

S: 1 July 2002

CECW-ON

22 March 2002

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

SUBJECT: Operations and Maintenance Business Information Link/Recreation Secondary
Deployment

1. Reference memorandum, CECW-ON, 5 March 2001, subject: Operations and Maintenance Business Information Link/Recreation Deployment (Encl 1). The referenced memorandum announced the deployment of the recreation component of the Operations and Maintenance Business Information Link (OMBIL) for data input and full implementation. Further, the memorandum established a 1 June 2001 suspense date for all initial data entry to be complete.
2. Since OMBIL/Recreation was initially deployed, a number of corrections and improvements have been identified and implemented. These changes will be published and available for use on 25 March 2002. All additional data input and necessary changes to existing data, in accordance with this secondary deployment, must be completed by 1 July 2002.
3. Please give this effort serious attention, as part of your overall emphasis on OMBIL. The information stored in OMBIL is becoming increasingly vital to the U.S. Army Corps of Engineers as the Office of Management and Budget (OMB) reviews our budget requests more critically. OMB is making funding decisions based, in part, on our demonstrated performance, and OMBIL is the tool for collecting information directly related to performance measures for the Operations Program. OMBIL also provides the information required to determine trends, to perform analyzes of the relative outcomes of various management decisions, and to demonstrate the results of funding increases or decreases on performance. Most Federal agencies can reasonably expect budgets from Fiscal Year (FY) 2003 into the foreseeable future to be increasingly austere, and competition among agencies for available funding will become increasingly competitive. Those agencies, which can clearly quantify their benefits and substantiate their cost effectiveness, will be more successful in obtaining scarce funds. Complete and accurate OMBIL data could be the difference between continued viability and mere survival in the coming budgetary environment for the Corps Operations Program.
4. A summary of the major changes to input screens follows:
 - a. Most of the input screens have had some modification; many of the data field definitions have been revised. Field offices should review all input screens and data definitions carefully and completely to assure existing data is correct and reflects the current definition.

CECW-ON

SUBJECT: Operations and Maintenance Business Information Link/Recreation Secondary Deployment

b. A new input screen has been developed to report Personnel information. The information is very similar to that collected in the old Natural Resources Management System (NRMS). The input screen is accessed directly from the switchboard, from the Recreation Business Function listing.

c. Two data fields on the Project Site Periodic Information input screen have new titles and definitions. These are "Customer Comment Cards" and "Customer Satisfaction". Please review the definitions for these fields carefully when entering data.

d. Two data fields have been added to the Project Site Area Periodic Information input screen to capture occupancy information. These fields are "Available Nights Camping" and "Camping Nights Used". Please review the definitions for these new fields carefully when entering data.

e. It is no longer necessary to associate data input on the Interpretive Contacts screen or the Leases, Licenses and Agreements screen with a specified location. These data are now automatically assigned to the respective location at the time of data entry. A button at the bottom of the Project Site screen will open the Interpretive Contacts screen, since all Interpretive Contacts are considered related to the project as a whole. Buttons are located at the bottom of the Project Site, Project Site Area and Facility screens for Leases, Licenses and Agreements, since these may be related to a project (i.e. law enforcement agreement), to a specific recreation area (i.e. state park lease) or to an individual facility (i.e. volunteer agreement to maintain a group shelter). Existing data that was associated with a specific location remains in the database. Existing data that had not been associated with a specific location, however, has been deleted from the system. Please review your information carefully, to assure it is entered completely and correctly.

f. The input screen and reporting requirements for Project Site Passes has been changed and simplified to reduce confusion. All data for this screen will now be entered at the beginning of each FY. Please review the data field titles and definitions carefully, however, to assure the data entered relates to the correct FY. Since annual passes must be ordered 9 months in advance, the data for "Number of Annual Passes Needed" should reflect needs for the current FY plus one year.

5. A number of reports, which show entered data, are now available. These reports may be used to review existing data for accuracy and completion. Reports may be accessed by any Corps user. It is not necessary to have an OMBIL password to access reports.

6. All OMBIL/Recreation input screens and reports are now accessed by checking the "Recreation Business Function" button from the switchboard. In the past, many had been accessed from the "Common" button, which was confusing to users.

