USACE Recreation Use Fee SOP and Implementation of EC 1130-2-550, Chapter 9

Overview

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Agenda

- Overview of what has already been implemented
  - Every Kid in a Park (EKiP)
  - USACE Recreation Use Fee Standard Operating Procedure (RUFSOP)
- Overview of RUFSOP
- Overview of EC 1130-2-550, Chapter 9
What has already been implemented?
Every Kid in A Park (EKiP)

- USACE implemented along with other agencies on September 1, 2015.
- Are valid for USACE Day Use Fees (boat launch and beach use).
- USACE initially planned to only honor but then decided to implement at same time as the rest of the participating agencies.
Overview

USACE Recreation Use Fee
Standard Operating Procedure
(RUFSOP)
USACE Recreation Use Fee Program
Standard Operating Procedure (RUFSOP)

- USACE has never had a defined RUFSOP.

- Defines the roles of the different types of Government Fee Collectors.

- Defines the security measures required to protect government funds.

- Defines auditing procedures.
USACE RUFSOP

- OPM and Manager are responsible for implementation of this SOP.

- Government Fee Collectors must be designated in writing by the Finance and Accounting Officer (FAO)
Recreation Fee Cashier (RFC and Alternate (ARFC) roles.

- Receive collections on behalf of the Government and transmit to the USACE Finance Center or NRRS.

- Ensure fee collections are remitted once a week or at any time the amount collected exceeds $5,000.

- Endorse each negotiable instrument immediately upon receipt.

- Secure collections which have not been transmitted.
USACE RUFSOP
Recreation Fee Cashier (RFC and Alternate (ARFC) roles.

- Maintain necessary documentation to show accountability of fee collections.

- Record all accountable fee property and use fee collection/remittance documentation.

- Track fees from initial collection through the remittance process until fees are deposited with the US Treasury.

- Correct errors and verify deposits have been reconciled, and record evidence that the funds were deposited to the Treasury.
USACE RUFSOP
Non-Government Fee Collectors

- Consist of Contract Gate Attendants (CGAs), Volunteer Fee Collectors (VFCs) and Fee Collection Contract (FCC) collectors.

- May be authorized to collect and remit fees per the requirements of their contract or volunteer agreement.
USACE RUFSOP
Key Control Custodian

- Authorized person must be designated.
- Report lost keys to the RFC or ARFC and Manager.
- Provide master key list to Manager who will have available for audit.
USACE RUFSOP
Key Control Custodian

- At locations with honor vaults and AT LEAST three permanent employees, the Key Control Custodian may not be the RFC or ARFC.

- At location with honor vaults and less than three permanent employees, the OPM will implement an auditable process to ensure accountability of funds collected.

- At locations without honor vaults, it is recommended the Key Custodian not be assigned any Use Fee Program duties.
USACE RUFSOP
Receipts

- A receipt shall be used to transfer all accountable fee property and government funds (use fees) between all collectors and from collectors to the RFC or ARFC.

- Both persons must sign the receipt after agreeing to the amount.

- Under NO circumstances shall accountable property or government funds be received, accepted, assigned or transferred without a receipt.
USACE RUFSOP  
Personal Change Fund

- Use fees shall not be commingled with private funds or other use fees collected under separate gate attendant/volunteer/fee collection contracts except for a specified amount of personal funds for use in making change as needed during use fee collection duties as specified in their contracts.
Collectors MUST follow the collection procedures outlined in the NRRS Operating Procedures.

NRRS permits/receipts must be printed on two-part receipt type paper or two copies printed to provide one to the customer and a copy to the RFC.

Access to the NRRS shall be restricted to authorized users.

A minimum of two copies of the approved remittance document shall be printed to provide copies to the AC or FCC collector and RFC/ARFC.
USACE RUFSOP
NRMS

- The RFC shall record NRMS remittances on the authorized USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG Forms 6066, 6067, 6068 and 6069).
USACE RUFSOP
Honor Vaults/Automated Pay Stations

- Automated Pay Stations are authorized for use.

- Shall be double box/double lock system.

- One key to remove insert and a different key to gain access to the contents of insert.

