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	Project Operations  RECREATION OPERATIONS AND MAINTENANCE GUIDANCE AND PROCEDURES	
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Project Operations  
RECREATION OPERATIONS AND MAINTENANCE  
GUIDANCE AND PROCEDURES

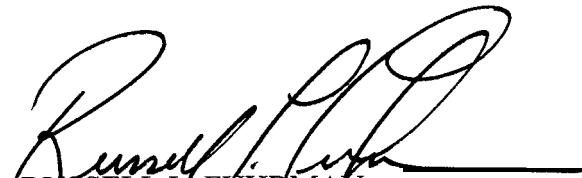
1. This Change 1 to EP 1130-2-550, 15 Nov 96, establishes guidance for the administration and management of the USACE Recreation Management Support Program.

2. Substitute the attached pages as shown below:

Chapter	Remove pages	Insert pages
Table of Contents	iii and iv	iii and iv
15		15-1 - 15-8

3. File this change sheet in front of the publication for reference purposes.

FOR THE COMMANDER:

  
RUSSELL L. FUHRMAN  
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Chief of Staff

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RECREATION OPERATIONS AND MAINTENANCE  
GUIDANCE AND PROCEDURES

1. This Change 2 to EP 1130-2-550, 15 Nov 96, establishes guidance for the Natural Resources Management Uniform Program.
2. Substitute the attached pages as shown below:

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Appendices	J-1 through J-3	none
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FOR THE COMMANDER:



ROBERT CREAR  
Colonel, Corps of Engineers  
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Project Operations  
RECREATION OPERATIONS AND MAINTENANCE  
GUIDANCE AND PROCEDURES

1. This Change 3 to EP 1130-2-550, 15 Nov 96, establishes guidance for the Recreation Use Fee Program.
2. Substitute the attached pages as shown below:

Chapter	Remove Pages	Insert Pages
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9	9-1 through 9-8	9-1 through 9-14
Appendices	M-1 through M-2 O-1 through O-2 Q-1 R-1 None None	M-1 through M-2 O-1 through O-2 Q-1 R-1 T-1 U-1

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FOR THE COMMANDER:

  
JOSEPH SCHROEDEL  
Colonel, Corps of Engineers  
Chief of Staff

CECW-ON

DEPARTMENT OF THE ARMY  
U.S. Army Corps of Engineers  
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Project Operations  
RECREATION OPERATIONS AND MAINTENANCE  
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## CHAPTER 1 - INTRODUCTION

1-1. Purpose. This chapter establishes guidance for the management of recreation programs and activities, and for the operation and maintenance of U.S. Army Corps of Engineers (USACE) recreation facilities and related structures, at civil works water resource projects and supplements ER 1130-2-510, Recreation Operations and Maintenance Policies.

1-2. Applicability. This guidance applies to all USACE commands having responsibility for civil works functions.

1-3. References. See Appendix A.

1-4. Glossary.

a. General Plan. The plan required, pursuant to the Fish and Wildlife Coordination Act (reference Appendix A, paragraph 5) for lands and waters where the fish and wildlife resources are to be developed and managed by another agency, and for authorized mitigation lands managed by the Corps. Plans will be approved jointly by the Secretary of the Army, the Secretary of the Interior, and the head of the State Fish and Wildlife agency. A General Plan is not necessary when operation and management of the project provides for fish and wildlife incidental to other Corps activities.

b. Interpretive Services. Communication and education processes provided to internal and external audiences, which support the accomplishment of Corps missions, tell the Corps story, and reveal the meanings of, and relationships between, natural, cultural, and created environments and their features.

c. Land Allocation. The identification and documentation of lands at Civil Works projects in accordance with the authorized purposes for which they were or are to be acquired. There are four primary land allocation categories applicable to Corps projects; (1) operations (i.e., flood control, hydropower, etc.), (2) recreation, (3) fish and wildlife, and (4) mitigation.

d. Land Classification. All lands are acquired for authorized project purposes and allocated for these uses. The classification process is a further distribution of project lands by management categories which, based upon resources available and public needs, will provide for full utilization while protecting project resources.

e. Master Plan. The document guiding the use and development of the natural and manmade resources of a given project or group of projects.

f. Official Use. Use by an employee, agent or designated representative of the Federal Government or one of its contractors in the course of his employment, agency, or representation.

g. Off-road Vehicle. Any motorized vehicle designed for or capable of cross-country travel on or immediately over land, water, sand, snow, ice, marsh, swampland, or other natural terrain; except that such term excludes (1) any registered motorboat, (2) any military, fire, ambulance or law enforcement vehicle when used for emergency purposes and (3) any vehicle whose use is authorized by the Commander, HQUSACE, or a properly designated representative, under a permit, lease, license or contract.

h. Operational Management Plan (OMP). A management action document that describes in detail how resource objectives and concepts prescribed in the master plan will be implemented and achieved. (See ER 1130-2-550, Chapter 3, Project Master Plans and Operational Management Plans).

i. Outreach Activities. Communication efforts involving interpretive programs that reach diverse populations such as students, teachers, organized groups such as Boy Scouts, Girl Scouts, 4-H, and the general public, beyond the physical boundaries of Corps projects and facilities.

j. Project. Water resource development lands and waters for which the Corps of Engineers has administrative responsibility.

k. Project Lands. Lands and waters administered by the Commander, HQUSACE, in connection with a Federal water resource development project.

l. Recreation Research and Demonstration Unit (RRDU). A project or specifically defined portion(s) of a project upon which baseline project, recreation user, and renewable natural resource data files will be established and periodically monitored and updated and upon which recreation resources research and demonstration projects will be conducted.

m. Recreation Use Monitoring Station (RUMS). A specific "Water Resource Development Project," such as a Corps constructed and maintained ocean jetty, a segment of a Corps maintained waterway, a Corps constructed harbor of refuge or a small craft harbor, upon which baseline project and recreation user data files will be established and periodically monitored to obtain valid information to assist Corps recreation related planning, policy, and maintenance activities.

n. Reevaluation. The review of an existing master plan by an interoffice/interdisciplinary team to determine if it requires supplementation or updating.

o. Resource Objectives (RO). Clearly written statements that are specific to a project, or group of projects. They specify the attainable options for resource development and/or management. They must be consistent with authorized project purposes, Federal laws and directives, regional needs, resource capabilities, and expressed public desires.

p. Supplement. An approved change to a master plan.

q. Update. A major revision of a master plan. The term "update" should not be used in the title of the new master plan. It is used in this regulation to distinguish between levels of change.

## CHAPTER 2 - RECREATION MANAGEMENT

2-1. Purpose. This chapter establishes guidance for the administration and management of USACE recreation programs and facilities at civil works water resource projects.

2-2. Background.

a. Programs and activities related to outdoor recreation have as their design base:

(1) the following mission statement:

" The Army Corps of Engineers is the steward of the lands and waters at Corps water resources projects. Its Natural Resources Management Mission is to manage and conserve those natural resources, consistent with ecosystem management principles, while providing quality public outdoor recreation experiences to serve the needs of present and future generations.

In all aspects of natural and cultural resources management, the Corps promotes awareness of environmental values and adheres to sound environmental stewardship, protection, compliance and restoration practices.

The Corps manages for long-term public access to, and use of, the natural resources in cooperation with other Federal, State, and local agencies as well as the private sector.

The Corps integrates the management of diverse natural resource components such as fish, wildlife, forests, wetlands, grasslands, soil, air, and water with the provision of public recreation opportunities. The Corps conserves natural resources and provides public recreation opportunities that contribute to the quality of American life."

(2) and, the following program objectives:

(a) To provide a quality outdoor recreation experience which includes an accessible, safe and healthful environment for a diverse population,

(b) To increase the level of self sufficiency for the Corps recreation program,

(c) To provide outdoor recreation opportunities on Corps of Engineers administered land and water on a sustained basis, and

(d) To optimize the use of leveraged resources to maintain and provide quality public experiences at Corps water resources projects.

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b. To accomplish the program objectives, the Corps manages land and water resources in cooperation with other Federal, state and local agencies, quasi-public organizations and the private sector supplemented by volunteers, contributions and challenge cost sharing programs.

2-3. Guidance - Operations and Maintenance.

a. Master plans and operational management plans will be developed in accordance with the guidance contained in Chapter 3 of ER 1130-2-550, Project Master Plans and Operational Management Plans.

b. Outdoor Recreation.

(1) General. Whenever possible, the Operations Project Manager will employ the following management measures to increase the public's opportunity for a high quality recreation experience:

(a) Based upon social and resource carrying capacity, establish and enforce maximum use limitations to prevent overcrowding or site deterioration.

(b) Reduce or eliminate use conflicts. Public day use activities should be separated from camping areas and Corps managed areas should be separated from outgranted areas.

(c) Establish a project wide cost effective program to rehabilitate recreational facilities whenever feasible to increase visitor satisfaction while reducing O&M costs. Consolidate areas and/or close and discontinue facilities that are under utilized.

(d) Implement other approved management measures to provide for recreational use of the project by all visitors, including persons with disabilities.

(e) Issue Special Events and Use Permits in accordance with Chapter 9 of ER 1130-2-550, Recreation Use Fees.

(f) Consider leasing areas for commercial concession or park and recreation purposes.

(g) Managers should establish a project wide cost effective program to rehabilitate recreational facilities whenever feasible to increase visitor safety and satisfaction while reducing O&M costs. O&M budget Feature Cost Codes 606.1 and 606.3 allow for justified levels of public health and safety at the least cost and Codes 629.1 and 629.9 allow for the insurance of public safety.

(2) Public Campgrounds. Normally the Corps or another public agency will provide and administer facilities for use by the camping public. Campgrounds may also be provided by commercial concessions.

(3) Camping is permitted only in those area designated in the Master Plan and such activity will be in accordance with 36 CFR 327 and Chapter 9 of ER 1130-2-550.

(4) Swimming Beaches. New swimming beaches should be developed and maintained under the guidelines of PL 89-72 and the criteria established in Appendix A of EM 1110-2-400. Existing beaches and concentrated swimming areas operated by the Corps will be maintained in a

physically safe and efficient manner in accordance with the stated EM. This will include maintaining appropriate gradient, beach nourishment, adequate buoys and proper signing.

(5) The following criteria should be used in the analysis of recreation areas highlighted to be considered for closure consolidation, or transfer to others to operate. Each review should include an analysis of the socioeconomic impact of the area upon the surrounding community. (This criteria was presented before the United States Congress in 1982 by the Commander, HQUSACE.)

- (a) A cost-per-visit analysis.
- (b) Area location and accessibility by a majority of the using public.
- (c) The area's percentage contribution to total project visitation.
- (d) Whether or not the closure of one area would benefit the more efficient use of adjoining areas.
- (e) Visitor, ranger and contractor safety.

c. Service Contracts.

(1) OMB Circular A-76. In accordance with OMB Circular A-76, when it has been determined that a function or service can be contracted, the full cost of contracting will be compared with the in-house cost. When contracting costs are lower than in-house costs by a specified margin, the Government will contract for the product or service.

(2) Operations Project Manager's Role. Operations project managers can serve, if designated by the District Commander, as the Contracting Officer's Representative (COR) when service contracts are found necessary. Other staff members may serve as the COR with proper recommendations and training.

d. Boundary Surveys and Marking. (See Chapter 2, paragraph 2-3.b of EP 1130-2-540)

e. Control or Access. Roads which are not maintained, outgranted or used by the Corps, or are not dedicated as public roads by the governmental entity, should be closed, obliterated and revegetated to blend with the natural environment.

f. Archeological, Historical and Cultural Resources. The protection of these resources is required by PL 86-523, and PL 89-665. Guidance is contained in Chapter 6 of ER 1130-2-540 for protecting these resources at completed projects not covered under ER 1105-2-100.

g. Outgranting of Lands. (See Chapter 2, para 2-3.c. of EP 1130-2-540.

2-4. Guidance - General.

a. Public Awareness. The following may be used as appropriate to increase public awareness and involvement:

(1) Submit for comment major plans or programs affecting public use of project lands and waters to the appropriate individual or officer of organizations such as Federal and state wildlife agencies, local conservation groups, sportsmen clubs, and lake associations.

(2) Inform the public of the Corps' natural resources management program through project initiated news releases, regularly published columns or articles, interpretive programs and visitor center activities. Guidance on interpretive services is contained in Chapter 4 of ER 1130-2-550. Visitor center guidance is in Chapter 5 of ER 1130-2-550.

(3) Involve local schools in Corps programs through the provision of speakers and use of project lands and facilities for class assignments.

(4) Project personnel involvement in community activities. Make maximum use of all means to keep the public informed of Corps services and activities.

(5) Establish and maintain working relationships with local private recreation industries, lake associations, conservation organizations, and professional societies and exchange views, speakers, exhibits and publications.

(6) Maintain communication through various means including public meetings or agency coordination meetings at all organizational levels. Keep congressional leaders and state and local government representatives apprised of impending policy changes or actions which may be controversial.

b. Health and Safety.

(1) General. EM 385-1-1, "Safety and Health Requirements Manual" and Engineer Regulations in the 385 series establish the safety program requirements for all Corps of Engineers activities and operations. It does not apply to concessionaires. Resource personnel should become familiar with these instructions to facilitate implementation and enforcement of those provisions applicable to all Corps personnel, contract personnel and the visiting public. Other measures that may be employed to maintain health and safety include, but are not limited to the following:

(a) The project safety officer should develop plans and programs to carry out the provisions of EM 385-1-1 and the Engineer Regulations in the 385 series.

(b) Safety education lectures should be given to government personnel by qualified instructors as required by EM 385-1-1.

(c) Resource management training courses and requirements should comply with Section 1 and 2 of EM 385-1-1.

(d) The project safety plan portion of the OMP should be used in program planning and operation.

(e) Project personnel may participate in and take advantage of programs offered by organizations such as the National Water Safety Congress, National Safe Boating Council, U.S. Coast Guard, Coast Guard Auxiliary, Power Squadrons, the American Red Cross, the National

Association of State Boating Law Administrator, and state conservation agencies. Guidance and assistance may be obtained from the district safety office.

(f) Safety equipment and materials such as first aid kits, search, rescue and recovery equipment, portable signs and barricades, communications equipment, vehicles, motor launches, and fire fighting equipment should be maintained at each project.

(g) Restricted areas, swimming areas, danger zones, and hazardous areas shall be properly marked with the appropriate buoys, markers, signs, or barricades which conform to the current Uniform State Waterway Marking System EP 310-1-6a&b, and the Manual on Uniform Traffic Control Devices for Streets and Highways (U.S. Dept of Transportation, Federal Highway Commission D6.1, 1978). Such devices will be placed and maintained to insure the public is adequately safeguarded against hazards. ENG LAB 2, For Your Safety (Buoys and Markers), may be used to assist in informing and educating the public about these devices. Tailwater areas and areas immediately above spillways and dams will be properly marked with signs, buoys, booms, or other markers. Signs, buoys, and markers will be installed in connection with powerhouses, fish ladders, locks, and outlet control structures. Project roads and boat launching ramps will be adequately signed, marked, or barricaded for proper use and protection of the visiting public.

(h) All facilities and equipment will comply with applicable Occupational Safety and Health Administration (OSHA) standards.

(3) Search, Rescue and Recovery. Body recovery missions should also be accomplished in coordination with the sheriff's department, state police or other local law enforcement agencies. Safety of personnel must be taken into consideration at all times. Proper equipment must be available at all times and personnel must be trained for this function if these activities are undertaken.

#### c. Personnel Requirements.

(1) Operations Project Managers. Except for specifically designated facilities such as some locks and powerhouses, the Operations Project Manager will be responsible for all aspects of operations, maintenance, and administration of a water resource development project and its natural and cultural resources. An operations project manager will be assigned to a new project shortly after the initiation of land acquisition. In addition to coordinating with the real estate element, the Operations Project Manager will be actively involved in coordination aspects of planning, design, construction, and other project activities.

(2) Professional Registration and Certification. Natural resources management personnel should be strongly encouraged to become registered in their professional field and actively participate in their state or professional society.

#### d. Training.

(1) In-house, in-service training, including HQUSACE sponsored courses, shall be conducted on subjects directly related to the Natural Resources Management Program.

(2) Operations Project Manager/Ranger Training Program. Each district should establish and maintain a formal Operations Project Manager/Ranger training program. As a minimum, the



training program should span 18 months and include assignments to the district office and one lake project.

(3) Conference and Seminars. Judicious management of attendance and participation in various professional conferences, seminars and training schools is necessary to obtain maximum benefits from minimum expenditures. The importance of staying abreast of current information and discussing issues of mutual interest with various local, state, and Federal government, and private sector representatives demands expenditure of some resources.

e. Inter-Agency Coordination. This coordination involves utilizing the expertise of other elements and other governmental agencies having collateral interests in parks, recreation, natural resources, law enforcement, and other matters which are of concern in proper management of the project. Coordination also involves ensuring that the operations view point is considered by other elements and these other agencies, when their actions will affect the operation and management of the projects. Cooperative agreements between the Corps and the Forest Service in accordance with the principles and procedures set forth in the 1964 Memorandum of Agreement between the Secretaries of the Army and Agriculture, will be entered into prior to impoundment to assure an effective management program for the project. Agreements with agencies of the Department of the Interior will be in accordance with the Memorandum of Agreement between the Secretaries of the Army and the Interior, dated 2 February 1973.

f. Signs.