CECW-ON

SUBJECT: Operations and Maintenance Business Information Link/Recreation Secondary Deployment

7. Recreation visitation information is now being imported using the Visitation Estimation and Reporting System (VERS) automatic upload. All uploaded VERS information for FY 2002, beginning in October 2001, should be visible in the appropriate data fields. Please review your visitation data as shown in OMBIL/Recreation carefully to assure it is accurate. VERS data uploaded for FY 2001 was not considered reliable for various reasons and was not imported into the OMBIL/Recreation database. Please enter annual summary visitation totals for FY 01 in the appropriate fields. Monthly totals are not required. Projects, which do not use VERS, must enter all recreation visitation information manually.

8. The Recreation Business Function Executive Information System (EIS) will also be published on 25 March 2002. A limited number of facts will be reported initially, however, additional facts will be reported as data becomes available. Publishing of the Recreation EIS greatly facilitates and enhances review of OMBIL/Recreation data by Corps managers at all levels. Help information for using the EIS is available at <https://ombil.usace.army.mil/WebHelp/ombil.htm>. Click on Business Information Summaries, and then open the files listed for detailed, comprehensive instructions.

9. Help information for Recreation Business Function information is available in Word format at https://ombil.usace.army.mil/systems/RefLinks/RecreationFiles/Rec_Online_Help.doc for download and printing. The Help includes data definitions, as well as information about frequency of reporting various data. Please review the Help when entering and updating data to assure accuracy.

10. Questions about OMBIL/Recreation should be answered at the lowest level practical. Project, District and Division OMBIL/Recreation Points of Contact (POC) have been designated as first line support. A list of OMBIL/Recreation POCs may be found at <https://ombil.usace.army.mil/systems/RefLinks/RecreationFiles/POCList.htm>. If a question cannot be answered or an issue resolved by the appropriate POC, it may be referred to the respective member of the OMBIL/Recreation User's Group. This group is composed of one individual per Division and has been established to provide support to OMBIL/Recreation users. Information about the OMBIL/Recreation User's Group may be found at <https://ombil.usace.army.mil/systems/RefLinks/RecreationFiles/GroupCharter.htm>.

11. The HQUSACE, CECW-ON Point of Contact for OMBIL/Recreation is Judy Rice (202) 761-4751.

FOR THE COMMANDER:

/S/

Encl

KAREN L. DURHAM-AGUILERA, P.E.
Acting Chief, Operations Division
Directorate of Civil Works

S: 1 June 2001

CECW-ON

5 March 2001

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

SUBJECT: Operations and Maintenance Business Information Link/Recreation Deployment

1. This memorandum announces the deployment of the recreation component of the Operations and Maintenance Business Information Link (OMBIL) for data input and full implementation. The last update year for the Natural Resources Management System (NRMS) was FY 1999. Since OMBIL/Recreation replaces the NRMS, annual data, at a minimum, must be entered in OMBIL for FY 2000 in the September 2000 data month. (At local discretion, monthly data may be entered for FY 2000; however, this is not required.) Monthly data for FY 2001 should be entered for each month, beginning with October 2000. All initial data entry should be complete by 1 June 2001.
2. A Point of Contact (POC) for OMBIL/Recreation has been designated at each district and division (Encl 1). These POCs serve as first line support for OMBIL/Recreation users in their areas of responsibility. They facilitate information transfer and conduct training for project staff, as needed. In addition, an OMBIL/Recreation User's Group, composed of 1 representative from each division, has been established. The User's Group Charter and the initial roster of members are provided at Encl 2. The User's Group serves as ombudsman for the field, evaluating field suggestions for modifications to the program and making recommendations to HQUSACE on suggestions of merit. The POCs and the User's Group provide a support structure for all OMBIL/Recreation users during the deployment and throughout the operating life of the program.
3. A series of 3 train-the-trainer workshops were conducted for District and Division POCs for OMBIL/Recreation. These workshops were conducted on 23–25 January 2001 for North Atlantic Division, South Atlantic Division, and Great Lakes and Rivers Division representatives; on 13–15 February 2001 for Northwestern Division and Pacific Ocean Division representatives; and on 27 February–1 March 2001 for Mississippi Valley Division and Southwestern Division representatives. District and Division POCs have been provided information and support materials to train project staff in recreation data input and retrieval. These support materials are posted on the OMBIL website, <http://ombil.usace.army.mil>.

