



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

S: 15 July 2004

CECW-CO

JUL - 1 2004

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

SUBJECT: Recreation Use Fee Policy Update Project Delivery Team Nominations

1. This memorandum announces the convening of a Project Delivery Team (PDT) to develop entrance fee policy for the U.S. Army Corps of Engineers recreation use fee program. In anticipation of proposed new legislation authorizing the Corps to charge entrance fees, this PDT will develop policy and implementation guidance and incorporate it into the existing regulation. The Scope of Work for the PDT effort is enclosed.
2. Please submit nominations for task force members from your division to this office by 15 July 2004. Each division may submit two nominees. Nominees should have broad knowledge and extensive experience with Corps recreation use fee policy.
3. The point of contact for the user fee program in CECW-CO is Judy Rice, (202) 761-5541.

FOR THE COMMANDER:

A handwritten signature in black ink, appearing to read "M. B. White", with a long horizontal line extending to the right.

MICHAEL B. WHITE
Chief, Operations
Directorate of Civil Works

Encl

**SCOPE OF WORK
RECREATION USE FEE POLICY UPDATE:
ENTRANCE FEES**

1. **Background.** There is currently pending legislation that will provide the Corps of Engineers authorization to collect entrance fees at recreation areas. Should this legislation pass, the Engineering Regulation and Pamphlet providing policy and guidance for recreation use fees will need to be updated to incorporate changes to the user fee program provided by new authorizations.
2. **Purpose.** The purpose of this PDT is to develop entrance fee policy and implementation guidance for incorporation in the ER 1130-2-550, Chapter 9 – Recreation Use Fees and EP 1130-2-550, Chapter 9 – Recreation Use Fees.
3. **Objective.** The objective of the effort is to update policy and guidance for the Corps recreation use fee program to address current conditions and meet future needs.
4. **Requirements.** The PDT will convene by teleconference for an initial organizing meeting by 1 August 2004. The team will complete work and deliver the required products to CECW-CO by 1 October 2004 to meet a policy implementation goal of 1 January 2005. In progress reviews will be conducted biweekly during the working period. The team will consider entrance fee policy related to the following issues:
 - a. Criteria for determining parks eligible for entrance fees;
 - b. Fee schedule development, review and approval;
 - (1) Fee coverage area- entire lake project versus individual parks
 - (2) Establish length of time entrance fee is valid for
 - (3) Comparability studies with NPS, FWS, USFS entrance fees;
 - (4) Varying fees for cars, bikes, pedestrians
 - (5) Waivers and age limits
 - c. Fee collection at parks without attendants
 - d. Relationship of entrance fees to other recreation user fees
 - e. Annual passes;
 - (1) Development of a Corps annual park pass
 - (2) Establishment of fee for annual pass
 - (3) Integration with the Golden Eagle pass program - distribution and use at Corps projects
 - f. Public relations;
 - g. Other issues identified by team.
5. **Products.** The PDT will deliver the following products:
 - a. PMP to establish implementation procedures
 - b. Draft revised ER 1130-2-550, Chapter 9 – Recreation Use Fees
 - c. Draft revised EP 1130-2-550, Chapter 9 – Recreation Use Fees
 - d. Draft Communication Plan
 - e. Draft sample Corps annual park pass
6. **Resources.** The PDT will consist of 5 or 6 members. A CECW-CO staff member will serve as advisor. Written materials, such as regulations, policy memorandums, applicable legislation, and similar resources will be provided to the task force by the CECW-CO advisor. Travel, per diem, and salary will be the responsibility of the employee's organization.

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