

 US Army Corps of Engineers®	Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	---	--

Table of Contents

		Page
1	Purpose	4
2	Applicability	4
3	Distribution Statement	4
4	References	4
5	Background	4
6	Future Revisions	5
7	Goals	5
8	Types of Fees/Revenues	5
9	Camping	6
	a. Applicability	6
	b. Minimum Fee Schedule	6
	c. Comparability Studies	7
	d. Utilities	7
	e. Variable Pricing	7
	f. Discounts	7
	g. Payment Methods	8
	h. Carrying Capacity	8
	i. Visitors	8
	j. Camping Permit	8
	k. NRRS/Recreation.gov	8
	l. Free-Night Camping Certificates	9
	m. Volunteers	9
10	Day Use	10
	a. Applicability	10
	b. Reasonable Expectations	10
	c. Children	10
	d. Native American Indian Tribes	10
	e. Minimum Fees	10
	f. Comparability Study	11
	g. Location Fees Shall be Charged	11
11	Recreation Use Fees-Other Equipment, Facilities, and Services	12
12	USACE Agency Annual Day Use Pass	12
	a. Cost	12
	b. Utilizing Third Party Sales	12
	c. Mail Sales	13
	d. Damaged Passes	13
	e. Lost or Stolen Passes	13

 US Army Corps of Engineers®	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
---	--	--


		Page
13	<u>America The Beautiful Interagency Pass Program</u>	13
	a. <u>Description</u>	13
	b. <u>Participating Agencies</u>	13
	c. <u>Pass Options</u>	13
	d. <u>Honoring of Passes</u>	14
	e. <u>Ordering and Receiving</u>	15
	f. <u>Program Funding</u>	15
	g. <u>Revenue from Sales</u>	15
	h. <u>Product Design</u>	16
	i. <u>Damaged Passes</u>	17
	j. <u>Lost or Stolen Passes</u>	17
	k. <u>Pass Misuse</u>	17
	l. <u>Interagency Annual Pass</u>	17
	m. <u>Military Pass</u>	18
	n. <u>Every Kid in a Park Pass (4th Grade Pass)</u>	19
	o. <u>Senior Pass</u>	20
	p. <u>Access Pass</u>	22
	q. <u>Volunteer Pass</u>	24
	r. <u>Supplemental Material - Hangtag</u>	26
	s. <u>Supplemental Material - Decal</u>	26
	t. <u>Golden Age and Access Passports</u>	27
	u. <u>Ordering Interagency Passes and Supplemental Material</u>	28
	v. <u>Accountability</u>	28
14	<u>Special Use Permits and Fees</u>	29
	a. <u>Applicability and Authority</u>	29
	b. <u>Special Activity Permit</u>	29
	c. <u>Special Facility Permit</u>	32
	d. <u>Special Event Permit</u>	33
15	<u>Establishing Fee Rates</u>	38
	a. <u>Setting of Recreation Use Fees and Use Permit Fees</u>	38
	b. <u>Comparability Studies</u>	39
	c. <u>Fee Schedules</u>	39
	d. <u>Supporting Data</u>	40
16	<u>Methods of Fee Collection</u>	40
	a. <u>Contract Personnel</u>	40
	b. <u>Volunteers</u>	40
	c. <u>Multi-Area Fee Collection Station</u>	41
	d. <u>Honor Vault</u>	41
	e. <u>Automated Fee Collection System</u>	41

 US Army Corps of Engineers®	<p align="center">Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
---	---	--


		Page
	f. Cash Register	41
	g. NRRS	41
17	Collection Cost	41
18	Accounting	42
	a. USACE Recreation Use Fee Program SOP	42
	b. Analysis of Administrative Costs	42
	c. Remitting Fee Collections	43
	d. Remitting Cash Fee Collections	44
	e. NRRS	44
	f. Revenue Reporting	44
	g. Credit Cards	44
	h. Refunds	45
19	Security Measures	45
20	Controlling Paperwork Burden on The Public	45
21	Public Relations	45

ATTACHMENTS

NO.	
A	Interagency Annual Pass Frequently Asked Questions
B	Proof of U.S. Military Service and Military Pass Frequently Asked Questions
C	Interagency Every Kid in A Park Pass (EKiP) Exchange of Voucher and Frequently Asked Questions
D	Discount Guidelines
E	Interagency Senior Pass Frequently Asked Questions
F	Proof of Disability
G	Interagency Access Pass Frequently Asked Questions
H	Interagency Volunteer Pass Understanding the 250hr Requirement to Earn Pass and Frequently Asked Questions
I	Sample Special Activity Permit
J	Special Event Application Form, Permit and Assessment of Fees
K	Program Integrity: Honor Vaults
L	USACE Recreation Use Fee Program Standard Operating Procedure
	ENG FORM 6064 Recreation Fee Cashier and Alternate RFC Audit
	ENG FORM 6065 Authorized Collection AC-CGA-VFC-FCC Audit
	ENG FORM 6066 Fee Collections for CEFMS
	ENG FORM 6067 Annual Day Use Passes
	ENG FORM 6068 Fee Collection National Recreation Reservation Service
	ENG FORM 6069 User Fee Book Log
	ENG FORM 6070 Authorized Collectors Training Tracking Sheet
	ENG FORM 6071 Recreation Use Fee Collection Program


 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

1. PURPOSE. The purposes of document is to provide revised guidance as a result of the implementation of EC 1130-2-550 for the USACE Recreation Use Fee Program, including guidance found in Chapter 9 of ER 1130-2-550 and EP 1130-2-550 respectively. The EC supersedes the referenced ER and EP Chapter 9 including the applicable EP Appendices (M through R, T and U) for a period of two years, beginning on the date of publication. The two years shall serve as a trial period for the revisions. All remaining chapters and appendices of ER 1130-2-550 and EP 1130-2-550 remain not affected by the EC. District and Division staffs carrying out project operations associated with the USACE recreation program are encouraged to provide feedback on the changes during the trial period.
2. APPLICABILITY. This applies to all USACE commands having responsibilities for civil works functions.
3. DISTRIBUTION STATEMENT. Approved for public release; distribution is unlimited.
4. REFERENCES.
 - a. EC 1130-2-550 Chapter 9; Recreation Operations and Maintenance Guidance and Procedures Recreation Use Fees
 - b. Sec. 1047 and 1048 of the Water Resources Reform and Development Act of 2014 (WRRDA 2014).
 - c. 16 U.S.C. § 460d-3, Recreational User Fees.
 - d. 31 U.S.C. § 3302(a), Custodians of Money.
 - e. DoDFMR 7000.14-R, Department of Defense Financial Management Regulation, Volume 5: “Disbursing Policy”.
 - f. ER 1130-2-550, Recreation Operations and Maintenance Policies.
 - g. EP 1130-2-550, Recreation Operations and Maintenance Guidance and Procedures.
 - h. ER 37-1-30, Financial Administration - Accounting and Reporting.
 - i. Project Operations USACE Recreation Use Fee Program Standard Operating Procedure
5. BACKGROUND. The policy and guidance contained in EC 1130-2-550 and in this guide implements new authorities for the USACE as a result of the passage of WRRDA 2014 Section

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

1047, Special Use Permits and Section 1048, America the Beautiful National Parks and Federal Recreational Lands Pass Program.

6. FUTURE REVISIONS. Future revisions to the Interagency Pass Program, forms, and Recreation Use Fee Policy shall be incorporated into this guide as changes are made.
7. GOALS. The goals of the recreation use fee program are:
 - a. To recover a portion of the cost of administering, operating, maintaining and improving specialized recreation facilities, services, amenities, or supplies.
 - b. To distribute public use more effectively, in turn preserving resources and reduce overcrowding.
 - c. To support the national economy through the provision of quality recreational experiences.
 - d. To control facility use to deter incidences of vandalism and other disruptive behavior.
 - e. To foster a responsible user ethic among recreation users.
8. TYPES OF FEES/REVENUES.
 - a. “Recreation Use Fees,” as that term is used in the EC and this Guide, are those fees established and collected pursuant to the authority provided under 16 U.S.C. § 460d-3. Recreation Use Fees include camping fees, day use fees (other than revenues receives from Interagency ATB Pass sales), revenues from USACE Annual Passes for Day Use, and fees for the provision of equipment, facilities and services (see section 13 of EC 1130-2-550) that are not provided in conjunction with activities that require Special Use Permits. Stated more simply, Recreation Use Fees are all fees/revenues that do not fall within the categories of “Interagency ATB Pass Sale Revenues” and “Special Use Permit Fees.”
 - b. “Interagency ATB Pass Revenues” are those revenues received from the sale of America the Beautiful Interagency Passes as authorized under section 1048 of WRRDA 2014, and applicable sections of FLREA.
 - c. “Special Use Permit Fees” are those fees established and collected pursuant to the authority provided under section 1047 of WRRDA 2014. As provided in section 15 of EC 1130-2-550, Special Use Permit Fees include fees for Special Activity

 US Army Corps of Engineers®	<p align="center">Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
---	---	--

Permits, Special Facility Permits, Special Event Permits, and the provision of outdoor recreation equipment and services in conjunction with Special Use Permits

9. CAMPING.

- a. **APPLICABILITY.** A fee shall be charged and a permit issued for single user unit campsites, group camp areas and specialized facilities as outlined below and in accordance with EC 1130-2-550 Appendix A. Camping use fees shall be charged on a per-site basis for use of the site including all site amenities, utilities and costs to participate in the NRRS/Recreation.gov. Each campsite shall be rented to a single user/unit party.

b. MINIMUM FEE SCHEDULE.


AREA TYPE & FACILITIES	CLASS E	CLASS D	CLASS C	CLASS B	CLASS A
Group Camp Areas	No Fee	Minimum \$20	Minimum \$30	Minimum \$40	Minimum \$50
Single User Unit Camp Areas	No Fee	Minimum \$8	Minimum \$10	Minimum \$12	Minimum \$14
Day Use Areas (Per Adult)	N/A	N/A	N/A	N/A	N/A
Day Use Areas (Per Non-Commercial Vehicle)	N/A	N/A	N/A	N/A	N/A
Day Use Areas (Per Commercial Vehicle)	N/A	N/A	N/A	N/A	N/A
CAMPING FACILITIES DESIGNATION CRITERIA					
	CLASS E	CLASS D	CLASS C	CLASS B	CLASS A
Restrooms	2/	1/	Vault	Vault	Flush
Potable Water			Yes	Yes	Yes
Fireplaces	3/		Yes	Yes	Yes
Refuse Containers			Yes	Yes	Yes
Access Road			Yes	Yes	Yes
Designated Tent or Trailer Spaces			Yes	Yes	Yes
Visitor Protection	4/		Yes	Yes	Yes
Personal Fee Collection			No	No	Yes
Picnic Tables			Yes	Yes	Yes
Showers			No	No	Yes
Sanitary Disposal Station			No	No	Yes
Circulatory Roads			Yes	Yes	Yes

1/ If at least 5 of the first 9 facility criteria are met, the site qualifies for at least a Class D designation and a fee may be charged.


2/ If less than 5 of the first 9 facility criteria are met, the site is a Class E, no-fee site.

3/ A simple device for containing a campfire (where campfires are permitted) e.g. fire ring, fireplace, or grill.


4/ Reasonable control for protection of campers consists of USACE ranger or local law enforcement surveillance.

 US Army Corps of Engineers®	Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	---	--


- c. **COMPARABILITY STUDIES.** Comparability studies shall be conducted biennially for camping areas. As part of the comparability study, camping fees shall be based on:
- 1) Amenities offered at the facility including but not limited to; showers, restrooms, boat ramps, courtesy docks, swimming beaches, sports court, fish cleaning stations, playground equipment, type of road access, level of security, and types of trails.
 - 2) Presence and quality of facilities.
 - 3) Location of facility, including proximity to water.
 - 4) Advanced reservation service.
 - 5) The comparability of the facility and its amenities to other facilities within 60 miles of the facility.
 - 6) Where USACE facilities are of a higher quality than similar competing facilities, a higher fee should commensurate with the higher quality experience offered.
 - 7) It is recognized that the fee structure resulting from this evaluation typically does not result in the recovery of the total cost to operate and maintain the facilities or recreation area.
- d. **UTILITIES.** At 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.
- e. **VARIABLE PRICING.** Variable pricing of fee campsites within a single campground shall be permitted based on documented differences in the quality or desirability of certain sites due to location or campsite amenities. Variable pricing for camping use shall also be permitted based on time differences, such as different days of the week, different seasons, or holidays.
- f. **DISCOUNTS.**
- 1) The Interagency Access/Senior Pass and Golden Age/Access passport shall entitle the pass holder and accompanying party a 50 percent discount of camping use fees per site, and any miscellaneous fees for camping activities such as a parking and dump station use.

 US Army Corps of Engineers®	Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	---	--

- 2) The Interagency Access/Senior and Golden Age/Access Passport shall entitle the pass holder, who is a visitor of a registered camper, a 50 percent reduction of fees, when applicable.
 - 3) The discount does not apply to fees charged by leaseholders or concessionaires.
- g. **PAYMENT METHODS.** Acceptable forms of payment include: personal check, traveler's check, cashier's check, credit card, debit card, money order, or cash (US currency only). For security reasons the preferred method of payment is by credit card.
 - h. **CARRYING CAPACITY.** Using a comparison of all components necessary, the Operations Project Manager shall determine the carrying capacity, in numbers of persons, vehicles, and camping equipment, for each campsite under his/her management. Except in unusual circumstances, this carrying capacity shall not be exceeded.
 - i. **VISITORS.** Visitors of registered campers in fee campgrounds may be charged use fees for use of specialized facilities. If charged, the fee shall not exceed 50 percent of the single user unit campsite fee and shall entitle the holder to use any or all Corps-operated day use facilities without paying additional use fees at the same project, on any day for which the permit is valid.
 - j. **CAMPING PERMIT.** The camping permit entitles the holder to use a designated campsite and recreation facilities within the boundaries of the camping area where the designated campsite is located. It shall also entitle the holder to use any or all Corps-operated day use facilities without paying additional use fees at the same project, on any day for which the permit is valid.
 - k. **NRRS/RECREATION.GOV.** At sites participating in the NRRS/Recreation.gov, a separate fee for participating in the reservation service will not be charged. The cost of participation shall be considered in the comparability analysis when establishing annual fee schedules.
 - (1) All Class A campgrounds shall offer reservable campsites utilizing NRRS/Recreation.gov.
 - (2) All campgrounds that offer reservable campsites shall utilize NRRS/Recreation.gov.
 - (3) A minimum of 60 percent of the campsites within an individual campground that offers reservable campsites shall be made available for reservations in NRRS/Recreation.gov. The percentage of reservable campsites may not be increased at one campground for the purpose of reducing the percentage below 60 percent at another campground.

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--


1. **FREE-NIGHT CAMPING CERTIFICATES.** A limited number of “Free-Night Camping” certificates may be issued for the purpose of increasing awareness of recreation opportunities to potential users and for resolution of customer complaints.
 - 1) These certificates shall not be redeemed for advanced camping reservations.
 - 2) These certificates may be used for same day reservations and on non-reservable campsites.
 - 3) Each certificate must be redeemed within one year from the date of issuance.
 - 4) Each District may produce and distribute a camping certificate for projects located within the jurisdictional boundaries of the District. A camping certificate shall only be valid for use at the project where it is issued.
 - 5) Each certificate shall be numbered, and the Operations Project Manager shall authorize in writing the number of camping certificates issued per season.
 - 6) Appropriate staff at a project where camping certificates are issued must keep adequate and accurate records for all certificates issued, including the date, value, recipient, and reason for issuance, in accordance with ER 37-1-30.
 - 7) Incoming certificates must be retained for end-of-season evaluation and for six years and three months for accounting purposes.
 - 8) The certificate program shall be evaluated on an annual basis in order to determine the program's effectiveness in increasing campsite use.
- m. **VOLUNTEERS.**
 - 1) Volunteers may be authorized to collect fees from the public at campgrounds, day use facilities, administration offices and other locations, including those off-site.
 - 2) Volunteers shall be properly identified to preclude unauthorized personnel from collecting fees. Volunteer fee collectors shall be bonded and appointed as an authorized fee collector in accordance with provisions of ER 37-1-30.

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--


- 3) USACE Volunteers may be provided free campsites at projects where they are volunteering.

10. DAY USE.

- a. **Applicability.** Day use fees may be charged for standard amenities and shall be remitted in accordance section 23 of EC 1130-2-550. Standard amenities are defined as swimming beaches, boat ramps, and/or other developed day use facilities (e.g. shooting ranges, disc golf courses, etc.). Fees shall not be charged for the use or provision of visitor centers, drinking water, wayside exhibits, roads, scenic drives, overlook sites, picnic tables, toilet/restroom facilities, surface water areas, undeveloped or lightly developed shoreline, or general visitor information.
- b. **Reasonable Expectation.** Day use fees shall be charged where there is reasonable expectation that revenue shall exceed costs of collection, to include implementation costs. Operations Project Managers may choose to assess their fee collections programs, revenue and collection costs on a per project basis rather than a per park basis. The cost to collect includes direct on-project costs incurred for fee collection and remittance; and implementation costs amortized over the design life of the improvements. Cost and revenue estimates shall be reviewed periodically by the District Chief of Operations to assist in determining appropriate adjustments to the project fee collection program.
- c. **Children.** No day use fee shall be charged for children under the age of 16. For the purpose of recreation fees, anyone 16 years of age or over shall be considered an adult.
- d. **Native American Indian Tribes.** The District Commander may waive all day use fees for boat launching or swimming beaches for federally recognized Native American Indian Tribal members consistent with rights reserved to the Tribes under law or treaties.
- e. **Minimum Fees.** Minimum day use fees listed below and in Appendix A of EC 1130-2-550 shall be charged to use USACE operated day use recreation areas. Exceptions to the minimum fee may be approved by the District Chief of Operations if the comparability study warrants a lesser fee. All exceptions to the minimum fee must be justified in writing. Minimum fees are:
 - 1) Minimum \$5.00 per private non-commercial vehicle;
 - 2) Minimum \$20.00 per bus or commercial vehicle
 - 3) Minimum \$2.00 per adult for walk-in or bike-in (Number of individuals in the private vehicle/bus/commercial vehicle does not apply. Children under the age of 16 are admitted free) See Appendix A of EC 1130-2-550.

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

- f. **Comparability Study.** Comparability studies shall be conducted biennially for day use areas. Studies will include fees for boat ramps and designated swimming beaches charged by other Federal and non-Federal public agencies and the private sector within the service area of the management unit at which the fee is charged. As part of the comparability study, day use fees shall be based on:
- 1) Amenities offered including but not limited to; showers, restrooms, boat ramps, courtesy docks, swimming beaches, sports court, fish cleaning stations, picnic shelters, picnic sites, playground equipment, type of road access, and level of security.
 - 2) Presence and quality of facilities.
 - 3) Location of facility.
 - 4) Where USACE facilities are of a higher quality than similar competing facilities, a higher fee should commensurate with the higher quality experienced offered.
 - 5) It is recognized that the fee structure resulting from this evaluation typically does not result in the recovery of the total cost to operate and maintain the facility or recreation area.
- g. **Location Fees Shall be Charged.** Day use fees shall be charged at recreation 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.
- 1) A designated, developed swimming beach is a beach that is properly signed, buoyed and delineated in accordance with established design and safety requirements.
 - 2) Day use fees shall not be charged at boat ramps or developed swimming beaches located in recreation areas which are exclusively campgrounds and reserved exclusively for the use of campers, or in recreation areas which provide only a boat ramp and courtesy dock.
 - 3) Payment of this 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 boat ramps and swimming beaches located within a fee campground and reserved exclusively for the use of campers.


 US Army Corps of Engineers®	Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	---	--

11. RECREATION USE FEES – OTHER EQUIPMENT, FACILITIES AND SERVICES.

- a. Applicability. Fees may be charged for outdoor recreation related equipment and services provided at government expense for visitor use. Examples include firewood, ice, laundry machine use, shower use, dump station use, parking, and equipment rentals, such as rent-a-tent.
- b. Discretion should be used in charging fees for other equipment and services to assure visitors are not charged more than once for the same services. For instance, paying campers using services such as showers and dump stations should not be charged separate fees for these services. In such cases, the availability of these services is appropriately considered when the camping fee is established. Separate shower or dump station fees may be charged for day users or transient visitors not paying camping fees.
- c. Parking fees in campgrounds may be charged for users' vehicles parked in designated, improved parking spaces other than the campsite. Separate parking fees will not be charged for users' vehicles parked on the campsite in accordance with the established vehicle carrying capacity.
- d. Fees should be established under this section only when a discrete, separate service is offered to visitors at government expense. This service must be directly and clearly related to the visitor's recreation experience.
- e. Care should be taken to avoid a multiplicity of fees, to assure the costs to provide the service and collect the fees are not prohibitive, and to avoid the appearance of excessive fee collection.

12. USACE AGENCY ANNUAL DAY USE PASS.

- a. Cost. The USACE Agency Annual Day Use Pass shall continue to be offered. The pass shall be offered for \$40.00 and may be changed in the future by USACE policy. The need for this pass shall be evaluated at the end of the EC two-year trial period. The pass is valid only at USACE projects for which a standard amenity recreation day use fee is charged. The USACE Agency Annual Day Use Pass is valid for all standard amenity day use fees at USACE Recreation Areas.
- b. Utilizing Third Party Sales. The selling of USACE Agency Annual Day Use Passes utilizing third party sales agreements, such as Challenge Partnerships with local businesses, Cooperative Associations or vendors is encouraged. Vendors are required to sell passes without markup. Accounting procedures for third party sales shall be

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

established at the local level to account for all sold and unsold passes as well as fee collections. Sales of USACE Agency Annual Passes at outdoor recreation shows, special events, fairs, etc. is encouraged by USACE personnel and volunteers.

- c. Mail Sales. USACE Agency Annual Day Use Passes may be sold through the mail using check or money order and over the telephone with currently accepted credit cards.
- d. Damaged Passes. Damaged USACE Agency Annual Day Use 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. The damaged pass must be kept for six years and three months along with other pass documents for accountability purposes.
- e. Lost or Stolen. USACE Agency Annual Day Use Passes shall not be replaced if lost or stolen.

