Civil Works

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**NRM Gateway Initiative**  
**Environmental Compliance**  
**Subject Matter Expert (SME) Team Protocol**  
May 2001

- **Costs:** Each SME Team member's district is responsible for labor costs incurred for this initiative. TDY costs will be required for an initial workshop. No additional TDY requirements are anticipated. Team activities will be conducted using telephone conferencing and electronic mail as much as possible.
- **Equipment & software requirements:** Each SME Team member's district shall provide access to a PC typical of that used by NRM employees in the district represented, with Corps standard software and Internet access. This does NOT have to be a dedicated machine, as the NRM Gateway is to be designed for accessibility from any standard Corps PC.
- **IM Support:** If problems are experienced accessing the site, or if software (i.e., Adobe Reader) upgrades seem necessary to view content, each SME Team member shall coordinate first with their local IM representative to resolve the issue. If the problem cannot be solved locally, contact the NRM Gateway Webmaster.
- **Estimate of Time involved**
  - September 2001: Make an initial, brief review to get familiar with the prototype website.
  - October/November 2001: Content Development Workshop (Tentative)
  - November/December 2001: Provide materials to the webmaster based on content development decisions made by the SME Team.
  - January 2002: Thoroughly review the site after notification that the webmaster has posted materials from the content development workshop. Submit comments in accordance with the due date established by the webmaster.
  - Quarterly or as-required review and update when notified that the webmaster has posted additional content or made significant format changes to the site.
- **Length of Commitment:**
  - Minimum of 1-year. Indefinite tenure.