(1) General. Project signs will conform to guidance given in EP 310-1-6a&b, Sign Standards Manual.

(2) Traffic Control. All traffic control signs will conform to the manual on Uniform Traffic Control Devices (D6.1 - 1978).

(3) Symbol Signs. The use of symbol signs should be maximized.

(4) Purchase of Signs. Section 4124 of Title 18 USC requires Federal agencies to purchase, at no more than fair market prices, prison made products when such products are available and meet the requirements of the agency. Therefore, unless the district has its own sign shop, the policy relative to the purchase of project signs is that such signs will be purchased from the Federal Prison Industries (FPI) unless the District Commander is notified by the FPI that it cannot provide the needed signs in a timely manner.

(5) Memorial Plaques. Memorial plaques may be provided at major projects where considered appropriate by the District Commander. A major project is defined for this purpose as one which costs \$10,000,000 or more.

(6) Design. A plaque may be placed in a conspicuous location on a major project structure or other appropriate location where it will be readily visible to the visiting public. Plaques will conform to design guidelines given in EP 310-1-6 and will show in the order listed, the following:

(a) Project name

(b) Engineer castle

- (c) U.S. Army
- (d) Corps of Engineers
- (e) District office
- (f) The following names:

Assistant Secretary of the Army (Civil Works)

Chief of Engineers

MSC Commander at the time of dedication

District Commander who contributed most toward construction

Project engineer in charge during the major portion of construction

- (g) Years during which the project was constructed.
- (8) Any deviation from the above listing will require approval of HQUSACE (CEIM-

IV).

## CHAPTER 3 - PROJECT MASTER PLANS AND OPERATIONAL MANAGEMENT PLANS

3-1. Purpose. This chapter establishes guidance for the preparation of master plans and operational management plans for USACE Civil Works projects.

3-2. Background.

a. The master plan (MP) is an essential element in fostering an efficient and cost-effective project for natural resources, recreational, and cultural management programs. The MP provides direction for project development and use and as such is a vital tool for the responsible stewardship of project resources for the benefit of present and future generations; and, the MP promotes the protection, conservation and enhancement of natural, cultural, and man-made resources.

b. The MP is the basic document guiding Corps of Engineers responsibilities pursuant to Federal laws (See Appendix B) to preserve, conserve, restore, maintain, manage, and develop the project lands, waters, and associated resources. The MP is a continuing and dynamic document, unlike the feasibility study and the general design memorandum which also plan for the development of resources. The MP is a planning document anticipating what could and should happen and is flexible based upon changing conditions. Design functions are handled in the feature design memorandums and in contract plans and specifications. The MP deals in concepts, not in details of design or administration. Detailed management and administration functions are handled in the operational management plan (OMP), which translates the concepts of the MP into operational terms.

c. Master plans are required for civil works projects and other fee-owned lands for which the Corps of Engineers has administrative responsibility for management of natural and manmade resources. Lands may be exempted from this requirement where there is no demonstrated need or opportunity to manage them. Master plans may be prepared for projects not managed by the Corps of Engineers, such as local protection projects, at the discretion of the MSC Commander.

d. Master Plan Goals. The primary goals of the MP are to prescribe an overall land and water management plan, resource objectives, and associated design and management concepts, which:

(1) Provide the best possible combination of responses to regional needs, resource capabilities and suitabilities, and expressed public interests and desires consistent with authorized project purposes;

(2) Contribute towards providing a high degree of recreation diversity within the region;

(3) Emphasize the particular qualities, characteristics, and potentials of the project;

(4) Exhibit consistency and compatibility with national objectives and other state and regional goals and programs.

e. Operational Management Plan. Following approval of the MP, preparation of the OMP for natural resources and park management will be initiated by the operations element.

The OMP shall be prepared as a separate document, and will outline in detail the specific operation and administration requirements for natural resources and park management, consistent with the approved MP.

3-3. Guidance.

a. A current, approved MP is necessary before any action can be taken which may restrict the range of future options. All actions by the Corps of Engineers and outgrantees must be consistent with the MP. Prior to facility construction, renovation, or consolidation, whether to be accomplished with O&M General, Construction General, or SRUF accounts, such activities must be included in an approved MP. These activities will not be included in budget submissions unless they are included in an approved MP. Exceptions for special situations may be granted prior to the approval of a MP following full coordination within the district. The resulting changes will be incorporated into the MP.

b. Scope of The Master Plan. The MP shall cover a single project or several projects depending on what is the best for management of the resources involved. The scope, content, and organization of MPs may vary considerably from project to project depending upon a number of factors including the complexity of the project, whether this is a new or updated MP, the particular needs of management personnel, innovations developed to improve utility, and other factors. The MP shall cover all resources, including but not limited to, fish and wildlife, vegetation, cultural, aesthetic, recreational, mineral, commercial, and outgranted lands, easements, and water.

c. Master Plan Preparation. The interoffice/ interdisciplinary team approach will be used for the development, reevaluation, and supplementation or updating of MPs. Teams should consist of representatives from Operations (including project personnel), Planning, Real Estate and/or other elements as appropriate. The team should also be interdisciplinary, as required by the National Environmental Policy Act, including representatives of various science and design disciplines depending upon the resources involved. Coordination with other agencies and the public shall be an integral part of the master planning process. The process shall be conducted in a manner which maximizes long-term cost effectiveness of the preparation, maintenance, and implementation.

d. Operational Management Plan Preparation. (See chapter 2, Appendix B of ER 1130-2-550 for policy guidance on preparation of OMPs.) If the MP is not scheduled for completion within one year, operations will proceed with development of the OMP. During OMP development or update, emphasis on achieving economy in planning, design, construction, and managing natural resources and recreation facilities should be considered. Economy and quality are to be given equal attention in the development of new recreation facilities.

(1) The following parts of the OMP will be prepared:

(a) Natural Resources Management

(b) Park Management

(2) Management strategies consistent with authorized project purposes, approved resource use objectives and land use designations will be established for each part. The OMP will be used as a working tool and will include funds, staffing and time frame required to

implement these strategies. As the OMP will be a working tool to be used in the overall management of the project, it should be in loose leaf format and if possible updated every five years. Approval of the OMP and its updates rests with the district commander. Portions of the plan (funding, staffing, and equipment needs) will be updated and submitted for approval to the district commander on a yearly basis. An OMP will be prepared and submitted for all projects. At projects with only small acreages managed by the Corps (i.e., a few hundred acres around the dam), the plan will be prepared in the same general format but on a limited basis commensurate with the degree of management possible. The OMP for outgranted areas will include the outgrantee's management plans for the area and how the management of the outgranted land supports the overall management objectives of the project.

(3) Part I. Natural Resources Management replaces the former Master Plan Appendices B (Forest/Range Management), C (Fire Control), and D (Fish and Wildlife Management). This part will be based on a total ecosystem or compartment approach to management of natural resources. Part I will include (a) compartment descriptions (b) management objectives and (c) implementation plans. When determining management objectives, overall project management objectives (including outgranted areas) should be considered and addressed in the plan. A basic outline to be used is presented as Table 3-1 on the following page.

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Table 3-1

I. Natural Resources Management

A. Long Term Objectives of Resource Management

B. Compartment Description

(1) Topography (slope, aspect, general soil type, etc.)

(2) Aquatic Resources (type, temperature, turbidity, etc.)

(3) Vegetation (species, size, density, etc.)

(4) Fish and Wildlife (species)

(5) Special Considerations or Problems (protected or rare/ unique habitat, rare and endangered species, national emphasis programs (e.g., watchable wildlife North American Waterfowl Management Program, and Neotropical Migratory Birds, etc.), pollution, forest fire control)

C. Management Objectives (for each compartment)

D. Implementation Plan (for each compartment)

(1) Management Techniques (to meet objectives)

(2) Five-Year Schedule (of management techniques to be applied)

(3) Annual Staffing and Equipment Needs

(4) Annual Costs

(5) Coordination (with other elements/agencies/the public)

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(4) Part II. Park Management will replace the former Master Plan Appendices A (Project Resource Management Plan), E (Project Safety Plan), and F (Lakeshore Management Plan). It will be composed of descriptions, management objectives and implementation plans for at least the following, as presented in Table 3-2 below.

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Table 3-2

II. Park Management

- A. Safety (employee, contractor and visitor)
  - B. Security
  - C. Visitor Assistance
  - D. Shoreline Management
  - E. Private Exclusive Use (existing approved regional plan may be inserted as is)
  - F. Outgrants (availability of lands, compliance inspections, etc.)
  - G. Maintenance
  - H. Recreation Use Fee Program
  - I. Interpretation
  - J. Cultural Resources
  - K. Project Sign Management Plan
  - L. Special Programs
  - M. Cooperation (with other agencies and/or special interest groups)
  - N. Five-Year Program (for park management)
  - O. Priority List (of annual programs with staffing and funding requirement)
- 

e. The above subjects must be included in all OMPs if these activities exist at the project. Specific formats and detailed guidance may be determined by the District Commander.

f. Strong consideration should also be given to holding an annual project meeting or open house as a way of providing the public with an opportunity to express their views on the management of the project. This public input can serve as a partial basis for the annual OMP update.

3-4. Master Planning Procedures and Requirements.

a. **Conceptual Framework.** The master planning process encompasses a series of interrelated and overlapping tasks involving the examination and analysis of past, present, and forecasted future environmental and socioeconomic conditions and trends. Within a generalized conceptual framework, the process focuses on three primary components: (1) regional or ecosystem needs, (2) project resource capabilities and suitabilities, and (3) expressed public

interests and desires. The MP shall ensure that economy and quality shall be given equal attention in the development of new recreation facilities.

b. Plan of Study. To ensure that a MP will be developed in an efficient and cost-effective manner, a plan of study will be formalized at the outset by the MP study team. As a minimum, the plan shall identify information needs and means for obtaining, study costs, schedules, tasks, district's quality control plan for the development of the master plan and responsibilities.

c. When to Prepare, Supplement, or Update a Master Plan.

(1) New Projects. Preparation of the MP will be initiated as soon as possible after approval of the general design memorandum (GDM) so that approved recreation and other feature developments will become available as the project becomes operational.

(2) Existing Projects.

(a) Reevaluation. Existing project MPs will be periodically reevaluated by an interoffice/interdisciplinary team to assess the extent to which the document serves its intended purpose. The reevaluation team should examine and assess the MP to determine if it is up-to-date, responsive to current and foreseeable regional needs, public interests and desires, communicates direction and intent, and is actually being used and followed by project management personnel.

(b) Supplementation. Master plans in need of only minor revisions and modifications will be supplemented to include corrected drawings as required. Supplements should be prepared as often as necessary to ensure that the MP continues to serve its intended purpose.

(c) Update. Master plans which no longer serve their purpose will be updated as soon as possible.

d. Coordination and Public Involvement.

(1) In-house. Draft MPs, supplements, and updates shall be coordinated with those elements which have responsibility for planning, design, development and/or management of the project.

(2) Interagency. Coordination with some agencies is required by law, executive order, or memoranda of agreement. Some of the common requirements are listed in Appendix C. Early and thorough coordination with other Federal, state, regional, and local agencies is encouraged. Master plans should be coordinated with a committed or most likely local sponsor for recreation or other aspects that require cost-sharing.

(3) Public. Coordination with the general public is required in some circumstances and can be very important in identifying resources and determining public needs and desires. Public involvement and coordination should be included in the plan of study (see para. 3-4.b). Consideration should be given not only to formal public meetings but to informal workshops, mailed brochures, and other techniques to achieve maximum coordination with a reasonable expenditure of time and funds.



(4) Congressional. Notification of congressional interests is an important part of public coordination and public involvement. They should be given early notification of formal and informal meetings related to the MP as well as the availability of draft and final MPs and other master planning documents.

e. Cost Effectiveness.

(1) The Master Plan. The master planning process will be implemented in a manner which maximizes cost effectiveness in the preparation and maintenance of MPs. Toward this end the MP should be concise and designed for easy preparation, supplementation, and update. Project field personnel, in addition to serving as team members, will be fully utilized for data collection and recommendations. Materials previously assembled for feasibility reports, environmental impact statement, the OMP or other documents will be used to the maximum extent possible to minimize effort and redundancy.

(2) The Master Plan Document. The finished MP will be a usable document. The text should be typewritten on 8 1/2 x 11" white paper, when feasible, with all maps, aerial photographs, or plates folded to the 8 1/2 x 11" size. The document will be assembled in a looseleaf format with the title on the front cover and the binding. Data, aerial photographs, maps, or other exhibits used in development of the MP should be available for development of the OMP. Pages and plates changed as a result of supplementation shall be marked with the date of the revision and distributed to all holders of the MP.

3-5. Master Plan Content. The following elements, at a minimum, will be included in each MP.

a. Introduction. Short introductory paragraphs or sections shall provide information on project authorization, land allocations, project purposes, purpose and scope of the master planning action, a project description, and a listing of prior and proposed design memorandums. A tabular listing of pertinent project information should be provided to assist in the evaluation of future decisions concerning management of project resources. Items which may be included in the project description, if applicable, are project location, climatological data, drainage area, water storage pools, hydropower facilities, main dam, spillways, outlet works, subimpoundments, lake regulation, project visitation, summary of recreation development, etc. A description of regional influences shall be provided, including a discussion of the relationship of the project to other projects and programs of other agencies.

b. Resource Objectives. Resource objectives are developed to guide future design, development and management of the resource base, natural and manmade, to obtain the greatest possible benefit through meeting the needs of the public and protecting and enhancing environmental quality. Resource objectives shall, at a minimum, consider authorized project purposes, applicable Federal laws and directives, regional needs, resource capabilities and expressed public desires.

c. Resource Analysis. Project resource analysis shall provide a review of natural resource data to determine the suitability of project lands and waters for significant natural resource related management activities. Inventories for development of MPs, through land satellite images or other means, should identify broad categories of natural features. The features will be further defined in the OMP process. The inventories may include forest or vegetative covers, rangelands, water, environmentally sensitive areas or species and cultural, historic or archeological conditions. Only a summary of resource suitability for potential uses will be

presented. Care should be taken not to violate public disclosure restrictions on archeological resources. The analysis shall provide sufficient detail to serve as the basis for subsequent land classification decisions and the development of resource objectives consistent with resource capabilities. The use of automated geographic information systems is encouraged to perform resource analysis and mapping tasks as a method of increasing efficiency and reducing long term costs.

d. Recreation Program Analysis. The evaluation of recreation on project land should consist of both an analysis of recreation use and an evaluation of the efficiency and effectiveness in which recreation opportunities are or will be provided. It is important that this analysis include both consumptive and non-consumptive use of the resources. The delineation of market area and the projection of future recreation use and facility requirements shall be based on an evaluation of historic and current use at existing projects. Areas of consideration to meet this objective may include consolidating small recreation areas, carrying capacity analysis of project lands and waters, and new technologies.

e. Public Involvement and Coordination. A summary of results from public meetings, workshops and other methods used to solicit input and the impacts on the resource objectives will be included.

f. Land Allocation. All lands will be allocated in accordance with the authorized purposes for which they were or are to be acquired. A project map delineating land according to land allocation will be provided. Land will be allocated into one of the following categories:

(1) Operations. Lands acquired in accordance with the authorizing documents for operation of the project, i.e., flood control, hydropower, navigation, water supply, etc.

(2) Recreation. Separable lands acquired in accordance with authorizing documents for public recreation.

(3) Fish and Wildlife. Separable land acquired in accordance with authorizing documents for fish and wildlife management.

(4) Mitigation. Land acquired or designated in accordance with authorizing documents to offset losses associated with development of the project.

g. Land Classification. Allocated project lands will be further classified to provide for development and resource management consistent with authorized project purposes and the provisions of NEPA and other Federal laws (see Appendix B). The classification process refines the land allocations to fully utilize project lands and must consider public desires, legislative authority, regional and project specific resource requirements and suitability. This allocated use takes precedent over any of the following classification categories. Agricultural or grazing use of project land is not a land classification but may be an interim or corollary use to meet management objectives. Land identified as potentially excess should be identified. Operational impact, environmental assessments and impact, cultural, historic, wetlands, and endangered species review are a part of the determination of excess process. If the property is recommended as excess by the district, a Report of Excess will be forwarded to the MSC commander for submission to HQUSACE for completion of a Determination of Excess, in accordance with ER 405-1-12, so that the area may be deleted from the master plan. A project map delineating land

according to classification categories shall be provided and supported by narrative. Land shall be classified into one of the following categories:

(1) Project Operations. In many cases the majority of lands (rim lands etc.) on Corps projects will be allocated to project operations. This classification category should include those lands required for the structure, operations center, office, maintenance compound and other areas that are used solely for project operations.

(2) Recreation. Land developed for intensive recreational activities by the visiting public, including developed recreation areas and areas for concession, resort, and quasi-public development. At new projects, recreation areas planned for initial development will be included in this classification. Future areas will be classified as multiple resource management until initiation of the development.