13. AMERICA THE BEAUTIFUL INTERAGENCY PASS PROGRAM.

- a. Description. The “America the Beautiful – the National Parks and Federal Recreational Lands Pass” Program is a suite of annual and lifetime passes that provides U.S. citizens and visitors an affordable and convenient way to access Federal recreation lands. Up to 100% of the Pass program’s proceeds are used to improve and enhance visitor recreation services at the project which the fees are collected.
- b. Participating Agencies. An Interagency Workgroup that oversees the program is made up of a representative from each of the six agencies listed below.

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>

- c. Pass Options. As part of this program there are six passes, annual decals and hangtags.
 - 1) Interagency Annual Pass:
 - Cost: \$80.00
 - Anyone can purchase
 - Valid one year from month of purchase.


 US Army Corps of Engineers®	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
---	--	--

- 2) Annual Military Pass:
Cost: Free
For all active military members and their dependents.
Valid one year from month of issue.
 - 3) Senior Pass:
Cost: \$10.00
Must be 62 years of age or older and a U.S. citizen or permanent resident
Valid for the life time of the pass holder.
 - 4) Access Pass:
Cost: Free
Requires documentation of permanent disability for U.S. citizens or permanent resident to issue.
Valid for the life time of the pass holder.
 - 5) Volunteer Pass:
Cost: Free
Must have completed 250+ hours of volunteer service on public lands.
Valid for one year from the month of issue.
 - 6) Every Kid in a Park (EKiP) 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.
 - 7) Hangtags:
Cost: Free
Used to display passes for areas not staffed.
 - 8) 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.
- d. Honoring of Passes. The passes cover entrance or standard amenity fees, not parking, camping, expanded amenity, tour or other types of fees. Not all Federal recreation agencies participate in the program. For example, Tennessee Valley Authority sites do not issue the passes, yet they may honor the Senior and Access Passes for camping discounts, Military and 4th Grade Passes for day use fees. Visitors should be advised to


 US Army Corps of Engineers®	Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	---	--

contact these sites in advance regarding pass acceptance. Some facilities and activities on Federal recreation lands are managed by private concessionaires and it is up to the concessionaire if they honor these passes.

- e. **Ordering and Receiving Passes.** The U.S. Geological Survey (USGS), is a Department of Interior Agency that is the contracted fulfillment provider for the program. USGS handles the function of: inventory storage, fulfillment to USACE districts as well as other participating agency field sites, retail partners and the public. They manage the program's call center (1-888-275-8747) and web site (<http://store.usgs.gov/pass>). Typically the USACE Interagency Pass Coordinator will send out a request to the District POC for estimated passes, by type, needed at the end of August each year. The pass order will be shipped to the District POC around mid November of each year. It is the District POC's responsibility to work with field sites to determine need and then once passes are received ship them to each field site.
- f. **Program Funding.** Revenue generated through "Central Sales" (internet sales and national retail partners) covers program costs including product design production, fulfillment and marketing. Field sites, retail partners and individual consumers are responsible for their own shipping costs. Shipping cost from USGS to each District is covered by Headquarters. Shipping cost for the District to each field site is covered by each District.
- g. **Revenue from Sales.** Revenue from field site pass sales remains with each project. An appropriation account has been set up for Interagency ATB Pass revenues and under this appropriation a fund account has been setup for each project. Funds deposited into these accounts from pass revenues will remain available for expenditure, without further appropriation, until expended (funds can accumulate for multiple fiscal years). Funds from Interagency Pass revenues can only be expended for the categories specified below:
 - 1) Repair, maintenance, and facility enhancement related directly to visitor enjoyment, visitor access, health and safety.
 - 2) Interpretation, visitor information, visitor service, visitor needs assessments, and signs.
 - 3) Habitat restoration directly related to wildlife-dependent recreation that is limited to hunting, fishing, wildlife observation, or photography.
 - 4) Law enforcement related to public use and recreation.

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

- 5) Direct operating or capital costs associated with the recreation fee program.
 - 6) Administration of the recreation fee program, including overhead and indirect costs; however, these administrative expenditures shall not exceed 15 percent of the total pass fee revenue collected. These costs do not include any costs directly attributed to providing a specific service or executing a specific project.
 - 7) Funds cannot be used for biological monitoring on Federal recreational lands and waters under the Endangered Species Act of 1973 for listed or candidate species.
- h. Product Design. All Interagency Passes consist of the following:
- 1) A four-color 3 ¼ inch X 2 ¼ inch plastic card with a title and serial number on the front and a magnetic strip, signature line(s), and a 128 barcode on the back.
 - 2) Annual, Military, EKIP, and Volunteer Passes include the expiration date on the back.
 - 3) A scenic image is imprinted on the front of each pass. Annual, Military and Volunteer Passes and Decal share the same image that changes each year. The Senior and Access Pass images will remain the same throughout the life of the program.
 - 4) The first two digits of the pass number represent the last two digits of the year the pass is printed. The third digit is an identifier of the pass type.
 - Annual Passes will have a “1.” sequence
Example (151000001) – means the year is 2015 and the type is Annual Pass
 - Senior Passes will have a “2.” sequence
Example (152000001) – means the year is 2015 and the type is Senior Pass
 - Access Passes will have a “3.” sequence
Example (153000001) – means the year is 2015 and the type is Access Pass
 - Volunteer Passes will have a “4.” sequence
Example (154000001) – means the year is 2015 and the type is Volunteer Pass
 - Decals (these are for motorcycles) will have a “5” Sequence
Example (155000001) – means the year is 2015 and the type is Decal
 - Every Kid in A Park (EKIP) Passes will have a “7” Sequence

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

Example (157000001) – means the year is 2015 and the type is EkiP Pass


-Military Pass will have a “9.” Sequence

Example (159000001) – means the year is 2015 and the type is Military Pass

- i. **Damaged Passes.** Damaged Interagency 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. The damaged pass must be kept for six years and three months along with other pass documents for accountability purposes.
- j. **Lost or Stolen Passes.** Passes **cannot** be replaced if lost or stolen. Although the goal is to acquire the technology to be able to track, cancel, and or replace passes, we are unable to do so across six Federal agencies at this time.
- k. **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.
- l. **Interagency Annual Pass.** America the Beautiful Interagency Annual Pass (hereinafter “Interagency Annual Pass”). An Interagency Annual Pass for day use shall be sold at a price agreed upon by the Interagency America the Beautiful Workgroup. The Interagency Annual Pass is valid for entrance fees and standard amenity recreation day use fees for all Federal recreational lands and waters (for FLMA (Federal Land Management Agency) and USACE) for which an entrance fee or standard amenity recreation day use fee is charged.

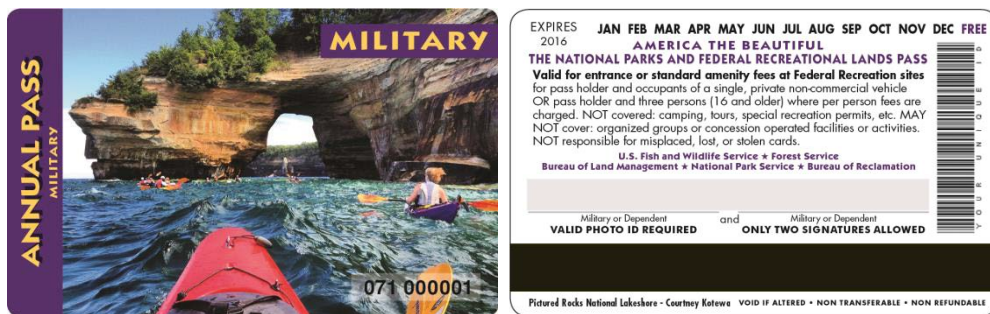


- 1) Cost: \$80.00
- 2) Valid for one year from the month of purchase.
- 3) Must be punched at the time of purchase to expire 12 months from the month of


 US Army Corps of Engineers®	<p align="center">Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
---	---	--

purchase.

- 4) Are not valid until signed. The pass has two signature lines; the first pass owner should sign the first signature line upon purchase/receipt; the second signature line is optional and may be signed at any time. Relationship of pass owner does not matter.
 - 5) Passes sold via the internet are punched with an expiration date at the time of the on line sale and the card must be signed prior to or upon first use.
 - 6) Passes may be purchased as a gift, but will be punched with an expiration date at the time of sale.
 - 7) Gifts, Awards and Raffles: Annual Passes may be purchased by the public or by the Government for use as employee awards, as prizes in raffles or as gifts. Full price must be paid for the pass.
 - 8) See Attachment A for Frequently Asked Question in regard to the Interagency Annual Pass.
- m. America the Beautiful Interagency Annual Pass for Military. The Interagency Annual Pass for Military is valid for entrance fees and standard amenity recreation day use fees for all Federal recreational lands and waters (for FLMA and USACE) for which an entrance fee or standard amenity recreation day use fee is charged.



- 1) Cost: Free
- 2) Available to current military members and their dependents and can only be obtained in person.
- 3) Military Members that Qualify
-Current members of the U.S. Army, Air Force, Navy, Marines, Coast Guard, and

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

National Guard

- Dependents of current U.S. military members
- U.S. Military Cadets
- U.S. Active Reservists (Do not need to be deployed)

4) The Following **DO NOT** Qualify

- Foreign military members (including those stationed in the U.S. and have a CAC card)
- National Oceanic and Atmospheric Administration (NOAA) employees
- Public Health Service (PHS) members
- Inactive U.S. Reservists
- Civilian military contractors
- Civilian military employees
- U.S. military veterans
- U.S. military retirees

5) The DoD has identified the 2 forms of ID (CAC card and Form 1173) as the only way to determine if someone qualifies for this benefit (See Attachment B, Proof of U.S. Military Service for addition information).


6) Valid for one year from the month received.

7) Must be punched at the time of purchase to expire 12 months from the month of purchase.

8) Are not valid until signed. The pass has two signature lines; the first pass owner should sign the first signature line upon purchase/receipt; the second signature line is optional and may be signed at any time. Relationship of pass owner does not matter.


9) See Attachment B for Frequently Asked Question in regard to the Interagency Annual Military Pass.

- n. America The Beautiful Every Kid in a Park Pass. The Every Kid in a Park Pass (EKiP) is a free pass for U.S. 4th grade students. The pass is obtained by the student exchanging a Every Kid in a Park paper voucher for the pass. The Interagency America The Beautiful Every Kid in a Park Pass is valid for entrance fees and standard amenity recreation day use fees for all Federal recreational lands and waters (for FLMA and USACE) for which an entrance fee or standard amenity recreation day use fee is charged.

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--



- 1) This pass is FREE
 - 2) All passes are valid September through August of the year that the student is in the 4th grade.
 - 3) No punching of the pass is required.
 - 4) Only 4th grade students with a printed voucher from the *Every Kid in a Park website* are eligible for this pass. **Students may not receive a pass without a valid voucher.**
 - 5) The pass has one signature line. The pass is not valid until it is signed, so the student must print their name on the pass with first and last name at the time of issuance.
 - 6) After the pass is issued, the student pass owner needs to be present to use the pass.
 - 7) Procedures for exchanging an EKiP Voucher for the EKiP Pass are in Attachment C.
 - 8) See Attachment C for Frequently Asked Question in regard to the EKiP Pass
- o. America the Beautiful Interagency Senior Pass. The Interagency Senior Pass is an affordable, lifetime pass available to U.S. citizens and permanent residents who are 62 years of age or older. In addition to covering entrance, day use and standard amenity fees at recreation areas managed by six Federal agencies, the Senior Pass may provide a discount on some expanded amenity fees such as camping, and guided tours (see Attachment D, Discount Guidelines). The Interagency Senior Pass replaced the Golden Age Passport which will continue to be honored for the lifetime of the Pass owner.

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--



- 1) Cost: \$10.00
- 2) Lifetime Pass
- 3) The Interagency Senior Pass may be purchased by U.S. citizen or permanent residents of the U.S. that are 62 years of age or older.
- 4) Senior Pass may be obtained two ways:

In Person


The Interagency Senior Pass is available for purchase at participating Federal recreation sites that charge a day use fee, entrance or standard amenity fee, and at many Federal agency offices. No application is required to obtain a Senior Pass in person at a field site. Visitors should be asked to present proof of residency and age only as outlined below. If a visitor presents a completed application at the field site instead of sending it in to USGS, the visitor should be informed that the application is not necessary and asked to present proof of residency and age. Field sites **MAY NOT** collect or retain any applications for any reason.

Through the Mail

The Interagency Senior Pass may be obtained through the mail from USGS. Applicants must submit a completed application, proof of residency and age, the \$10.00 fee for the Senior Pass, and an additional document processing fee (\$10) to obtain a pass through the mail. Once the application package is received the documentation will be verified and a pass, with the pass owner's name pre-printed on it, will be issued to the applicant. The application will be available online at <http://store.usgs.gov/pass> and Recreation.gov.

Field sites **MAY NOT** process mail applications. Any applications received through the mail by a field site should be forwarded to USGS as directed on the application.

- 5) To verify proof of age and U.S. residency the visitor must show a valid driver's license, passport, birth certificate, or permanent resident card (green card).
- 6) To confirm U.S. residency a few questions may need to be asked. To help determine if a person is a permanent resident use the definition below for

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--


Domicile.

Domicile – the permanent residence of a person or the place to which he or she intends to return even though he/she may reside elsewhere.

- The Country in which a person is eligible to draw Federal health and retirement benefits is usually the country in which he or she is domiciled.
- A person may have more than one residence, but only one domicile.

EXAMPLE: The Interagency Senior Pass cannot be sold to a resident of Canada (or any other country outside the U.S.) who is visiting or who has a vacation home in the U.S. unless they are U.S. citizens or permanent residents.

- 7) The Interagency Senior Pass has one signature line. The pass is not valid until it is signed, so the purchaser must sign the pass with first and last name in the presence of the seller at the point of sale.
 - 8) If a visitor presents a Senior Pass with a pre-printed name in the signature line, the name must match the name on their identification.
 - 9) After a Senior Pass has been issued, the pass owner **does not** need to show U.S. issued ID when using the Pass. Any photo ID, including ID issued by another country, is acceptable to verify pass ownership.
 - 10) See Attachment E for Frequently Asked Questions in regard to the Interagency Senior Pass.
- p. America the Beautiful Interagency Access Pass. The Interagency Access Pass is a free, lifetime pass that is available to U.S. citizens or permanent residents that have been medically determined to have a permanent disability. The Access Pass covers day use, entrance and standard amenity fees at sites managed by the participating Federal agencies. It also provides the pass owner a discount on some expanded amenity fees such as camping (see Attachment D, Discount Guidelines). The pass replaced the Golden Access Passport which will continue to be honored for the lifetime of the pass owner.

 US Army Corps of Engineers®	Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	--	--



- 1) Cost: FREE
- 2) Lifetime Pass
- 3) Issued to U.S. citizens or permanent residents of the U.S., regardless of age, that has been medically determined to have a permanent disability (see Attachment F, Proof of Disability) that severely limits one or more major life activities.
- 4) Access Pass may be obtained two ways:

In Person


The Interagency Access Pass is available at participating Federal recreation sites that charge a day use fee, entrance or standard amenity fee, and at many Federal agency offices. No application is required to obtain an Access Pass in person at a field site. Visitors should be asked to present proof of residency and documentation of permanent disability only as outlined in Attachment F of this guide. If a visitor presents a completed mail-order application at the field site instead of sending it in to USGS, the visitor should be informed that the mail-order application is not necessary and asked to present proof of residency and permanent disability. An Access Pass may be issued to a child to allow the pass owner's caregiver to use as long as the pass owner is present. Field sites **MAY NOT** collect or retain any mail-order applications for any reason.

Through the Mail

The Interagency Access Pass may be obtained through the mail from USGS. Applicants must submit a completed application, proof of residency and permanent disability, and pay the document processing fee of \$10 to obtain a pass through the mail. Once the application package is received the documentation will be verified and a pass, with the pass owner's name pre-printed on it, will be issued to the applicant. The application will be available online at <http://store.usgs.gov/pass> and Recreation.gov.

Field sites **MAY NOT** process mail applications. Any applications received through the mail by a field site should be forwarded to USGS as directed on the application.

- 5) To verify proof of U.S. residency the visitor must show a valid driver's license, passport, birth certificate, or permanent resident card (green card).

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--


- 6) To confirm U.S. residency a few questions may need to be asked. To help determine if a person is a permanent resident use the definition below for *Domicile*.

Domicile – the permanent residence of a person or the place to which he or she intends to return even though he/she may reside elsewhere.


- The Country in which a person is eligible to draw Federal health and retirement benefits is usually the country in which he or she is domiciled.
 - A person may have more than one residence, but only one domicile.
- 7) The Interagency Access Pass has one signature line. The pass is not valid until it is signed, so the customer must sign the pass with first and last name in the presence of the seller at the point of sale.
- 8) If a visitor presents an Access Pass with a pre-printed name in the signature line, the name must match the name on their identification.
- 9) After an Access Pass has been issued, the pass owner **does not** need to show U.S. issued ID when using the Pass. Any photo ID, including ID issued by another country, is acceptable to verify pass ownership.
- 10) See Attachment G for Frequently Asked Questions in regard to the Interagency Senior Pass.

- q. America the Beautiful Interagency Volunteer Pass. Congress authorized the Secretaries of the Departments of Agriculture, Army and Interior to issue an annual pass for entrance or standard amenity fees to volunteers in exchange for the performance of significant volunteer services. The Volunteer Pass is one of many ways to recognize a volunteer's contributions. Individuals who already possess an Interagency Access or Senior Pass do not need an Interagency Volunteer Pass. In cases where someone already possesses an Interagency Pass, supervisors are encouraged to look for other forms of recognition.

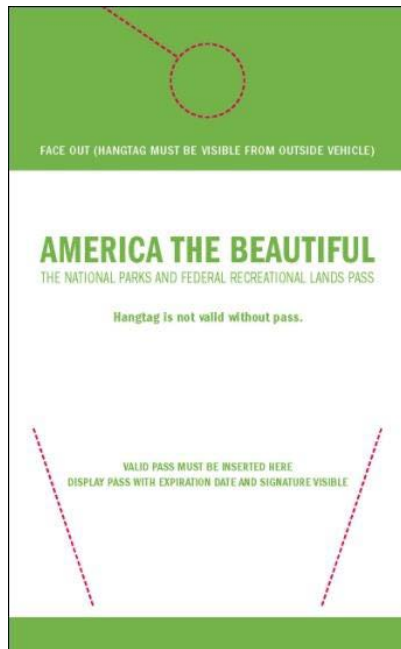


 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

- 1) Cost: FREE
 - 2) Annual Pass
 - 3) Valid for one year from the month of issue.
 - 4) Must be punched at the time of issue to expire 12 months from the month of issue.
 - 5) The Volunteer Pass may be issued free of charge to volunteers who accrue 250 volunteer hours provided that they do not already have a valid Interagency Pass.
 - 6) Volunteers may count any hours accrued beginning January 1, 2007.
 - 7) Student Conservation Association (SCA) hours **do count** towards a Volunteer Pass.
 - 8) There is no specific time frame in which the volunteer hours must be accrued. Once the 250 hour requirement (see Attachment H for details) is reached and a pass is issued, the volunteer's hours are reset to zero and the count begins again. Only one Interagency Volunteer Pass may be issued per 12-month period.
 - 9) All volunteer activities count toward the 250 hours, so long as they are pre-approved by a Volunteer Coordinator and occur on Federal lands managed by one or all of the participating agencies.
 - 10) Volunteer Passes are not transferable.
 - 11) Each site should designate a Volunteer coordinator or staff member to track hours and issue the Volunteer Passes.
 - 12) Volunteer Coordinators are responsible for ordering volunteer passes through their District POC who will place the order to the USGS.
 - 13) The pass has one signature line. The pass is not valid until it is signed, so the volunteer must sign their name on the pass with first and last name at the time of issuance.
 - 14) See Attachment H for Frequently Asked Questions in regard to the Interagency Volunteer Pass.
- r. Supplemental Materials-Hangtag. At sites not staffed by fee collection personnel, pass

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--


owners are required to display the pass in the vehicle window using a hangtag so that the expiration date is clearly visible for compliance checks.



Hangtags are clear plastic, single-sided and do not require staff to punch an expiration date or write the pass number on the hangtag.

A new hangtag will not be required each year.

- 1) Cost: FREE to valid pass owners.
 - 2) Hangtags alone are not passes and are not valid for day use.
 - 3) Hangtags are not considered accountable property.
 - 4) Anytime an Interagency Pass is issued the customer should be offered a hangtag.
 - 5) When a hangtag is issued, the customer must be told that the hangtag is only a means for displaying the pass at unstaffed areas.
 - 6) Customers should be instructed when using the hangtag that the pass should be displayed with the signature and expiration date (back of pass) visible from the front of the vehicle.
- s. Supplemental Materials-Decals. Pass holders driving open topped vehicles (e.g. jeeps, motorcycles, etc) risk the pass being stolen. Therefore a decal is offered to all Interagency Pass owners with open-topped vehicles. The decal allows visitors to display proof of payment on the vehicle without leaving the Interagency Pass unsecured.