CECW-ON

SUBJECT: Operations and Maintenance Business Information Link/Recreation Deployment

4. A great deal of information has been preloaded in OMBIL/Recreation. Static data from the Natural Resources Management System (NRMS) and facility data from the National Recreation Reservation Service (NRRS) has been preloaded and should be checked carefully to assure its accuracy. A modification to the Visitor Estimation and Reporting System (VERS) has been made which allows automatic upload of appropriate visitation data to OMBIL when the monthly VERS program is run. This VERS modification will be deployed from the Engineering Research and Development Center in March 2001.
5. Coordination with other business functions will be critical to the successful deployment of OMBIL/Recreation. Extensive data has already been entered into OMBIL by other business functions, which must be considered when doing initial data entry for OMBIL/Recreation. In particular, data entered by the Environmental Compliance business function will require coordination.
6. An extensive User's Manual has been developed for OMBIL/Recreation. This manual includes a definition for every data field, as well as guidance regarding the frequency of data entry. The manual also clarifies which data fields on common forms should be entered for OMBIL/Recreation and which data fields refer to other business functions. OMBIL/Recreation users should reference the User's Manual when entering data to assure the appropriate data is entered accurately and timely.
7. Point of contact for OMBIL/Recreation in CECW-ON is Judy Rice, (202) 761-4751. Questions regarding OMBIL/Recreation may also be directed to respective POCs and User's Group members identified on the enclosures to this memorandum.

FOR THE COMMANDER:

/S/

2 Encls

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

OMBIL/RECREATION USER'S GROUP CHARTER

1. The Operations and Maintenance Business Information Link (OMBIL) was developed to provide a single repository of information required to operate and manage the Operations function of the U.S. Army Corps of Engineers. Key objectives in the development included one time data entry, as well as access to corresponding, consistent information in various formats at all levels of the Operations community.
2. Each Business Function identified its own data needs and provided advice and assistance in the development of its component. The Recreation Business Function employed a group of Subject Matter Experts (SME) representing the project, district and division levels, with one HQs proponent, to assure the needs of all users were addressed during development. The resulting system will be refined during deployment and initial use to enhance its capability to meet existing needs. As data requirements change for the recreation business function in the future, the system will evolve to meet the new requirements.
3. The OMBIL/Recreation User's Group will be critical in the refinement and future evolution of the component to serve the needs of the recreation business function. The User's Group will provide organizational stability and institutional knowledge, while facilitating system maturity. The User's Group will be responsible to:
 - a) Serve as Ombudsman for field users, to communicate field needs and concerns to HQUSACE.
 - b) Identify and evaluate requirements for changes, enhancements, additions or deletions to recreation data and standard reports in OMBIL. Make appropriate recommendations to HQUSACE.
 - c) Identify and evaluate new or modifications to existing OMBIL utilities or features to facilitate or improve system use. Make appropriate recommendations to HQUSACE.
 - d) Identify improvements or modifications to the OMBIL/Recreation User's Manual. Make appropriate recommendations to HQUSACE.
 - e) Provide information and technical assistance to the Division and District POCs and to field users, to include assistance in training, as appropriate.
 - f) Advise HQUSACE on matters of policy and system management regarding the Recreation Component
4. The User's Group will meet twice a year, as necessary, to conduct business. Meeting location, duration and format will be determined by the Group. The Group may determine that necessary business can be accomplished through a teleconference, in lieu

of a meeting, if appropriate. A report of proceedings, to include an evaluation of system condition and functioning, as well as any appropriate recommendations, will be provided to HQUSACE following the meeting. If the Group determines there is no business to conduct, a negative report will be provided to HQUSACE.