(3) Mitigation. This will only include land acquired or designated specifically for mitigation. Land classified in this category should be evaluated for consideration for lease or license to the Department of the Interior or the state.

(4) Environmental Sensitive Areas. Areas where scientific, ecological, cultural or aesthetic features have been identified. The identification of these areas on the map must be supported by narrative explaining the rationale for the classification. These areas, normally within one of the other classification categories, must be considered by management to ensure the sensitive areas are not adversely impacted. Normally limited or no development of public use is contemplated on land in this classification. No agricultural or grazing uses are permitted on this land.

(5) Multiple Resource Management. Lands managed for one or more of, but not limited to, these activities to the extent that they are compatible with the primary allocation(s). The activities should be fully explained in the narrative portion of the MP.

(a) Recreation - Low Density. Low density recreation activities such as hiking, primitive camping, wildlife observation, hunting, or similar low density recreational activities.

(b) Wildlife Management General. Fish and wildlife management activities. Lands in this sub-category shall be evaluated for consideration for lease or license to the Department of the Interior or the state or shall be designated for direct management by the Corps.

(c) Vegetative Management. Management activities for the protection and development of forest and vegetative cover.

(d) Inactive and/or Future Recreation Areas. Recreation areas planned for the future or that have been temporarily closed. These lands will be classified as multiple resource management in the interim.

(6) Easement lands. All lands for which the Corps holds an easement interest but not fee title. Planned use and management of easement lands will be in strict accordance with the terms and conditions of the easement estate acquired for the project.

h. Resource Plan. A brief description of resource characteristics and the rationale for the resource objectives will be provided for each classification category. In addition, site plans will be

provided identifying existing development at each area. Facilities proposed for development within five years will be described and a general cost estimate provided. A conceptual diagram identifying the general location of proposed facilities will also be provided. Planning and management problems related to current recreation development and use will be evaluated and recommendations made. A narrative description of future recreation development expected to occur beyond five years will be provided, and bubble diagrams identifying general locations without cost estimates will be included. A section should address alternative means for development of future recreation areas. It should include results of preliminary economic feasibility investigations to determine the appropriateness and potential for success of the alternatives identified.

i. Special Programs. Programs or situations not covered in other parts of the plan such as off-road vehicle use or feasibility studies for future concession developments may be identified and discussed.

### 3-6. Responsibilities.

a. Schedules. District commanders shall be responsible for ensuring that MPs and operational management plans are completed for all projects and for assuring that they are current. Master plans will be completed for all projects which do not have an approved MP or for which the MP is in need of revision within five years of the date of this regulation.

(1) Master plans will be reevaluated on a continuing basis to avoid costly future updates. Each MP shall be reviewed on a periodic basis, such as five years, and shall be revised as required.

(2) District 5-year schedules for MPs, supplements, and updates will be included in the annual update of the Natural Resource Management System which begins 1 December each year (ER 1130-2-550, Chapter 12). Each annual report will include the status of plans scheduled.

(3) Operational Management Plans will be prepared for each project within three years of the date of this regulation (where they do not already exist) and will be updated annually.

b. Approval. District commanders shall be responsible for approving MPs, supplements, updates and operational management plans. One copy of the approved document will be submitted to both the appropriate division and CDR, USACE (CECW-ON) WASH DC 20314-1000.

## CHAPTER 4 - INTERPRETIVE SERVICES AND OUTREACH PROGRAM

4-1. Purpose. This chapter, as well as EP 1130-2-434, Volumes 1-5, DI (Database Instructions), FS (Chittenden Award Fact Sheet), and JS (Job Standards), establish guidance for the operation of the USACE Interpretive Services and Outreach Program (ISOP) program at civil works water resource projects.

### 4-2. Guidance.

a. All Corps interpretive and outreach efforts should be based on the Freeman Tilden basic principles of effective interpretation as listed below. They include personal, as well as nonpersonal communication and educational activities in written, oral and audiovisual forms.

I. Any interpretation that does not somehow relate what is being displayed or described to something within the personality or experience of the visitor will be sterile.

II. Information, as such, is not Interpretation. Interpretation is revelation based upon information. But they are entirely different things. However, all interpretation includes information.

III. Interpretation is an art, which combines many arts, whether the materials presented are scientific, historical or architectural. Any art is in some degree teachable.

IV. The chief aim of interpretation is not instruction, but provocation.

V. Interpretation should aim to present a whole rather than a part, and must address itself to the whole (person) rather than any phase.

VI. Interpretation addressed to children (say, up to the age of twelve) should not be a dilution of the presentation to adults, but should follow a fundamentally different approach. To be at its best it will require a separate program.”

b. Interpretive programs should be entertaining but not be provided solely for the purpose of entertainment.

c. Suggested program scope and content guidance may be found in the ISOP Strategy and Goals (EP 1130-2-434, Volume 1) provided to all field elements. The interpretive strategy contains ideas to implement interpretive program goals identified herein.

d. While many programs and events take place on Corps sites, it is appropriate for Corps team members to provide interpretive programs outside the boundaries of Corps projects as part of each project's outreach efforts. Examples of appropriate programs include, but are not limited to, presentations at local schools, participation in fairs, parades, conservation events, and other agency or community-sponsored events.

e. It is appropriate for Corps team members to promote project missions through the ISOP.

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f. Cooperating associations provide an opportunity to expand visitor service and programming experience. (See ER and EP 1130-2-500, Chapter 9).

g. Coordination is essential between operation and public affairs and other functional elements with public communication responsibilities. Coordination is also encouraged between external agencies and concerned public interests.

h. A Corpswide emphasis theme for the Interpretive Services and Outreach Program will be developed periodically by CECW-ON. CECW-ON will periodically solicit theme suggestions from MSCs and will provide guidance to promote the theme throughout the Corps, as well as to visitors, schools and other audiences. CECW-ON will also suggest a list of sources for resource materials that complement and enhance each theme. Projects are encouraged to use these materials and participate fully in supporting the chosen theme as it relates to the Corps goals outlined in ER 1130-2-550, Chapter 4.

4-3. Hiram M. Chittenden Award for Interpretive Excellence. Nominations for the Hiram M. Chittenden Award for Interpretive Excellence will be made according to the criteria and submittal instructions found in an annual memorandum signed by the Director of Civil Works announcing the award.

4-4. Evaluation. Each project should evaluate its ISOP to assure consistency with ER 1130-2-550, Chapter 4. The program should be evaluated on an annual basis. Each district point of contact should ensure that their project programs are complementary and comprehensive.

4-5. Reporting Requirements. Limited upward reporting such as the number of visitors reached on site and through outreach programs will be included in the Natural Resource Management System (NRMS). See ER 1130-2-550, Chapter 12, Natural Resource Management System for additional information.

## CHAPTER 5 - VISITOR CENTER PROGRAM

5-1. Purpose. This chapter establishes guidance governing planning, development, management, and operation of USACE Visitor Center facilities at civil works water resource projects.

5-2. Program Goals and Objectives. Visitor Center operation is a necessary and integral part of total project management. The primary purpose of the Visitor Center program is to provide interpretive information to the visiting public about the Corps, its mission, the project and its facilities, visitor safety, and the geographic area where the project is located. Visitor Centers provide the information necessary to visitors for safe and enjoyable use of Corps facilities. Exhibits and other interpretive communications should be designed to stimulate interest and convey information. The interpretive objectives of visitor centers are to:

- a. Enhance the public's understanding of the multidimensional role of the Army and the Corps and their contributions to the Nation.
- b. Enhance the public's understanding of the purpose and operation of the project, its archeological, historic, man-made, natural, and cultural features.
- c. Develop public appreciation for the proper and safe use of project resources.
- d. Foster the spirit of personal stewardship of public lands.
- e. Orient the visitor to the project and its recreational opportunities.
- f. Aid project personnel in accomplishing management objectives.
- g. Reduce overall project operation and maintenance costs.

5-3. Guidance.

a. The Corps of Engineers is responsible for providing information to the visiting public at every project it operates through a Type A Regional Visitor Center, a Type B Project Visitor Center, or a Type C Visitor Information Center.

b. Project personnel manage and operate, or oversee contract operations of, Visitor Centers at water resource development projects. Visitor Centers educate and inform the public with regard to the history and mission of the Corps, its role in water resources development, the project, its purpose, benefits and costs. Visitor Centers are further operated to ensure the public is provided with the information necessary for the safe use and enjoyment of Corps projects.

c. Visitor Center Types. Visitor Centers are classified into three types based upon their authorization, size, facilities, and program scope. The basic objective of serving and informing the visiting public is common to all.

d. Maintenance. Corps facilities available to the public are subject to the highest standards of maintenance, both inside structures and on the surrounding grounds. This maintenance function may be performed either in-house or by contract personnel. These services should be scheduled for non-operational hours.

(1) All equipment used in Visitor Centers should be generic off-the-shelf products, selected for dependability, ease of maintenance, longevity and low operating costs.

(2) A contract or other type agreement should be negotiated for any equipment repairs beyond the skills of the staff. Backup equipment should be available to maintain display operations.

e. Security. Security features should be included in the Visitor Center. Many of these features may be passive in nature such as proper lighting, adequate locking systems and key control, unobstructed views of windows and entrance ways, and alarm systems. At many Visitor Centers, adjacent facilities such as powerhouses, may require restricted access which will be controlled by others. Additional security for these areas may be provided by the Park Ranger staff or contract law enforcement personnel.

f. Audio/Visual Equipment. When old equipment is replaced, or upgraded, and new displays are developed, every effort will be made to purchase generic, highly dependable, off-the-shelf equipment with low maintenance costs, that can be readily repaired or replaced. Audio/visual presentation equipment changes rapidly, making it necessary to purchase equipment that has the capability of being upgraded. New purchases should be coordinated through the District or MSC Information Management Office to ensure uniformity.

g. Development and Distribution of Brochures.

(1) Development and funding procedures must follow those established by the District and Division.

(2) All brochures must meet the guidelines provided in the Graphics Standards Manual (EP 310-1-6). Information that may become quickly outdated, such as hours of operation, special events, etc., should be in the form of inserts, or special handout materials. Each center should conduct a regular review of the effectiveness, accuracy, and relevance of each brochure.

h. Visitor Center and Exhibit Evaluations. The objective of the visitor center evaluation is to insure that exhibits, facilities, and procedures are in good condition and up-to-date. Specific evaluation procedures may be developed by the district.

(1) All Visitor Centers and exhibits will be reviewed at least once every five years by a district level review team. The review team will consist of one representative from each of the following Division office elements: public affairs, natural resources management, information management, engineering, and history (if available).

(2) The purpose of the review is to ensure that all facilities are safe and adequate, equipment is in operating condition, and that audio-visual presentations, photographs, taped messages, and other interpretive materials are accurate and up-to-date. The review team will forward their final inspection report to the District Commander who will determine what changes, if any, will be made. A copy of Regional Visitor Center evaluations will be provided to the MSC. A sample Visitor Center checklist is shown in Appendix C.

5-4. Planning Guidelines. The master plan or the supplement (if necessary) should address visitor center facilities and program requirements in general terms. The planning process for any



Visitor Center construction, or major rehabilitation of an existing facility will include the following components:

a. When major rehabilitation or construction is approved, the Visitor Center concept will be developed prior to the design memorandum. This will include a project visitation analysis, an analysis to determine the proper type of Visitor Center required, and the identification of the interpretive themes and objectives. The development of the concept stage of the Visitor Center will be accomplished substantially by the project staff with coordination and support of the other District elements. If contractors are used, the Corps will coordinate closely to ensure that the final product meets the objectives in paragraph 5-2. Conversion of existing project buildings to Type C Visitor Centers through the use of an in-house team of subject matter experts and construction experts is not considered to be major rehabilitation.

b. An interpretive prospectus for the Visitor Center will be prepared by either Corps or contract personnel. An interpretive theme(s) will be identified and developed, which describes the importance of specific resources, sites, or programs in relation to the project. These general statements then provide the basic subject matter for the development of interpretive objectives and storyline for the Visitor Center. The interpretive prospectus will include the following: a summary of the decisions reached during the concept process, the basic design criteria for the Visitor Center structure, site selection, site development, structural elements, interior treatment, and traffic flows. The prospectus will show the relationship between the concept decisions and the design.

c. In the case of major rehabilitation of either the Visitor Center building or exhibits, some of the design criteria in the interpretive prospectus may be negated by existing conditions. However, major rehabilitation may include site and/or building modifications, if they are integral to the new visitor center concept.

d. References found in Appendix A, contain additional information for the interpretive prospectus. If the prospectus is prepared by contract, Corps personnel will remain directly involved in the process in an advisory and review capacity. Sections of the prospectus dealing with the history of the Corps should be submitted to the Office of History, HQUSACE (CEHO) for review and authentication. Sections dealing with local and/or state history should be referred to the appropriate state or local agencies.

5-5. Visitor Center Design and Construction/Rehabilitation. A special design memorandum (ER 1110-2-400) will be completed for any new building construction, or major facility rehabilitation. The design memorandum will address site development, design rationale, architectural, electrical and mechanical specifications, and cost analysis.

a. The Visitor Center building design memorandum will be completed after the concept plan and concurrently with the interpretive prospectus to insure compatibility between the structural design and the exhibit design. The building should be designed to support and enhance the interpretive presentation. The design should provide flexibility to allow for future updating and modifications of content. Use of windows should be carefully controlled to permit effective use of lighting, efficient use of floor space and the use of a variety of exhibit techniques. The excessive use of windows will unnecessarily restrict interior development of the building. Energy efficient design principles and criteria will apply.

b. All Visitor Centers will be physically accessible for individuals with mobility impairments. All interpretive exhibits will be designed to be universally accessible.

c. Where feasible, consideration should be given to utilizing existing and desirable building designs from other projects, instead of initiating new designs. Plans and specifications are to be prepared for the Visitor Center/resource management office building and the interpretive displays. The designers should closely coordinate their work to assure compatibility from utility, spacial, and aesthetic stand points.

5-6. Cooperation with Other Agencies. It is in the best interest of the Corps to foster cooperation with Federal, state and local agencies, non-profit educational, or other interest groups and individuals in order to facilitate the operation of Visitor Centers. Agencies and groups such as the U.S. Coast Guard, U.S. Fish and Wildlife Service, National Park Service, U.S. Forest Service, state environmental agencies, local conservancies, non-profit groups, universities, historical societies, etc., possess experience, expertise, exhibits, time, and interest that may be used by the Visitor Centers to better inform and educate the public.

5-7. Cooperative Agreements.

a. Visitor Center Managers may consider the development and use of Cooperative Agreements. These Agreements are between nonprofit, tax-exempt corporations established for educational, scientific and/or interpretive purposes and the Corps, acting through the District Commander.

b. Cooperative Agreements are in the public interest and provide services, programs, activities, exhibits, or materials that aid the interpretation, historical, scientific, and educational activities of the Corps and the project. Cooperative Agreements provide a wide range of opportunities for community involvement; through memberships, publications, program and special activities resulting in mutual benefits for both the Corps and the non-profit corporation. A variety of Cooperative Agreements may be entered into to provide support for the Corps mission and its natural resource management program.

## CHAPTER 6 - VISITOR ASSISTANCE PROGRAM

6-1. Purpose. This chapter establishes guidance for assistance to visitors at USACE civil works water resource development projects.

6-2. Accountability.

a. The implementation of a visitor assistance program in accordance with Chapter 6 of ER 1130-2-550, under provision of Section 234 of the Flood Control Act of 1970, PL 91-611 (84 Stat. 1818), and this pamphlet will be a major element in job descriptions and shall be addressed in the performance standards for all district staff, operations project managers and rangers responsible for the direction or implementation of the program. Operations project managers are responsible for the review and, if necessary, the corrective action for the proper implementation of this regulation for each individual with citation authority with the procedures, criteria and guidelines contained in this pamphlet.

b. Each operations project manager shall have frequent, open discussions with park rangers and other team members to foster improved communications that will assist both in understanding this regulation and ensuring consistent local application of its policies.

6-3. Citation Guidelines/Authorization.

a. Personnel authorized to be granted Citation Authority will be issued ENG Form 5036-R, Certificate of Authority to Issue Citations. (See Appendix D.) To delegate civilian personnel of the Corps of Engineers to the authority to issue citations as provided by Section 234 of the Flood Control Act of 1970 (PL 91-611, 84 Stat. 1818), the MSC or District Commander must certify in writing that:

(1) The individual's principal duties relate to recreation or natural resource management, which may include, but not be limited to, duties as a ranger, manager, forester, wildlife or fisheries biologist, or environmental or biological specialist.

(2) The individual needs citation authority to perform official duties in the most efficient manner.

(3) The individual has the aptitude, temperament, personality, experience, and ability to exercise citation authority properly.