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

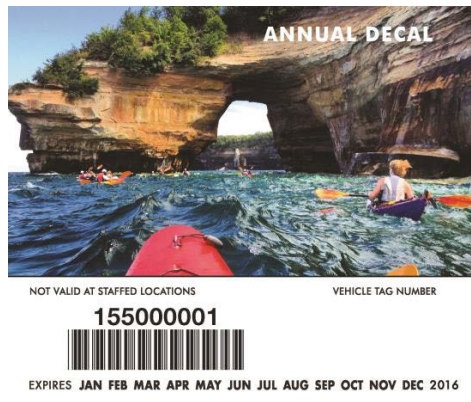



Image and decal serial numbers change each year

- 1) Cost: FREE/annual basis (This goes with the Interagency Pass issued.)
 - 2) There are no lifetime Decals; **the same Annual Decal is used for all five passes.**
 - 3) Decals for Interagency Annual, Military and Volunteer passes expire when the pass expires. The image on the Interagency Annual, Military and Volunteer Pass must match the image on the Decal being issued. (i.e. In February 2015 a visitor comes in with a valid 2014 Annual Pass punched to expire September 2015 and would like a Decal. The visitor would be issued a 2014 Decal punched to expire September 2015.)
 - 4) Decals for Interagency Senior and Access Passes expire one year from issuance of the decal. The current year's decal will always be issued and punched so it is valid for 12 months (i.e. In June 2015 a visitor comes in with a valid Senior Pass and would like a Decal. The visitor would be issued a 2015 Decal punched to expire June 2016, valid 1 year).
 - 5) Decals may be issued to Golden Age and Golden Access Passes in the same manner as the Interagency Senior and Access Passes.
- t. Golden Age and Golden Access Passports. Golden Age and Golden Access Passports will continue to be honored for the lifetime of the pass owner. Both passes, along with the new Interagency Senior and Access Passes will be in circulation for many years. Exchanging the Golden Age and Golden Access Passports for Interagency Senior and Access Passes will be handled as follows:
- 1) Paper Passports: Paper Golden Age and Access Passports **may** be exchanged

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

for the Interagency Senior and Access Passes free of charge in order to facilitate future data collection. However, if individuals do not wish to give up their old passes, they **are not** required to do so. Paper Passports are valid for the lifetime of the pass owner.

- 2) Plastic Passports: Plastic Golden Age and Access Passports are also valid for the lifetime of the pass owner. There is no need, and it is cost prohibitive for the agencies to exchange these passes. If visitors ask to trade these in, explain that the pass is still valid.

Plastic Golden Access Passports – If they wish to exchange the pass do so at no charge and **collect the old pass**.

Plastic Golden Age Passports – If the visitor would like the new Senior Pass they must purchase for \$10. **They are not required to surrender the old pass.**


- 3) Check photo identification and signature to ensure the visitor is the Golden Age or Access Passport holder before exchanging these passes.

u. Ordering Pass and Supplemental Material Stock

- 1) All ordering will be handled through each District POC responsible for the ordering of these materials.
- 2) To minimize cost, it is important for field sites to carefully evaluate inventory needs. The cost of the Interagency Pass Program are significant. Currently, each District only pays the shipping costs to field sites initial shipping to each District is paid by Headquarters. All other costs of the program such as product design, production, fulfillment, call center, overhead and marketing, are paid for with the revenue from central sales, i.e. USGS website and partner sales.
- 3) The Interagency Annual Pass, Military Pass, Volunteer Pass, and Decals are re-designed and re-produced each year, therefore, “leftover” stock cannot be re-used. If at any point in time central sales revenue is not sufficient to cover pass program costs, it is possible that agencies could be responsible for the costs of the program.

v. Accountability.

- 1) Maintaining strict control of pass inventory is critical to the integrity of the Interagency Pass program. All passes and decals have serial numbers printed on them for this purpose. When passes are received the agency POC must verify


 US Army Corps of Engineers®	Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	---	--

inventory against the packing slips. All serial numbers must be correct and accounted for.

- 2) Pass sales must be accounted for, by serial number, on a daily report. This is true whether the passes are sold, voided, refunded, upgraded, etc.
- 3) All unsold Annual Passes and decals must be destroyed at the end of each calendar year in accordance with USACE Policies and Procedures.
- 4) Sites must keep a few of the previous years' passes on hand for customer service issues that might arise.

14. SPECIAL USE PERMITS AND FEES.


- a. Applicability and Authority. Special Use Permit fees may be collected under the authority provided by Section 1047(a) of the WRRDA 2014. Fees collected under this section may be retained at the site at which the fees are collected. See EC1130-2-550 Section 23, "Accounting," for guidance on the retention of fees.
- b. Special Activity Permit
 - 1) Permits may be issued for the specific use of project resources benefiting an individual or small group that may be recurring in nature or may occur frequently. Special Activity Permits serve to regulate these activities and promote environmental, safety, or security concerns; restrict numbers of visitors to an area; place restrictions on the recreational use activity; or provide information to the user concerning their activity.
 - 2) Special Activity Permit Programs shall be developed by projects and approved by the MSC.
 - 3) Projects should review existing activities which are occurring on USACE lands to determine if issuance of Special Activity Permits to better manage these activities would be appropriate. They should also determine if there is public demand for activities which could be managed under this program. In some cases, special events which are small and recurring may be better permitted as Special Activities. Special Activity Permit programs should be established to:
 - (a) Provide for the protection of natural resources.
 - (b) Enhance the safety of activity participants, other visitors, or adjacent properties.

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

(c) Address security concerns.


To address the above purposes, permit programs may do the following:

- (a) Place a restriction on the number of individuals allowed into an area.
 - (b) Restrict the types of recreation use allowed.
 - (c) Educate the user concerning their activity, their impacts to resources, and the regulations which are in place to manage their activity.
- 4) Examples of Special Activities may include hunting, off-road vehicle use, academic research, backcountry use, limited access to closed areas, small weddings, small fishing tournaments, or any unique activity that requires administrative oversight.
- 5) Criteria to help Operations Project Managers determine whether certain activities should be managed by Special Activity Permits, the activity:
- (a) Is participated in by individuals or small groups
 - (b) Is a recurring type of activity
 - (c) Does not involve vendor sales
 - (d) Conveys permission to undertake a specific activity
 - (e) Does not require additional USACE support.
 - (f) Has the potential to impact project resources beyond ordinary use.
 - (g) Is not authorized by other programs or regulations, such as the shoreline management program or Title 36, Chapter III, Part 327 of the U.S. Code of Federal Regulations.
 - (h) Activities not meeting these criteria may be classified as Special Events. When developing Special Activity Permit programs, projects should consider whether the proposed activity would be better defined as an Event or an Activity.
 - (i) Activities on licensed/leased areas **will not** require a special activity permit unless it may adversely affect areas outside the licensed/leased area, is not sponsored by the lessee/licensee, or a permit is required by conditions in the real estate instrument.
- 6) Special Activity Applications. An application must be obtained, completed and submitted to the Operation Project Manager within the time frame established in the approved Special Activity Permit program to allow for adequate coordination and scheduling.
- 7) Approval/Denial. The Operations Project Manager must be prepared, when

 US Army Corps of Engineers®	Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	---	--

responding to a request for special activity permits; to have the decision challenged by the requestor or other interested groups. Operations Project Managers are, therefore, responsible for developing an appropriate administrative record to support their decisions, and for possible use in the event of investigation, challenge, or litigation. The Operations Project Manager has the authority to deny a permit for any of the following reasons:

- (a) The proposed event is inconsistent with the project purposes and authorities.
 - (b) The applicant has outstanding debts owed the USACE under terms and conditions of a prior permit.
 - (c) The applicant has failed to meet the terms and conditions of an activity previously authorized by the USACE or misrepresented material information about previous activities.
 - (d) The activity involves gambling or sexually oriented services, even if permitted under state law.
 - (e) The use involves paramilitary training.
 - (f) The Special Activity application was not received in sufficient time for review, coordination, and scheduling prior to the onset of the proposed activity.
 - (g) The activity involves release, storage and/or disposal of hazardous substances.
 - (h) The activity condones discrimination.
 - (i) The applicant refuses to agree to the permit conditions, fails to provide complete and accurate information regarding the proposed event, refuses to sign and accept a Special Activity Permit, or fails to pay required fees.
 - (j) The activity cannot be accommodated in the area desired by the applicant due to logistical, safety, environmental, legal, or operational concerns.
 - (k) The activity is perceived as having a purpose of promoting a political candidate's campaign (i.e., a rally, fund raiser, press conference, etc.).
- 8) Special Activity Fees. A Special Activity Permit Fee may be charged to cover the administrative cost of the program. In addition to the Permit Fee, a fee may be charged to recover cost incurred by the Corps, to manage the permit program, as determined by the Operations Project Manager. These costs may vary depending on the size and complexity of the permit that is issued, but may include: labor; physical overhead; vehicle costs; and other indirect costs, including material and supply costs, utilities and travel, etc.
- (a) The fees shall be set for each permit and shall not be individualized for

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

the issuance of each permit. If a type of activity requires additional costs to be incurred by the USACE in excess of the approved fee schedule, the activity will be considered a Special Event.

- (b) Managers shall take care to ensure that the fees charged are comparable to similar activities at other sites through an initial and annual comparability study.
- (c) All fees collected for special activities, as described above, shall be retained at the site collected; and available for use, without further appropriation, solely for administering Special Activity Permits under section 1047(a) of WRRDA 2014 and carrying out related operation and maintenance activities at the site at which the fees are collected.
- (d) At the discretion of the Operations Project Manager, in-kind services may be accepted in lieu of these fees.

9) When issuing a Special Activity Permits (see Attachment I, Sample Special Activity Permit), Operations Project Managers must not establish conditions or criteria that are less stringent than applicable state laws. For example, Operations Project Managers may not allow hunting in an area during a time period outside the state hunting season or may not increase specific bag limits to a number that exceed state limits.


10) Dispute Clause. Except as otherwise provided in the permit, any dispute concerning a question of fact arising under the permit, which is not disposed of by agreement between the applicant and the Operations Project Manager, shall be decided by a representative of the District Commander, who shall reduce the decision to writing and furnish a copy thereof to the applicant.

11) Enforcement. Enforcement of permit conditions will be in accordance with Title 36, Chapter III, Part 327 of the U.S. Code of Federal Regulations in its entirety.

12) A general plan for operating the Special Activity Permit program, including the fee structure, shall be maintained at the Project Management Office and approved by the District Chief of Operations.


c. Special Facility Permit.

- 1) A fee may be charged for the use of specialized recreation facilities (e.g. group picnic shelters, multipurpose courts, amphitheaters, athletic complexes, etc.).
- 2) Items that are classified and collected as Recreation Use Fees such as campsites,

 US Army Corps of Engineers®	Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	---	--


beaches, boat ramps, etc. would not be considered “Special Facilities” as it applies to this section.

- 3) Facilities included within this section in which the project has the intent of charging a fee for use must be included in Operations and Maintenance Business Information Link (OMBIL) as a “facility”.
 - 4) Permit fees proposed for special recreation facilities shall be comparable to fees charged by other Federal, non-Federal public agencies, or the private sector within the service area of the management unit. The Permit Fee Schedule shall be maintained at the Project Management Office and shall be approved by the District Chief of Operations.
 - 5) All fees collected for special facilities, as described above, shall be retained at the site collected; and available for use, without further appropriation, solely for administering Special Facility Permits under section 1047(a) of WRRDA 2014 and carrying out related operation and maintenance activities at the site at which the fees are collected.
- d. Special Event Permit. A special event is defined as the organized use of project resources for a specific purpose and limited duration, beyond that normally engaged in by individuals or groups on a day-to-day basis. A special event may impact and/or restrict the intended use of the project by the general public and require USACE activities that convey special benefits to an identifiable recipient or recipients beyond those afforded to the general public.
- 1) A permit may be issued for the organized use of project resources for a specific purpose and limited duration, beyond that normally engaged in by individuals or groups on a day-to-day basis.
 - 2) To qualify for issuance of a special event permit, an event must contribute to the enjoyment of the visiting public and be consistent with established land use classifications.
 - 3) A Special Event usually benefits the general public and may impact and/or restrict the intended use of the project for others. A Special Event often requires Corps support and/or oversight that convey special benefits to an identifiable recipient or recipients beyond those afforded to the general public.
 - 4) For permitting purposes, activities that have significant impacts may be treated as Special Events instead of Special Activities at the discretion of the

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

Operations Project Manager.

- 5) Special Events include, but are not limited to; water carnivals, boat regattas, large fishing tournaments, music festivals, dramatic presentations or other special recreation programs.
- 6) The following criteria may help Operations Project Managers determine whether an activity requires a Special Use Permit.
 - (a) The activity will impact project resources beyond ordinary use.
 - (b) The activity has a specific purpose (e.g., a competition, tournament, large-scale picnic, fair, fireworks display, etc.).
 - (c) The activity may generate revenues outside of ordinary commercial concessions, requiring specific management coordination.
 - (d) The activity may impose crowding or hazards to other project visitors or liability to the government, requiring specific management coordination and risk management.
 - (e) The activity is discrete and of short duration, making a real estate instrument impractical.
 - (f) The activity is not authorized by other programs or regulations, such as the shoreline management program or Title 36, Chapter III, Part 327 of the U.S. Code of Federal Regulations.
 - (g) Activities on licensed/leased areas will not require a special events permit unless the event may adversely affect areas outside the licensed/leased area, the event will require assistance from USACE personnel, the event is not sponsored by the lessee/licensee, or a permit is required by conditions in the real estate instrument.
- 7) Special Event Application. An application must be obtained, completed and submitted to the Operations Project Manager within the time frame established by the Operations Project Manager to allow for adequate coordination and scheduling. An application will describe the nature of the event, the starting and closing dates and times, the location or area desired for the event, and any other pertinent information (see Attachment J for the **approved** application form).
- 8) Outdoor Recreation Equipment and Services. Projects may establish and collect fees for the provision of outdoor recreation equipment and services for activities.
- 9) Special Event Permit Fee. If the activity is determined to be a special event, a non-refundable administrative fee of \$75.00 will be charged for each event. The


 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

\$75.00 fee is intended to recover the basic administrative costs the USACE incurs for issuing the permit. Interagency Access/Senior Pass or Golden Age/Golden Access Passport discounts do not apply.

- (a) In addition to the \$75.00 fee, a fee may be charged to recover costs incurred by the USACE in providing special benefits to an identifiable recipient in support of the special event, as determined by the Operations Project Manager. These costs will vary depending on the size and character of the event, but will include: direct and indirect personnel costs, including salaries and fringe benefits; physical overhead; vehicle costs; and other indirect costs, including material and supply costs, utilities and travel, etc.
- (b) In addition to the \$75.00 fee and the incurred cost recovery, if appropriate, events conducted for-profit will be assessed a fee of 2 percent of gross revenue, as consideration for the right to make a profit on government property. Revenue from vendor sales will be included in the gross revenue total for computation of the 2 percent fee for for-profit events. The event holder will provide documentation of gross revenue and payment of the 2 percent fee within 30 days following the event. The USACE may audit the event holder's records to verify accuracy.
- (c) All fees collected for special events, as described above, shall be retained at the site collected; and available for use, without further appropriation, solely for administering Special use Permits under section 1047(a) of WRRDA 2014 and carrying out related operation and maintenance activities at the site at which the fees are collected.
- (d) At the discretion of the Operations Project Manager, in-kind services may be accepted in lieu of these fees.

10) Permit Procedures. It is the Operations Project Manager's responsibility to determine if the requested activity is a special event; to assure the activity is consistent with current project land use classifications and the project's Operational Management Plan.


- (a) The land or facilities where the event was held will be fully restored to prior conditions by the event holder following the event in accordance with a timeframe determined by the Operations Project Manager, a performance bond may be required, prior to the event, to cover maintenance, damage and restoration costs for government resources and facilities. Performance bonds may be required for events conducted by non-profit organizations, if warranted.
- (b) Event holders must repair any on-site damages caused by the special

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

event independently or through procured services. All repairs must be completed to the satisfaction of the Operations Project Manager.

- (c) The United States shall not be responsible for damages to property or injury to persons which may arise from or be incidental to the conduct of the special event. The event holder will be responsible for health and safety requirements of participants. The Operations Project Manager will determine if a proposed event requires liability insurance. When evaluating an event, insurance requirements should be directly related to the amount of risk associated with the requested event.

- (1) Liability insurance for events such as religious ceremonies, social ceremonies (weddings, etc), club fishing tournaments or family reunions that involve less than 50 participants, may be required at the discretion of the Operations Project Manager. For the above listed events, when the expected group is over 50 participants, liability insurance, obtained by the event holder, that names the United States Government as an additional insured in the minimum amount of \$1,000,000 for each event is mandatory.
 - (2) For all non-motorized events, such as volleyball tournaments, foot races (running), canoe regattas, etc., when the expected group is over 50 participants, liability insurance, obtained by the event holder, that names the United States Government as an additional insured in the minimum amount of \$1,000,000 for each event, is mandatory.
 - (3) For all events involving mechanical apparatus, such as boats, personal watercraft, motorcycles, bikes, etc., liability insurance, obtained by the event holder, that names the United States Government as an additional insured in the minimum amount of \$1,000,000 for each event, is mandatory.
 - (4) Liability insurance may be required at any event, at the discretion of the Operations Project Manager, when there is an increased possibility for an accident or the activity has a high potential for involving other lake visitors. If the Operations Project Manager is uncertain whether requiring liability insurance is in the Government's best interest for a particular event, he/she should contact their district special event coordinator.
- (d) Performance bond(s) and/or proof of liability insurance, if required, must be submitted within time frames established by the Operations Project Manager, but prior to the start of the event.
- (e) Approval for vendor sales may be granted to the requesting event holder, only in the absence of a licensed concessionaire at the event site or the

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--


- concessionaire's inability to support the needs of the proposed activity.
- (f) Collection of any fees by the event holder, in conjunction with the event, must be approved by the Operations Project Manager prior to issuance of the permit.
- (g) The government reserves the right to audit the event holder's records.

11) Nondiscrimination. Admission to view the event must not be limited to membership of the sponsoring group, nor will any discrimination be made against a person because of race, color, religion, national origin, sex, age or disability in conducting activities. Permits will include the following condition relating to discrimination:

“Admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin sex, age, or disability. Participation in the event may be limited to members of the sponsoring group provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex, age or disability. Request for special events citing “special circumstances” for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification. This may be appropriate for activities, such as contact sports and sports such as tennis, golf, or competitive swimming. Fishing tournaments do not qualify for discrimination based on gender.”

12) Approval/Denial. The Operations Project Manager must be prepared, when responding to a request for a special event; to have the decision challenged by the requestor or other interested groups. Operations Project Managers are, therefore, responsible for developing an appropriate administrative record to support their decisions, and for possible use in the event of investigation, challenge, or litigation. The Operations Project Manager has the authority to deny an event for any of the following reasons:

- (a) The proposed event is inconsistent with the project purposes and authorities.
- (b) The applicant has outstanding debts owed the USACE under terms and conditions of a prior event.
- (c) The applicant has failed to meet the terms and conditions of an event previously authorized by the USACE or misrepresented material information about previous events.
- (d) The Special Event application was not received in sufficient time for review, coordination, and scheduling prior to the onset of the proposed

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

event.


- (e) The activity involves gambling or sexually oriented services, even if permitted under state law.
- (f) The use involves paramilitary training.
- (g) The event involves release, storage and/or disposal of hazardous substances.
- (h) The event condones discrimination.
- (i) The applicant refuses to agree to the permit conditions, fails to provide complete and accurate information regarding the proposed event, refuses to sign and accept a Special Event Permit, fails to provide acceptable proof of required insurance and/or performance bond or fails to pay required fees.
- (j) The event cannot be accommodated in the area desired by the applicant due to logistical, safety, environmental, legal, or operations concerns.
- (k) The event is perceived as having a purpose of promoting a political candidate's campaign (e.g., a rally, fund raiser, press conference, etc.). Otherwise, an event may not be denied on the basis of content or message.

13) Dispute Clause. Except as otherwise provided in the permit, any dispute concerning a question of fact arising under the permit, which is not disposed of by agreement between the applicant and the Operations Project Manager, shall be decided by a representative of the District Commander, who shall reduce the decision to writing and furnish a copy thereof to the applicant.


14) Enforcement. Enforcement of permit conditions will be in accordance with Title 36, Chapter III, Part 327 of the U.S. Code of Federal Regulations in its entirety; particularly, Part 327.21 Special Events, and Part 327.23 Recreation.

15. ESTABLISHING FEE RATES

- a. Setting of Recreation Use Fees and Special Use Permit Fees to ensure fee assessment is fair and equitable. The following factors shall be given significant consideration:
 - 1) Direct and indirect amount of Federal expenditure.
 - 2) Benefit to the recipient.
 - 3) Public policy or interest served.
 - 4) Economic and administrative feasibility of fee collection.


 US Army Corps of Engineers®	Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	---	--

- 5) Improving security, reducing vandalism, protecting resources, and improving visitor contacts.
 - 6) Costs of the facility including construction and O & M.
- b. Comparability studies shall be conducted biennially for camping and day use areas. Studies will include fees for boat ramps and designated swimming beaches charged by other Federal and non-Federal public agencies and the private sector within the service area of the management unit at which the fee is charged. As part of the comparability study, camping and day use fees shall be based on:
- 1) Amenities offered at the facility including but not limited to; showers, restrooms, boat ramps, courtesy docks, swimming beaches, sports court, fish cleaning stations, picnic shelters, picnic sites, playground equipment, type of road access, level of security, and types of trails.
 - 2) Presence and quality of facilities.
 - 3) Location of the facility, including proximity to water.
 - 4) Advance reservation service.
 - 5) The comparability of the facility and its amenities to other facilities within 60 miles of the facility.
 - 6) Where USACE facilities are of a higher quality than similar competing facilities, a higher fee should commensurate with the higher quality experience offered.
 - 7) It is recognized that the fee structure resulting from this evaluation typically does not result in the recovery of the total cost to operate and maintain the facilities or recreation area.
- c. Fee Schedules. Proposed Recreation Use Fee (e.g. camping, day use, Special Use Permit, Outdoor Recreation Equipment and Service, Interagency Pass Program, and others) schedules/rates for a two-year time period shall be submitted to the District Chief of Operations no later than 01 August biennially on even numbered years. The District Chief of Operations shall assess seasonal visitation patterns of individual fee areas to determine the period during which a fee program shall be in effect. It is anticipated that fees shall be charged at some areas throughout the summer months,

 US Army Corps of Engineers®	Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	---	--


while at other areas fees shall be collected throughout the year. The District Chief of Operations shall review comparability studies and approve or disapprove the proposed use fees schedules/rates no later than 01 September. Submission of fees to the District Chief of Operations that are below the minimum fees defined in EC1130-2-550 Appendix A must also contain a full justification for deviation from the proposed minimum fee. In order to assure consistency and sound business practices, approved fee schedules and comparability studies shall be submitted to the MSC in order to conduct periodic review/audit of the Districts' fee schedules. Corps of Engineers Financial Management System (CEFMS) accounts shall be established to record fee receipts by type (e.g. camping, day use, Special Use Permit, Outdoor Recreation Equipment and Service, Interagency Pass Program, and others).