- Combination locks shall NOT be used.
USACE RUFSOP
Honor Vaults/Automated Pay Stations

- Same person can not have access to both keys.

- Transported within interior of a vehicle, or secured in the back of a vehicle.

- The inserts shall be given to an authorized person or placed in a lockable area inside the Lake/Area Office which has controlled access.

- A local numbering system should be developed and implemented so that all inserts may be tracked and accounted for at any time.
If accountability and transfer can be done immediately

- Authorized insert box collector collects vaults.

- Opening of insert boxes:
  - Contents accounted for by an authorized government employee and another authorized person.
  - Contents must be counted and verified by both parties.

- Transferring funds:
  - After amount is confirmed by both parties and funds are properly transferred to the RFC/ARFC, the RFC/ARFC is then responsible for the safeguarding of funds.
USACE RUFSOP
Honor Vaults/Automated Pay Stations

Accountability and transfer are not done immediately:

► Unopened honor box insert must be secured by the insert box collector in a safe, secure room, or secure locker/cabinet, assigned to the insert box collector, until such time as an accounting can be made by both the collector and the RFC/ARFC.
USACE RUFSOP
Transmittal of Collections

- Transmitted through one of two systems:
  - Through NRRLS Field Reservation Program (Currently known as ORMS)
  - CEFMS/USACE Finance Center

- It is recommended that language be added to bids for Contract Gate Attendant and Fee Collection Contracts requiring the contractor to purchase/provide their own money orders/certified checks for all cash collections and remittances.
USACE RUFSOP
Remitting Fee Collections

- Make deposits no less than once a week, or at any time the amount collected reaches or exceeds $5,000.

- Remittances shall be mailed during normal business hours (Mon-Fri) from either inside U.S. Post Office facilities or from the Project Office.

- Remittances shall not be left overnight in the Project Office mail box.
USACE RUFSOP
Remitting Fee Collections (NRRS Collections)

- Contractor mails directly to the NRRS lock box:
  - At the discretion of the OPM or Manager
  - A copy of the Deposit Summary Report (DSR) must be provided to the RFC/ARFC within one week of remitting the monies.
  - **If this option is utilized a Quality Assurance Surveillance Plan must be included in the contract scope of work.**

- Contractor doesn’t mail directly to the NRRS lock box:
  - At the discretion of the OPM or Manager
  - Delivers required items to the Project/Area Office
  - Strongly recommend use of a locking money bag for this transfer.
  - Upon arrival at the office, the envelope or locking money bag shall be given to the RFC or placed in a drop vault that only the RFC has key-controlled access.
USACE RUFSOP
Bonding

- Prior to the start date contractors and volunteer collectors who will handle or collect government funds are required to be bonded or provide an irrevocable letter of credit.

- Must be bonded for a minimum of $5,000 up to the maximum amount of use fees, from all collection sites, that the fee collector could have on hand at any given time (whichever is greater).

- Bonds shall be made payable to the USACE ______ District
USACE RUFSOP
Volunteer Fee Collector (VFC)

- Volunteers may be authorized to sell permits and collect fees from the public.

- Volunteers may also be required to directly transmit funds to the NRRS Lockbox.

- Volunteer coordinator and RFC shall ensure that volunteers sign a statement on the volunteer agreement that states the person accepts the risk and liability of handling government funds.

- The volunteer coordinator shall ensure that the volunteers are properly trained, bonded and provided a security awareness briefing.
USACE RUFSOP
Criminal Background Investigations

- ALL persons handling Government monies or accessing the Government computer system.

- Conducted on contract or volunteer fee collector team members (spouse, partner, etc.) who are living onsite and assist the designated authorized collector in any way.

- Conducted either prior to or soon as possible after the start/report date.
Security briefing will be held with all new government personnel, contractors, volunteers and associated personnel prior to any handling of government funds.

Security briefing shall be conducted by the RFC/ARFC and shall include but not limited to:

- Funds Security
- Personal Safety
- Theft/Loss of Government Funds
- Personal Responsibility
- Reporting Procedures
- Conflict of Interests
- Inspections/Audits
USACE RUFSOP
Inspections

- Rec Fee Cashier or Alternate shall visit each gatehouse a minimum of once/week to review activities.