(4) The individual has been adequately trained in citation procedures.

c. If, after training, individual readiness to meet this criteria remains questionable, citation authority should be withheld or withdrawn.

d. Citation authority should be revoked when an individual fails to meet the provisions of this regulation. A division or district commander may cancel a certificate of authority whenever he/she considers it appropriate, without recitation of reason. Cancellation will be carried out by using ENG Form 5036-1-R, Cancellation of Certificate of Authority to Issue Citations. (See Appendix F.) The person named on the cancellation certificate shall thereafter have no authority to issue citations.

e. A record of citation authority will be maintained in the district office. A wallet-size citation authority card (ENG Form 4710) will be issued to, and carried by, the designee.

f. MSCs and districts will make at least a biennial analysis, by project, of citation data from the NRMS report. As a rule, the ratio of written warnings to violation notices should be consistent with the national average of 2/1 or higher. When the ratio is lower than 2/1, an analysis should be done to identify any reasons for variances or problems which may be occurring. A ratio of 3 warnings or more per violation is preferred.

g. Project analysis will include a review of ratios of citations to visitation and citations per ranger. Unjustified deviances should be corrected.

h. Written warnings will be prepared in duplicate on ENG Form 4381, Warning citation. Records of warning citations, either by computer entry or file copy, will be maintained for at least two years.

i. Violation Notices.

(1) Collateral forfeiture citations and mandatory appearance citations will be issued as warranted. DD Form 1805, Violation Notice, will be used for these purposes. Guidance on the use of this form is in AR 190-29.

(2) Liaison will be maintained with the Clerks of District courts and Central Violations Bureaus (CVB) to determine forfeiture schedules and to arrange administrative details to implement the provisions of PL 91-611 (84 Stat. 1818). Divisions and districts will make an effort to provide consistency in collateral forfeiture schedules between magistrate districts, Corps districts and, where possible, states.

(3) Liaison will be maintained with local US Magistrates and US Attorney's offices to make arrangements for court appearances and to handle other administrative details. Any specific procedures or instructions issued by local magistrates will be kept on file at project offices and an information copy forwarded to the district office.

(4) Collateral forfeiture, or payment by alleged violators in lieu of appearance, may be made according to the forfeiture schedule approved by the district court, thus terminating the proceedings against individuals. Corps personnel will not accept or agree to handle such payments. Payments of the scheduled amounts and the related citations are to be sent by the alleged violators in a preaddressed envelope furnished with DD Form 1805 to the appropriate location determined in advance by the CVB. In collateral forfeiture cases, the alleged violator should be advised that the payment must be mailed so as to be received by the appropriate office prior to, and therefore in lieu of, the required appearance date stated on the violation notice.

(5) In cases involving large value losses, such as timber harvesting on government lands or major destruction of government property, the US Attorney should be contacted according to District procedures prior to any action. These cases may be prosecuted as civil or criminal cases in order to recover losses incurred.

(6) Miranda warning is not required in the issuance of Title 36 citations.

(7) In all but unusual circumstances, personnel designated to issue citations will carry out their duties in uniform. Before taking action out of uniform, all of the following will first be considered:

(a) Personnel should summon the aid of a uniformed ranger or other law enforcement officer if possible.

(b) If information such as license numbers, boat numbers, or other identifying facts can be gathered without personal contact, this should be done. Determination can be made later as to the appropriate action.

(c) If the action to be taken in any way creates a threat to the ranger's safety, no action should be taken.

(d) Any action, including verbal warnings, should be taken only after proper identification has been presented, by displaying the badge, citation authority identification card or other appropriate means.

j. There are many alternative management techniques in addition to the issuance of citations that should be considered in the implementation of the Visitor Assistance program. A list of alternative management techniques is provided at Appendix G. Experience has proven these considerations effective in reducing visitor problems.

#### 6-4. Training.

a. HQUSACE Visitor Assistance, NRM, Course. MSC offices will ensure that all permanent, seasonal, and returning temporary personnel with need for citation authority attend the mandatory HQUSACE sponsored training within two years of hiring. The HQUSACE training is the minimum requirement for the authorization of citation authority. This course will provide the basic instruction necessary to carry out visitor assistance duties and will emphasize the history, philosophy, and techniques used in visitor assistance. During the first two years of employment, personnel will also be provided additional training by MSCs or districts to cover local and regional needs.

b. MSC or District Visitor Assistance Course. For personnel who are waiting to attend HQUSACE training and need citation authority immediately, a minimum of 40 hours of combined on-the-job and approved classroom training will be provided by the district or division before the individual will be allowed to enforce Title 36 (CFR). This training will cover philosophy, techniques, limits of Title 36 authority and specific local and regional needs to enable individuals to perform their duties. As a minimum, the core curricula found in Appendix E, along with on-the-job training which addresses special needs of the project, will be required. All employees who complete the 40-hour district or MSC course may be authorized to have citation authority for a maximum of two years with this training. This authority cannot be extended unless the individual attends the HQUSACE training course. District or MSC refresher courses cannot be substituted in lieu of the HQUSACE course. Districts must obtain formal HQUSACE CECW-ON approval of their curriculum as noted in Appendix E prior to conducting a Visitor Assistance Course. No temporary employee in the first summer of employment will be granted citation authority.

c. HQUSACE Visitor Assistance (Advance) Course. A HQUSACE sponsored training course for personnel with citation authority and those who manage and direct the Visitor Assistance Program is provided. Permanent personnel will attend the course as needed after attending the initial HQUSACE Visitor Assistance Course. This training provides an update on authority, policy, procedures and changes in the program. It is required for all Natural Resources Management personnel and, in particular, resource managers and district and MSC personnel.

d. MSC or District Refresher Training. Each MSC or district will provide visitor assistance and Title 36 refresher training to all district personnel with citation authority as needed. This training may be accomplished at ranger conferences or by other appropriate means. This training will review basic visitor assistance information, sharpen skills and techniques, or address special needs of the district.

e. Personal Protection Training. All personnel performing visitor assistance duties must receive a minimum of 24 hours of personal protection/unarmed self defense, situation evaluation and tactical communication training within two years of employment. This training can be obtained through HQUSACE-sponsored courses (where available) or locally-sponsored courses. Local courses must strictly adhere to Corps authority and policy and must be approved by HQUSACE prior to implementation. Instructors must be fully knowledgeable and supportive of the philosophy, objectives and authority limitations of the visitor assistance program.

f. Medical Training. Managers and supervisors will assure that individuals who perform Visitor Assistant duties are provided first aid, cardiopulmonary resuscitation, blood-borne pathogen and other appropriate health training, and offered preventative inoculations in order that they be qualified and protected to perform immediate, on-site emergency medical treatment to injured personnel and visitors. Employees shall receive the equivalent of Red Cross "Advance First Aid and Emergency Care" course. Increased first aid training up to Emergency Medical Technician Basic (EMT Basic) is authorized for a minimum number of selected permanent staff members at the discretion of the Operations Project Manager. Refresher medical training may be required to maintain certification.

g. Other Training. To complement visitor assistance training, permanent resource manager and ranger personnel shall receive, at the district or project level, training on defensive driving, cultural resource protection, historic property protection, water safety and boat licensing and operation. Where necessary, training in a second language other than English is highly recommended.

6-5. Liaison and Coordination. The support of the US Magistrate, US Attorney's Office, and local law enforcement agencies is imperative for an effective visitor assistance program.

a. Continuing coordination and liaison will be maintained with Federal, state and local law enforcement, fire and rescue agencies to provide maximum visitor assistance to the public. Annual or biannual coordination meetings, which include visits to projects and participation in training sessions by US Magistrates, US Attorneys and local law enforcement agencies, are encouraged to further enhance interagency cooperation. Liaison with state, county or local authorities should include regularly scheduled strategic planning meetings to develop mutual plans for monitoring visitor use at water resource development projects.

b. Formal and informal contacts will be made with these agencies to apprise them of the limited authority of the Corps and to help ensure protection of Corps personnel, visitors and

property at water resources projects. It must be emphasized to law enforcement agencies that this program does not relieve them of their statutory authority or their responsibility for enforcement of laws under their jurisdiction. Those agencies can only enforce those portions of Title 36 which are incorporated as part of their local statutes.

c. Maximum use of local law enforcement services will be made at areas which have a history of excessive violations and during those periods when rangers are not readily available. The use of local law enforcement services and cooperative agreements during hours of darkness will reduce the need for patrols by Corps personnel during this period.

d. Cooperative law enforcement agreements, as prescribed in Chapter 7 of ER 1130-2-550, Cooperative Agreements for Law Enforcement Services at Civil Works water resources projects will be used to the maximum extent practical.

e. Corps personnel may ride with, or allow local law enforcement personnel to ride with them, in unique cases to foster interagency cooperation. This will not be normal procedure and will be done only for short term situations and with specific approval of the Operations Project Manager. Each division or district should develop general procedures to promote consistency and establish accountability for these activities.

f. The primary responsibility for daily liaison at the local level rests with the resource manager; however, technical assistance will be available from appropriate district and division elements, i.e., Natural Resources Management, Provost Marshal or Security Manager, Counsel, and Safety.

6-6. Surveillance. The District Commander is responsible for insuring adequate order and discipline at Corps projects.

a. The purpose of surveillance is to observe activities and conditions on project lands and waters in order to assist the visitor and insure the protection of project resources.

b. Various methods of surveillance techniques such as foot, vehicle, fixed wing or helicopter aircraft should be used as appropriate to insure a balanced and complete prevention and early detection process. Adequate surveillance of project lands may require that specialized vehicles be available to the ranger staff including, but not limited to, four-wheel drive, bicycles or all-terrain-vehicles.

c. Personnel involved in surveillance will exercise discretion and attempt to avoid potentially hazardous situations. In potential or historic trouble areas, the use of two individuals per vehicle or dual patrols in close proximity with radio contact should be given maximum consideration. Employee safety will be a primary consideration in the conduct of these activities.

d. The scheduling of ranger personnel for surveillance duties will be consistent with staff, funds, and other resource limitations. Schedules should allow for surveillance during peak visitor use, especially during weekends and/or holidays. Night surveillance by rangers is a district option which may be considered, as necessary, to meet project and Corps objectives and provide adequate visitor security.

e. The use of computer data systems should be encouraged at projects to record citation information and facilitate the availability of information to aid in defining problem areas.

6-7. Vehicles and Vessels.

a. It is desirable that vehicles used by natural resources management personnel be readily identified by the visiting public. Therefore, as project vehicles are replaced, new vehicles acquired will be a solid light green color that closely matches Federal Color Paint Chip No. 14260. Marking of vehicles and vessels will be in accordance with ER 56-2-1 and EP 310-1-6.

b. Resource manager and ranger vehicles and vessels will be equipped with a fixed spot light on the driver's door. Vehicles may be equipped with a single removable warning light which is acceptable to the states in terms of color and placement. Lights mounted behind the grill, which are inconspicuous to the public when not in use, are authorized. Fixed roof or external grill-mounted warning lights are not authorized. Because the purpose of this equipment is for visitor assistance and not the enforcement of state/local laws, district offices will periodically review the use of these lights.

c. Project managers will equip vehicles with a public address system and warning siren. The equipment will not be visible to the public and will be used with discretion. Exceptions may be made for vessels depending upon the size and design of the hull.

d. All ranger and manager vehicles will be equipped, as a minimum, with first aid kits, fire extinguishers, blood-borne pathogen handling kits, rescue throw bags, binoculars, camera and flash light. All vessels will be equipped with the same equipment except that they will have US Coast Guard and state-required safety equipment, marine-use fire extinguishers and/or pumps. Districts and projects may identify and provide additional equipment for manager and ranger vehicles and vessels.

6-8. Communications.

a. Operations and project managers will provide reliable communication equipment in support of natural resources management activities. Authorized communication equipment may include: cellular phones and multiple frequency programmable scanning radios (fixed and hand held) with local/state law enforcement interface, state wildlife/boating officer interface, appropriate rescue/fire interface, weather channels, and separate frequencies for overlapping projects. Corps base stations may be located off project lands and local law enforcement agency base stations may be placed on Corps property, as necessary, to obtain reliable communications.

b. Operations project managers will determine the most reliable communication system for their project. However, if radios are selected over cellular phones, project managers will ensure that the base station is staffed continuously while personnel are on duty in the field. If continuous staffing is impossible, cellular phones should be provided.

c. Park attendants will be provided with either telephone or radio communication system to enhance both their safety as well as that of visitors. When warranted, park attendants may be issued portable radios.

d. The installation of public telephones at entrance stations, beaches, and other public use areas is encouraged to enhance visitor safety. Where feasible, telephones should permit the caller to contact the operator without depositing coins. A listing of appropriate emergency telephone numbers such as fire, medical, police, rescue, and Corps officials should be placed in recreation areas near the location of public telephones.



e. District commanders will ensure that surveys are conducted periodically to confirm that reliable communication equipment is available to personnel, is located in vehicles and vessels, and is in serviceable condition.

6-9. Juveniles. Juveniles can be cited for Title 36 violations. Each Magistrate may determine if he/she will hear cases against juveniles. The US Attorney for each district should contact the Magistrate for coordination on this matter. A "juvenile" is defined by 18 USC 5031 as a person who has not attained his/her eighteenth birthday. The US Attorney will be able to furnish the minimum age at which juveniles become accountable for their actions and may be cited for them.

6-10. Uncooperative Violators. If an individual is uncooperative and refuses to accept a citation, the citing official should not press the issue. The citing of violators will in all cases remain secondary to the safety of the public and Corps personnel. In difficult situations, citing officials should request the assistance from local county or state law enforcement agencies. Surveillance procedures (without personal contact) can be used for the purposes of identifying the alleged violator, such as recording the vehicle license plate number and description, taking photographs of the violation, and obtaining statements of witnesses. No magistrate can issue a summon or a warrant for arrest/appearance without sufficient evidence.

6-11. Appearance Before US Magistrate.

a. In addition to the normal citation procedures, the written complaint on the back of DD Form 1805 will be prepared and signed by the citing officer. Such complaints will set out the pertinent details of the offense and names of witnesses, if any.

b. Citing officials will appear before the US Magistrate along with witnesses who agree to appear. The Visitor Assistance course, discussions with the US Attorney and on-the-job training will include the proper procedures to be followed when making an appearance before a magistrate. Personnel will appear in court, dressed in complete uniform, at the preference of the US Attorney or the US Magistrate. Demeanor should be polite and conversation succinct, with fully descriptive answers given to questions.

c. In instances where alleged violators fail to appear as directed, the magistrate may cause a summons or warrant for arrest and appearance to be issued. Service of summons or warrants for arrest and appearance are the responsibility of the US Marshal. If the magistrate requests that a Corps representative serve a summons to a violator, the individual will respectfully decline as being an action outside the scope of his/her authority.

6-12. Issuance of Citations Off Project Lands. One of the following methods will be used when it is necessary to issue a citation off project lands:

a. By certified or registered mail.

b. Presented while in the company of a local law enforcement officer.

c. Delivered by, or in the company of, a Federal law enforcement officer.

d. Personally delivered by the citation official himself/herself. This should be done only when it has been determined that no personal danger exists and after specific approval of the resource manager has been received.

6-13. Legal Protection.

a. Federal law provides an immunity against lawsuits for employees acting within the scope of their employment. By virtue of this immunity, individuals who, in performing assigned duties, cause unintentional injury/harm to others are not considered personally liable. For this reason, lawsuits against individuals are rare. More frequent are claims filed against the US government as the entity responsible for the actions of subordinates while on duty. Claims against the Government are also seen as more lucrative than claims against individuals. Persons seeking a monetary judgement usually believe that the opportunity for payment is greater if the payee is the US Government.

b. Although lawsuits against individuals are rare, there are exceptions. An individual may be sued personally without the benefit of government mitigation when there is proof that he/she was:

- (1) acting beyond the scope of assigned duties;
- (2) intentionally causing harm to another by assault, battery, slander, etc.; or
- (3) violating another person's constitutional rights by making a false arrest or illegal search and/or a seizure of personal property.

6-14. Assault on Corps of Engineers Civilian Personnel.

a. If an assault occurs, the Corps individual should immediately attempt to remove himself/herself from the situation. If this is impossible, the individual should act to ensure personal safety and stop the assault, if possible. In no case, will Corps personnel go beyond the limits of what is absolutely necessary to establish and maintain control of the situation.

b. When an assault or other crime has occurred, several actions should be simultaneously initiated.

- (1) Seek and secure medical help for the victim(s) as needed.
- (2) Notify local or state law enforcement authorities immediately and request assistance as needed. Release all evidence to law enforcement officials upon their arrival to the incident scene.
- (3) Ensure the incident scene and any evidence are not disturbed until arrival of law enforcement authorities. Protecting the integrity of the scene may involve halting traffic or interrupting other activities through the incident scene.
- (4) Identify as thoroughly as possible all those involved in the incident as well as witnesses. Obtain name, license plate number and description of the assailant(s) and witnesses when possible.
- (5) Notify the supervisor of the victim immediately and request assistance, if appropriate. Victim's supervisor should promptly report the incident to the district Operations Chief who will notify the security and law enforcement office and the district Office of Counsel.

c. From this point, the action chain and all coordination will be handled by the security and law enforcement office who will contact the United States Army Criminal Investigation Command (USACIDC) and HQUSACE. The USACIDC will call the FBI, if necessary.

d. Office of Counsel will monitor the prosecution of any case.