- d. **Supporting Data.** Supporting data developed for the comparability study shall be documented and retained for four years. Data shall include details on fees and facilities for other Federal and non-Federal public agencies, as well as private entities in the service areas, so that an accurate comparison shall be made. Where USACE facilities are of higher quality than similar competing state, local, or private facilities, a higher fee should commensurate with the higher quality experience offered. It is recognized that the fee structure resulting from this evaluation typically does not result in the recovery of the total cost to operate and maintain the facilities or the recreation area.
16. **METHODS OF FEE COLLECTION.** Recreation Day Use Fees, Camping, Interagency Pass Revenues, USACE Annual Day Use Pass Revenue and Special Use Permit Fees (collectively referred to as “fees” in this section) shall only be collected by either contract, volunteer, or authorized USACE personnel at the entrance to the area, entrance station, administration office, honor boxes, or other authorized locations. Fees may also be collected by roving authorized personnel while on routine patrols through a fee area. Fees shall be collected by one or more of the following methods and in accordance with the USACE Recreation Use Fee Program Standard Operating Procedure (RUFPP SOP).
- a. Fees may be collected by contract personnel (e.g. gate attendants, park attendants, fee collector, etc.). Contractors must be properly identified to preclude unauthorized personnel from collecting fees. Operations Project Managers shall arrange for frequent collections of fees from the contractor or frequent deposits by attendants to preclude a large buildup of cash at the gatehouse in accordance with ER 37-1-30. Collection of fees by contract gate attendants is the preferred method of collection.
 - b. Volunteers may be authorized to sell Special Use Permits, USACE Annual Day Use Passes and Interagency Passes and collect fees from the public at campgrounds, day use facilities, administration offices and other locations, including those off-site. Volunteers

 US Army Corps of Engineers®	Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	---	--

shall be properly identified to preclude unauthorized personnel from collecting fees. Volunteer fee collectors shall be bonded and appointed as an authorized fee collector in accordance with provisions of ER 37-1-30.


- c. A multi-area fee collection station may be used where several recreation areas are grouped in the same general location. Such stations shall have easy public access and be easy for the public to identify.
 - d. Self Deposit Honor Vault System may be used at the discretion of the Operations Project Manager. Use of honor vaults must be in accordance with Attachment K, Program Integrity: Honor Vaults.
 - e. The use of District-approved automated fee collection systems may be used and are encouraged when cost effective.
 - f. A cash register may be used in the fee collection process to issue receipts to users.
 - g. National Recreation Reservation Service (NRRS)/Recreation.gov may also be used to collect and remit fees.
 - 1) Only fees collected in areas participating in the NRRS/ Recreation.gov program shall be collected and remitted through the NRRS/ Recreation.gov.
 - 2) Recreation areas with no reservable facilities shall not utilize NRRS/Recreation.gov for remitting fees collected in these areas. All fees collected in these areas shall be processed and remitted through CEFMS into the appropriate account as specified in section 23 of EC1130-2-550, and shall not be remitted utilizing NRRS/Recreation.gov.
17. **COLLECTION COSTS.** Normally, Recreation Day Use Fees, Camping, Interagency Pass Revenues, USACE Annual Day Use Pass, Honor Box and Special Use Permit Fees (collectively referred to as “fees” in this section) may be collected only at those areas where revenue exceeds the administrative costs associated with such collection. As a general rule, the fee program for an area will be terminated if the sum of direct and indirect costs of collection exceeds revenue for two consecutive years. This policy does not preclude the control of access with manned gates at non-fee areas. In some cases, it may be in the best interest of the public and the government to charge fees at areas where the cost to collect fees has historically exceeded revenue collected. If areas are recommended for inclusion in the fee program, a written justification for such action shall be submitted to the Division MSC by the District Chief of Operations for approval. The justification shall explain:

 <p>US Army Corps of Engineers®</p>	<p>Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

- a. The management alternatives that were considered and the economic impact of each alternative.
- b. The cost to operate and maintain the area if there is no fee collection.
- c. An explanation as to why it is in the best interest of the Government or public to continue charging fees.


18. ACCOUNTING

- a. USACE Recreation Use Fee Program Standard Operating Procedure. This Standard Operating Procedure (SOP) establishes policy and provides guidance to assist USACE Divisions and Districts in formulating, implementing and managing USACE Recreation Use Fee Program policy and procedures that establish accounting measures, control, and responsibilities for administering the Recreation Use Fee Program (see Attachment L, USACE Recreation Use Fee Program Standard Operating Procedure).
- b. Analysis of Administrative Costs. An analysis of the cost, to include direct and indirect cost, of administering the program shall be carried out annually. This analysis shall be used to evaluate the effectiveness of the recreation use fee program and should be retained for two years.
 - 1) Direct costs of collection are those costs resulting solely from fee collection activities. Direct costs shall include the time USACE personnel or contract gate attendants are directly involved in fee collection. Personnel costs for duties other than fee collection shall not be charged to this account. The portion of contracts related to fee collections charged to direct costs shall depend on the language of the contract which delegates duties and responsibilities.
 - 2) Indirect costs of collection are efforts of Project Management Office and District office personnel associated with the program. Also, indirect costs should include district overhead distribution to the program.
- c. Remitting Fee Collections. Recreation Use Fees, Interagency Pass Revenues, and Special Use Permit Fees will be remitted into separate accounts as required by the separate statutory authorities that authorize the collection of each form of fees/revenues. It is imperative that USACE personnel understand the distinction between the various types of fees/revenues to ensure that all funds are deposited in the appropriate accounts and, when permissible, used only for appropriate purposes. Corps of Engineers Financial Management System (CEFMS) accounts shall be established to record fee receipts by type (e.g. camping, day use, Special Use Permit, Outdoor


 US Army Corps of Engineers®	Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	---	--

Recreation Equipment and Service, Interagency Pass Program, and others). Guidance regarding the establishment of these accounts is contained in ER 37-1-30.

- 1) “Recreation Use Fees,” as defined in section 10 of EC 1130-2-550, shall be remitted into a special account in the U.S. Treasury (i.e., the Land and Water Conservation Fund) as required by 16 U.S.C. § 460d-3(b)(4). Pursuant to section 460d-3(b)(4), these funds only become available upon further appropriations from Congress.
- 2) “Special Use Permit Fees,” as defined in section 10 of this Circular, shall be remitted into special accounts established by USACE Resource Management (RM) for the deposit of Special Use Permit fees into projects specific accounts for future uses. Exact procedures and guidelines will be established by USACE RM and provided to the MSC’s. Pursuant to section 1047(b)(2)(C) of WRRDA 2014, these funds shall be available for use, without further appropriation, solely for administering Special Use Permits and carrying out related operation and maintenance activities at the site at which the fees are collected.
- 3) “Interagency Pass Sale Revenues,” as defined in section 10 of this Circular, shall be remitted into a special account established by USACE RM in the U.S. Treasury as provided under section 807 of FLREA (16 U.S.C. § 6806). Although for practical purposes these revenues could be viewed simply as day use fees, section 1048 of WRRDA 2014, in conjunction with applicable sections of FLREA, authorize USACE to receive and expend at least a portion of these revenues. Thus, the revenues must be accounted for separately from other day use fees. Subject to the interagency administrative guidelines referenced in section 805(a)(7) of FLREA (16 U.S.C. § 6804(a)(7)), a portion or possibly the entire amount of these revenues will be distributed to USACE and shall remain available for expenditure, without further appropriation, until expended. At a minimum, 80 percent of the revenues USACE receives shall be returned to the site at which the fees were collected. The remaining 20 percent of the sale revenues shall be used for recreation projects as determined by HQUSACE. **At time of this publication 100% of the revenues that USACE field sites receive are available for expenditure, without further appropriation, until expended.** Funds must be expended for only the categories specified below:
 - (a) Repair, maintenance, and facility enhancement related directly to visitor enjoyment, visitor access, health and safety.
 - (b) Interpretation, visitor information, visitor service, visitor needs assessments, and signs.

 US Army Corps of Engineers®	Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	---	--

- (c) Habitat restoration directly related to wildlife-dependent recreation that is limited to hunting, fishing, wildlife observation, or photography.
 - (d) Law enforcement related to public use and recreation.
 - (e) Direct operating or capital costs associated with the recreation fee program.
 - (f) Administration of the recreation fee program, including overhead and indirect costs; however, these administrative expenditures shall not exceed 15 percent of the total pass fee revenue collected. These costs do not include any costs directly attributed to providing a specific service or executing a specific project.
 - (g) Funds **cannot** be used for biological monitoring on Federal recreational lands and waters under the Endangered Species Act of 1973 for listed or candidate species.
- d. Remitting Cash Fee Collections. Cash shall be converted to a cashier's check or money order prior to remittance; or an authorized electronic deposit to the U.S. Treasury. The following options are available to cover the cost of conversion or electronic deposit to the U.S. Treasury:
 - 1) Contract fee collectors may be responsible for remittance costs in accordance with the terms of their contract.
 - 2) Contractual arrangements through USACE Finance Center (UFC) with a local bank for authorized electronic deposit to the U.S. Treasury.
 - 3) Projects may use collections to purchase money orders, or cashier's checks to remit use fees. Projects shall maintain a register for all money orders, electronic transfer, or cashier's checks purchased during the month. The register should include the date purchased, money order, or cashier's check fee. Funds expended **must** be replaced from project O&M general funds at the end of each accounting period (month) to ensure gross recreation use fee collections are remitted to the U.S. Treasury.
- e. NRRS/Recreation.gov Parks. Recreation Use Fees and Interagency Pass revenues will be remitted to the appropriate accounts in accordance with Section 23 ER1130-2-550.
- f. Revenue Reporting. All income derived from fee collection shall be deposited into Special Receipt Accounts.
- g. Districts shall provide for the acceptance of credit cards for fee collection whenever feasible. Projects shall maintain a separation of credit card and cash/check funds for

 US Army Corps of Engineers®	Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	---	--

remittance purposes.


h. Refunds.

- 1) Refunds for recreation use fees may be authorized at the Operations Project Manager's discretion.
- 2) No cash refunds shall be made at the project.
- 3) No refund shall be given for day use fees, Interagency Passes, or for USACE Annual Day Use Passes.
- 4) Refunds within the NRRS/Recreation.gov shall be processed according to the USACE Recreation Use Fee Program SOP and current NRRS/Recreation.gov guidance.
- 5) Non-NRRS refund requests may be approved by the Operations Project Manager or Project Manager. The requests shall be forwarded to the UFC office for processing.

19. SECURITY MEASURES. Managers shall comply with Engineer Regulations governing the security and storage of funds, particularly ER 37-1-30, Accounting and Reporting Civil Works Activities. Requirements for enhancing the security of personnel handling funds as well as safeguarding funds themselves are found in the USACE Recreation Use Fee Program Standard Operating Procedure (RUFPP SOP).

20. CONTROLLING PAPERWORK BURDEN ON THE PUBLIC. The guidance in 5 CFR1320 establishes the framework for the paperwork control process. Generally this CFR provides that an agency shall not engage in a collection of information (from the public) without obtaining Office of Management and Budget approval. There are no procedures contained in this Circular that should be interpreted to require the public to provide information other than data for receipt purposes.

21. PUBLIC RELATIONS. District Commanders shall be responsible for notifying Congressional representatives, as appropriate, of recreation user fee program changes within their congressional districts. Affected Districts shall carry out public relations activities at those locations where a user fee program is to be established prior to the initiation of collection of such fees. Information regarding the program shall be disseminated to the public to the maximum extent practicable.

 <p>US Army Corps of Engineers®</p>	<p>ATTACHMENT A</p> <p>Interagency Annual Pass</p> <p>Frequently Asked Questions</p> <p>Project Operations</p> <p>USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

Frequently Asked Questions – Interagency Annual Pass

1. **If a visitor shows up at a site with a confirmation letter stating that they ordered an Annual Pass through the Internet (USGS or other national retail partner), should we accept it?**

No. If a visitor did not receive an Annual Pass that was ordered via USGS or another partner website prior to leaving on their trip, they must purchase another pass or pay the fee. A confirmation letter, credit card statement or receipt showing the purchase of a pass is not valid for entry. If the visitor chooses to purchase another pass they can return the pass ordered through USGS for a refund (as long as the Pass is returned unused and unsigned).

2. **Can a visitor upgrade daily Use Fee Receipt to an Interagency Annual Pass?**

No. Currently, the USACE does not upgrade receipts to Annual passes.

3. **If a visitor forgets to bring his/her pass to a site and pays the day use fee, can he/she mail in the receipt and a photocopy of their pass and get a refund?**


No. Refunds are not issued. Pass order confirmation letters, credit card receipts, and hangtags without Passes are not valid for entrance or use.

4. **What if someone shows up with an un-punched Annual Pass?**

Punch the current month; make sure the pass owner's signature is on the back of the card and verify that the signature matches identification.

5. **What size hole punch should we have at all sales locations?**

The hole punch must be 1/8th of an inch to assure that the hole is not too big and covers only one month. This hole punch is available on GSA Advantage (Part #MCG301).

 <p>US Army Corps of Engineers®</p>	<p align="center"> ATTACHMENT B Interagency Annual Military Pass Proof of U.S. Military Service and Frequently Asked Questions Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9 </p>	
---	---	--

Proof of U.S. Military Service

Military Members

In order to qualify for the Annual Pass – Military, the military member must present the following:

- A Department of Defense ID (CAC Card) verifies that the person is a member of the U.S. military. (See examples of an acceptable Military ID below in this attachment.)

Dependents

In order to qualify for the pass the dependent of a current military member must present the following:

- A Department of Defense ID (DD Form 1173) that identifies the dependent and his/her sponsor. Dependents may not use any other type of ID to obtain a pass. (See examples of an acceptable Military ID below in this attachment.)
- The dependent may be any age. If the dependent is not able to sign their pass, a parent or guardian may sign the pass for them.
- Some dependents of military members may not have the proper ID. Advise them that they may be the second signer on their sponsors pass.

Special Cases


Dependents of Active Reserves and National Guard members may not have the Form 1173 ID card. Advise them that they may sign their sponsor's Military Pass.

Dependents of foreign military members may have the Form 1173 ID card which is the same that is issued to dependents of U.S. military members. They may be issued a pass.

For More Information on Military IDs

If you wish to learn more about the intricacies of the Military ID program, go to <http://cac.mil/>. You will find a variety of information including the 127 page Instruction Manual #1000.13.


Military Passes Issued in Error

 <p>US Army Corps of Engineers®</p>	<p align="center"> ATTACHMENT B Interagency Annual Military Pass Proof of U.S. Military Service and Frequently Asked Questions Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9 </p>	
---	---	--

When a fee collector discovers that a Military Pass being presented was issued in error, DO NOT confiscate the pass. Explain the qualifications for the pass and inform the visitor that they may not be issued a pass in the future. As a courtesy, the visitor may continue to use the pass.

Acceptable Military ID Cards

Department of Defense Military ID (CAC Card)



United States Government
JAN2014
SAMPLE
 Affiliation: **Uniformed Services**
 Agency/Department: **Air Force**
 Expires: **2014JAN06**
DOE, JOHN Q
 Play Grade: **E6** Rank: **TSGT**
Geneva Conventions Identification Card

This is the expiration date. Confirm that card is not expired.

For military ID cards (CAC) verify that the Affiliation is **Uniformed Services or Academy**.

Agency/Department should read: **Army, Navy, Air Force, Marines, Coast Guard**.

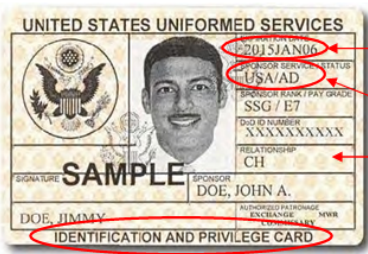
Note: PHS (Public Health Service), NOAA (National Oceanic and Atmospheric Administration), and foreign military members **DO NOT** qualify for this benefit.

For military ID cards (CAC) verify it states "**Geneva Conventions Identification Card**". This is the **ONLY** CAC card that qualifies the military member for the Annual Pass – Military.

Cards that **do not** qualify include: "Geneva Convention Accompanying Forces ID", "Identification and Privilege Card", and "Identification Card".

Department of Defense (DD Form 1173 – Dependent

Department of Defense (DD Form 1173) – Dependent



UNITED STATES UNIFORMED SERVICES
2015JAN06
 SPONSOR SERVICE STATUS: **USA/AD**
 SPONSOR RANK/PAY GRADE: **SSG / E7**
 DDID NUMBER: **XXXXXXXXXX**
 RELATIONSHIP: **CH**
SAMPLE
 SIGNATURE: **DOE, JOHN A.**
DOE, JIMMY
IDENTIFICATION AND PRIVILEGE CARD


Confirm that card is not expired.

For Dependent Cards (DD Form 1173), look for the sponsor service/status here. This will state the branch of service such as "**USN**", "**USA**", "**USMC**", "**USAF**", or "**USCG**".

This will be followed by "/" and either "**AD**" or "**DEC**". Other designations **DO NOT** qualify for the pass.

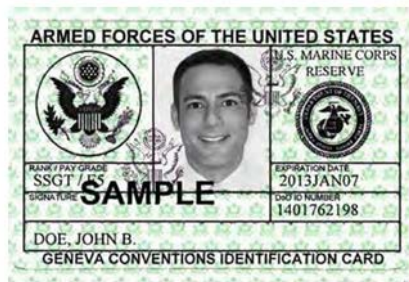
The card will have a **tan pattern** background as shown.

For Dependent Cards (DD Form 1173) the card will state "**Identification and Privilege Card**".

 <p>US Army Corps of Engineers®</p>	<p align="center"> ATTACHMENT B Interagency Annual Military Pass Proof of U.S. Military Service and Frequently Asked Questions Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9 </p>	
---	---	--

Military ID Cards **NOT** Accepted

The following ID cards are not accepted for issuing the Interagency Annual Military Pass. Note these cards may have the DD Form # printed on the back of the card.



DD Form 2 (Reserve)



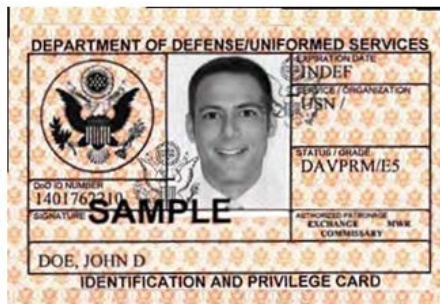
DD Form 2 (Retired)



DD Form 2 (Reserve Retired)




DD Form 1173-1



DD Form 2765



DoD Civilian Retiree Card

 <p>US Army Corps of Engineers®</p>	<p align="center"> ATTACHMENT B Interagency Annual Military Pass Proof of U.S. Military Service and Frequently Asked Questions Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9 </p>	
---	---	--

Frequently Asked Questions – Interagency Annual Military Pass

1. How do I know if a particular military member qualifies for this pass?

There are many designations within the military which can make this very difficult to determine. The Department of Defense has advised us to use the CAC Card and the DD Form 1173 to confirm that the military member qualifies for this benefit. **Only use these 2 forms of ID to determine if the visitor qualifies for the Annual Pass – Military.** See the “Acceptable Military ID Cards” section above for detailed information.

2. Do members of the National Guard, Military Reserve and their dependents qualify for this pass?

Yes, National Guard and Active Reservists qualify (they do not need to have been deployed). They must have the ID card (CAC card) noted above. These ID cards are the only way that we can determine if they qualify, regardless of title, or other classification.


Dependents of National Guard and Active Reserve members may not have the Form 1173 ID card. Advise these visitors that they may sign their sponsor’s Military Pass on the second signature line. However, dependents of some deployed National Guard and Active Reserve members may be eligible to receive the Form 1173 ID card. You may suggest that they speak to their military contacts to see if they are eligible to receive this ID.

3. A NOAA or PHS member has a CAC card and says they qualify for a free pass, is that correct?

No, while these people are in the “Uniformed Services,” they are not part of the military and do not qualify for a free pass.

4. If a visitor forgets to bring his/her pass to a site and pays the day use fee, can he/she mail in the receipt and a photocopy of their pass and get a refund?

No. Refunds are not issued. Pass order confirmation letters, credit card receipts, and hangtags without Passes are not valid for entrance or use.

 <p>US Army Corps of Engineers®</p>	<p style="text-align: center;">ATTACHMENT B Interagency Annual Military Pass Proof of U.S. Military Service and Frequently Asked Questions Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

5. **Do foreign military members stationed in the U.S., who have a U.S. issued CAC card qualify for a pass? What about their dependents?**

No. The Military Pass is only offered to U.S. Military members. CAC cards issued to foreign military will look different from those issued to US military members. However, dependents of foreign military members are issued an ID card (DOD 1173) that is identical to those issued to US military dependants. Because of the similarity in the ID fee collectors may err on the side of the visitor and issue the pass to the dependent.

6. **What if someone shows up with an un-punched Annual Military Pass?**

Punch the current month; make sure the pass owner's signature is on the back of the card and verify that the signature matches identification.

7. **What if someone wants to obtain an Annual Pass - Military but doesn't have a valid Military ID?**

The purchaser must present a valid Military ID to verify that the purchaser is a member of the U.S. military or a dependent.

8. **What if a military veteran states that he is disabled due to their military service?**


If they have a permanent disability they qualify for an Interagency Access pass. Follow the procedures for the issuance of an Access pass.

9. **A visitor tells me that his dad is in the military and deployed, how do I determine if he is a dependent and eligible for a pass?**

To qualify for a pass a dependent must have a DoD issued ID card as noted above.

10. **What size hole punch should we have at all sales locations?**

The hole punch must be 1/8th of an inch to assure that the hole is not too big and covers only one month. This hole punch is available on GSA Advantage (Part #MCG301C).