- **Honor boxes shall be inspected a minimum of every five years**
  - the Rec Fee Cashier or Key Control Officer along with a person who has a key to the outer shell.
  - Open outer shell and conduct an on-site compliance inspection.
  - Verify the double box/double lock key control policy is being enforced and that insert numbers match documentation and location.
USACE RUFSOP Audits

- Random
  - Conducted at least once every five years
  - Rec Fee Cashier or Alternate conduct unannounced spot audits of all collectors.
  - Conduct unannounced spot audits of CGA and Volunteers a minimum of twice during the contract/service period.
  - Honor vaults inspector must check key control master list and documentation for vault and insert box numbering and assignment.
USACE RUFSOP
Audits

- **Quarterly**
  - Rec Fee Cashier or Alternate will audit all collectors

- **Semiannual**
  - Rec Fee Cashiers and Alternates will be audited by an authorized person designated by the Manager.

- **Annual**
  - Entire lake/area Use Fee Program shall be audited by an authorized person from another lake/area office designated by the OPM or by a person from the District Office.
  - Findings forwarded to the District Chief, Operations Division.
USACE RUFS SOP
Records

- All use fee records must be kept a **minimum of six years and 3 months**.

- After must be destroyed by **shredding or burning**.
Gate Houses

- Where feasible, all gatehouses should be equipped with an alarm system.
- Lockable cash drawers for daily collections.
- Equipped with either a combination safe or key lock safe.
- Funds can not be commingled so if you have multiple collectors at the gate house then each must have their own safe.
- Combination must be changed at least every six months or anytime contractor/volunteer changes.
USACE RUFSOP
Physical Security

- Office Safes
  - Each RFC/ARFC and AC shall be assigned an individual combination lock safe module located within the main safe at the Project Office.
  - No “community area” in office safes shall be used to store accountable use fee property or monies.
  - Combinations must be changed at least every six months and upon transfer, separation, change of employees, etc.
  - Combinations of all safes and modular safes at the Project Office must be sent to the District Finance and Accounting Officer.
USACE RUFSOP
Training

- Annual refresher training must be conducted for all authorized collectors and documented on ENG Form 6070.

- Training shall include the RUFSOP, EC 1130-2-550, Chapter 9
Overview

Changes Effective 1 January 2016
EC 1130-2-550, Chapter 9
EC 1130-2-550, Chapter 9 revises guidance for the USACE Recreation Use Fee Program found in ER and EP 1130-2-550, Chapter 9.

Supersede for a period of two years once published.

Full implementation 1 January 2016.
EC 1130-2-550, Chapter 9
CAMPING

- Minimum Fee Schedule Changed
  Only change was to the Single User Unit Camp Areas:

  Class D went from $5 to $8
  Class C went from $6 to $10
  Class B went from $8 to $12
  Class A went from $10 to $14
EC 1130-2-550, Chapter 9

CAMPING

- **Comparability Study**
  - The comparability of other facility and its amenities changed from within a reasonable distance (30-60 miles) to 60 miles.

- **Fee Schedules**
  - District Chief of Operations approves.
  - Changed from no later than 01 August annually to 01 August biennially

- **Utilities**
  - Sites with utility hookups, a separate utility fee shall not be charged. The cost for the utilities shall be included in the use fee regardless of whether they are used.
EC 1130-2-550, Chapter 9
CAMPING

- **Visitors Fees**
  - Visitors of registered campers may be charged use fees (visitor fee)
  - Shall entitle the holder to use all Corps-operated day use facilities without paying additional use fees at the same project, on any day for which the permit is valid.
  - If charged, the fee shall not exceed 50 percent of the single user unit campsite fee.

- **Discounts**
  - No change (Senior/Access AtB and Age/Access Passports still receive 50% off)
EC 1130-2-550, Chapter 9
CAMPING

- Reservations
  - Minimum of 60% of the campsites per campground that offers reservable campsites shall be made available for reservations in NRRS.

- FREE-NIGHT Camping Certificates
  - May be issued for purposes of increasing awareness of recreation opportunities and resolution of customer complaints.