6-15. Reports. Statistical data on issued citations will be reported in Natural Resource Management System as directed in ER 1130-2-550, Chapter 12. Serious Incident Reports, submitted on DD Form 173/1 for incidents including, but not limited to, death, major fires and natural disasters, should be forwarded through the district and MSC offices to HQUSACE CEPM, with copy furnished to CECW-ON.

6-16. Preventive Vaccination.

a. Permanent and temporary park rangers and other personnel with visitor assistance responsibilities have been determined to be at a reasonable risk of exposure to blood-borne pathogens and other infectious material and must be provided the following as a minimum:

(1) Hepatitis B Vaccination. Hepatitis B vaccination is a condition of employment and must be made evident during the announcement/recruitment process. Since current vaccination protocol for Hepatitis B requires three inoculations over a six month period, it is imperative that new temporary employees (i.e., summer help) receive their first shot as soon as possible following selection.

(2) Personal Protective Equipment. Appropriate personal protective equipment shall be provided at no cost to the employee. Equipment may consist of, but not be limited to, gloves, gowns, laboratory coats, face shields or masks, eye protection, mouthpieces, resuscitation bags, pocket masks or other ventilation devices.

(3) Training. Blood-borne pathogen training of USACE employees will comply with OSHA requirements.

b. Unvaccinated individuals that have rendered aid or otherwise may have possibly been exposed to blood or other potentially infectious materials, must receive Hepatitis B inoculations within 24 hours of possible exposure. Post-exposure Hepatitis B inoculations have been shown to be effective, but the relative efficacy varies with different exposure situations.

c. Appropriate Exposure/Post Exposure Plans shall be developed to address the above requirements. All exposures or potential exposures by either vaccinated or unvaccinated individuals must be reported to the district occupational health office and/or health unit as soon as possible.

## CHAPTER 7 - COOPERATIVE AGREEMENTS FOR LAW ENFORCEMENT SERVICES AT CIVIL WORKS WATER RESOURCE PROJECTS

7-1. Purpose. This chapter establishes guidance for the management of cooperative agreements for increased law enforcement services at USACE civil works water resource projects.

7-2. Background.

a. It is the policy of the Corps to provide, to the extent of its authorities, a safe and healthful environment for public use of lands and waters at civil works water resource development projects. To implement this policy and to augment the citation authorities granted to the Corps under Title 36 (CFR), Part 327, District Commanders, through the Secretary of the Army, have been delegated the authority to enter into cooperative agreements with states or their political subdivisions to obtain increased law enforcement services at civil works water resource projects to meet needs during peak visitation periods. Peak visitation periods are any periods during the year when visitation is sufficiently high to cause significant increase in risk to visitor welfare.

b. This pamphlet does not diminish or otherwise limit the existing law enforcement responsibilities of the state or local law enforcement agencies. However, non-Federal law enforcement personnel shall not be given Federal citation authority for enforcement of regulations contained in Title 36 (36 CFR 327). Enforcement of Title 36 regulations shall remain the responsibility of the Corps.

7-3. Guidance.

a. The cooperative agreement format in Appendix H must be executed and approved by the District Commander prior to the provision of supplemental law enforcement services.

b. The project manager will analyze the necessity for increased law enforcement. This involves a study of available data such as recreation use patterns, records on stolen or vandalized property, incident reports, reports of survey and local crime data. Empirical judgement of the project manager is important in evaluating the need for increased law enforcement but should not be the sole basis for initiating cooperative agreements. A summary of the analysis of need for increased law enforcement will be placed on file at the project office. When increased enforcement is deemed appropriate, the summary of the analysis will be used in preparing the plan of operation discussed in paragraph 7-3.e.

c. The Cooperator shall provide a copy of the Cooperator's basic daily log for the period during which the law enforcement services were rendered. Copies of these logs shall be compiled by the Cooperator and submitted to the Corps a minimum of once a month throughout the effective period of the current plan of operation.

d. An appropriate orientation program will be given by personnel of the Corps to all law enforcement personnel assigned to projects under cooperative agreements. The purpose of this orientation will be to familiarize the non-Federal law enforcement personnel with the policies and procedures of the Corps, and to familiarize personnel of the Corps with the functions and duties of the state or local law enforcement agency. The Corps shall reimburse the cooperator for the cost per man hour as set out in paragraph 7-3.e(3) for attending the orientation program.

e. A cooperative agreement shall include, as an attachment, a plan of operation for the provision of law enforcement services. The plan of operation shall be prepared jointly by the District Commander, or an authorized representative of the Commander and the Cooperator, and shall contain but not necessarily be limited to, the following information:

(1) Name and location of the project or projects and specific areas (recreation and others) that require increased law enforcement services.

(2) Description of the increased law enforcement services to be provided by the cooperator under the cooperative agreement. Identify the time-of-day, number of hours-per-day, number of days-per-week, number of patrols, officers per patrol, and effective starting and ending dates.

(3) Cost-per-man-hour for the provision of reimbursable law enforcement services, and the costs for operation and maintenance of such equipment as allocated for use under the cooperative agreement.

(4) Names of specific individuals within the Corps and the cooperating agency designated to serve as contacts during execution of the agreed to services.

(5) Description of the billing procedures to be used for the increased law enforcement services. The Cooperator shall provide, at a minimum, the total charges, the number of hours involved, and the starting and ending dates of the billing period.

(6) A limit on payments for law enforcement services that may be claimed by the Cooperator in each fiscal year.

f. The project manager will monitor the Cooperator's performance to assure compliance with the terms of the cooperative agreement, including the plan of operation. If appropriate and necessary, the project manager may use techniques such as radio contact or personal contact with the Cooperator and/or a watchman's clock to assure that the Cooperator fulfills patrol requirements specified in the agreement. Deficiencies in the Cooperator's performance will be documented and reported to the district commander or the designated representative of the commander.

7-4. Annual Report. Fiscal year data will be compiled and entered into the Natural Resource Management System (NRMS). The data will include the information defined in Appendix I. RCS: CECW-O-39(R2) applies.

## CHAPTER 8 - UNIFORMS FOR NATURAL RESOURCES MANAGEMENT PROGRAM STAFF

8-1. Purpose. This chapter establishes guidance for providing uniforms and specifies uniform wear requirements for Natural Resources Management (NRM) personnel. This Chapter supersedes the 15 November 1996 edition of EP 1130-2-550, Chapter 8 and Appendices J, K and L.

8-2. Guidance. Uniforms shall be worn in compliance with the standards prescribed in this pamphlet.

a. Authorized uniforms are specified in Tables 1 through 3. Uniforms will be worn in their entirety by wearing all prescribed items, including the badge if citation authority has been granted. Among the prescribed items, some articles of clothing, such as the duty jacket, overshell or windbreaker, may be omitted during mild climatic conditions. Unauthorized articles of clothing will not be added to uniform apparel. Substitutions or deviations from the uniform specifications prescribed in this regulation require prior approval of HQUSACE (CECW-ON).

b. Uniforms will be kept clean, wrinkle-free and neat. Ill fitting, faded, stained, torn, or otherwise unacceptable uniform items will not be worn. Any T-shirts worn shall be white and will not extend beyond the uniform shirtsleeve. All shirt buttons will be fastened except the collar button when a tie is not worn. Pockets will be buttoned and free of bulging objects. Trousers will be pressed with sharp creases.

c. Personnel authorized to wear the uniform will obtain all items required for their assigned position. When a change in uniform specification occurs, personnel may continue to utilize the previously prescribed items until replacement is necessary unless directed by CECW-ON.

d. Park/Resource/Lake Managers may establish standard uniform wear for climatic conditions. Managers may also decide to change an "optional" item (as listed in Tables 1a through 3) to a "required" item. They may not change a "required" item to an "optional" item nor may they supercede the requirement for wearing the Class B Duty uniform on a daily basis.

8-3. Uniform Class Designations.

a. CLASS B DUTY UNIFORM – DAILY WEAR. The Class B Duty Uniform is the prescribed uniform to be worn on a daily basis in accordance with Table 1a.

b. CLASS B DUTY UNIFORM – FORMAL WEAR. During the following formal duty situations, the Class B Uniform will be worn in accordance with Table 1b.

- Public presentations
- Interpretive programs, tours, visitor center operation
- Business, public, contract meetings
- Political contacts
- Media contacts
- Other situations as determined by the Park/Resource/Lake Manager

c. CLASS B DUTY UNIFORM – CEREMONIES AND COURT. During ceremonies and court appearances, the Class B Uniform will be worn in accordance with Table 1c.

d. CLASS B DUTY UNIFORM – MATERNITY. The Class B Maternity Uniform is authorized and may be worn on an optional basis. Uniform will be worn in accordance with Table 1d.

e. CLASS C WORK UNIFORM. The Class C Work Uniform will be worn in accordance with Table 2 only during special work situations, which are approved in advance on a case-by-case basis by the supervisor. The Class C Uniform will not be worn as the daily uniform.

f. CLASS D SPECIAL USE UNIFORM – The Class D Special Use Uniform is authorized and will be worn in accordance with Table 3 during boat, beach, or bike patrol or when presenting beach or boat interpretive programs when approved in advance on a case-by-case basis by the supervisor.

g. CLASS A DRESS UNIFORM. The Class A Dress Uniform is no longer an authorized uniform and will not be worn.

8-4 UNIFORM DESCRIPTIONS -- The following paragraphs and tables describe each approved uniform item, how it should be worn and the authorized procurement process and source. Substitutions will not be permitted.

a. Badge. The official Corps of Engineers badge is authorized only for those persons having citation authority as prescribed in ER 1130-2-550, Chapter 6. The badge will be worn above the left pocket of the shirt or corresponding location on outerwear. The badge will be worn only with the Class B, C or D uniform. The District Commander may authorize the badge to be carried on the person in a holder provided for that purpose. Badges will be centrally procured from CECW-ON. For national or local periods of mourning, the Chief of Operations may authorize when, and for how long, employees may wear a 1/2" wide black elastic band horizontally over the center of the badge.

b. Nameplates. The nameplate will be worn on all Class B, C and D uniforms, centered above the right shirt pocket with the bottom of the nameplate flush with the top of the pocket seam or corresponding location on outerwear. Uniformed NRM employees must obtain nameplates from the approved uniform contractor, either through local procurement procedures or from their uniform allowance. Non-uniformed Corps employees desiring or requiring identification may procure a nameplate from the approved contractor through local procurement procedures.

c. NRM Shoulder Patch. The shoulder patch will be worn on the left sleeve of duty uniform shirts and outerwear. The patch will be securely sewn in the center of the sleeve with the top edge 1" below the shoulder seam so that the base of the patch is parallel with the ground when the arm is relaxed at the side. CECW-ON will procure patches for use on all authorized uniform components.

d. Pin. The employee has the option of wearing a single pin centered on either the left shirt collar point, or the left coat lapel/collar. This pin may be either an American Flag (maximum size 3/4" square) or the Federal Length of Service pin. No other pin is authorized.

**Table 1a**

**ITEMS FOR CLASS B DUTY UNIFORM – DAILY WEAR**

<b><u>ITEM</u></b>	<b><u>REQUIRED?</u></b>	<b><u>SPECIAL RESTRICTIONS</u></b>	<b><u>CONTRACT ITEM?</u></b>
<b>HEADGEAR</b>			
Campaign Hat, Straw or Felt	Yes	Worn level Castle Emblem and Hat Band required	Yes
Chin Strap	Optional	None	Yes
Hat Band	Yes	Required with Campaign Hat with braid on wearers left	Yes
Hat Cover	Optional	None	Yes
Hat Castle Emblem	Yes	Worn on Campaign Hat, centered on front ½” above Hat Band, or on Fur Trooper Hat, centered on flap	Yes
Ball Cap, Twill or Mesh	Optional	Boat Patrol Only	Yes
Fur Trooper Cap	Optional	Castle Emblem required	Yes
Knit Ski Hat, Acrylic or Wool	Optional	As weather conditions require	Yes
<b>OUTERWEAR</b>			
Jacket, Duty	Optional	Worn with zipper closed and with tie	Yes
Parka, Waist/Hip Length	Optional	None	Yes
Hood, Insulated	Optional	With Parka only	Yes
Overshell Jacket	Optional	None	Yes
Hood, Uninsulated	Optional	With Overshell only	Yes
Rain/Wind Pants	Optional	None	Yes
Windbreaker	Optional	None	Yes
Jacket, Fleece	Optional	If worn as outerwear, badge and nameplate required	Yes
Vest	Optional	If worn as outerwear, badge and nameplate required	Yes
Raincoat	Optional	None	Yes
Sweater	Optional	If worn as outerwear, badge and nameplate required	Yes
<b>SHIRTS</b>			
Long Sleeve, Duty	Yes	Worn tucked in Necktie Optional, unless worn with duty jacket Sleeves never rolled up in public	Yes
Short Sleeve, Duty	Yes	Worn tucked in Necktie required only when worn with duty jacket	Yes
Short Sleeve, Duty, Lightweight	Optional	Worn tucked in	Yes



<b>NECKTIE AND RETAINER</b>			
Clip-on or Four-in-hand	Optional	Not for wear with lightweight short sleeve shirt	Yes
Tie Tack or Tie Bar	Optional	Positioned near fourth button from top	Yes
Cross tie	Optional	Not for wear with lightweight short sleeve shirt Clip-on/Four-in-hand may be substituted	Yes
<b>TROUSER / SKIRT</b>			
Trouser, Cool/Warm Weather	Yes	Must be worn with belt	Yes
Trouser, Washable	Optional	Must be worn with belt	Yes
Skirt, Cool/Warm Weather	Optional	Worn 2" above to 2" below center of knee Worn with pumps or other appropriate footwear	Yes
<b>MISCELLANEOUS</b>			
Belt	Yes	Substitute buckles prohibited	Yes
Coveralls, Non-insulated	Optional	Work situations only	Yes
Coveralls/Bib Overalls, Insulated	Optional	Work situations only	Yes
Scarf	Optional	Solid black only	No**
Gloves	Optional	Solid black, plain only	No**
Badge	Yes	If authorized, required on shirts and All outerwear, except raincoat/coveralls	No***
Badge Mourning Band	Optional	When authorized, a ½" black elastic band worn horizontally over badge	No**
Pin	Optional	Worn centered on left shirt collar point, or centered on left coat lapel/collar	No**
Nameplate	Yes	Required on shirts and all outerwear, except raincoat/coveralls	Yes
<b>FOOTWEAR</b>			
Shoe/Boot/Pump, Polished Plain Toe	Yes	Black. May be safety footwear	No*
Socks & Hosiery	Yes	Socks – Solid black, plain only Hosiery – Neutral color, unpatterned	No**
Deck/Athletic Shoes	Optional	Black only. Beach/Bike/Boat Patrol	No*
Key: Optional - May be worn if warranted by conditions (i.e., cold weather). However, if such a garment is worn, it must be the authorized item.			
* Not a contract item but may be provided for by local purchase.			
** Not a contract item. Must be purchased separately.			
*** Controlled item distributed by District Office.			
Note: If an item is not listed, it is NOT authorized to be worn with the <b>Class B – Daily Wear Uniform</b>			

**Table 1b**

**ITEMS FOR CLASS B DUTY UNIFORM – FORMAL WEAR**

<b><u>ITEM</u></b>	<b><u>REQUIRED?</u></b>	<b><u>SPECIAL RESTRICTIONS</u></b>	<b><u>CONTRACT ITEM?</u></b>
<b>HEADGEAR</b>			
Campaign Hat, Straw or Felt	Yes	Worn level. Castle Emblem and Hat Band required	Yes
Chin Strap	Optional	None	Yes
Hat Band	Yes	Required with Campaign Hat with braid on wearers left	Yes
Hat Cover	Optional	None	Yes
Hat Castle Emblem	Yes	Worn on Campaign Hat, centered on front ½” above Hat Band, or on Fur Trooper Hat, centered on flap	Yes
Fur Trooper Cap	Optional	Castle Emblem required	Yes
<b>OUTERWEAR</b>			
Jacket, Duty	Optional	Worn with zipper closed and with tie	Yes
Parka, Waist/Hip Length	Optional	None	Yes
Hood, Insulated	Optional	With Parka only	Yes
Overshell Jacket	Optional	None	Yes
Hood, Uninsulated	Optional	With Overshell only	Yes
Rain/Wind Pants	Optional	None	Yes
Windbreaker	Optional	None	Yes
Jacket, Fleece	Optional	If worn as outerwear, badge and nameplate required	Yes
Vest	Optional	If worn as outerwear, badge and nameplate required	Yes
Raincoat	Optional	None	Yes
Sweater	Optional	If worn as outerwear, badge and nameplate required	Yes
<b>SHIRTS</b>			
Long Sleeve, Duty	Yes	Worn tucked in Necktie required Sleeves never rolled up in public	Yes
Short Sleeve, Duty	Yes	Worn tucked in Necktie required only with Duty Jacket	Yes
Short Sleeve, Duty, Lightweight	Optional	Worn tucked in	Yes
<b>NECKTIE AND RETAINER</b>			
Clip-on or Four-in-hand	Yes	Not for wear with lightweight short sleeve shirt	Yes
Tie Tack or Tie Bar	Yes	Positioned near fourth button from top	Yes
Cross tie	Yes	Not for wear with lightweight short sleeve shirt Clip-on/Four-in-hand may be substituted	Yes