 <p>US Army Corps of Engineers®</p>	<p align="center"> ATTACHMENT C EKiP Exchanging an EKiP Voucher for the EKiP Pass and Frequently Asked Questions Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9 </p>	
--	---	--

Exchanging an EKiP Voucher for the EKiP Pass

The EKiP Pass is the only pass in the Interagency Pass Program that allows and requires that fee collection staff retain a document provided by our visitors. Below is the procedure for exchanging the *Every Kid in a Park* voucher for the pass.

- 1) The student must present a valid *Every Kid in a Park* paper voucher.
- 2) Retain only the Paper Voucher. The other pages are to be returned to the student. Paper Voucher will be retained with your documentation.
- 3) Have the student print their name on the back of the pass, explain the benefits of the pass, how long it is valid and that the pass holder must be present to use the pass.
- 4) Write the issued EKiP pass number on the voucher.

Note - The voucher will also be used as a way to measure the redemption rate of vouchers and identify misuse of these vouchers.

Entering Voucher Number into Every Kid in a Park Voucher Redemption website

Below is the procedure for entering the voucher number on the Every Kid in a Park Website.

- 1) Paper Voucher has two sections. It is designed so that one copy can be retained with shift documentation, and the other used to enter into the Every Kid in A Park Voucher Redemption website (if not entered at the time of remittance).
- 2) Go to the following website and login information to enter the voucher numbers. Voucher numbers should be entered into the website within two weeks of issuing the pass.

<http://everykidinapark.gov/redeem>

username: redemption
password: VUGiCqQZV7um



US Army Corps
of Engineers®

ATTACHMENT C
EKiP
Exchanging an EKiP Voucher for the EKiP Pass
and
Frequently Asked Questions
Project Operations
USACE Guide for Implementation of
EC 1130-2-550, Chapter 9

CONGRATULATIONS!

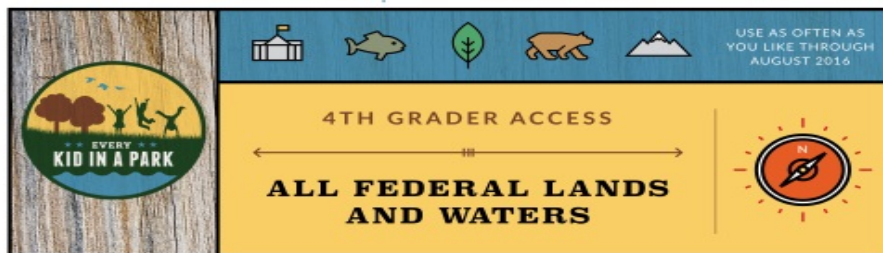
YOU'VE EARNED A FREE PASS

TO ALL FEDERAL LANDS AND WATERS

Follow these instructions to start your adventure!

1 Print this page

Great job! First print this paper voucher and put it in a safe place until you are ready to use it.



"Youthlevel About Nature" by
children, CC BY 2.0
http://www.flickr.com/photos/
children/4217038957/



2 Hit the road

Click "Plan Your Trip" on this website (www.everykidinapark.gov) to learn about all of the places you can go.


3 Get in free!

Show this paper voucher to receive free access and/or claim your 4th grade pass. Be safe and have fun!



This area for official use by facility personnel

ABCDEFGH

 <p>US Army Corps of Engineers®</p>	<p style="text-align: center;">ATTACHMENT C EKiP Exchanging an EKiP Voucher for the EKiP Pass and Frequently Asked Questions Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

Frequently Asked Questions – EKiP Pass

1. Why is this benefit being offered?

There are approximately 4 million fourth graders (including home schooled and free choice students) in our nation. By targeting this age group, and those who live in underserved areas, over time we'll ensure every child in the US, no matter where they live, has the chance to visit and enjoy their public lands and waters by the time s/he reaches 11 years of age.

Research shows that children ages 9-11 are at a unique developmental stage in their learning where they begin to understand how the world around them works in more concrete ways. They are most likely to have positive attitudes towards nature and the environment and grow into the next generation of stewards, ready to support and advocate on behalf of these natural wonders. 25

Many of our site locations currently offer fun and engaging educational activities at the fourth grade level (that align with standards).

2. How does a 4th grader obtain a pass?


Once the 4th grader has completed their web based activity on the Every Kid in a Park website they will be awarded their voucher package for printing. Next the student will need to access the following list of Federal recreation sites at: www.everykid.gov/locations to select a site that issues the EKiP Pass. Once the 4th grader arrives at the participating Federal recreation site the student may exchange their Every Kid in a Park voucher for EKiP.

3. What should I tell a family that requests a EKiP pass without a voucher?

We are not authorized to determine if a visitor qualifies for the pass, we can only exchange a valid Every Kid in the Park voucher for an EKiP Pass. Provide the visitor with an Every Kid in a Park brochure and charge the visitor the entrance or standard amenity fee.

4. Do home schooled students qualify for the pass?

Yes, as long as they have completed the required web based educational activity and present their Every Kid in a Park voucher. They may visit the www.everykid.gov website for more information.

 <p>US Army Corps of Engineers®</p>	<p style="text-align: center;">ATTACHMENT C EKiP Exchanging an EKiP Voucher for the EKiP Pass and Frequently Asked Questions Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
---	--	--

5. When will a student that attends a year around school qualify for a pass?

This Initiative is from September through August each year so that we can try and accommodate the varied school schedules across the nation. Once the Every Kid in a Park Initiative begins and the 4th grader has completed their web educational activity they will receive the Every Kid in a Park voucher.

6. If a visitor forgets to bring his/her pass to a site and pays the day use fee, can he/she mail in the receipt and a photocopy of their pass and get a refund?

No. Refunds are not issued. Pass photocopies, electronic images, and hangtags without Passes are not valid for day use.

7. If a 4th grader loses his/her pass what do I tell them?


Due to privacy and logistical considerations, passes cannot be replaced if lost or stolen; a new Pass may be obtained by going to the website and following the same steps previously used to receive a new voucher. This can then be exchanged for the Interagency Annual 4th grade Pass. Digital or photo copies of the voucher or pass are not valid.

8. What do I do when a visitor arrives with a voucher or pass and does not appear to be a 4th grader?

In cases when it appears that no one in the group is age appropriate for the EKiP pass, explain to the visitors that the 4th grader listed on the voucher or on the pass must be present to receive or use the EKiP Pass. If no one in the group qualifies for the pass, the visitors would need to pay the day use fee.

9. How do I verify that the child is a 4th grader?


If the visitor hands you an EKiP pass you can ask if he/she is in the vehicle/group today by using the name on the pass (e.g., is, use the first name on the pass, in the vehicle today?). The pass holder will need to be present to use the pass. The Child Online Protection Act states that we are unable to request personal information from children less than 18 years of age.

 <p>US Army Corps of Engineers®</p>	<p>ATTACHMENT D Discount Guidelines Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	---	--

Discount Guidelines

1. Individual Campsites: The discount only applies to the fee for the campsite physically occupied by the Senior and Access Pass owner, not to any additional campsite(s) occupied by members of the pass owner's party.
2. Sites with Utility Hookups: If utility hookup fees are charged separately from the campsite fee there is no discount on the hookup fee. The discount only applies if the utility fee is seamless (combined with) the campsite fee.
3. Group Campsites and Facilities (including, but not limited to, group facilities, picnic areas or pavilions): There is no discount for group campsites and other group facilities that charge a flat fee. If the group campsite has a per person fee rate, only the Access or Senior Pass owner receives a discount; others using the site pay the full fee.
4. Concessionaire Fees, Special Recreation, and Special Park Use Permit Fees: Discounts do not apply to concessionaire or contractor fees unless required as part of the agreement, permit or contract. Discounts do not apply to special recreation or special park use permits.
5. Guided Tours: Only the Interagency Senior and Access Pass owner receives a discount for guided tours.
6. Transportation Systems: There is no discount when an optional transportation service is offered. **However, the Senior and Access Pass should be honored:**
 - a. If the transportation system is mandatory to access the primary resource of the recreation site, **OR**
 - b. If the transportation fee is collected in combination with the entrance or standard amenity fee.
7. The Tennessee Valley Authority (TVA) will accept Interagency Senior and Access Passes consistent with current policy. At this time the TVA does not sell the passes.

Note: When giving Interagency Senior and Access Pass owners information on discounts, please remember that there are many different situations where a discount may or may not be offered. Always encourage pass owners to contact the local offices/sites they plan to visit to determine how their pass will be accepted and what discounts might be offered.

 <p>US Army Corps of Engineers®</p>	<p>ATTACHMENT E</p> <p>Interagency Senior Pass</p> <p>Frequently Asked Questions</p> <p>Project Operations</p> <p>USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

Frequently Asked Questions – Interagency Senior Pass

1. Are Senior passes available through the mail?

Yes. Customers can order a Senior Pass using a mail-order application. There is an additional \$10 processing fee to order a pass through the mail. The total cost of obtaining a Senior Pass through the mail is \$20.00 (\$10.00 Pass fee, plus \$10.00 application processing fee). The application can be found online at Recreation.gov and <http://store.usgs.gov/pass>.

Note: Senior Passes issued by USGS through mail-in application process will have the pass owner's name pre-printed on the signature line.

2. Are visitors required to fill out an application to purchase a Senior Pass if they purchase it in person?

No. Visitors only need to provide proof of age and U.S. residency or citizenship. Sites may not collect or retain any Senior Pass applications for any reason.

3. If someone passes away, does the Senior Pass automatically transfer to their spouse?


No. The Senior Pass is available only to U.S. citizens or permanent residents, age 62 years and older.

4. Can I sell a visitor a Senior Pass a few weeks or days before his or her 62nd birthday?

No. To be eligible for the pass they must be 62 or older. Issuing a visitor a senior pass before the visitor's 62nd birthday can lead to a bad experience for the visitor. There have been many instances where a visitor is issued a pass, maybe just a few days before his birthday, only to have the pass not accepted at the next site they visit because s/he is not 62. Do not put yourself or the visitor in this situation. It's the law - a visitor may not be issued a pass before his/her 62nd birthday.


5. If there is no doubt that the person wishing to obtain a Senior Pass is over the age of 62, isn't it just good customer service to issue the pass without checking ID?

No and it's against the law. FLREA requires that the person be 62 years or older and a U.S. citizen or resident. ID **MUST** be checked before a pass is issued, no exceptions.

 US Army Corps of Engineers®	<p>ATTACHMENT E</p> <p>Interagency Senior Pass</p> <p>Frequently Asked Questions</p> <p>Project Operations</p> <p>USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
---	--	--

6. What should I do if a visitor forgets to bring his or her Senior Pass?

Sell him or her another Senior Pass according to standard procedure, or charge them the daily entrance fee, whichever they prefer.

 US Army Corps of Engineers®	ATTACHMENT F Proof of Disability Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	--	--

Proof of Disability

A ***permanent disability*** is a permanent physical, mental, or sensory impairment that substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. See 7 C.F.R. §15e.103; see also 29 U.S.C. § 705(20).

1. **Required Documentation:** To be eligible for the Access Pass, an applicant needs to present documentation of permanent disability. If the applicant cannot produce documentation as listed below, he/she must read, sign, and date the *Statement of Disability Form* in the presence of the staff member issuing the pass. If the applicant cannot read, someone else accompanying the individual may read, date, and sign the *Statement of Disability Form* on their behalf in the presence of the applicant and the staff member issuing the pass. Copies of documentation presented must not be kept since it contains medical and other sensitive and personal information. Return all documentation to the applicant.
2. The applicant must submit one of the following documents (a, b or c) OR the applicant can complete the *Statement of Disability Form*, Appendix E as described in question (d) below.
 - a. A statement signed by a licensed physician attesting that the applicant has a permanent physical, mental, or sensory impairment that substantially limits one or more major life activities, and stating the nature of the impairment;


OR

- b. A document issued by a Federal agency, such as the Veteran's Administration (VA), which attests that the applicant has been medically determined to be eligible to receive Federal benefits as a result of blindness or **any** percentage of permanent disability. **Special note: The VA only gives disability benefits to those with permanent disabilities.**

Other acceptable Federal agency documents include proof of receipt of Social Security Disability Income (SSDI) or Supplemental Security Income (SSI);

OR

- c. A document issued by a State agency such as the vocational rehabilitation agency, which attests that the applicant has been medically determined to be eligible to receive vocational rehabilitation agency benefits or services as a result of


 US Army Corps of Engineers®	ATTACHMENT F Proof of Disability Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	--	--

medically determined blindness or permanent disability. Showing a State motor vehicle department disability sticker, license plate or hang tag is not acceptable documentation;

OR

- d. If a person claims eligibility for the Interagency Access Pass, but cannot produce any of the documentation outlined in a through c, that person must read, sign and date the *Statement of Disability Form* in the presence of the officer issuing the pass. If the applicant cannot read and/or sign someone else may read, date, and sign the statement on his/her behalf in the applicant's presence and the presence of the officer issuing the pass.

The staff member issuing the Interagency Access Pass must not evaluate whether an applicant is permanently disabled. The issuing officer may only assess whether adequate documentation or signature on the *Statement of Disability* for the pass has been submitted by the applicant.

 <p>US Army Corps of Engineers®</p>	<p>ATTACHMENT G</p> <p>Interagency Access Pass</p> <p>Frequently Asked Questions</p> <p>Project Operations</p> <p>USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

Frequently Asked Questions – Interagency Access Pass

1. If a person is partially disabled do they qualify for the Access Pass?

The disability requirements for the Access Pass are not based on percentage of disability. To qualify for the Pass the disability must be permanent and limit one or more major life activities.

Note: The Veterans Administration (VA) issues documents that state “percentages” of disabilities. Any percentage qualifies for this benefit and even though it is not stated on the documentation, it is only issued to persons with permanent disabilities.

2. Are Access passes available through the mail?

Yes. Customers can order a Access Pass using a mail-order application. There is a \$10.00 application processing fee. The application can be found online at www.Recreation.gov and <http://store.usgs.gov/pass> .

Note: Access Passes issued by USGS through mail-in application process will have the pass owner’s name pre-printed on the signature line.

3. Are visitors required to fill out an application to purchase an Access Pass if they purchase it in person?


No. Visitors only need to provide proof of age and U.S. residency or citizenship. Sites may not collect or retain any Access Pass applications for any reason.

4. Can my site choose not to use the Statement of Disability?

No, the leadership of the participating agencies has decided that a signature on the Statement of Disability is sufficient documentation to be issued an Access pass. All sites are required to make the Statement available to visitors if they do not have other documentation with them.

5. What can I do about Access Pass fraud or misuse?

The *Statement of Disability Form* was created to remove the burden from employees of having to evaluate whether an applicant is permanently disabled. The employee may assess **ONLY** whether adequate documentation has been submitted by the applicant. Provide the

 <p>US Army Corps of Engineers®</p>	<p>ATTACHMENT G</p> <p>Interagency Access Pass</p> <p>Frequently Asked Questions</p> <p>Project Operations</p> <p>USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

applicant with the definition of a permanent disability and the penalties for fraudulently signing the *Statement of Disability Form*. Form should be maintained in record for 1 year.

6. If someone passes away, does the Access Pass automatically transfer to their spouse?


No. Pass is only for the individual listed as the pass holder.

7. Does a military veteran qualify for the Interagency Access Pass?

Being a veteran does not automatically qualify the person for the Interagency Access Pass. If the veteran has a permanent disability that substantially limits one or more major life activities and meets all of the qualifications listed for the Interagency Access Pass then he/she could be issued a pass. The Veterans Administration issues documents that state percentages of disabilities, so always err on the side of good customer service when presented a VA document.

8. What should I do if a visitor forgets to bring his or her an Access Pass?

Issue him or her Access Pass according to standard procedure.

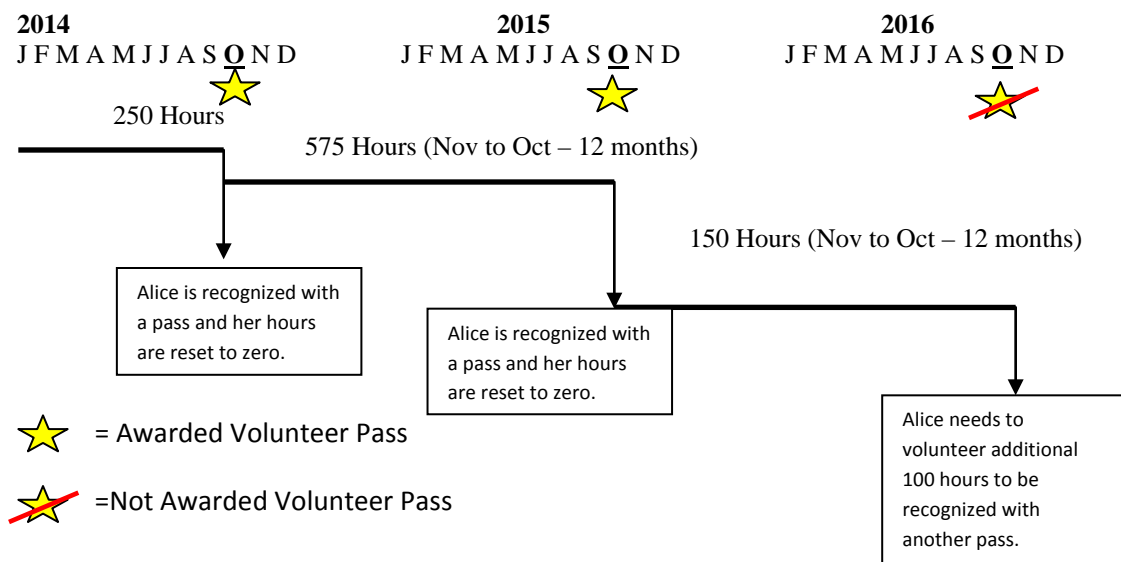
 US Army Corps of Engineers®	<p style="text-align: center;"> ATTACHMENT H Interagency Volunteer Pass Understanding the 250hr Requirement to Earn Pass and Frequently Asked Questions Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9 </p>	
---	--	--


Understanding the 250 Hr Requirement to Earn a Volunteer Pass

Volunteers may only be recognized with one pass every 12 months. Once the 250 hour requirement is reached and a pass is issued, the volunteer's pass credit hours reset to zero. If a volunteer gives more than 250 hours in any 12 month period, the pass-credit hours do not roll over into the next 12 month period. (There are many other instances when a volunteer's hours WILL roll over, but not for the Volunteer Pass).

An example: Alice Algae reached her 250th hour in October 2014. In October 2014 she was recognized with a pass that expired October 31, 2015 and her pass hours reset to zero. During the following 12 months, from November 2014 to October 2015, Alice volunteered 575 hours, reaching the 250 hour mark in May 2015. However, because Alice still had a valid pass from the previous year, she could not be recognized with another pass until November 2015 (after her first pass had expired). In November 2015, when she was recognized with her second pass, her Volunteer Pass hours reset to zero.

Circumstances in Alice's life changed after November 2015, and she was only able to volunteer 150 hours during the following 12 months, from November 2015 to November 2016. Therefore, Alice found she would have to volunteer an additional 100 hours to reach a total of 250 hours worked since issuance of her previous pass.



 <p>US Army Corps of Engineers®</p>	<p style="text-align: center;">ATTACHMENT H Interagency Volunteer Pass Understanding the 250hr Requirement to Earn Pass and Frequently Asked Questions Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
---	--	--

Frequently Asked Questions – Interagency Annual Military Pass

- 1. Where can I find out about volunteer opportunities on Federal recreation lands?**

<http://www.volunteer.gov/>

- 2. Do we need to stock Volunteer Passes at all locations where other passes are sold?**

No. Volunteer coordinators should work with the District POC's to order Volunteer Passes as needed from the USGS.

- 3. How will volunteer hours be recorded and tracked?**

The site supervisor or Volunteer Coordinator/Manager should provide timesheets for volunteers to record their hours (maintaining copies for their own record as needed). Additionally, volunteers may log their hours into a central database found on:
<http://www.volunteer.gov/VT/>

- 4. Can a volunteer accrue hours on lands managed by more than one Federal agency, or can they only accrue them by volunteering with one agency?**

A volunteer can accrue 250 hours by volunteering on Federal recreation lands managed by any of the participating Federal agencies. For example, they can volunteer 50 hours for each of the six participating agencies and earn a pass.

- 5. What type of volunteer activities/projects count towards 250 Volunteer Pass hours?**


All activities that have been pre-approved by the Site Supervisor/Volunteer Coordinator count toward the required 250 hours.

- 6. What if someone shows up with an un-punched Volunteer Pass?**

Punch the current month; make sure the pass owner's signature is on the back of the card and verify that the signature matches identification.


- 7. What if a couple each have earned 250 volunteer hours? Can I issue both of them passes?**

Yes. All volunteers that have volunteered 250 hours are eligible to receive a pass.

 <p>US Army Corps of Engineers®</p>	<p align="center"> ATTACHMENT H Interagency Volunteer Pass Understanding the 250hr Requirement to Earn Pass and Frequently Asked Questions Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9 </p>	
---	---	--

8. What size hole punch should we have at all sales locations?

The hole punch must be 1/8th of an inch to assure that the hole is not too big and covers only one month. This hole punch is available on GSA Advantage (Part #MCG301C).

 US Army Corps of Engineers®	ATTACHMENT I Special Activity Permit Example Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	--	--

Backcountry Camping Special Activity Program Permit Program

Authority: EC 1130-2-550

Purpose: Allow authorized camping at campsite #1 and #2, Lake Bluffs Trail System.

Activity: Two campsites will be constructed along the Lake Bluffs Trail system at Lake Anywhere. These campsites will consist of an under brushed area, fire ring, food hanging system, and applicable signage. These areas are spaced approximately 5 miles apart along the Lake Bluffs Trail system and are located so that they are not easily accessible by boat. The intention is for these campsites to be accessible by foot or bicycle only.

Fees: \$8 per night for groups up to 8. Groups over 8 individuals require an additional \$20/night site to cover a site visit by a GS-4 park ranger to inspect the site and remove excess litter. The maximum number of campers allowed at a campsite is 12 individuals.

Carrying Capacity: a maximum of two consecutive nights may be spent at each campsite. This restriction is placed in an effort to reduce long term impacts to the campsites.

Reservations: Reservations for these campsites must be made in advance by contacting the Lake Office at 555-555-5555.