- Safety Certificates
  - May be issued for both camping and free day use for the purpose of rewarding recreation safety to potential users exhibiting a safety practice (example: Flotation Citation).
Can be charged for standard amenities such as:

- Swimming beaches
- Boat ramps
- Shooting ranges
- Disc golf
- Etc.

Comparability Study

- Conducted biennially for day use areas.
EC 1130-2-550, Chapter 9
Day Use

- **Location Fees Shall be Charged**
  - Areas having a boat ramp and/or developed swimming beach and one or more of the following facilities: restroom, picnicking facilities, change house, or other developed recreation facilities.
  - Day use fees shall NOT be charged at boat ramps or developed swimming beaches located in recreation areas which are exclusively campgrounds.

- **Reasonable Expectation**
  - Shall be charged where there is reasonable expectation that revenue shall exceed cost of collection, to include implementation costs.
  - Cost and revenue estimates shall be reviewed periodically by District Chief of Operations.
EC 1130-2-550, Chapter 9
Day Use

- **Children**
  - No Day Use fee shall be charged for children under the age of 16 (this use to be 12)

- Payment of the day use fee entitles the user to launch a boat or use any developed swimming beach at any USACE-operated recreation area on that day, with the exception of facilities reserved exclusively for campers.
EC 1130-2-550, Chapter 9
Day Use

- **Minimum Fees**
  - Exception to minimum fees may be approved by District Chief of Operations
  - Minimum $5 per private non-commercial vehicle
  - Minimum $20 per bus or commercial vehicle
  - Minimum $2 per adult for walk-in or bike in (number of individuals in the private vehicle/bus/commercial vehicle does not apply).
  - No longer any discounts for Access/Senior America the Beautiful; Golden Age/Access Passports
EC 1130-2-550, Chapter 9
Other Equipment, Facilities and Services

- Fees may be charged for outdoor recreation equipment and services provided at government expense for visitor uses.

- EXAMPLES: firewood, ice, laundry machine use, shower use, dump station use, parking, parking fees in campgrounds (not at campsites) and equipment rental (such as rent-a-tent).

- Service must be directly and clearly related to the visitor’s recreation experience.

- Care should be taken to avoid the appearance of excessive fee collection.
EC 1130-2-550, Chapter 9
USACE Annual Day Use Pass

- **Cost:** $40 (increased from $30)
- No longer offered at ½ price
- Need for this pass will be evaluated at the end of the EC two-year trial period.
- Only valid for USACE projects
EC 1130-2-550, Chapter 9
USACE Annual Day Use Pass

- **Utilizing Third Party Sales**
  - Is encouraged utilizing Challenge Partnerships, Cooperative Associations or Vendors
  - Vendors are required to sell passes without markup
  - Accounting process must be established at local level

- Sales at outdoor recreation shows, special events, fairs, etc. is encouraged by USACE personnel and volunteers.
EC 1130-2-550, Chapter 9
USACE Annual Day Use Pass

- **Damaged Passes:**
  - **SHALL BE** replaced if the visitor provides identification to validate ownership and presents the pass with at least a portion of the pass identifiable.
  - Must be kept for six years and three months along with other pass documentation

- **Lost or Stolen:**
  - Shall **NOT** be replaced if lost or stolen.
EC 1130-2-550, Chapter 9
America the Beautiful Interagency Passes (AtB)

- Participating Agencies:
  - Bureau of Land Management (BLM) http://www.blm.gov
  - Bureau of Reclamation (Reclamation) http://www.usbr.gov
  - Fish & Wildlife Service (FWS) http://www.fws.gov
  - USDA Forest Service (USDA FS) http://www.fs.fed.us
  - National Park Service (NPS) http://www.nps.gov
  - U.S. Army Corps of Engineers (USACE) http://www.usace.army.mil
EC 1130-2-550, Chapter 9
AtB Pass Options - Six Passes, Annual Decals and Hangtags

- **Interagency Annual Pass:**
  - Cost: $80
  - Anyone can purchase
  - Valid one year from month of purchase