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<b>TROUSER / SKIRT</b>			
Trouser, Cool/Warm Weather	Yes	Must be worn with belt	Yes
Trouser, Washable	Optional	Must be worn with belt	Yes
Skirt, Cool/Warm Weather	Optional	Worn 2" above to 2" below center of knee Worn with pumps or other appropriate footwear	Yes
<b>MISCELLANEOUS</b>			
Belt	Yes	Substitute buckles prohibited	Yes
Coveralls, Insulated/Non-insulated	Optional	For protective clothing purposes only	Yes
Scarf	Optional	Solid black only	No**
Gloves	Optional	Solid black, plain only	No**
Badge	Yes	If authorized, required on shirts and All outerwear, except raincoat/coveralls	No***
Badge Mourning Band	Optional	If authorized, 1/2" black elastic band worn horizontally over badge	No**
Pin	Optional	Worn centered on either left shirt collar point, or centered on left coat lapel/collar	No**
Nameplate	Yes	Required on shirts and all outerwear, except raincoat/coveralls	Yes
<b>FOOTWEAR</b>			
Shoe/Boot/Pump, Polished Plain Toe	Yes	Black May be safety footwear	No*
Socks & Hosiery	Yes	Socks - Solid black, plain only Hosiery - Neutral color, unpatterned	No**
Key: Optional - May be worn if warranted by conditions (i.e., cold weather). However, if such a garment is worn, it must be the authorized item.			
* Not a contract item but may be provided for by local purchase			
** Not a contract item. Must be purchased separately.			
*** Controlled item distributed by District Office			
Note: If an item is not listed, it is NOT authorized to be worn with the <b>Class B – Formal Wear Uniform</b>			

**Table 1c**

**ITEMS FOR CLASS B DUTY UNIFORM – CEREMONIES & COURT**

<b><u>ITEM</u></b>	<b><u>REQUIRED?</u></b>	<b><u>SPECIAL RESTRICTIONS</u></b>	<b><u>CONTRACT ITEM?</u></b>
<b>HEADGEAR</b>			
Campaign Hat, Straw or Felt	Yes	Worn level. Castle Emblem and Hat Band required	Yes
Chin Strap	Optional	None	Yes
Hat Band	Yes	Required with Campaign Hat with braid on wearers left	Yes
Hat Cover	Optional	None	Yes
Hat Castle Emblem	Yes	Worn on Campaign Hat, centered on front ½” above Hat Band, or on Fur Trooper Hat, centered on flap	Yes
Fur Trooper Cap	Optional	Castle Emblem required	Yes
<b>OUTERWEAR</b>			
Jacket, Duty	Yes	Worn with zipper closed and with tie	Yes
Parka, Waist/Hip Length	Optional	Worn over Duty Jacket only	Yes
Hood, Insulated	Optional	With Parka only	Yes
Overshell Jacket	Optional	Worn over Duty Jacket only	Yes
Hood, Uninsulated	Optional	With Overshell only	Yes
Rain/Wind Pants	Optional	None	Yes
Raincoat	Optional	Worn over Duty Jacket only	Yes
<b>SHIRTS</b>			
Long Sleeve, Duty	Yes	Worn tucked in Necktie Required Sleeves never rolled up in public	Yes
Short Sleeve, Duty	Yes	Worn tucked in Necktie Required	Yes
<b>NECKTIE AND RETAINER</b>			
Clip-on or Four-in-hand	Yes	Not for wear with lightweight short sleeve shirt	Yes
Tie Tack or Tie Bar	Yes	Positioned near fourth button from top	Yes
Cross tie	Yes	Not for wear with lightweight short sleeve shirt Clip-on/Four-in-hand may be substituted	Yes

<b>TROUSER / SKIRT</b>			
Trouser, Cool/Warm Weather	Yes	Must be worn with belt	Yes
Skirt, Cool/Warm Weather	Optional	Worn 2" above to 2" below center of knee Worn with pumps or other appropriate footwear.	Yes
<b>MISCELLANEOUS</b>			
Belt	Yes	Substitute buckles prohibited	Yes
Scarf	Optional	Solid black only	No**
Gloves	Optional	Solid black, plain only	No**
Badge	Yes	If authorized, required on shirts and All outerwear, except raincoat/coveralls	No***
Badge Mourning Band	Optional	If authorized, ½" black elastic band worn horizontally over badge	No**
Pin	Optional	Worn centered on either left shirt collar point, or centered on left coat lapel/collar	No**
Nameplate	Yes	Required on shirts and all outerwear, except raincoat/coveralls	Yes
<b>FOOTWEAR</b>			
Shoe/Boot/Pump, Polished Plain Toe	Yes	Black. May be safety footwear	No*
Socks & Hosiery	Yes	Socks – Solid black, plain only Hosiery – Neutral color, unpatterned	No**
Key: Optional - May be worn if warranted by conditions (i.e., cold weather). However, if such a garment is worn, it must be the authorized item.			
* Not a contract item but may be provided for by local purchase			
**Not a contract item. Must be purchased separately.			
*** Controlled item distributed by District Office.			
Note: If an item is not listed, it is NOT authorized to be worn with the <b>Class B – Ceremonies &amp; Court Uniform</b>			

**Table 1d**

**ITEMS FOR CLASS B MATERNITY UNIFORM**

<u>ITEM</u>	<u>REQUIRED?</u>	<u>SPECIAL RESTRICTIONS</u>	<u>CONTRACT ITEM?</u>
Maternity Top Maternity Jumper Maternity Trouser	Optional	If the contractor cannot provide maternity uniforms in a timely manner, civilian attire is authorized.	Yes
Key: Optional - May be worn if warranted by conditions. However, if such a garment is worn, it must be the authorized item.			

**Table 2**

**ITEMS FOR CLASS C WORK UNIFORM**

<u>ITEM</u>	<u>REQUIRED?</u>	<u>SPECIAL RESTRICTIONS</u>	<u>CONTRACT ITEM?</u>
<b>HEADGEAR</b>			
Ball Cap, Twill or Mesh	Optional	None	Yes
Fur Trooper Cap	Optional	Castle Emblem required centered on flap	Yes
Knit Ski Hat, Acrylic or Wool	Optional	None	Yes
<b>OUTERWEAR</b>			
Parka, Waist/Hip Length	Optional	None	Yes
Hood, Insulated	Optional	With Parka only	Yes
Overshell Jacket	Optional	None	Yes
Hood, Uninsulated	Optional	With Overshell only	Yes
Rain/Wind Pants	Optional	None	Yes
Windbreaker	Optional	None	Yes
Jacket, Fleece	Optional	As outerwear, badge & nameplate required	Yes
Vest	Optional	As outerwear, badge & nameplate required	Yes
Raincoat	Optional	None	Yes
Sweater	Optional	As outerwear, badge & nameplate required	Yes
<b>SHIRTS</b>			
Long Sleeve/Short Sleeve, Duty	Yes	Worn tucked in	Yes
Short Sleeve, Duty, Lightweight	Optional	Worn tucked in	Yes
<b>TROUSER</b>			
Trouser, Washable/Work Jeans	Yes	Must be worn with belt	Yes
<b>MISCELLANEOUS</b>			
Belt	Yes	Substitute buckles prohibited	Yes
Coveralls, Insulated/Non-Insulated	Optional	None	Yes
Scarf	Optional	Solid black only	No**
Work Gloves	Optional	None	No*
Badge	Yes	If authorized, required on shirts and all outerwear, except raincoat/coveralls	No***
Badge Mourning Bands	Optional	½" black band worn horizontally on badge	No**
Nameplate	Yes	Required on shirts and all outerwear Except raincoat/coveralls	Yes
<b>FOOTWEAR</b>			
Shoe/Boot, Polished Plain toe	Yes	Black. May be safety footwear	No*
Socks	Yes	Solid black, plain only	No**
Deck/Athletic Shoes	Optional	Black only. Beach/Bike/Boat Patrol	No*
Key: Optional – May be worn if warranted by conditions (i.e., cold weather). However, if such a garment is worn, it must be the authorized item. Note: If an item is not listed, it is NOT authorized to be worn with the <b>Class C Work Uniform</b> .			
* Not a contract item but may be provided for by local purchase      **Not a contract item. Must be purchased separately.			
***Controlled item distributed by District Office.			

**Table 3**

## ITEMS FOR CLASS D SPECIAL USE DUTY UNIFORM

<u>ITEM</u>	<u>REQUIRED?</u>	<u>SPECIAL RESTRICTIONS</u>	<u>CONTRACT ITEM?</u>
<b>HEADGEAR</b>			
Campaign Hat, Straw	Yes	Beach patrol and interpretive programs only. Castle Emblem required, centered on front, ½” above Hat Band. Hat Band required with braid on wearers left	Yes
Ball Cap, Twill or Mesh	Yes	Boat Patrol Only	Yes
Bicycle Helmet	Yes	White or Black only    Bicycle patrol only	No*
<b>OUTERWEAR</b>			
Windbreaker	Optional	None	Yes
Jacket, Fleece	Optional	As outerwear, badge and nameplate required	Yes
Vest	Optional	As outerwear, badge and nameplate required	Yes
Sweater	Optional	As outerwear, badge and nameplate required	Yes
<b>SHIRTS</b>			
Short Sleeve, Duty	Yes	Worn Tucked In	Yes
Short Sleeve, Duty, Lightweight	Optional	Worn Tucked In	Yes
<b>TROUSER</b>			
Shorts	Yes	For boat, beach, bicycle patrol, and beach/boat interpretive programs only Must be worn with belt	Yes
<b>MISCELLANEOUS</b>			
Belt	Yes	Substitute buckles prohibited	Yes
Badge	Yes	If authorized worn above left pocket on shirts/outerwear except raincoat/coveralls	No***
Badge Mourning Band	Optional	½” black band worn horizontally over badge	No**
Pin	Optional	Worn centered on either left shirt collar point, or centered on coat lapel/collar	No**
Nameplate	Yes	Required on shirts and all outerwear, except raincoat/coveralls	Yes
<b>FOOTWEAR</b>			
Shoes, Polished Plain Toe	Yes	Black	No*
Socks	Yes	Solid Black or White, plain only	No**
Deck/Athletic Shoes	Optional	Black only. Beach/Bike/Boat Patrol	No
Key: Optional – May be worn if warranted by conditions (i.e., cold weather). However, if such a garment is worn, it must be the authorized item.			
* Not a contract item but may be provided for by local purchase    ** Not a contract item. Must be purchased separately.			
*** Controlled item distributed by District Office.			
Note: If an item is not listed, it is NOT authorized to be worn with the <b>Class D Special Use Duty Uniform</b> .			

### 8-5 UNIFORM PROCUREMENT AND ACCOUNTING PROCEDURES

A centralized uniform distribution procurement process has been developed to provide a single

source of uniform supply. Uniforms are supplied under contract through the use of a credit allowance system (individual accounts) established for permanent and temporary personnel. Procurement and accounting procedures outlined below will be performed electronically through the government and uniform contractor's web sites.

a. Procurement Procedures.

(1) Uniform Authorization Allowance.

(a) A Uniform Authorization Allowance form (UAA) will be prepared electronically for all personnel authorized to receive the uniform allowance. This form establishes the individual's account and must be completed prior to ordering. This form must be completed for each individual and approved by the appropriate supervisor or district uniform coordinator. Once completed and approved, the form will be sent electronically to the uniform contractor who will establish an account for the employee. Once the account is established with the contractor, the employee will be notified by mail on how to order uniforms. Detailed guidance on the UAA process is contained in the government-maintained UAA web site. Only District Uniform Coordinators and authorized project personnel will have access to this web site.

(b) When there is a change in uniform class, frequency of wear, tenure status, allowance amount, maternity uniform requirement, or duty station, the UAA needs to be amended. In these cases, the supervisor or district uniform coordinator must update the UAA to indicate the change. All comments must be annotated in the remarks area of the form. When an individual transfers, it is the responsibility of the losing project (former project) to update the form with the new organization code, thereby changing the employee's UAA and account to the new project.

(c) An amendment to the UAA must also be completed for personnel who are terminated from employment or have a change in status from uniformed to non-uniformed duty. District Uniform Coordinators are responsible for notifying their Division Uniform Committee representatives to have employee UAAs removed from the system.

(d) Temporary personnel are automatically dropped from the uniform allowance program (eliminated from the Consolidated Uniform Allowance Authorization Report) at the end of each fiscal year. Temporary personnel must be removed from the uniform program only if they are terminated before the end of the fiscal year. Do not create a new UAA for a returning temporary employee. Returning temporary employees must be "added" back into the system since their account already exists.



(2) Computing Allowances.

(a) For the purpose of determining uniform allowances, the following definitions apply to uniformed personnel:

(i) Permanent - one whose appointment is not time-limited and who is in uniform on a regular or intermittent basis. This category includes permanent seasonal appointments and Student Career Experience Program (SCEP) employees. This includes career and career conditional personnel regardless of whether they are full time, part time or subject to furlough.

(ii) Temporary - one whose appointment is time-limited, including Student Temporary Employment Program (STEP) employees. This person may wear the uniform on a regular or intermittent basis. Temporary personnel are divided into single-season temporary and multi-season temporary categories for initial allowance computations. Single-season means that a temporary will only need a uniform for a single season. Multi-season means the person will be working multiple seasons within the first calendar year of employment.

(b) Initial allowances are authorized for permanent and temporary personnel when they are first placed in a uniformed position or placed in uniformed position after having been out of uniform for 2 consecutive fiscal years or more since the end of their last allowance period. Allowance amounts for permanent and temporary personnel are listed in Table 4. Initial allowances, based on the uniform allowance schedule, must be granted in the full amount.

(c) If a person changes status or uniform category during the year, he or she may be authorized an increased allowance to help defray the cost of the new or additional items (See Table 4 for examples).

(d) The initial allowance for permanent personnel will be authorized from the date the UAA form is approved until the following 30 September (the end of the fiscal year). This initial allowance will not be prorated. UAA forms submitted to the uniform contractor during September will have an automatic effective date of 1 October (or later as specified on the allowance form).

(e) The replacement allowance for permanent personnel is issued for the full authorized amount at the beginning of each fiscal year. This allowance is effective for a full fiscal year.

**Table 4**

**CLASS B/C/D UNIFORM ALLOWANCES**

<b><u>TENURE STATUS</u></b>	<b><u>FREQUENCY OF WEAR</u></b>	<b><u>INITIAL ALLOWANCE</u></b>	<b><u>REPLACEMENT ALLOWANCE</u></b>
Permanent	Daily	\$600.00	\$250.00
Permanent	Intermittent	\$600.00	\$150.00
New Single-Season Temporary*	Daily or Intermittent	\$300.00	N/A
New Multi-Season Temporary**	Daily or Intermittent	\$500.00	N/A
Returning Temporary***	Daily or Intermittent	\$225.00	N/A
Maternity Permanent or Temporary	Daily or Intermittent	\$350.00	N/A

\* Requires single-season uniform only.

\*\* Requires multi-season uniforms (individual will be working multiple seasons within the first calendar year of employment).

\*\*\*Returning temporaries are treated as new employees for administrative purposes. A new UAA form must be initiated upon the new fiscal year.

- If a person is temporary, has received \$300, and is then promoted to a permanent position, an additional \$300 is authorized to help defray the purchase of additional items.
- If a person is authorized Class B/C, has received \$250, and then needs a maternity uniform, up to an additional \$350 is authorized to help defray the purchase of the maternity uniform items.

In no case will the total allowance made available to a single individual exceed their initial allowance of their present tenure status (excluding maternity) in any one fiscal year.

(3) Ordering from the Approved Contractor.

(a) A contractor-maintained web site has been developed to process all authorized uniform orders. Following the establishment of a uniform account, the individual may place their order on the contractor's web site. The supervisor or district uniform coordinator will review all items ordered for temporary personnel. It is important that the size information in "My Sizes" be completed for accurate order filling. Faxed or mailed orders are not authorized.

(b) In cases where the order exceeds an individual's account balance, the individual is responsible for payment of the excess amount. The contractor will not ship the order until the payment is received.

(c) Permanent personnel should make every effort to review uniform needs and place orders in advance of the season to assure prompt delivery and lessen shipping demand.

(d) The allowance period for permanent personnel is 1 October to 30 September of the following year. Because of fiscal year-end requirements, the contractor may not accept any orders during year-end closeout.

(e) Within 15 calendar days of receipt of an order for standard uniform components, the contractor will ship the order. The individual may go on-line at anytime to determine the status of the order.

(f) Return of items (shipping) to the contractor for any reason is authorized at contractor expense. Returns will be credited to the individual's account or replaced. Items that have been laundered or washed cannot be returned unless defective.

b. Accounting Procedures.

(1) Administrative Procedures.

(a) Responsibility for the overall administration of the uniform program lies with the district uniform coordinators. Delegation of responsibilities to the project/lake level is authorized.

(b) Accounting begins with the proper disposition of UAA, as detailed in the previous section. Information on this form will be retained in the government web site database.