Activity	Fee
Backcountry Camping	\$8/night
Group Backcountry Camping	\$28/night

Lake Anywhere Backcountry Camping Permit

Permit #

Campsite: _____ Date: _____

Campsite: _____ Date: _____

Number in Party _____

Anticipated Trip End Date: _____

Primary Contact:

Name _____

Address _____

Cell Phone _____

Emergency Contact Info:

Name: _____ Phone: _____

Relationship: _____

Vehicle:

Make: _____ Model: _____ Color: _____ Lic

Num: _____

Parked at _____ Trailhead

Make: _____ Model: _____ Color: _____ Lic

Num: _____

Parked at _____ Trailhead

Make: _____ Model: _____ Color: _____ Lic

Num: _____

Parked at _____ Trailhead

.....
Permit # _____

Make: _____ Model: _____ Color: _____ Lic
Num: _____

Parked at _____ Trailhead


Arrival Date: _____ Due Out Date: _____

Issued by: _____

Please place face up on vehicle dash

Backcountry Camping Regulations

1. A backcountry camping permit must be obtained prior to camping at a backcountry campsite.
2. Backcountry camping is permitted only at designated backcountry campsites.
3. A maximum of two consecutive nights is allowed at a backcountry campsite.
4. Access is allowed via foot and bicycle only. No boat in access is allowed for backcountry campsites.
5. A maximum of 12 people will be allowed at each campsite. Parties of over 8 will be assessed a \$20 charge in addition to the \$8 per night camping fee.
6. Camping is restricted to the area in the immediate vicinity of the campsite amenities.
7. Cutting, removing, or damaging vegetation is prohibited.
8. Fires are only allowed at designated campsites and shelters and must be contained in a fire ring. Constructing new fire rings is prohibited. You may only burn wood that is dead and already on the ground. You may not cut any standing wood.
9. All odorous items (e.g., food, trash, lip balm, toothpaste, etc) must be hung to prevent access by animals.
10. Human waste must be disposed of at least 100 feet from any campsite, shelter, water source or trail and must be buried in a hole at least 6 inches deep
11. All food, trash, clothing, equipment or personal items must be packed out

 <p>US Army Corps of Engineers®</p>	<p align="center"> ATTACHMENT J Special Event Application Form, Permit and Assessment of Fees Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9 </p>	
---	--	--

SPECIAL EVENT APPLICATION
U.S. Army Corps of Engineers

Please provide the following application information necessary to process your request (attach additional pages if necessary):

Organization: _____

Name: _____

Address: _____

Phone Number: _____ Alternate Phone Number: _____

E-mail: _____

Event Description: _____

Event Date: _____

Event Time: _____

Specific Location: _____

Number of Participants: _____

Number of additional people (spectators, visitors, volunteers): _____

Number of vehicles: _____

Number of vessels: _____

1. Are fees or donations to be collected from the public or participants? If “yes,” what are the amounts and for what purpose will they be assessed? What are the expected gross revenues? For what purpose will the collected funds be used?

2. Will the event involve vendors? If “yes,” list each individually.

3. How will access to and from the event area be controlled and non-participating vehicle and boat traffic be directed around or through the event area?

4. Will restricted access to the event be required? If “yes,” what circumstances or conditions of the event require that access be restricted?

5. What are the time requirements for set-up and take-down for the event?
6. Will first-aid stations, ambulances, safety vessels, or other safety measures be required? If “yes,” what measures will be taken to provide the needed services and equipment?
7. Will support equipments (i.e., buoys, temporary course markers, bleachers or traffic control devices) be required? If “yes,” list the equipment and when they will be set up and taken down.
8. Will there be any storage requirements needed prior to or following the event?
9. Are permits from other governmental agencies required? If “yes,” list agencies and type of permits.
10. Will security measures be required for crowd or traffic control? If “yes,” what measures will be taken to ensure adequate public safety?
11. The Privacy Act of 1974 requires that each individual asked or required to furnish personal information be advised of the following:

Authority: 5 U.S.C. §552a.

Purpose: To provide a contact in connection with special event activities.

Routine Uses: Special Use Permit is issued under the direction of the U. S. Army Corps of Engineers. The names and addresses of those who obtain the Special Use Permit are not reported, but are kept on file at the project office to provide a point of contact in case of emergency. This information is not maintained alphabetically or by any other personal identifier. Disclosure of information is voluntary. Failure to provide the requested information will preclude issuance of a Special Use Permit.

SPECIAL EVENT PERMIT
U.S. Army Corps of Engineers

Number: _____

For _____ on lands and waters administered by the
Event

U.S. Army Corps of Engineers at _____
Project/ Site

Issued to: _____
Individual/ Organization

For the period of _____,
Date/ Time

Subject to the following conditions:

1. The exercise of the privileges hereby granted shall be without cost or expense to the United States and shall be personal to the event permit holder referred to as "holder" throughout. This Special Use Permit and event thereby authorized shall be under the conditional approval of the Operations Project Manager and subject to Federal rules and regulations including Title 36, Chapter III, Part 327 of the U.S. Code of Federal Regulations, and applicable Federal, state and local regulations. Other state and local permits, if required, have been obtained and copies provided to the Operations Project Manager.

2. The holder acknowledges that he/she has inspected the premises, knows its condition and understands that the same is granted without any representations or warranties whatsoever and without any obligation on the part of the United States. Neither the USACE nor any USACE employee shall be responsible for damages to property or injuries to persons which arise from or are incidental to the exercise of the privileges herein granted and shall be held harmless from any and all such claims.

3. Any property of the United States damaged or destroyed as a result of or incidental to the event shall be promptly repaired or replaced and premises restored by the holder to the satisfaction of the Operations Project Manager. The holder shall exercise due care in the use of the premises to protect environmental and cultural resources. The holder must restore the event site within the time frame established by the Operations Project Manager. If the holder fails to remove personal property or restore the premises within the established time frame, the property shall either become the property of the United States without compensation therefore, or the Operations Project Manager may cause the property to be removed and the premises restored. The holder shall pay all costs for removal of said property and restoration of the premises. A performance bond in the amount of \$_____ [] (is) [] (is not) required to cover potential maintenance, damage and restoration costs for government resources and facilities and/or removal of personal property.

4. The holder shall provide sufficient services to ensure the health, welfare, safety, supervision and security of participants and spectators. The holder [] (is) [] (is not) required to furnish liability insurance in the minimum amount of [\$1,000,000 that names the United States Government as an additional insured party for this event.

5. Private use of the project lands will not preempt public use of project recreational resources. A majority of project facilities will remain available to the general public.

6. Participation in or admission to view the event will be open to the general public without discrimination on the grounds of race, color, religion, national origin, sex, age or disability. Participation in the event may be limited to members of the sponsoring group provided that the group does not unlawfully discriminate against participation in the event on grounds of race, color, religion, national origin, sex, age or disability. Request for special events citing "special circumstances" for participation requiring gender or age discrimination must be accompanied by an exceedingly persuasive justification. This may be appropriate for activities such as contact sports and sports such as tennis, golf, or competitive swimming. Fishing tournaments do not qualify for discrimination based on gender. No "special circumstances" have been presented to justify discrimination for this event.

7. The government reserves the right to refuse, relocate or cancel any event at any time before or during the event as determined by the Operations Project Manager, without liability to the government or its employees.

8. The holder shall pay a non-refundable special event fee of \$75.00 for the issuance of this Special Use Permit.

10. In addition to the Special Use Permit fee, the holder and all participants shall pay all applicable recreation user fees and reservation fees normally charged at the facility. Reservation fees collected [] yes [] no. Amount \$_____.

11. The holder [] will [] will not reimburse the government for costs incurred which are specifically related to the special event, i.e., direct and indirect personnel costs, including salaries and fringe benefits; physical overhead; vehicle costs; and other indirect costs, including material and supply costs, utilities, travel and rents or imputed rents on land, buildings and equipment.
The amount of incurred costs \$_____.

12. Collection of participant fees in the amount of \$_____ [] (is) [] (is not) authorized for this event. For a non-profit event, collections that exceed the actual cost of the event will be collected by the USACE for legal disposal, unless such surplus proceeds are used for benefit to the project. The government reserves the right to audit the event holder's records.

13. The following vendors are authorized to operate in conjunction with this event:

Vendor operation is only allowed during the operational hours of the event and must cease at the conclusion of the event.

14. The holder shall not remove or disturb, cause or permit to be removed or disturbed, any historical, archeological, architectural, or other cultural artifacts, relics, remains, or objects of antiquity. In the event such items are discovered on the premises, the holder shall immediately notify the Operations Project Manager and protect the site and the material from further disturbance until clearance to proceed is received.

15. The holder will comply with all Federal, state, county and municipal local laws, ordinances and regulations. Other agency permits provided [] yes [] no.

16. This Special Use Permit is nontransferable.

17. Additional special conditions are attached, if checked here [].

I agree to abide by all terms and conditions of this Special Use Permit:

Event Holder

Date

Permit is hereby approved:

Operations Project Manager

Date

SPECIAL EVENT PERMIT – COST WORKSHEET
U.S. Army Corps of Engineers

Number: _____

The US Army Corps of Engineers shall provide support to this special event as follows:

A fee to recover costs associated with support of this event is assessed as follows:

Labor (effective rate)

Admin and Review	\$ _____ X _____ hours = \$ _____.
Ranger on Site	\$ _____ X _____ hours = \$ _____.
Post Event Inspection	\$ _____ X _____ hours = \$ _____.
Other _____	\$ _____ X _____ hours = \$ _____.

Vehicles \$ _____ X _____ miles = \$ _____.

Supplies

\$ _____ Total

Materials

\$ _____ Total

Utilities

Water \$ _____ X _____ unit = \$ _____.

Electricity \$ _____ X _____ unit = \$ _____.

Cleaning


\$ _____ Total

Mowing

\$ _____ Total

Other Service Costs:

Fee to recover costs: \$ _____


 <p>US Army Corps of Engineers®</p>	<p>ATTACHMENT K</p> <p>Program Integrity: Honor Vaults</p> <p>Project Operations</p> <p>USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

1. Honor system programs require diligent audit and quality assurance attention. Controls and methods shall be used to better ensure the integrity of honor system collections.

2. Honor Vaults. Honor Vaults using Self-Deposit Day User and Camping User Permit envelopes may be utilized in all fee areas to collect fees. Honor Vaults shall be double box/double lock systems with one key to remove the insert box and a separate key to gain access to the contents of the insert box. Combination locks shall not be used.

3. Honor Vault Key Control.


- a. An authorized person shall be designated Key Control Officer.
- b. The Key Control Officer may not be assigned any Use Fee Program keys (safes, honor vault, moneybags, etc.) under their control.
- c. Keys required to remove the Honor Vault insert box shall be checked out to the appropriate authorized fee collectors.
- d. Keys may also be issued to alternate personnel authorized to perform these duties when the primary is not available.
- e. Keys may not be duplicated or shared with non-authorized personnel.
- f. Lost keys shall be reported immediately to the Key Control Officer.
- g. A master list of issued keys shall be maintained by the Key Control Officer.
- h. The key required to gain access to the contents of the insert shall be issued to only persons authorized who are NOT issued a key that removes the insert box from the honor vault.
- i. Under no circumstances shall one individual possess or have access to the keys to both open and remove an insert box.
- j. Authorized personnel shall remove honor vault inserts and replace them with empty insert boxes.
- k. The inserts that have been removed shall be transported to the Project Office within the interior of a vehicle, or secured in the back of a vehicle. The vehicle will follow a varying pick-up schedule and will vary collection routes, which is coordinated with the Project Office.

 US Army Corps of Engineers®	ATTACHMENT K Program Integrity: Honor Vaults Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9	
---	--	--

1. The inserts shall be given to an authorized person, or placed in a lockable area inside the Project Office which has controlled access.

4. Additional Vault Security Measures:

- a. Duties shall be rotated to ensure that the same two employees are not routinely paired for fee collection activities.
- b. A single person shall not have complete and individual control of funds and related paperwork from collection through deposit.
- c. A local (numbering) system should be developed and implemented so that all inserts shall be individually, tracked, numbered and accounted for at all times.
- d. Honor Vault insert boxes shall be opened in a designated secure area and contents accounted for by two authorized fee collectors. This shall include an authorized government employee (Recreation Fee Cashier (RFC), Alternate Recreation Fee Collector (ARFC), authorized fee collector) and another authorized fee collector (e.g. authorized government fee collector, contract fee collector, volunteer fee collector, etc.). The insert box shall be opened and the contents shall be counted and verified by both parties. After the two persons have confirmed the amount and funds were properly transferred to the authorized RFC or ARFC, the authorized fee cashier (RFC or ARFC) is then responsible for safeguarding the funds. If accountability and transfer to the RFC or ARFC is not possible the unopened honor box insert shall be secured by the insert box collector in a safe, assigned to the insert box collector, until such time as funds can be transferred to the RFC or ARFC.
- e. Where dual accounting of collections is not possible, arrangements shall be made for an authorized person(s) from another Project to count the monies.
- f. Honor vault collection and remittance shall be documented and tracked to ensure accountability.
- g. Self-Deposit Day User and Camping User Permit envelopes that have the customer's name or vehicle license plate number written on them should be properly destroyed by shredding or incineration.


 <p>US Army Corps of Engineers®</p>	<p>ATTACHMENT K</p> <p>Program Integrity: Honor Vaults</p> <p>Project Operations</p> <p>USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

5. Compliance Inspection.

- a. Honor Vault Compliance Inspection. On a limited and random basis, the RFC, Key Control Officer or another person designated by the Operations Manager (in possession of the fee insert box key) shall accompany or meet the authorized person who has a key to the outer shells of park self-deposit vaults, in the park areas. The outer shell shall be opened by the key holder, and the Key Control Officer will verify that the double lock system is in compliance. In no case shall any one employee perform a compliance check in the park by accessing the outer shell and opening the inner insert of the self-deposit vault.
- b. Honor Vault Customer Payment Compliance. When conducting customer payment compliance inspections the procedures in Paragraph D-5 will be followed. However, the insert box will be opened in a secure location within the park to verify day use fee payment compliance. Upon completion of the compliance inspection all envelopes and monies will be returned into the insert box and secured in the vault.
- c. For all random honor vault inspections, the designated inspector is required to check the current key control master list to verify that no one person has been issued both the honor vault key and the insert box key for the vault being inspected. The designated authorized person shall also document the local number assigned to the vault and insert box as part of the random inspection.

6. The following controls are required by ER 37-1-30 to ensure the integrity of the honor vault fee collection program:

- a. Auditing Controls: ER 37-1-30 calls for “constant review and examination by internal audit staffs” and provisions for “policing the effectiveness of the prescribed procedures by those responsible for managing government resources,” for verifying that envelopes and funds are turned in for deposit.
- b. Fraud Reporting Requirements: Posted notices, written operating procedures, orientations, etc., should make it clear that it is the duty of employees to report matters of known, suspected, or alleged fraud to the appropriate authorities.
- c. Supervisory Control: Supervisors should be knowledgeable of fee collection operations and are required to develop and provide written operating procedures.

 US Army Corps of Engineers®	<p style="text-align: center;">ATTACHMENT K</p> <p style="text-align: center;">Program Integrity: Honor Vaults</p> <p style="text-align: center;">Project Operations</p> <p style="text-align: center;">USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
---	--	--

7. Self-Deposit Honor Vaults Specifications. It is recommended that honor vault shells be constructed of 5/16" steel, and that the inserts be constructed of 3/16" 6061 aluminum with a 1/4" stainless steel slide plate. It is recommended that honor vault bases be constructed in the following manner: Four 4" X 1 1/2" diameter bolts are set in a 1/8" thick, 10" X 10" steel plate, the plate is then attached to a 2' storm anchor that is set in the ground. A reinforced concrete slab is poured over the structure, leaving approximately 1.5" of threaded bolts above the slab. The Honor Vault is set on these bolts and secured in place, using a socket extension wrench. Honor vault insert deposit slots shall be equipped with anti-fish baffles. Honor vaults shall be located in a highly visible well-lighted areas, and when possible under a shelter.


 <p>US Army Corps of Engineers®</p>	<p align="center">ATTACHMENT L USACE Recreation Use Fee Program Standard Operating Procedure Project Operations USACE Guide for Implementation of EC 1130-2-550, Chapter 9</p>	
--	--	--

Table of Contents

- 1.0 [Purpose](#)
- 2.0 [Applicability](#)
- 3.0 [Distribution Statement](#)
- 4.0 [References](#)
- 5.0 [Definitions and Abbreviations](#)
- 6.0 [Responsibilities](#)
- 7.0 [Procedures](#)
- 8.0 [Inspections and Audits](#)
- 9.0 [Records](#)
- 10.0 [Physical Security](#)
- 11.0 [Training](#)
- 12.0 [Internal Control Process](#)
- 13.0 [Regulation Changes or Exceptions](#)

APPENDICES

[Appendix A](#) – Accountable Fee Property and Use Fee Tracking Spreadsheets

[Appendix B](#) – Audit and Internal Control Forms

LIST OF FIGURES

- Figure A-1 – Sample ENG FORM 6066 – Fee Collections for CEFMS
- Figure A-2 – Sample ENG FORM 6067 – Annual Day Use Passes
- Figure A-3 – Sample ENG FORM 6068 – Fee Collections for National Recreation Reservation Service (NRRS/Recreation.gov)
- Figure A-4 – Sample ENG FORM 6069 – User Fee Book Log
- Figure A-5 – Sample ENG FORM 6070 – Authorized Collectors Training Tracking Sheet
- Figure B-1 – Sample ENG FORM 6064 – Recreation Fee Cashier (RFC) and Alternate RFC (ARFC) Audit Form
- Figure B-2 – Sample ENG FORM 6065 – Authorized Collector (AC), Contract Gate Attendant (CGA), Volunteer Fee Collector (VFC), and Fee Collection Contract (FCC) Audit Form
- Figure B-3 – Sample ENG FORM 6071 – Internal Control/Quality Assurance (QA) Checklist

1.0 PURPOSE

This standard operating procedure (SOP) establishes policy and provides guidance to assist USACE Divisions and District in formulating, implementing and managing USACE Recreation Use Fee Program policy and procedures that establish accounting measures, control, and responsibilities for administering the Recreation Use Fee Program.

2.0 APPLICABILITY

This SOP applies to all organizational elements of the Headquarters, Divisions and Districts.

3.0 DISTRIBUTION STATEMENT

Approved for public release; distribution is unlimited.

4.0 REFERENCES

- DoD 7000.14-R, Department of Defense Financial Management Regulation, Volume 5, Chapter 3, Keeping and Safeguarding Public Funds, September 2012.
- AR 11-2, Managers' Internal Control Program, 4 January 2010, Rapid Action Revision (RAR), 26 March 2012.
- AR 25-400-2, Army Record of Information Management System (ARIMS), 20 October 2007.
- AR 190-51, Security of Unclassified Army Property (Sensitive and Nonsensitive), Appendix D, Keys, Locks, Locking Devices (including Hasps and Chains), and Protective Seals, 30 September 1993.
- ER 37-1-30, Financial Administration – Accounting and Reporting, Chapter 5, Accounts Receivable and Collections, Change 12, 30 June 2014.
- ER 1130-2-500, Partners and Support (Work Management Policies), Chapter 10, The Corps of Engineers Volunteer Program, 13 March 2013.
- ER 1130-2-550, Recreation Operations and Maintenance Policies, Chapter 9, Recreation Use Fees, Change 3, 15 August 2002.
- EP 1130-2-550, Recreation Operations and Maintenance Guidance and Procedures, Chapter 9, Recreation Use Fees, Change 3, 15 August 2002.
- National Recreation Reservation Service (NRRS) Operating Procedures Manual, 2014.
- CECW-ON, Recreation Policy Letter 98-04 – Bonding of Fee Collectors, 1 May 1998.
- QMS 140, USACE QMS Quality Records and Records Management, 22 Jan 2008.

5.0 DEFINITIONS AND ABBREVIATIONS

5.a AC – Authorized Collector. Government employees authorized to collect government receipts/monies on behalf of the federal government whereby all collections shall be turned over to the RFC/ARFC.

5.b Accountable Fee Property – Accountable forms used to collect user fees (ENG FORM 4839B-2, ENG FORM 4457)

5.c ARFC – Alternate Recreation Fee Cashier. Government employees designated to serve as the RFC in the absence of the regular RFC.

5.d Audit – Internal review conducted by Operations Division personnel to ensure proper handling and accountability of all accountable fee property and use fees.

5.e Authorized Persons – Government and non-government personnel authorized to count and verify federal funds, including RFC, ARFC, AC, CGA, VFC, and FCC.

5.f CEFMS – USACE Financial Management System.

5.g CGA – Contract Gate Attendant. Government contractor authorized to collect government receipts/monies on behalf of the federal government and properly remit to the USACE authorized F&A office, deliver funds to the RFC/ARFC, or transfer funds for collection to the FCC.

5.h CV – Collection Voucher.

5.i FAO – Finance and Accounting Officer.

5.j FCC – Fee Collection Contract. Contract which authorizes non-government employees to collect government receipts/monies on behalf of the federal government from CGAs and honor collection systems, for direct remittance to the RFC/ARFC, USACE Finance Center or NRRS Lockbox.

5.k Key Internal Controls – Controls that are absolutely essential for ensuring that key processes operate as intended and that resources are safeguarded from fraud, waste and misuse.

5.l NRRS – National Recreation Reservation Service.

5.m OPM – Operations Project Manager.

5.n RFC – Recreation Fee Cashier. Government employee designated to collect and receive government receipts/monies from rangers and contract/volunteer fee collectors, for the proper disposition of monies so received.

5.o ROV – Receiving Office Voucher.

5.p SOP – Standard Operating Procedure.

5.q UFC – USACE Finance Center.

5.r USACE – United States Army Corps of Engineers.

5.s VFC – Volunteer Fee Collector. Volunteer authorized to collect government receipts/monies on behalf of the federal government and properly remit to the USACE authorized F&A office, deliver funds to the RFC/ARFC, or transfer funds for collection to the FCC.