5. The User's Group is composed of 9 individuals, one representing each Major Subordinate Command and one chairperson. The group includes 1 person from an MSC, 2 persons from Districts, and 5 persons from projects. These individuals will serve 3 year rotational assignments. Each year 3 members will leave the Group and 3 new members will join, except for each third year, when 2 members will change. The Chairperson will serve on an indefinite assignment, to provide stability and continuity to the Group. All members have equal standing in the Group.

6. Some members of the original Group will serve longer than 3 year terms to establish the rotation described above. Three members will rotate out at the end of 3 years; 3 additional members will rotate out at the end of 4 years; and the remaining 2 original members will rotate out at the end of 5 years. Each of these individuals will be replaced on the User's Group by members who will serve 3 year terms. The initial rotation for the original User's Group members is attached.

7. Members will be designated by HQUSACE memorandum and will serve the entire term of their membership unless an exception is requested through the MSC by formal memorandum. At the time each member rotates off the Group, the representative MSC will nominate 4 individuals for possible new members, 1 from the division, 1 from the district and 2 from the project level of the organization. The User's Group will provide recommendations for incoming members to HQUSACE, assuring integrity of the organizational composition.

OMBIL/RECREATION
USER'S GROUP
CHARTER MEMBERS

Michael Owen – Chair – SWF

Brad Keshlear – SAD

Cori Brown – NAB

Stanley Spirlock – SWT

Toni Rushing – LRN (Laurel River Lake)

Beverly Noel – NWK (Pomme de Terre Lake)

Mike Robinson – MVK (Enid Lake)

John Schaake – POA (Chena River Project)

Barbara Cooper – SPN (Lake Sonoma)

OMBIL/RECREATION
POCs

2/9/01

Great Lakes and Ohio River Division - Mike Loesch - 513-684-3192
Huntington District - Anita Branch - 304-529-6981
Nashville District - Todd Yann - 615-736-5115
Pittsburg District - George Turak - 412-395-7173
Louisville District - George Recktenwald - 502-315-6724
Detroit District - John Zanglin - 313-226-2200
Chicago District - Joe Svirbely - 513-684-3029
Buffalo District - Josephine Balzano - 716-879-4291

Mississippi Valley Division - Joe Sigrest - 601-634-5855
St. Paul District - Frank Star - 651-290-5328
Rock Island District - Scott Strotman - 309-794-5483
St. Louis District - Roger Hayes - 314-331-8635
Vicksburg District - Lawran Richter - 601-631-5287
New Orleans District - Debra Stokes - 504-862-1344

North Atlantic Division - Bruce Williams - 757-441-7418
New England District - Will Rogers - 978-318-8305
Philadelphia District - Jim Drumm - 215-656-6884
Baltimore District - Cori Brown - 410-962-6019
Norfolk District - Tom Friberg - 757-441-7645

Northwestern Division - Don Dunwoody - 402-697-2536
Portland District - Charlotte Litster - 503-808-4324
Walla-Walla District - Scott Moore - 509-527-7139
Seattle District - Jerry Gray - 206-764-3443
Kansas City District - Harry Diesel - 816-983-3652
Omaha District - Kelly Crane - 402-221-4410

Pacific Ocean Division - Michael Lee - 808-438-3063
Alaska District - Barbara Reilly - 907-753-2701
Honolulu District - Pat Tom - 808-438-8874

South Atlantic Division - Brad Keshlear - 404-562-5134
Jacksonville District - Donnie Kinard - 904-232-2071
Mobile District - Devlin Ridenour - 334-694-3711
Savannah District - Melissa Wolf - 912-652-5054
Wilmington District - Paula Carper - 910-251-4192

South Pacific Division - Phil Turner - 415-977-8058
Sacramento District - Jill Russi - 916-557-5279
Los Angeles District - Phil Serpa - 213-452-3402

Albuquerque District - Cynthia Piirto - 505-342-3277
San Francisco District - Valerie Mavis - 707-462-7581

Southwestern Division - Larry Bogue - 214-767-2432
Fort Worth District - Mike Owen - 817-978-4637
Galveston District - Kris Brown - 281-497-0740
Little Rock District - Dewey Thurman - 501-324-5675
Tulsa District - Stanley Spirlock - 918-669-7340