(c) The District Commander will have in place a set of effective internal controls to assure the avoidance of fraud, waste and abuse.

(2) Shipping Order - Receiving Reports. All uniform shipments will have a shipping-receiving report enclosed. It reflects all credits, debits, cash payments and remaining allowances and serves as verification for all payment to the Contractor. Upon receipt of an order, the

employee must go on-line and acknowledge receipt and acceptance of the uniform components received. The shipping-receiving report must be kept on file for at least one year.

(3) Fiscal Reports. All reports identified below will be made available for on-line access by the Contractor for the following review levels: Level 1 (Not used by Corps), Level 2 (District Uniform Coordinator and NRM Uniform Committee Division Representative), and Level 3 (Agency COTR and NRM Uniform Committee Chair). The levels of distribution and a brief narrative of each report follows:

(a) Monthly Reports

(1) Monthly Activity Report is available on-line by the Contractor for Level 2 and 3. This report provides a tabular summary of activity for the previous month for standard and non-standard orders. It also contains the total number of authorized employees, total number of new orders processed, total number of backorders processed, total dollar amount of allowances spent, total amount spent, total number of new orders, total number of new orders shipped, total number of backorders, total number of old backorders, and total number of backorders awaiting shipment.

(2) Status of Uniform Orders is available on-line by the Contractor for Level 2 and 3. This report identifies the orders shipped, orders failed, backorders and outstanding orders.

(3) Unobligated Balance and Adjustment Reports is available on-line by the Contractor for Level 2 and 3. This report identifies the total authorized uniform allowance, amounts encumbered to date, amounts invoiced to date, and unobligated balance.

(4) Backorder Summary Report is available on-line by the Contractor for Level 3. This report identifies the component sizes in each backorder, orders that are submitted, orders filled and backordered, value of the order, reasons for the backorder, and percentage of backorders in summary form.

(b) Quarterly Reports

(1) Quarterly Program Summary is available on-line by the Contractor for Level 3. This report provides a narrative and tabular summary of activity in the following areas: total number of employees authorized for allowances, beginning amount of authorized allowance, authorized allowance adjustments, total amount of allowance expended, remaining allowance balance, average authorized allowance, total sales for the fiscal year to date, total number of orders shipped, analysis of exchanges, average turn around time for non-standard orders, and analysis of the current inventory.

(2) Exception Report is available on-line by the Contractor for Level 2. The report identifies accounts with no activity.

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(c) Semi-Annual Reports

(1) Status Report is available on line by the Contractor for Level 2. The report identifies the status of individual employee accounts.

(d) Annual Reports

(1) Consolidated Uniform Allowance report is available on-line by the Contractor for Level 2. The report provides a list of each permanent employee, uniform category, and allowance amount for the new fiscal year. Once the report is approved by appropriate Agency representatives, it will reauthorize accounts for the coming fiscal year for permanent employees.

(2) Environmental Performance Report is available on-line by the Contractor for Level 3. This report identifies environmental compliance program efforts.

(3) Ordering History and Trends is available on-line by the Contractor for Level 3. This report is issued in September of each fiscal year and summarizes ordering history per month, per CLIN component, and identifies possible trends for the 12-month period, and makes forecasts for the next fiscal year.

## CHAPTER 9 - RECREATION USE FEES

9-1. Purpose. This chapter establishes guidance for a Recreation Use Fee Program at civil works water resource projects.

9-2. Authority. 16 USC 4601-6a provides that users of specialized sites, facilities, equipment or services provided at Federal expense will be assessed fair and equitable fees. Fee schedules will be based upon distinguishable differences among the facilities of the Corps and those provided by other Federal agencies, non-Federal public agencies, and the private sector in the same service area. In addition, Section 210 of the Flood Control Act of 1968 (16 USC 460d-3) provides that no entrance fees shall be charged at US Army Corps of Engineers recreation areas, but does allow for the collection of camping and day use fees.

9-3. General Fees.

a. Fee Schedules. The District Commander will provide the proposed schedule of use fees for the next two years to the Major Subordinate Command (MSC) Commander no later than 1 August each year. The MSC Commander will approve or disapprove the recommendations and respond back to District Commander no later than 1 September. District Commanders will assess seasonal visitation patterns of individual fee areas to determine the period during which a fee program will be in effect. It is anticipated that fees will be charged at some areas throughout the peak recreation season, while at other areas fees will be collected throughout the year. In order to assure consistency and sound business practices, the MSC Commander will establish a procedure for periodic review/audit of the districts' establishment of fee schedules. The MSC will review comparability studies prior to approval of fee schedules. Information on approved use of fee areas and charges will be submitted through Operations and Maintenance Business Information Link (OMBIL). Corps of Engineers Financial Management System (CEFMS) accounts will be established to record fee receipts by type, i.e., camping, day use, and other. Guidance regarding the establishment of these accounts is contained in ER 37-2-10.

b. Setting Fees. Engineer districts whose boundaries coincide within a single state will coordinate fee proposals on projects within that state, to assure comparable fees for comparable facilities and services. To attain comparability between Federal and non-Federal fee schedules and the private sector, the District Commander may recommend fees below the minimum in Appendix M. Such recommendations will contain full justification for deviation from the proposed minimum fees.

c. Supporting Data. Supporting data should be developed, documented, and retained for two years, which details 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 may be made. Where Corps facilities are of higher quality than similar competing state, local, or private facilities, a higher fee should be charged commensurate with the higher quality experience offered. It is recognized that the fee structure resulting from this evaluation may not permit recovery of the total cost to operate and maintain the facilities or the recreation area. The District Commander will consider the following in developing an appropriate use fee structure:

- (1) the construction cost of the facility;
- (2) the cost of O&M at that facility;
- (3) the comparability of this facility and its amenities to other facilities within a reasonable distance (30-60 miles can be considered reasonable);
- (4) the proximity of the facility to the water;
- (5) paved vs. unpaved roads;
- (6) availability of showers;
- (7) level of security;
- (8) degree of development;
- (9) availability of amenities;
- (10) availability of reservation services; and
- (11) other factors, such as those described in Chapter 9, paragraph 9-3 of ER 1130-2-550.

d. Collection Costs. Normally, recreation use fees will be collected only at those areas where revenue exceeds the cost of 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.

e. Exceptions. In some unusual cases, it may be in the best interest of the public and the government to charge recreation use fees at areas where cost of collection has historically exceeded revenue collected. Should such areas be recommended for inclusion in the fee program, a written justification for such action will be submitted by the District Commander to the MSC Commander. The justification will explain:

(1) The management alternatives considered which could result in more economical fee collection and the impact of each alternative;

(2) The cost to operate and maintain the camp area if there is no fee collection;

(3) If it is in the best interest of the Government or public to continue charging a use fee, close the camp area, or operate the camp area as a non-fee area.

f. Public Relations. In the interest of informing the public of the fee collection program, public relations activities will be conducted to disseminate information regarding this program before the collection of fees begins.

(1) District Commanders will notify Congressional representatives, as appropriate, of the fee collection program in their Congressional districts.

(2) All areas designated as recreation use fee areas will be marked in accordance with the standards set forth in the Corps of Engineers sign manual. The U.S. Fee Area symbol will be displayed at the entrance to designated use fee areas and will be installed prior to collection of fees in the area.

(3) A limited number of Free-night Camping Coupons may be issued for the purpose of increasing awareness of recreation opportunities to potential users. These coupons will not be redeemed for camping at reservable sites. To reduce confusion, these coupons should not be referred to as "vouchers". Each coupon will be redeemed within one year from the date of issuance. A camping coupon may only be used at the issuing Project. The issuing project must keep a record of each coupon issued, including the date, value, recipient, and reason for issuance. Incoming coupons must be retained by the receiving



project for end-of-season evaluation. The program should be evaluated for effectiveness in increasing campsite use on an annual basis. Each District may produce and distribute a camping coupon for their projects' use. Each coupon will be numbered, and the Operations Manager will authorize the number of camping coupons issued per season in accordance with the District's established schedule of use fees. The Operations Manager will authorize each camping coupon issued. See Appendix U, Figure U-1 for a sample Free-night Camping Coupon.

g. ENG Form 4457. ENG Form 4457 (User Permit) may be used as a permit and the official record for receipt of fees paid for use of campsites, other special sites, facilities, equipment, services, activities, and special events. The cardboard copy will be issued to the user and the white or yellow copy and voided cardboard copies will be retained for at least one year. ENG Form 4457 is available from the USACE Publications Depot. The Automated User Permit System (AUPS) and the National Recreation Reservation System (NRRS™) may also be used to collect fees and issue permits.

#### 9-4. Campground Use Fees.

a. Criteria. A fee will be charged for single user unit campsites and group camp areas in accordance with the criteria shown in Appendix M.

b. Payment. A maximum of 14 days in use fee charges may be collected for a single user unit campsite or group camp area in advance. Payment will be made by personal check, traveler's check, cashier's check, currently accepted credit card, debit card, money order, or cash. The preferred method of payment is by credit card for security reasons.

c. Methods of Collection. Fees for the use of camping areas will be collected by one of the following methods:

(1) Fees may be collected by uniformed Corps personnel at the entrance to the area. Fees may also be collected by Ranger personnel while on routine patrols through a fee camp area.

(2) Fees may be collected by contract gate attendants as part of their overall responsibility of providing control, information, or custodial services. Contractors will be properly identified to preclude unauthorized personnel from collecting fees. Operations Managers will arrange for frequent collections of use fees from the contractor or frequent deposits by attendants to preclude a large buildup of cash at the gatehouse. Collection of use fees by contract gate attendants is the preferred method of collection. Volunteers are

authorized to sell permits and collect fees from the public at campgrounds, day-use facilities, administration offices and other locations, including those off-site. Contract fee collectors/volunteers must be bonded in accordance with provisions of ER 37-2-10.

(3) A multi-area fee collection station may be used where several recreation areas are grouped in the same general location. Such stations must have easy public access and must be easy for the public to identify. Multi-area fee collection stations could be located at project offices, visitor centers, at one of the areas being served or on an access road common to all areas served. Where multi-area collection stations are used, it is especially important that there be good informational and directional signs to alert the public to the requirement for fees and to explain the location of the fee collection station.

(4) Where small and/or remote camp areas are included in the fee collection system, the Self Deposit Vault System may be used to reduce the cost of collection. The self-deposit vault system will be implemented as follows:

(a) ENG Form 4839 (Self Deposit Permit), a sealable envelope with a detachable stub will be used to pay fees. The stub will be retained by the camper as his/her receipt and site identification. These forms will be procured locally as needed to meet program requirements.

(b) A registration point will be located at the entrance of the camp area, which has:

(1) A sign instructing the user on the self-deposit system, stating the fee for the area, and indicating a 50 percent reduction of fees applies for bearers of Golden Age or Golden Access Passports.

(2) A secure honor vault (program integrity guidance is provided at Appendix O).

(3) Supply of ENG Form 4839 (Self-Deposit Permit).

(c) In camp areas administered in this manner, each campsite should be equipped with a holder for displaying the permit stub. The sign at the fee collection point should provide instructions for completion and display of the permit stub. Bearers of Golden Age/Golden Access Passports are required to enter their passport number on the fee envelope.

(d) Revenues will be collected from the deposit vault on a regular basis. While in the area, personnel will check to insure occupied campsites have appropriate permits displayed and if possible, insure correct fees have been deposited.

(5) Camping fees may be collected using the National Recreation Reservation Service (NRRS™), Automated User Permit System (AUPS) or ENG 4457.

(6) The use of automated fee collection systems is encouraged when cost effective. Commercial bill and coin counters may be useful in counting large amounts of small denomination currency.

#### 9-5. Day Use Fees.

a. Criteria. A fee will be charged for the use of Corps operated day use facilities meeting the criteria in Chapter 9, paragraph 9-6. a. of ER 1130-2-550.

b. Methods of Collection. Fees for day use will be collected by one of the following methods:

(1) Day use fees may be collected by either contract, volunteer or uniformed Corps personnel. Contractors and volunteers will be properly identified to preclude unauthorized personnel from collecting fees.

(a) A cash register may be used in the fee collection process to issue receipts to users. The cash registers will provide a minimum of two receipts, one receipt to be given to the visitor and the second to stay at the project for audit purposes. The receipts should list the date, identify the recreation area, identify the individual making the transaction, and print "void" as needed.

(b) The NRRS™, AUPS and ENG 4457 may also be used to collect day use fees. Only day use fees collected in areas participating in the NRRS™ program may be collected and remitted through the NRRS™.

(2) Where and when appropriate, the self-deposit vault system may be used to reduce the cost of collection. The self-deposit vault system will be implemented as follows:

(a) ENG Form 4839A, (Self Deposit Day User Permit) a sealable envelope with detachable stub, will be used to pay fees. The stub will be retained by the user as his/her receipt. These forms will be procured locally as needed to meet program requirements.

(b) The self-deposit vault will be in the day use area. A registration point will be provided which has:

(1) A sign instructing the user on the self-deposit system, stating the fee for the area, and indicating a 50 percent reduction of fees applies for bearers of Golden Age or Golden Access Passports. Bearers of Golden Age/Golden Access Passports are required to enter their passport number on the fee envelope. The sign at the fee collection point should provide instructions for completion and display of the permit stub.

(2) A secure honor vault (program integrity guidance is provided in Appendix O).

(3) Supply of ENG Form 4839A (Self-Deposit Use Fee Permit).

(c) In day use areas administered in this manner, a sign at the fee collection point should provide instructions for display of the permit stub.

(d) Revenues will be collected from the deposit vault on a regular basis. While in the area, personnel will check to insure that appropriate permits are displayed and, if possible, insure correct fees have been deposited.

(3) The use of automated fee collection systems is encouraged when cost effective. Commercial bill and coin counters may be useful in counting large amounts of small denomination currency.

(4) Annual passes may be sold through the mail, if payment is received in advance. Annual passes may be sold through the mail with a Golden Age/Golden Access Passport discount if the applicant furnishes a photocopy of their Golden Age/Access Passport. Personalized check is the only authorized method of payment for Annual Passes purchased by mail.

(5) Annual passes may also be purchased over the telephone with currently accepted credit cards.

(6) Fees may be collected by authorized Corps and contractor employees, volunteers, and vendors as covered in Chapter 9, paragraph 9-6 of ER 1130-2-550. These collections may be made using a cash register, AUPS, NRRS™, or ENG Form 4457.

9-6. Special Use Fees.

a. General. Special facility use fees, special event permit fees, and special activity fees will be collected in person, through the NRRS™, or by mail by the Operations Manager, or his/her designated representative.

b. Special Facility Use Fees. A fee may be charged for the use of special recreation facilities (i.e., group picnic shelters, multipurpose courts, amphitheaters, athletic complexes, equestrian areas, etc.). Fees proposed for the use of special recreation facilities should be comparable to fees charged by other Federal or non-Federal public agencies or the private sector within the service area of the management unit. Full payment is required prior to the use of special facilities.

c. Special Event Permit Fee. Procedures for issuing special event permits are given in Appendix N.

(1) Special Event Permits shall include the prohibition relating to discrimination (see Appendix N for text). Requests for special events permits citing "special circumstances" for participation requiring gender or age discrimination must be well justified. If the Operations Manager considers the justification adequate, he/she shall forward the request to the District Commander or higher for approval.

(2) For special events requiring work schedule modifications or other special arrangements, permit fees must be paid 15 days or more in advance of the scheduled special event. Fees may be collected in person or by mail by the Operations Manager or his/her designated representative. Fees collected may be remitted using the NRRS™ if the event takes place in an NRRS™ area.

d. Special Activity Permit Fee. In some cases, it has been determined necessary to issue Special Activity Permits for recreational activities on Corps land. These permits may serve to 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. Examples of the types of recreational activities where the

Special Activity Permit program may be appropriate include hunting and off-road vehicle use. A fee may be collected to capture the administrative cost of these programs.

(1) A general plan for operating the Special Activity Permit program, including the fee structure, will be submitted by the District Commander for approval by the MSC, prior to charging any fees. The plan will include a public information plan, which will include congressional notification.

(2) Special activity permits that restrict hunting activities are not required to coincide entirely with laws for the protection of fish and game of the state in which it is situated. Use permits, however, cannot be inconsistent with these laws. The Corps may be more restrictive than state law when necessary. Examples of this include limiting hunting on an area to a time period less than the state hunting season or reducing specific bag limits to a number less than the state's.

9-7 Other Equipment, Facilities and Services. Fees may be charged for certain other 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 recreation equipment rental, such as rent-a-tent.

a. Discretion should be used in charging fees for other equipment and services to assure visitors aren't 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 use 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.

b. Parking fees in campgrounds may be charged for user's vehicles in excess to the number permitted on the campsite. No additional parking fees may be charged for user vehicles parked on the campsite in accordance with the designated vehicle carrying capacity. Designated, improved parking spaces must be provided elsewhere in the park to charge separate parking fees.

c. 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.

d. 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.