6.0 RESPONSIBILITIES

6.a Operations Project Manager (OPM) and Lake/Project Manager. The OPM and Lake/Project Manager are responsible for the implementation of this guidance, including ensuring all training, inspections and audits are conducted in accordance with this guidance, all discrepancies are documented and necessary corrective actions are taken, and reported to District Chief, Operations Division.

6.b Government Fee Collectors. The Recreation Fee Cashier (RFC), Alternate Recreation Fee Cashiers (ARFC), and Authorized Collector (AC) shall be designated in writing by the Finance and Accounting Officer (FAO) and records kept current at the lake office. RFCs and ARFCs shall:

(1) Receive collections on behalf of the Government for transmittal to the United States Army Corps of Engineers (USACE) Finance Center or National Recreation Reservation Service (NRRS) in accordance with NRRS and USACE Finance Center operating procedures.

(2) In accordance with ER 37-1-30, Chapter 5, Accounts Receivable and Collections, ensure fee collections are remitted no less than once a week, or at any time the amount collected reaches or exceeds \$5,000.

(3) Endorse each negotiable instrument immediately upon receipt in accordance with Paragraph 7.b., Transmittals of Collections.

(4) Secure collections which have not been transmitted to the USACE Finance Center or NRRS.

(5) Maintain necessary documentation to show accountability of all use fee collections.

(6) Record all accountable fee property and use fee collection/remittance documentation on the authorized USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069) to show accountability.

(7) Track fees from initial collection, through the auditing/accuracy checking process, and through the remittance process until the fees are deposited with the US Treasury. The RFC shall also correct errors and verify deposits have reconciled, and record evidence that the funds were deposited to the Treasury, whether remitted through CEFMS or the NRRS.

(8) Fees that do not make it to the lockbox or the Treasury that were sent by any means and are considered “Uncontrollably Lost” or are showing “Partially Reconciled” can be reconciled by contacting the Recreation One Stop Program Management Office (RPMO). The RPMO will provide assistance in reconciling the deposit. Cashier’s Checks and Money Orders shall have stop payment requests paid by local lake funds and the checks are to be reissued for deposit. Collection of personal checks that were “Uncontrollably Lost” shall be at the guidance of the RPMO, District POC and Lake/Project Manager.

6.c Non-Government Fee Collectors. Contract Gate Attendants (CGAs), Volunteer Fee Collectors (VFCs) and Fee Collection Contract (FCC) collectors are held accountable to the RFC and are guided by this SOP and referenced documentation. All CGAs, VFCs and FCC collectors may be authorized to collect and remit fees per the requirements of their contract or volunteer agreement in accordance with this SOP.

6.d Key Control Custodian. An authorized person shall be designated Key Control Custodian in accordance with IAW AR 190-51. At locations with honor vaults, the Key Control Custodian may not be the RFC/ARFC. At locations without honor vaults, it is recommended the Key Control Custodian not be assigned any Use Fee Program duties. Keys required to remove the Honor Vault insert box shall be checked out to the appropriate authorized persons only (i.e., RFC/ARFC, AC, CGA, VFC, FCC collector). Keys may also be issued to alternate personnel authorized to perform these duties when the primary is not available. Keys may not be duplicated or shared with non-authorized personnel. Lost keys shall be reported immediately to the RFC/ARFC and Lake/Project Manager. A master list of issued keys shall be maintained by the Lake/Project Manager.

6.e Accountable Fee Property. All accountable fee property shall be received, accepted, and assigned only by authorized personnel, using a DA FORM 410 or other appropriate receipt. Accountable fee property includes Day Use Annual Pass year stickers (ENG FORM 4839B-2), America the Beautiful Interagency Passes (Each ATB Pass has a serial number on the pass that must be recorded on ENG Form 4457 upon issuance of a pass) and User Fee Permit Book and Permits (ENG FORM 4457). The responsible government employee shall secure all accountable fee property in a safe or locked compartment inside a safe, accessible only by the responsible employee, until assigned to an Authorized Collector (AC), Contract Gate Attendant (CGA), Volunteer Fee Collector (VFC) or Fee Collection Contract (FCC) collector. The receipt, acceptance, and assignment of all accountable fee property shall be documented on the USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069) to ensure accountability. All form numbers listed in this section are subject to change.

6.f Receipts. A receipt shall be used to transfer all accountable fee property and government funds (Use Fees) between a RFC, ARFC, AC, CGA, VFC and FCC. All accountable fee property and government funds (Use Fees) shall be verified before they are transferred from one person to another. Funds and property shall only be transferred after both persons agree to the amount and property being transferred. Both persons shall sign the receipt and retain a copy of the transfer receipt and they will furnish a copy to the RFC for tracking documentation. Under no circumstances shall accountable property or government funds (Use fees) be received, accepted, assigned or transferred without a receipt. Receipts shall show the accountable fee property (Permit, Pass, serial numbers, etc.), use fee amounts being transferred, and the names of all persons involved. The exception is the Self-Deposit Day User Fee and Camping User Permit envelopes which may be provided without restriction (free for the taking) at authorized honor vault locations.

6.g User Fee Permit Book, America the Beautiful Interagency Passes (ATB) and USACE Annual Day Use Pass. User Fee Permit Books (ENG FORM 4457), America the Beautiful Interagency Passes (Each ATB Pass has a serial number on the pass that must be recorded on ENG Form 4457 upon issuance of a pass) and USACE Day Use Annual Pass yearly sticker books (ENG FORM 4839B-2) once issued may not be shared. Only the authorized person receiving the User Fee Permit books, USACE Annual Pass yearly sticker books (ENG FORM 4839B-2) and ATB Passes using a DA FORM 410 or other appropriate receipt may issue permits for the sale of USACE Annual Passes and sale/issuance of ATB Passes. User Fee Permit Book (ENG FORM 4457), USACE Annual Day Use Pass yearly sticker books (ENG FORM 4839B-2, and all ATB Passes are accountable and all sales/issuance are also accountable and must be documented and accounted for as outline in this operating procedure. All form numbers listed in this section are subject to change.

6.h Personal Change Fund. Use fees shall be kept secure and accountable at all times. 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 (personal change fund) as needed during use fee collection duties as specified in their respective fee collection contract.

7.0 PROCEDURE

7.a Collections and Accountable Fee Property. Use fees shall be collected using authorized use fee collection methods. Authorized use fee collection methods are: National Recreation Reservation Service (NRRS), approved Cash Registers, User Fee Permits (ENG FORM 4457), USACE Annual Passes, ATB Passes, and Honor Vaults using the Self-Deposit Day User Fee Permit (envelope). All form numbers listed in this section are subject to change.

(1) NRRS. The NRRS Field Reservation Program may be used to accept and process local recreation use fees for camping, day use, special use, special facility use fees and permits, and process future reservations for camping and group facilities in participating NRRS parks. Users at sites participating in the NRRS and using the NRRS Field Reservation Program shall follow the collection procedures in accordance with current NRRS operating procedures. In addition, all NRRS permits/receipts must be printed on two-part receipt type paper or two copies printed to provide the customer a copy and to provide the RFC an audit copy.

Access to the NRRS Field Reservation Program shall be restricted to authorized users (e.g., park rangers, contract gate attendants, bonded volunteers) with assigned passwords and security rights. Credit Cards are also accepted through the NRRS Field Reservation Program. When a credit card is processed, the customer must sign the signature block on the receipt. NRRS remittance documents shall be prepared, remitted, and reviewed using current NRRS operating procedures. Remittance documents shall be thoroughly reviewed by the authorized user prior to approval. Any modifications required must be completed and documented prior to approval. Three or more copies of the approved remittance document shall be printed to provide copies to the AC or FCC collector and RFC/ARFC.

The authorized user shall also be required to print detailed remittance summary reports, including available credit card reports, permit receipt reports, and voided payments reports, etc. for each remittance document to be included as part of the RFC's records. The authorized user shall submit all NRRS receipts, credit card receipts, vouchers, and permits to the RFC/ARFC or FCC.

The RFC shall record NRRS remittances on the authorized USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069) to ensure accountability. All form numbers listed in this section are subject to change.

(2) Cash Registers. Cash registers may be used to accept and process local recreation use fees and can be a fast and efficient method to help ease visitor congestion problems and promptly admit users into highly visited day use fee areas. Several different models of programmable cash registers are available. Cash registers shall maintain two tapes; one for the customer receipts and the other shall be used to record all transactions, customer receipts and remittances.

At the end of each fee collectors (AC, CGA, VFC) shift, the fee collector shall run the journal tape and balance with funds on hand. These fees shall be remitted in the appropriate manner specified in the operator contract. Fees collected using the cash register in NRRS parks must be input through NRRS Field Reservation Program as a Point of Sale (POS) item.

(3) User Fee Permits (ENG FORM 4457). User Fee Permit Books (ENG FORM 4457) shall be issued to the AC, CGA, or VFC by the RFC/ARFC with a DA FORM 410 or other appropriate receipt. The User Fee Permits (ENG FORM 4457) may be used to collect recreation use fees and shall be used when other forms of use fee collections methods are not available. Permits shall be completed by the AC, CGA, or VFC with the User Copy given to the customer. The Fiscal Copy and associated monies shall be turned over to the RFC/ARFC or FCC collector each time fees are collected. The Ranger Copy shall remain in the book until the book is completed and turned in to the RFC. The RFC/ARFC or FCC collector verifies that all permits listed are present, filled out correctly, and dollar amounts match those listed on each park remittance. Issued permits are reviewed to ensure correct listing by type (camping, annual pass, America the Beautiful Passes, day use group pavilion, etc.). The RFC/ARFC or FCC collector shall issue a receipt to the AC, CGA, or VFC upon collection, retain a personal copy, and furnish a copy to the RFC. Upon receipt, the RFC confirms totals and permit numbering series, then logs the information on the USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069). Both the User and Fiscal copies are required to void User Permits. The RFC reviews and validates all voids. Fiscal copies, voids, and completed books/permits shall be maintained at the Lake Office. All form numbers listed in this section are subject to change.

Partially used User Fee Permit Books may be reissued. If not reissued, all User Fee Permits that are not sold or voided from a partially used User Fee Book shall be voided. All full User Fee Permit Books returned or collected shall be reissued by the RFC and properly documented. Fees collected in NRRS parks using the ENG FORM 4457 forms shall be remitted through the NRRS Field Reservation Program as a Point of Sale (POS) item. Fees collected in non-NRRS parks using the ENG FORM 4457 forms shall be remitted to the USACE Finance Center. ENG FORM 4457 Permit Books, permits, and permit issue and remittance documentation shall be recorded on the authorized USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069) to ensure accountability. ENG FORM 4457 Permits shall be inventoried during routine audits using a standardized audit form and reconciled with the USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069) to ensure accountability. See Paragraph 8.b., Audits. All form numbers listed in this section are subject to change.

(4) USACE Annual Day Use Passes. At the discretion of the Lake/Project Manager, USACE Annual Day Use Passes including the hang tag, month stickers, and accountable year stickers (ENG FORM 4839B-2) may be issued to authorized persons (i.e., AC, CGA, and VFC) with a DA FORM 410 or other appropriate receipt. USACE Annual Day Use Passes shall be available to the public only at lake/project offices or other authorized locations. Authorized persons may utilize any authorized use fee collection method for the sale of USACE Annual Day Use Passes, i.e., NRRS Field Reservation Program or Cash Register. The issuance and sale of the USACE Annual Day Use Pass to the public shall comply with ER 1130-2-550 and EP 1130-2-550. All form numbers listed in this section are subject to change.

USACE Annual Day Use Pass issuance and remittance documentation shall be recorded on the authorized USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069) to ensure accountability. In addition, USACE Annual Day Use Passes shall be inventoried during routine audits using a standardized audit form and reconciled with the USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069) to validate accountability. See Paragraph 8.b., Audits. All form numbers listed in this section are subject to change.

Whenever a new USACE Annual Day Use Pass (year sticker) is sold, the issuing person is required to complete the corresponding receipt inside the yearly sticker book. A copy of this receipt shall be given to the purchaser if an authorized collection method is not being used to produce a customer receipt to show the sale and receipt of the pass. Since the USACE Annual Day Use Pass books have three receipt copies for each sticker, use of the ENG FORM 4457 Use

Fee Permits is not required when selling these passes and one of the USACE Annual Day Use Pass receipts shall be used as the receipt record. All form numbers listed in this section are subject to change.

When USACE Annual Day Use Pass funds are remitted, the remittance copy of the receipt for each USACE Annual Day Use Pass sold shall be collected and included with the remittance. Partially used Annual Day Use Pass books shall be re-issued as needed to other authorized persons. USACE Annual Day Use Passes that are not sold during the year of issue shall be documented as unsold on the USACE Accountable Fee Property and

Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069) to ensure accountability and stored on site for a minimum of six (6) years and 3 months for future audit purposes. All form numbers listed in this section are subject to change. All form numbers listed in this section are subject to change.

(5) ATB Passes (includes but is not limited to ATB Annual, Senior, Access, Military, Volunteer, and Every Kid in The Park). At the discretion of the Lake/Project Manager, ATB Passes including the hang tag and accountable ATB Passes (each pass has a serial number that when sold must be recorded on ENG FORM 4457) may be issued to authorized persons (i.e., AC, CGA, and VFC) with a DA FORM 410 or other appropriate receipt. ATB Passes shall be available to the public only at lake/project offices or other authorized locations. Authorized persons may utilize any authorized use fee collection method for the sale or issuance of ATB Passes, i.e., NRRS Field Reservation Program or Cash Register. The issuance and sale of the ATB Passes to the public shall comply with ER 1130-2-550 and EP 1130-2-550. All form numbers listed in this section are subject to change. Only ATB Senior and Annual Passes have a customer cost associated with their issuance. Access, Volunteer, Military and Every Kid in the Park Passes are free and issued to the customer once qualifications are verified.

ATB Pass issuance and remittance documentation shall be recorded on the authorized USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069) to ensure accountability. In addition, ATB Passes shall be inventoried during routine audits using a standardized audit form and reconciled with the USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069) to validate accountability. See Paragraph 8.b., Audits. All form numbers listed in this section are subject to change.

Whenever a new ATB Pass is sold or issued, the issuing person is required to complete ENG FORM 4457 and write the serial number located on the ATB pass being sold or issued on the ENG FORM 4457. A copy of this receipt shall be given to the purchaser if an authorized collection method is not being used to produce a customer receipt to show the sale and receipt of the pass. All form numbers listed in this section are subject to change.

When ATB Pass funds are remitted, the remittance copy of the receipt for each ATB Pass sold or issued shall be collected and included with the remittance. ATB Passes that are not sold or issued during the year of issue shall be documented as unsold/unissued on the USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069) to ensure accountability and stored on site for a minimum of six (6) years and 3 months for future audit purposes. All form numbers listed in this section are subject to change. All form numbers listed in this section are subject to change. (Only ATB Senior and Annual Passes have a customer cost associated with their issuance. Access, Military, Volunteer and Every Kid in the Park are free and issued to the customer once qualifications are verified.)

(6) Honor Vaults. Honor Vaults using Self-Deposit Day User and Camping User Permit envelopes may be utilized in all fee areas to collect fees. Honor Vaults shall be double box/double lock systems with one key to remove the insert box and a separate key to gain access to the contents of the insert box. Combination locks shall not be used. See Paragraph 10.c., Self-Deposit Honor Vaults, for recommended vault specifications.

(a) Honor Vault Key Control. The key required to gain access to the contents of the insert shall be issued to only authorized persons who are NOT issued a key that removes the insert box from the honor vault. Under no circumstances shall one individual possess or have access to the keys to both open and remove an insert box.

(b) Honor Vault Inserts. Authorized personnel shall pull honor vault inserts and replace them with empty insert boxes. The inserts that have been removed shall be transported to the Lake/Area Office within the interior of a vehicle, or secured in the back of a vehicle. The vehicle will follow a varying pick-up schedule and will vary collection routes, which is coordinated with the Lake/Area Office. 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.

(c) Honor Vault Collections. Honor Vault insert boxes shall be opened, and contents accounted for by an authorized government employee and another authorized person. One person must be an appointed government employee. The other person must be a government employee or an authorized non-government employee. The insert box shall be opened and the contents shall be counted and verified by both parties. After both parties have confirmed the amount and funds were properly transferred to the RFC/ARFC, the RFC/ARFC is then responsible for safeguarding the funds. If accountability and transfer are not done immediately, the 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.

For lakes or area offices with only one government employee authorized to receive government collections and no AC/CGA/VFC/FCC available to have dual accounting of collections, arrangements shall be made for an authorized person from another lake or area office to count the monies with the local authorized person in accordance with this SOP requiring two persons to count and confirm collections.

At the discretion of the Lake Manager, locked inserts from double locked boxes may be delivered by authorized collectors to the RFC or ARFC at the lake office and processed in accordance with this SOP.

Honor Vault collection and remittance documentation shall be recorded on the authorized USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069) to ensure accountability. Self-Deposit Day User and Camping User Permit envelopes that have the customer's name or vehicle license plate number written on them should be properly destroyed by shredding or incineration. All form numbers listed in this section are subject to change.

7.b Transmittal of Collections. All Use Fee collections shall be transmitted through one of two systems: NRRS Field Reservation Program or CEFMS/USACE Finance Center. Cash shall not be remitted/mailed. It is recommended that language be added to bids for the Contract Gate Attendants and Fee Collection Contract collectors requiring the contractor to purchase/provide their own money orders/certified checks for all cash collections and remittances.

(1) Remitting Fee Collections. In accordance with ER 37-1-30, Chapter 5, fee collectors shall make bank deposits no less than once a week, or at any time the amount collected reaches or exceeds \$5,000. In the event CEFMS is unavailable and recording the remittance of fees transaction is not possible at the same time of the deposit (i.e. year-end closing/database issues), fee collectors should notify the District Finance & Accounting Office and have them assist with the remittance transaction (i.e. provide a CEFMS password, notify them when the database issue is resolved) so the remittance can be recorded in CEFMS and mailed to the USACE Finance Center as soon as possible. This requirement pertains to each authorized collector.

Remittances shall be mailed from either inside U.S. Post Office facilities or from the lake/project office Monday through Friday, during normal business hours. Remittances shall not be placed in drop boxes located outside of U.S. Post Offices at any time. Remittances placed in the lake/project office mail box for pickup shall be placed in the mail box prior to the scheduled postal pickup for that day and monitored to verify pickup was made. If pickup is not made before the office closes, the remittance shall be removed from the mail box, stored in a secure location (safe), and mailed the following business day.

Remittances shall not be left overnight in the lake/project office mail box. If no cash or personal check collections have been made, a remittance is not required (i.e., credit card only or blank collection remittances are not required).

(2) NRRS. In accordance with the NRRS Operating Procedures, collections for those recreation sites that are participating in the NRRS shall be sent to the NRRS Lockbox. NRRS fund instruments shall be made payable or stamped on the "Payable To" line "NRRS" or "National Recreation Reservation Service" and stamped on the back "For Credit to the US Treasury". The NRRS Park ID and Deposit ID should be written on the lower left corner or "Memo" line of all personal checks, Traveler's Checks, money orders, and cashier's checks.

Cashier's check/money order, personal checks and Deposit Summary Report (DSR) shall be placed in an envelope ready to be mailed to the NRRS lock box. At the discretion of the Lake Managers, this envelope can be mailed directly to the NRRS lock box or it can be submitted to the Lake/Area Office for submittal to the NRRS lockbox. A copy of the DSR, cashier's check/money order, original receipts and log of personnel checks shall be submitted to the RFC within one week of remitting the monies.

At the discretion of the OPM or Lake/Project Manager, the envelope containing all of the required items for the NRRS lock box shall be taken to the Lake/Area Office by the gate attendant, Park Ranger or other authorized personnel who shall sign a log or a receipt for the envelope and then transport it to the Lake/Area Office. It is strongly recommended that a locking money bag be used for this transfer if a Park Ranger or other authorized personnel is transporting the funds to the office. Upon arrival at the office, the envelope or locking money bag shall be given to the RFC or placed in a drop vault to which only the RFC has key-controlled access.

NRRS remittance documentation shall be recorded on the authorized USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (USACEFORMS 6066, 6067, 6068 and 6069) to ensure accountability. All form numbers listed in this section are subject to change.

(3) CEFMS/USACE Finance Center. Funds not remitted through the NRRS Field Reservation Program shall be entered through CEFMS and remitted to the USACE Finance Center. CEFMS fund instruments shall be made payable or stamped on the "Payable To" line "F&A Officer, USACE, _____ District" and stamped on the back "For Deposit Only to Official Account of F&A Officer, USACE, _____ District."

CEFMS remittance documentation shall be recorded on the authorized USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069) to ensure accountability. All form numbers listed in this section are subject to change.

The RFC/ARFC shall enter collection/remittance data in CEFMS. Before committing the collection data in CEFMS, a calculation tape should be run to ensure that the dollar amount agrees with the CEFMS Receiving Office Voucher (ROV).

Checks and money orders, along with the calculation tape, should be attached to the UFC-DISB-1 form and submitted to the UFC. All information requested on the UFC-DISB-1 form is required by the UFC.

The CEFMS ROV number should be written on the lower left corner or "Memo" line of all personal checks, Traveler's Checks, money orders, and cashier's checks. This shall aid the UFC in processing returned checks for non-sufficient funds in CEFMS.

(4) Money Orders and Cashier's Checks. Lake/Project or Area Offices may use collections to purchase money orders or cashier's checks to remit use fees. The funds expended must be replaced from project O&M, General funds, at the end of each accounting period (month) to ensure gross collections are remitted to the U.S. Treasury. If this option is selected, offices may use collections to purchase money orders or cashier's checks to remit use fees. The funds expended must be replaced from project O&M, General funds, at the end of each accounting period (month) to ensure gross collections are remitted to the U.S. Treasury. If this option is selected, use the following procedures:

(a) Maintain a register for all money orders or cashier's checks purchased during the month. The register should include the date purchased, money order or cashier's check fee.

(b) Remit net collections (gross collections minus money order or cashier check fees) to the USACE Finance Center. Indicate on the CEFMS Receiving Office Voucher (ROV) the money order or cashier's check number. Record the difference between the gross and net collection amount on the worksheet.

