

# **Environment-Stewardship Budget Evaluation System Coach, Assist, & Train Team (E-S BEST-CATT)**

## **Charter**

### **E-S BEST-CATT Purpose**

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

### **E-S BEST-CATT Members' Responsibilities**

Team members are responsible to:

- 1) attend update training on E-S BEST annually or as required;
- 2) provide training for field personnel within their Division on the use of E-S BEST;
- 3) provide technical assistance to project/district level, field users of E-S BEST within their Division during annual budget development;
- 4) identify problem areas and provide recommendations to the SAT annually for enhancements and improvements to E-S BEST;
- 5) participate in peer review activities, within and across MSCs, related to Environment-Stewardship budget development; and
- 6) assist with nationwide training activities, such as webcasts and at national, regional and local conferences, as necessary.

### **E-S BEST-CATT Coordinator**

The E-S BEST-CATT will have a designated team coordinator appointed and partially funded by HQUSACE. The E-S BEST-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 E-S BEST-CATT members' travel requirements to attend annual training sessions;
- 3) track and monitor peer review activities of the E-S BEST-CATT, assuring funding is appropriately provided for these activities, as available;
- 4) act as liaison between the team and the SAT, to include coordinating the delivery of team recommendations for program enhancements and improvements; and

5) assist with nationwide training activities, such as the annual E-S BEST-CATT member training, web-casts, and/or national, regional or local conferences, as necessary.

### **E-S BEST-CATT Organization and Support**

The E-S BEST-CATT will consist of 2 members from each Division, who will provide assistance at large for project/district level, field users of E-S BEST in their Division. Members will be nominated through their respective MSCs and will serve minimum

3-year terms, with option to extend after each term. Members will remain at their duty station and perform their normal duties when not performing E-S BEST-CATT duties. Members may spend up to 15% of their time annually on E-S BEST-CATT responsibilities, with the majority of that time occurring during the data input period for annual budget development.

E-S BEST-CATT members will receive update training in E-S BEST annually, or as required, to enhance and maintain a working understanding of the system.

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

The E-S BEST Help Desk will provide on-going support to E-S BEST-CATT members, as well as field users. The E-S BEST-CATT members should, however, provide first line, real time response to questions from field users.

Environment-Stewardship Business Program Managers at the MSCs and the SAT will provide on-going 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. Consideration should be given to a cost reimbursable strategy within the division to improve flexibility of service provision.