



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY CORPS OF ENGINEERS
441 G STREET NW
WASHINGTON, D.C. 20314-1000

DEC 07 2015

CECW-CO

MEMORANDUM FOR COMMANDERS, MAJOR SUBORDINATE COMMANDS AND DISTRICT COMMANDS, CHIEFS, OPERATIONS DIVISIONS AND DISTRICTS

SUBJECT: Publication of Engineer Circular 1130-2-550, Chapter 9 – Recreation Use Fees and related Recreation Use Fee Audit Procedure Documents

1. On 9 September 2015, Engineer Circular (EC) 1130-2-550, Chapter 9 – Recreation Use Fees was approved for implementation and released as a pre-publication draft.

2. I am pleased to announce the following documents have been officially published and can be found online.

a. EC 1130-2-550, Recreation Operations and Maintenance Guidance and Procedures, Chapter 9 – Recreation Use Fees
<http://www.publications.usace.army.mil/USACEPublications/EngineerCirculars.aspx>; or

http://www.publications.usace.army.mil/Portals/76/Publications/EngineerCirculars/EC_1130-2-550.pdf

b. USACE Recreation Use Fee Program Standard Operating Procedure, Enterprise Standard (ES) – 13040
<https://apps.usace.army.mil/sites/QMS/default.aspx>

c. ENG Forms related to the Recreation Use Fee Audit Procedures
<http://www.publications.usace.army.mil/USACEPublications/EngineerForms.aspx> (page 15)

(1) ENG FORM 6064 – Recreation Fee Cashier (RFC) and Alternate RFC Audit Form
http://www.publications.usace.army.mil/Portals/76/Publications/EngineerForms/Eng_Form_6064.pdf

(2) ENG FORM 6065 – Authorized Collector, Contract Gate Attendant, Volunteer Fee Collector, and Fee Collection Contract Audit Form
http://www.publications.usace.army.mil/Portals/76/Publications/EngineerForms/Eng_Form_6065.pdf

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(3) ENG FORM 6066 – Fee Collections for CEFMS

http://www.publications.usace.army.mil/Portals/76/Publications/EngineerForms/Eng_Form_6066.pdf

(4) ENG FORM 6067 – Annual Day Use Passes

http://www.publications.usace.army.mil/Portals/76/Publications/EngineerForms/Eng_Form_6067.pdf

(5) ENG FORM 6068 – Fee Collections for National Recreation Reservation Service

http://www.publications.usace.army.mil/Portals/76/Publications/EngineerForms/Eng_Form_6068.pdf

(6) ENG FORM 6069 – Use Fee Book Log

http://www.publications.usace.army.mil/Portals/76/Publications/EngineerForms/Eng_Form_6069.pdf

(7) ENG FORM 6070 – Authorized Collectors Training Tracking Sheet

http://www.publications.usace.army.mil/Portals/76/Publications/EngineerForms/Eng_Form_6070.pdf

(8) ENG FORM 6071 – Internal Control/Quality Assurance Checklist

http://www.publications.usace.army.mil/Portals/76/Publications/EngineerForms/Eng_Form_6071.pdf

3. In addition, all documents will be courtesy posted on the Natural Resource Management Gateway, under Recreation Use Fee Policy & Procedures for easy reference by field personnel.

<http://corpsslakes.usace.army.mil/employees/policy.cfm?Id=usefeesprog&Code=All>

4. My point of contact for the recreation use fee program is Mr. Scott Strotman, James.S.Strotman@usace.army.mil or (202) 761-0036 or Ms. Diane Stratton, Diane.L.Stratton@usace.army.mil or (270) 257-2061.



EDWARD E. BELK, JR., P.E.
Chief, Operations and Regulatory Division
Directorate of Civil Works