(c) Create a Purchase Request and Commitment (PR&C), Obligation and Receiving Report charging O&M General (96X3123) for the total amount of fees paid as indicated on the worksheet. The obligation number should be established with the project office's seven-character organization code followed by a dash, then SRUFMOCC, (I.E., K5ROLEO-SRUFMOCC).

(d) Project Offices will create an ROV in CEFMS for the total amount recorded on the worksheet, citing 96X5007 as the collecting appropriation. Reference the month that the ROV covers on the description line, (i.e., money orders/cashier checks purchased for May, 2015 for SRUF cash collections).

(e) The worksheet along with the ROV number will be sent to the USACE Finance Center monthly. The Finance Center will input the invoice in CEFMS based upon the work sheet. When the check is disbursed, the Finance Center will collect the check against the ROV, then certify and deposit funds into the appropriate appropriation.

Contract fee collectors will be responsible for converting all cash into a money order or cashier check. Therefore, the Gate Attendant or Fee Collection Contract bids should include the cost of remitting Use Fee collections, and the contract Performance Work Statement (PWS) should also indicate responsibility for this cost falls on the contractor. Reference above (4)(e).

7.c Bonding.

(1) Prior to the contract start date, Contract Gate Attendants (CGAs), Volunteer Fee Collectors (VFCs), and Fee Collection Contract (FCC) collectors who will handle or collect Government Funds/Use Fees are required to be bonded and must purchase and provide the RFC with a copy of their Bond or provide an irrevocable letter of credit. The USACE policy for determining the amount of the bond or other authorized instrument is the greatest amount held at risk. Therefore, based on the requirement to deposit fees collected when they reach or exceed \$5,000, the amount of the bond or letter of credit should be 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). The bond amount will be determined by the Lake Manager for volunteers or as required in the Gate Attendant/Fee Collection Contract. Bond(s) for Gate Attendant or Fee Collection Contracts must cover all persons used to collect use fees.

(2) Bonds shall be maintained on file at the Lake/Project Office and reviewed prior to acceptance, to verify the following:

(a) Bonds shall be made payable to the U.S. Army Corps of Engineers, _____ District.

(b) Condition of the bond obligation covers the loss of Government Funds/Use Fees, collected by a Contract Gate Attendant (CGA), Fee Collection Contract (FCC) collector, or volunteer if stolen or embezzled by the CGA, FCC or volunteer. The bonds should also note that the contract gate attendant, fee collection contract collector or volunteer(s) are not a direct employee of the Government.

(c) Term of the bond is for a minimum of 60 days past the CGA's, FCC's or volunteer's contract/agreement effective date of termination.

(d) Condition in the bond requires the bonding company to notify the Corps of Engineers before the bond is modified, terminated or cancelled, prior to the original termination date.

(e) Government funds may be used to cover the cost of the security bonds for Volunteer Fee Collectors. Reference ER 1130-2-500, Chapter 10.

7.d Fee Collection Contract (FCC).

(1) A FCC may be used to collect fees from Contract Gate Attendants (CGAs), Volunteer Fee Collectors (VFCs), Honor Vaults, Authorized Collectors (ACs), or the Lake Office; prepare remittances; purchase Cashier's Checks; and remit funds to the NRRS or deliver them to the Lake Office for remittance. Such contracts must meet or exceed minimum standards set forth in the "Frequency of Remittances" paragraph, below.

(2) Frequency of Remittances. In accordance with ER 37-1-30, Chapter 5, collections shall be remitted no less than once a week, or at any time the amount collected reaches or exceeds \$5,000. Collections and/or funds on hand may exceed the \$5,000 limit provided that the amount collected is less than the value of the bond required in Paragraph 7.c., Bonding, and that the entire amount collected is properly remitted during the same business day it is collected. Language reflecting these requirements should be included in all future contracts for these services. If no cash or personal check collections have been made, a remittance is not required (i.e., credit card only collection remittances are not required).

7.e Contract Gate Attendant (CGA). Perhaps one of the most efficient, cost effective methods of collecting and remitting recreation use fees is by Contract Gate Attendant (CGA) and to have the CGA convert cash to Cashier's Checks, and personally deliver all monies and documentation to a designated person at the lake/project office according to an established schedule, as indicated in

their contract. However, this requires that the lake/project/area office have adequate staff to handle the funds, the receiving office and banks must be within close enough proximity to the parks so that cash can be converted to Cashier's Checks (or money orders in some circumstances) and the funds/ documentation can be delivered to the office in a timely, cost effective manner.

An alternate person must be available at the receiving office to accept and process the collections whenever the primary is unavailable. Such changes must be incorporated and detailed within the CGA contract. Lakes/areas with limited staff, multiple attendants, honor vaults or large physical size may not be able to routinely meet this schedule. Therefore, collections must be made more frequently (during the peak season), and the responsible office person must check and remit the funds quickly to meet the seven day limit.

The CGA may be contracted to directly transmit funds to the NRRS Lockbox and furnish a copy of the transmittal to the RFC, depending on Lake Office preference and contract specifications. NRRS transmittals must be tracked using the Fee Collections for National Recreation Reservation Service (NRRS) spreadsheet (ENG FORM 6068) or by running the NRRS Reconciliation Report a minimum of once per month. If a CGA is contracted to transmit remittances to the NRRS Lockbox, a Quality Assurance Surveillance Plan (QASP) needs to be included in the CGA's contract scope of work, which shall include written documentation tracking transmittal of all funds forwarded to the NRRS Lockbox. The specific schedule is established by the RFC. All form numbers listed in this section are subject to change.

In non-NRRS parks, collected funds must be transferred from the CGA to and verified by the RFC/ARFC for transmittal in CEFMS and remittance to the USACE Finance Center by the RFC/ARFC. CEFMS collections must be tracked using the Fee Collections for CEFMS spreadsheet (ENG FORM 6066). Note that significant accountability and control of the collections is lost with this method, and the RFC is ultimately responsible for tracking and accounting for all government funds until they are deposited with the U.S. Treasury. See Paragraph 6, Responsibilities. All form numbers listed in this section are subject to change.

7.f Volunteer Fee Collector (VFC). Volunteers may be authorized to sell permits and collect fees from the public at campgrounds, day-use facilities, visitor centers, administration offices and other locations where fee collection is normally performed as a government function. The VFC may also be required to directly transmit funds to the NRRS Lockbox and furnish a copy of the transmittal to the RFC, depending on Lake Office preference and Volunteer Agreement specifications.

The 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 also ensure that volunteers are properly trained and provided a security awareness briefing prior to assignment of fee collection responsibilities in accordance with ER 1130-2-550 and EP 1130-2-550, Chapter 9. Volunteer Fee Collectors must be bonded in accordance with Paragraph 7.c., Bonding.

7.g Criminal Background Investigations. All persons handling Government monies or accessing the Government computer system, including CGAs, FCCs, and VFCs, shall be subject to and pass a criminal background investigation to establish their reliability, trustworthiness, conduct and character. Criminal background investigations should also be 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. The background investigation must be conducted either prior to the contractor's start date or as soon as possible after the contractor's report date.

7.h Security Briefings. Security briefings shall be held with any new government personnel that plan to be involved with the Use Fee Program prior to that person's involvement with the program. A security briefing shall be conducted with the CGA, VFC, FCC, and any associated personnel during the pre-work conference or prior to new personnel involvement in the contract. The security briefing shall include, but is not limited to, the following subjects: Funds Security, Personnel Safety, Theft/Loss of Government Funds, Personal Responsibility, Reporting Procedures, Conflict of Interest, and Inspections/Audits. The briefings shall be conducted by the RFC or ARFC.

8.0 INSPECTIONS AND AUDITS

8.a Inspections. All remittances shall be reviewed by the RFC/ARFC for adjustments to ensure proper authorization/justification. Any person who suspects or has evidence of wrongdoing in any aspect of the User Fee Program should advise the Lake Manager and the OPM immediately so that an appropriate investigation may be initiated.

(1) Authorized Collectors (ACs), Contract Gate Attendants (CGAs), and Volunteer Fee Collectors (VFCs). The RFC/ARFC shall visit each gatehouse a minimum of once per week. During these visits, the RFC/ARFC shall routinely look for unusual or suspicious activity, unauthorized permits, unsecured funds, poor record keeping, etc. Campground status reports shall be routinely reviewed against actual site occupancy and spot checks of permits shall be performed when deemed necessary. Audits and inventories shall be conducted to ensure accountability of all accountable fee property and use fees in accordance with Paragraph 8.b., Audits.

(2) Fee Collection Contracts (FCCs). Reviews of use fee collection registers and associated records shall be conducted in accordance with the contract's Quality Assurance Surveillance Plan (QASP). These reviews include 100% inspection and periodic inspections.

(3) Honor Vaults. On a limited and random basis (but at least once every five (5) years), the RFC or the Key Control Officer (in possession of the fee insert box key) shall accompany or meet the authorized person who has a key to the outer shells of park self-deposit vaults in the park areas. The outer shell shall be opened by the key holder, and an on-site compliance inspection may be conducted. The inspection shall verify the double box/double lock key control policy is being enforced and that insert numbers match documentation and location. In no case shall any one employee perform a compliance check in the park by accessing the outer shell and opening the inner insert of the self-deposit vault. Results from the inspections should be reported as part of the annual audits. In addition, if key control weaknesses are discovered during an audit, the frequency of random or scheduled inspections should be increased.

8.b Audits. Audits shall be conducted as required below, using standardized audit forms (ENG FORMS 6064 and 6065), to ensure proper handling and accountability of all accountable fee property and use fees. Audits shall include the review of all appropriate accountable property and use fee records and documentation for accuracy, discrepancies, timeliness, and compliance with the reference use fee regulations and procedures. All accountable fee property and use fee records and documentations shall be reconciled with the USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069). Use fee records shall also be reviewed against the locally used fee collection system records, i.e., NRRS, ENG FORM 4457, Honor Vault, and appropriate Annual Pass records for accuracy and accountability. All form numbers listed in this section are subject to change.

(1) Random.

(a) The frequency of random audits is a management judgment; however, random audits must be conducted at least once every five (5) years outside of the scheduled quarterly, semiannual and annual reviews. When a weakness is found in a key internal control, the frequency of random audits should be increased to prevent the area of concern from becoming a significant deficiency or material weakness. Use ENG FORM 6064 or ENG FORM 6065 as appropriate for the fee collection component being audited.

(b) The RFC/ARFC or authorized person designated by the Lake Manager shall periodically conduct unannounced, random spot audits of Authorized Collectors (ACs), Contract Gate Attendants (CGAs), and Volunteer Fee Collectors (VFCs), as defined in paragraph 8.b.(1)(a), but at a minimum of twice during a contract period by the RFC/ARFC, Lake Manager, or OPM to ensure program compliance and consistency. All monies, records, and receipts in possession of the fee collector at the time of the audit shall be checked and balanced. The USACE Audit Form (ENG FORM 6065) shall be used to conduct the audit. All form numbers listed in this section are subject to change.

(c) Honor Vaults. For all random honor vault audits, the designated inspector is required to check the current key control master list to verify that no one person has been issued both the honor vault key and insert box key and check the documentation for vault and insert box numbering and assignment. It is recommended that random honor vault audits include conducting physical honor vault inspections to fully verify compliance with policy. The USACE Audit Form (ENG FORM 6064) shall be used to conduct the audit. ENG FORM 6064 also has additional questions regarding honor vault inspections. See paragraph 8.a.(3), Honor Vaults for more information. All form numbers listed in this section are subject to change.

(2) Quarterly. All Authorized Collectors (ACs), Contract Gate Attendants (CGAs), Volunteer Fee Collectors (VFCs), and Fee Collection Contract (FCC) collectors shall be audited quarterly by the RFC/ARFC, or authorized person designated by the Lake Manager. The USACE Audit Form (ENG FORM 6065) shall be used to conduct the audit. All form numbers listed in this section are subject to change.

(3) Semiannual. Recreation Fee Cashiers (RFCs) and Alternate Recreation Fee Cashiers (ARFCs) shall be audited semiannually by an authorized person designated by the Lake Manager. The USACE Audit Form (ENG FORM 6064) shall be used to conduct the audit. All form numbers listed in this section are subject to change.

(4) Annual. The entire lake/area Use Fee Program shall be audited annually by an authorized person from another lake/area office designated by the OPM, or by a person from the District Office. The USACE Audit Form (ENG FORM 6064) shall be used to conduct the audit. The annual audit shall also include review of historic park visitation data and dollar fee collections for inconsistencies. After the annual audit is completed, a report of findings shall be forwarded to the District Chief, Operations Division. All form numbers listed in this section are subject to change.

(5) Additional audits and criteria may be performed as deemed necessary by each Lake Office or at the request of the District Office.

(6) After each audit, including all random, quarterly, semiannual and annual audits, a report of findings shall be forwarded to the Lake/Project Manager and OPM.

9.0 RECORDS

The collecting Lake/Project Office RFC (office of record) shall retain all supporting documentation for the recreation use fee collections. All use fee records must be kept a minimum of six (6) years and 3 months at the Lake/Project Office after which they shall be destroyed by shredding or burning. Fee records include but are not limited to completed and voided User Fee Permits, User Fee Books, remittance registers, NRRS Field Reservation Program reports, Automated Fee Collection system receipts and records, completed receipts, unused annual passes, honor vault collection records, audit records, and accountable fee property receipts and records.

In addition to maintaining hard copies of these records, all accountable fee property and use fee collection/remittance documentation shall be maintained on the authorized USACE Accountable Fee Property and Use Fee Tracking Spreadsheets (ENG FORMS 6066, 6067, 6068 and 6069) to ensure accountability. This includes, but is not limited to, records to show the receipt, acceptance, assignment and destruction of accountable fee property and the collection and remittance of use fees. Records documenting when records are destroyed shall be kept a minimum of six (6) years at the Lake Office, after which they may be destroyed by shredding or burning. All form numbers listed in this section are subject to change.

All records will be filed in accordance with QMS140, USACE QMS Quality Records and Records Management.

10.0 PHYSICAL SECURITY

10.a Gate Houses. Where feasible, all gatehouses should be equipped with an alarm system and shall have lockable cash drawers for daily collections and necessary change and safes for secure storage. Window coverings, such as blinds or curtains, shall be installed on all windows so the window coverings can be closed while handling monies. All windows coverings shall be closed by the gate attendants when the park is not open, at night, or when the gatehouse is not occupied, to deter gatehouse break-ins.

10.b Safes. Safes must be in accordance with DoD 7000.14 - R, DoD FMR, Volume 5, Chapter 3, Keeping and Safeguarding Public Funds, based on the maximum amount of money to be stored and safeguarded.

(1) Gate House Safes. Each Authorized Collector (AC), Contract Gate Attendant (CGA), and Volunteer Fee Collector (VFC) shall have their own safe or locking module, so funds may not be commingled. Gatehouses shall be equipped with either a combination safe or key lock safe made of heavy gauge steel construction. Safe combinations and keys shall be issued to only the authorized person (i.e., AC, CGA, or VFC) assigned to that safe. The gate attendant contractor may be required to provide their own lock and key or set their own combination to their assigned safe within the gatehouse.

Each safe shall be located out of public view, and secured in place to prevent removal. All issued safe lock keys and safe combinations shall be recorded by location and serial number at the Lake Office and shall be maintained in a secure, locked safe compartment, accessible only by an authorized employee. All safe combinations or key locks must be changed each time there is a change of authorized persons assigned to use that safe, at the end of each contract period, and once every six (6) months. The AC, CGA and VFC are required to place all use fees within their assigned safe until such funds are remitted, collected by an RFC/ARFC, AC or FCC collector, or delivered to the Lake Office and turned over to an RFC/ARFC.

(2) Office Safes. Each RFC/ARFC and AC shall be assigned an individual combination lock safe module located within the main safe at the Lake Office. These safes must be large enough to handle all monies, annual day use passes, money orders, receipts, etc. No “community area” in office safes shall be used to store accountable use fee property or monies. All accountable fee property shall be received, accepted and assigned to an authorized government employee, usually the RFC, before further assignments are made.

The combinations of all safes and modular safes at the Lake/Project Office must be sent to the District Finance and Accounting Officer. The combinations of all office safes must be changed at least once every six (6) months and upon relief, transfer, separation, or discharge of the employee, contractor, or volunteer. Each AC, CGA, VFC and FCC collector required to bring monies to the Lake Office shall have their own safe and combination for use when an RFC/ARFC is not available to receive monies. The Lake/Project Office safe shall be located in a secure room out of public view. ACs, CGAs, VFCs and FCC collectors shall deposit all Use Fees they collect within their respective safe modules, where they remain until turned over to the RFC/ARFC.

10.c Self-Deposit Honor Vaults. It is recommended that honor vault shells be constructed of 5/16" steel, and that the inserts be constructed of 3/16" 6061 aluminum with a 1/4" stainless steel slide plate. It is recommended that honor vault bases be constructed in the following manner: Four 4" X 1 1/2" diameter bolts are set in a 1/8" thick, 10" X 10" steel plate, the plate is then attached to a 2' storm anchor that is set in the ground. A reinforced concrete slab is poured over the structure, leaving approximately 1.5" of threaded bolts above the slab. The honor vault is set on these bolts and secured in place, using a socket extension wrench. Honor vault insert deposit slots shall be equipped with anti-fish baffles. Honor vaults shall be located in a highly visible well-lighted areas, and when possible under a shelter. At no time shall the fee collector have in their possession a key to the insert and a key to the outer shell. Only one key may be in their possession at any given time.

10.d Locking Moneybags. Only the fee collector and the RFC or ARFC shall have a key to locking moneybags used to transport money to the Lake Office, and authorized personnel other than the RFC/ARFC shall transport moneybags to the Lake Office. The gate attendants shall always lock the moneybag before signing it out to authorized personnel for transport to the Lake Office. The RFC shall have a secured depository to which only they can access for “dropping” moneybags. This depository shall have a slot or other mechanism that serves as a one-way drop, large enough for moneybags or large envelopes containing fee money and receipts.

11.0 TRAINING

11.a All authorized collectors shall be provided copies of applicable use fee regulations including this SOP. In addition, all authorized collectors (RFC, ARFC, AC, CGA, FCC and VFC), shall receive initial mandatory training in their roles and responsibilities. The USACE Authorized Collectors Training Program will use the Authorized Collectors Training Tracking Sheet (ENG FORM 6070) to document training. This spreadsheet will be maintained by the Lake/Project Manager and made available during audits and other internal control reviews. All form numbers listed in this section are subject to change.

11.b Annual refresher training must be conducted for all authorized collectors (RFC, ARFC, AC, CGA, FCC and VFC), and documented on ENG FORM 6070. The refresher training shall include a review of the USACE Authorized Collectors Training Program and USACE ER 1130-2-550-1. Certain CEFMS roles required for an Authorized Collector position might require Fiscal Law training in addition to Authorized Collectors training. Authorized Collectors training focuses on safeguarding public monies whereas Fiscal Law training focuses on fiscal limitations (purpose, time, and amount). Therefore, Fiscal Law training cannot be used to substitute for Authorized

Collectors training. However, all roles granted in CEFMS must be kept current in accordance with local Resource Management Office policies and procedures. All form numbers listed in this section are subject to change.

12.0 INTERNAL CONTROL PROCESS

This SOP contains internal controls that will be reviewed during the Managers' Internal Control Program (MICP), scheduled Functional Staff Reviews, or other local internal control reviews. ENG FORM 6071 provides the Internal Control/Quality Assurance (QA) Checklist that will be used to evaluate key internal controls. All form numbers listed in this section are subject to change.

13.0 REGULATION CHANGES OR EXCEPTIONS

Any request for a change or exception to this SOP shall be submitted in writing through the District chain of command to the Division Commander, for review and approval. Only requests that are consistent with current applicable laws and regulations will be considered.

14.0 APPROVALS

Project Operations, USACE Recreation Use Fee Program SOP is approved for the USACE Quality Management System.

Position	Signature	Date
XXX X. XXX Quality Management Representative		
Edward E. Belk, Jr, PE Chief, Operations and Regulatory Division		

APPENDIX A

Accountable Fee Property and Use Fee Tracking Spreadsheets

1. Below is the List of Figures for current Accountable Fee Property and Use Fee Tracking Spreadsheets:

FIGURE	DESCRIPTION	PAGE
Figure A-1	Sample ENG FORM 6066 – Fee Collections for CEFMS.....	A-2
Figure A-2	Sample ENG FORM 6067 – Annual Day Use Passes	A-3
Figure A-3	Sample ENG FORM 6068 – Fee Collections for National Recreation Reservation Service (NRRS)	A-4
Figure A-4	Sample ENG FORM 6069 – User Fee Book Log.....	A-5
Figure A-5	Sample ENG FORM 6070 – Authorized Collectors Training Tracking Sheet	A-6

2. These are official Records Management forms. Use DD Form 67, Form Processing Action Request, to request any changes. All changes must be staffed and approved by the proponent for this SOP. Submit form to the USACE Records Manager for processing.

3. USACE Forms are maintained on the Publications and Forms site
<https://pubs.usace.army.mil/sitepages/USACE.aspx>

APPENDIX B

Audit and Internal Control Forms

1. Below is the List of Figures for current Recreation Use Fee Audit and Internal Control Forms:

FIGURE	DESCRIPTION	PAGE
Figure B-1	Sample ENG FORM 6064 – Recreation Fee Cashier (RFC) and Alternate RFC (ARFC) Audit Form.....	B-2
Figure B-2	Sample ENG FORM 6065 – Authorized Collector (AC), Contract Gate Attendant (CGA), Volunteer Fee Collector (VFC), and Fee Collection Contract (FCC) Audit Form.....	B-3
Figure B-3	Sample ENG FORM 6071 – Internal Control/Quality Assurance (QA) Checklist	B-5

2. These are official Records Management forms. Use DD Form 67, Form Processing Action Request, to request any changes. All changes must be staffed and approved by the proponent for this SOP. Submit form to the USACE Records Manager for processing.

3. USACE Forms are maintained on the Publications and Forms site
<https://pubs.usace.army.mil/sitepages/USACE.aspx>