- **Annual Military Pass**
  - Cost: FREE
  - For all active military members and their dependents
  - Valid one year from month of issue
- **Senior Pass:**
  - **Cost:** $10
  - Must be 62 years of age or older and a U.S. citizen or permanent resident.
  - Valid for life time of pass holder

- **Access Pass**
  - **Cost:** FREE
  - Requires documentation of permanent disability for U.S. citizen or permanent resident.
  - Valid for life time of pass holder
**Volunteer Pass:**
- **Cost:** FREE
- **Must have completed 250+ hours of volunteer service on public lands.**
- **Valid for one year from the month of issue.**

**Every Kid in A Park Pass**
- **Cost:** FREE
- **Current 4th Grade Students with a valid Every Kid in a Park Voucher.**
- **Valid from September 1 to August 31 the year of issue.**
- **Hangtags:**
  - Cost: FREE
  - Used to display passes for areas not staffed.

- **Annual Decals**
  - Cost: FREE
  - Can ONLY be issued to holders of passes listed above excluding the EKiP Pass.
  - For open-top vehicles to display at areas not staffed.
EC 1130-2-550, Chapter 9
AtB Passes

- **Damaged Passes**
  - Shall be replaced if the visitor provides identification to validate ownership and presents the pass with at least a portion of the pass identifiable. Damaged pass must be kept for six years and three months.

- **Lost or Stolen Passes**
  - Passes CANNOT be replaced if lost or stolen.

- **Pass Misuse**
  - Since all passes are non-transferable the verification of pass ownership is a legitimate component of the program.
  - Photo identification will be requested to verify pass ownership.
  - When passes are sold, visitors should be informed that they will be required to show identification when they use their pass at staffed areas.
EC 1130-2-550, Chapter 9
AtB Passes - Ordering

- USGS is the contracted fulfillment provider for the program.

- The USACE Interagency Pass Coordinator will send out a request to the District POC for estimated passes needed, by type, at the end of October each year.

- Each District POC is responsible to work with field sites to determine need, order passes, and ship passes to field sites once received.
Revenue generated through “Central Sales” covers program costs including product design production, fulfillment and marketing.

Shipping cost is currently being covered by HQ to District and by Districts to Field Sites.
EC 1130-2-550, Chapter 9
AtB Passes - Revenue

- 100% of Revenue generated from each project’s sales will be deposited into a Project specific fund account.

- Funds deposited into these accounts will remain available for expenditure, without further appropriation, until expended (funds can accumulate for multiple fiscal years).

- Revenue generated through “Central Sales” once all program cost are covered will be distributed back to the participating agencies based on percent of sales by agency.
EC 1130-2-550, Chapter 9
AtB Passes - Revenue

- Funds from AtB Pass revenues can ONLY be expended for these categories:
  - Repair, maintenance and facility enhancement related directly to visitor enjoyment, visitor access, health and safety.
  - Interpretation, visitor information, visitor service, visitor needs assessments and signs.
  - Habitat restoration directly related to wildlife-dependent recreation that is limited to hunting, fishing, wildlife observation or photography.
  - Law enforcement related to public use and recreation.
  - Direct operating or capital costs associated with the recreation fee program.
  - Administration of the recreation fee program (can not exceed 15% of total pass fee revenue collected).
  - Funds CANNOT be used for biological monitoring.
Special Activity Permits may be issued for the specific use of project resources benefiting an individual or small group that may be recurring in nature.

Special Activity Permits serve to regulate these activities and promote environmental, safety, or security concerns; restrict number of visitors to an area; place restriction on the recreational use activity or provide information to the user concerning their activity.

Examples: hunting, off-road vehicle use, academic research, backcountry use, limited access to closed areas, small wedding, small fishing tournaments, or any unique activity that requires oversight.
Special Use Permits-Special Activity Permits

Special Activity Fee may be charged to cover:
- Administrative cost of the program.
- Recover cost incurred by the Corps to manage the permit program.

Cost may vary depending on the size and complexity of the permit that is issued but may include:
- Labor
- Physical overhead
- Vehicle costs
- Indirect costs (including material and supply costs, utilities and travel)

Special Activity Program General Plan for Operating
- Include the fee structure
- Must be approved by District Chief of Operations.
- Copy must be maintained at the Project Office.
A fee may be charged for the use of specialized recreation facilities (e.g. group picnic shelters, multipurpose courts, amphitheaters, etc.)

Items classified and collected as Recreation Use Fees (campsites, beaches, boat ramps, etc. are NOT considered “Special Facilities”)

Special Facilities the project has the intent of charging a fee MUST be included in OMBIL as a “facility.

Special Fee Schedule
- Must be comparable to fees charged by other non-federal agencies and private sector.
- Must be approved by District Chief of Operations.
- Copy must be maintained at the Project Office
Special Event Permit may be issued for the organized use of project resources for a specific purpose and limited duration, beyond what is normally engaged in by individuals or groups on a day-to-day basis.

Definition:
- Usually benefits the general public
- May impact and/or restrict the intended use of the project for others.
- Often requires Corps support and/or oversight
- Convey special benefits to an identifiable recipient or recipients beyond those afforded to the general public.

NOTE: Activities that have significant impacts may be treated as Special Events instead of Special Activities at the discretion of the Operations Project Manager.
EC 1130-2-550, Chapter 9
Special Use Permits-Special Event Permit

- Special Events include, but are not limited to:
  - Water Carnivals
  - Boat Regattas
  - Large Fishing Tournaments
  - Music Festivals
  - Dramatic Presentations
  - Etc.

- Administrative Fee:
  - $75.00 may be charged for each permit.
  - Additional fees may be assessed to recover costs incurred by the USACE as determined by the Operations Project Manager and should include:
    - Direct and indirect personnel costs including salaries and fringe benefits
    - Physical overhead
    - Vehicle Costs
    - Other indirect costs, including material and supply costs, utilities and travel
  - Events for-profit will be assessed a fee of 2% of gross revenue.
EC 1130-2-550, Chapter 9
Special Use Permits-Special Event Permit
Insurance

(religious ceremonies, social ceremonies (weddings, etc), club fishing
tournament, or family reunions)

- **Less than 50 participants**
  - May be required (at the discretion of the Operations Manager).

- **More than 50 participants**
  - Liability insurance is mandatory and must:
    - Obtained by the event holder
    - Names the U.S. Government as an additional insured
    - Minimum amount of $1,000,000 for each event
EC 1130-2-550, Chapter 9
Special Use Permits-Special Event Permit Insurance
(All non-motorized events such as volleyball tournaments, foot races, canoe regattas, etc.)

- More than 50 participants is expected:
  - Liability insurance is mandatory and must:
    - Obtained by the event holder
    - Names the U.S. Government as an additional insured
    - Minimum amount of $1,000,000 for each event
EC 1130-2-550, Chapter 9
Special Use Permits-Special Event Permit Insurance
(All event involving mechanical apparatus, such as boats, personal watercrafts, motorcycles, bikes, etc.)

- **Number of participants does not matter**
  - Liability insurance is mandatory and must:
    - Obtained by the event holder
    - Names the U.S. Government as an additional insured
    - Minimum amount of $1,000,000
EC 1130-2-550, Chapter 9
Special Use Permits-Special Event Permit Vendor Sales

- Approval for vendor sales may be granted to the requesting event holder, **ONLY** in the absence of licensed concessionaire at the event or the inability of the concessionaire’s to support the needs of the proposed event.
EC 1130-2-550, Chapter 9
Special Use Permits - Revenue

- 100% of fees collected will be retained at the Project at which the fees are collected and available for use without further appropriation.

- Revenue will be used solely for administering the Special Use Permits and carrying out related operation and maintenance activities at the site at which the fees are collected.
Public Relations

- District Commanders shall be responsible for notifying Congressional representatives, as appropriate, of recreation user fee program changes within their congressional districts.
Location of Additional Information

- NRM Gateway
  - Recreation Use Fees Page
    - Prepublication EC 1130-2-550, Chapter 9
    - USACE Recreation Use Fee SOP
    - Guide for Implementation of EC 1130-2-550, Chapter 9 and RUFSOP
    - Referenced ENG Forms
Questions?