9-8. Discounts.

a. Applicability. Golden Age or Golden Access Passport shall entitle the permittee and any person accompanying him/her in a single, private, non-commercial vehicle (or alternately, the permittee and his/her spouse, children, and parents where entry to the area is by any means other than a private, non-commercial vehicle) to 50 percent reduction of established use fees. This 50 percent reduction is also applicable to use fees assessed passport holders who are visitors to registered campers. The reduction does not apply to group use fees unless all members of a group have such passports.

b. Documentation. The Golden Age and Golden Access Passport Record (shown in Appendix P) will be used to record appropriate data and will serve as a record of accountability for the passports issued. Information recorded on ENG Form 4468-R should be maintained for one year and then may be discarded. In accordance with the Privacy Act of 1974, each individual from whom this information is requested, must be provided a Privacy Act statement, ENG Form 4468A (shown in Appendix P). ENG Form 4840, Golden Age Passport and Golden Access Passport Eligibility Statement (shown in Appendix P) must be completed for each passport issued if the applicant fails to provide documentation. The recipient will sign the statement of eligibility, and the issuing official will complete remaining entries on the form. The recipient should be provided a copy of this form on request. These forms are available from the USACE Publications Depot. Completed Eligibility Statements should be kept for one year and then discarded.

c. Eligibility Requirements.

(1) Individuals eligible to receive the Golden Age Passport shall be any United States citizen or permanent resident who is 62 years of age or older. Applicants must appear in person, provide proof of age and sign the Passport in the presence of the issuing official.

(2) Individuals eligible to receive the Golden Access Passport shall be any person who has a permanent physical, mental or sensory impairment that substantially limits one or more major life activities, such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working. Applicants must appear in person and provide acceptable documentation for issuance of the passport as follows:

(a) A document issued by a Federal Agency providing Federal benefits, which attests that the applicant has been medically determined to be eligible to receive Federal benefits as a result of blindness or permanent disability.

(b) A statement signed by a licensed physician attesting that the applicant has a permanent physical, mental, or sensory impairment that severely limits one or more major life activities, and enumerating the nature of the impairment.

(c) A document issued by a State 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 blindness or permanent disability.

(d) The statement of permanent disability or blindness provided by the Federal agency issuing the Golden Access Passport, that is signed and dated by the applicant in the presence of the officer issuing the Passport.

#### 9-9. Accounting.

a. **Remitting Fee Collections.** Revenue collected from the users of facilities at recreation areas managed by the Corps will be deposited in a special account in the U.S. Treasury. Recreation use fees may be directly transmitted to servicing finance and accounting (F&A) offices (or servicing Federal Reserve Bank if this is an approved District practice) by contract gate attendants or volunteers, if adequate control and protection of funds is provided and contracts reflect this procedure. In parks using NRRS™, fee collections will be transmitted in accordance with the NRRS™ Operating Procedures Manual. Appendices Q and R of this EP provide guidance and procedures for the direct transmittal of recreational use fees and for maintaining funds security.

b. **Administration Costs.** An analysis of the cost, to include direct and indirect cost, of administering the program will be completed annually. Direct costs of collection are those costs resulting solely from fee collection activities. Direct costs will include the time



Corps personnel or contract gate attendants are directly involved in fee collection. Personnel costs for duties other than fee collection will not be charged to this account. The portion of the gate attendant contract to be charged to direct costs will depend on the language of the contract which delegates duties and responsibilities. Indirect costs of collection are efforts of project office and District office personnel associated with the program. Also, indirect costs should include district overhead distribution to the program. This analysis should be used to evaluate the effectiveness of the recreation use fee program and should be retained for 2 years.

c. Revenue Reporting. All income derived from fee collection will be deposited into Special Receipt Account 96-145005.4 (96X5007) and reported in accordance with ER 37-2-10.

d. Refunds. No refunds for recreation use fees may be made at the project. No credit voucher or refund will be given for day use fees or for fees for other equipment, facilities and services as described in paragraph 9-7 above.

(1) Refunds within the NRRS™ are processed according to the current NRRS™ Operating Procedure Manual.

(2) Other refunds may be requested upon presentation, either in person or by mail, of the recreation use fee receipt which has been appropriately marked as eligible for a refund by the Operations Project Manager/Ranger and mailed to the servicing finance and accounting office along with a completed copy of the Use Fee Refund Request, ENG FORM 6013-R, AUG 2002, shown in Appendix T. A reproducible copy of this form is posted on the Natural Resources Management Gateway.

e. Cost of Remittance. Various options exist to pay for the cost of remitting use fee collections as follows:

(1) Contract fee collectors may be responsible for remittance costs in accordance with the terms of their contract.

(2) Utilize a VISA check program at field offices.

(3) Make contractual arrangements at a local bank where cashier's checks, bank drafts or money orders are purchased to pay for remittances.

(4) Projects 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 cashiers 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, 2001 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.

f. Credit Vouchers. In non-NRRS™ parks, vouchers will be issued in lieu of refunds whenever possible. No vouchers will be issued for day use fees.

#### 9-10. Security Measures.

a. Funds Security. As a minimum, Operations Managers will consider the following options to enhance the security of personnel handling funds, as well as safeguarding the funds themselves:

(1) Collect and deposit funds frequently to reduce the amount stored on-hand. Funds must be deposited when collections on hand exceed \$5,000 or once a week in accordance with ER 37-2-10, Chapter 4.

(2) Vary the times of collection and deposit to avoid developing patterns and becoming a target.

(3) Vary the routes to and from collection and deposit, if possible, to avoid patterns.

(4) Maximize the use of credit cards to reduce the cash stored on hand.

(5) Contract for private security to collect and deposit funds.

(6) Include collection and deposit of funds in cooperative law enforcement agreements.

(7) Ensure personnel collecting and storing funds work in pairs and have reliable communication equipment (radios or cellular phones) available at all times.

b. Protective Measures. District security managers will assist operations project managers in assessing the criminal threat to their operation and recommending protective measures.

c. Security Inspections. District security managers will review the security of personnel and funds during biennial physical security inspections.

9-11. Controlling Paperwork Burden on the Public. The guidance in 5 CFR 1320 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 pamphlet that should be interpreted to require the public to provide information other than data for receipt purposes.

## CHAPTER 10 - USE OF OFF-ROAD VEHICLES ON CIVIL WORKS PROJECTS

10-1. Purpose. This chapter establishes guidance for off-road vehicles (ORV) operations on USACE civil works project lands.

10-2 Background. It is the policy of the Secretary of the Army, acting through the Commander, HQUSACE, to provide the public with safe and healthful recreational opportunities within all water resource development projects administered by the Commander, HQUSACE. The implementation of this policy requires the utilization of sound and comprehensive management practices and plans for all resources on project lands and waters including protection and enhancement of environmental quality, conservation of renewable and non-renewable resources, prevention of loss or damage to resources, protection from accidental injury, and opportunities for outdoor recreation.

10-3. Guidance.

a. Ensure that adequate opportunity for participation by the general public, user groups, and conservation organizations is afforded in the process of selection and designation of the specific areas and trails and the uses to be permitted on those areas and trails.

b. Where appropriate, establish additional regulations, consistent with Chapter III, Title 36 (CFR), to those contained in paragraph 1-1 of this pamphlet, prescribing operating conditions for off-road vehicles as they may be required for specific projects.

c. Ensure adequate notification to potential users, including distribution of information maps, indicating areas and trails where off-road vehicular use is and is not permitted. Appropriate signs designating areas and operating conditions of vehicle use will be posted at areas and trails designating such use. Areas where off-road vehicle use is permitted and prohibited will be displayed on maps available at the project office and the District Commander's office.

d. Provide proper administration, enforcement, and monitoring of trails and areas to insure that conditions of use are met on a continuing basis.

e. Establish appropriate procedures to monitor the effects of the use of off-road vehicles. This monitoring may be the basis for changes to the regulation on use of off-road vehicles or the project master plan to insure adequate control of off-road vehicle use and amendment of area and trail designations to protect the environment, insure the public safety, and minimize conflicts among users. An outline of a monitoring plan appears in Appendix S.

f. Insure that out-granted lands are not included in such designation for off-road vehicle use unless concurrence is obtained from the agency or lessee operating the outgranted lands.

g. Ensure that project lands are adequately identified and marked where off-road vehicles are designated.

10-4. Guidelines and Criteria for Evaluating Project Lands for Off-Road Vehicle Use. Project resources, while composed of a variety of physical conditions, may contain areas which would

allow use of certain areas and trails by off-road vehicles. Borrow areas and unused contractor work areas are examples where compatible off-road vehicle use could be designated and allowed.

a. Designation. Project lands which are found to satisfy the requirements for off-road vehicle use will be zoned for areas and trails in accordance with paragraph 10-4b below.

(1) Areas. The very nature of off-road vehicles dictates that the majority of use will occur over areas which have not been developed for specific vehicular use. Off-road vehicles are manufactured, advertised, sold and purchased within the concept that the purpose and sport of operating these vehicles lies in operation over rugged, undeveloped terrain. To invite users of off-road vehicles to areas which are designated for that purpose, the designated area must contain topography suitable to the vehicles that will be used and have ready access by the public.

(2) Trails. Where it practicable to designate existing or proposed trails for use by off-road vehicles without conflict with other public uses or without loss of natural characteristics of the areas resulting in environmental despoilment, degrading local safety or accident prevention programs, such designation should be accomplished.

(3) Types of Use. Off-road vehicles are of many types resulting in different design, space, and terrain characteristics for areas of use. Provision should be made in the designation of areas and trails to accommodate as many types as feasible and still be practical, consistent with environmental, resource, and safety considerations. These would include, for instance, mini-bike, beginners, motor-cross, cross country, snowmobile, 4 Wheel Drive (4WD), etc. areas and trails. As these uses may not be compatible within the same area or on the same trail, care must be exercised to insure adequate separation to increase public and user safety and compatibility.

b. Criteria. The following criteria will be used in evaluating project lands for possible off-road vehicle use designation.

(1) Areas which are not restricted for security, safety or accident prevention purposes.

(2) Areas which do not contain soil conditions, flora or fauna or other natural characteristics of a fragile or unique nature, or areas scheduled for reforestation plantings which would be subject to excessive damage by use of off-road vehicles.

(3) Areas which are not managed for wildlife habitat purposes, and areas managed for wildlife habitat if approved by the fish and game agency.

(4) Areas which do not contain archeological, historical, or paleontological resources; or which do not constitute de facto wilderness or scenic areas; or in which noise would not adversely affect other users or wildlife resources.

(5) Areas and trails shall be located to minimize damage to soil, watershed, vegetation or other resources of the public lands.

(6) Areas and trails shall be located to minimize harassment of wildlife or significant disruption of wildlife habitat.

(7) Areas and trails shall be located to minimize conflicts between off-road vehicle use and other existing or proposed recreation uses of the same or neighboring public and private

lands, and to insure the compatibility of such uses with existing conditions in populated areas, taking into account noise, safety, accident prevention and other factors.

10-5. Operating Conditions.

a. Off-road vehicles shall not be operated:

- (1) In a reckless, careless or negligent manner;
- (2) In excess of prudent and safe speed limits; and
- (3) In a manner likely to cause excessive damage or disturbance of the land, wildlife, or vegetative resources.

b. All off-road vehicles will conform to applicable state laws and registration requirements for such vehicles and those powered by internal combustion engines shall be equipped with operating brakes and a properly installed muffler in working condition certified as not exceeding 90 decibels at a distance of 50 feet.

c. Where appropriate and necessary internal combustion engine off-road vehicles, operating off established road and parking areas, shall be equipped with a properly installed spark arrester that meets and is qualified to either the U. S. Department of Agriculture - Forest Service Standard 5100-lb (available from USDA Forest Service, San Dimas Technology and Development Center, 444 East Bonita Avenue, San Dimas, California 91773) or the 80 percent efficiency level when determined by the appropriate Society of Automotive Engineers (SAE) Recommended Practices J 335 or J 350. The U.S. Department of Agriculture - Forest Service performs these spark arrester qualification tests under cooperative agreements wherein the spark arrester manufacturer agrees to pay an established fee commensurate with the actual cost of testing. Such areas, designating spark arrester use, will be appropriately signed and marked on maps available in the Project and District offices.

d. Adequate information will be provided to off-road vehicle operators and passengers on the advisability of using safety helmets conforming to standards established by the American National Standards Institute, as in their standard, Number Z90.1(1971). If state or local laws require the use of safety helmets for off-road use, this fact will be noted in the project operating conditions.

e. District commanders may establish additional operating conditions or rules consistent with Chapter III, Title 36 (CFR), specifically for each project, which could include items such as, opening and closing dates of areas and trails, daily opening and closing times, and areas which may have unique conditions or hazards.

10-6. Public Involvement. The key to successful implementation off-road vehicle use of project lands involves the opportunity for full participation by the general public, off-road vehicle user groups, conservation organizations, and other interested public in the selection, designation, and uses of Project lands for off-road vehicle use. Accordingly, district commanders will establish procedures to:

a. Identify such individuals and groups and solicit their participation and views in the process.

b. Hold appropriate public meetings or workshops; one at the initiation of consideration of off-road vehicle use for a project and a second, prior to informal designation of areas and trails and operating conditions. When necessary, additional public meetings or workshops may be held to obtain public reaction to various proposals under consideration. Under no circumstances will area and trail designation be made or operating conditions established without such public participation.

10-7. Enforcement. Action regarding persons who abuse the privilege of using designated areas and trails and operating conditions prescribed for the project under these regulations will be taken under the citation authority program and in accordance with Title 36 (CFR) Part 327.

10-8. Environmental Considerations. Prior to designation of areas or trails for use by off-road vehicles, district commanders will insure that full and careful assessment and consideration is given to the possible impacts and effects on the environment of the area. Where this environmental assessment indicates significant environmental impacts will be associated with off-road vehicle use, an environmental impact statement will be prepared and processed. Such assessment shall not be limited to the proposed designated areas or trails, but shall also encompass adjacent areas which may be affected.

a. Air. Air quality which could be affected by dust from the use of off-road vehicles and internal combustion engines will be considered.

b. Water. Siltation and water quality of streams or other bodies of water due to soil erosion created by off-road vehicles will be considered.

c. Soils. Soil erodability and compaction as well as desirability for proposed use by off-road vehicles will be considered.

d. Vegetation. The protection of native and other desirable species of vegetation will be considered.

e. Fish and Wildlife. Protection of breeding grounds, drumming grounds, winter feeding and yarding grounds, migration routes and nesting areas is essential. Spawning, migration and feeding habits of fish and other aquatic organisms will be considered where off-road vehicles will be used in streams or other bodies of water. Particular attention will be given to off-road vehicle use which could have adverse effects on rare or endangered species of animals and unique plant communities in the immediate area or in adjacent areas. This matter requires coordination with the U.S. Fish and Wildlife Service per the Endangered Species Act when there is potential impact to federally listed species. Site selection for ORV use will strive to minimize adverse impacts on fish and wildlife resources.

f. Noise, Safety, and Accident Prevention. Excessive noise as it affects humans and wildlife as well as accidental injury, damage or loss to project resources will be considered.

g. Aesthetics. Potential despoilment of visual characteristics will be considered.

## CHAPTER 11 - SEAPLANE OPERATIONS ON CIVIL WORKS WATER RESOURCES DEVELOPMENT PROJECTS

11-1. Purpose. This chapter establishes guidance for seaplane operations at civil works water resource projects in order to protect project resources, the integrity of all authorized uses of Corps projects, and the safety of all users of the lake projects.

### 11-2. Guidance.

a. The operation of seaplanes is allowable in accordance with ER 1130-2-550. In determining sites for potential seaplane operations, the District Commander shall:

(1) Examine and investigate each Corps project within his/her district which a seaplane operator could conceivably attempt to use for seaplane operations, and determine those projects, or portions thereof, in which seaplane operations should be prohibited. Seaplane operations at water resource development projects administered by the Commander, HQUSACE may involve hazards including, but not limited to, conflicting recreational activities, floating debris, and underwater hazards, which may be accentuated by the normal fluctuations of water levels.

(2) Establish such restrictions on seaplane operations as he deems necessary or desirable in accordance with this chapter and ER 1130-2-550. Seaplane takeoff and landing maneuvers within specified distances of the shoreline, bridges, causeways, water utility crossings, dams, and similar structures should be prohibited.

(3) Prior to concluding any such examination and investigation, consult with the FAA, appropriate state aeronautical agency, lessee or licensee of outgranted lands, the Coast Guard, state boating law administrators, aeronautical associations, and use his best efforts to consult with other interested or affected public authorities and private interests for their guidance, particularly for those projects which are regularly used by the public for recreational purposes or are located in the vicinity of actively used airports, air fields, or densely populated areas. News releases, public notices, and congressional liaison should be used. Public hearings are encouraged.

(4) In making his investigation, examination, and determination, consider environmental factors in accordance with the National Environmental Policy Act of 1969 (NEPA), Public Law 91-190. The impact that seaplane operations may have on the safety at the project, aquatic, fish and wildlife, noise levels, recreation, and air and water quality must be considered. Prior to concluding any such investigation and examination, he shall prepare an environmental impact assessment (EIA) and, if necessary, an environmental impact statement (EIS) assessing the environmental impacts of permitting seaplanes to operate at the projects, or portions thereof, in his district.

(5) Notify the FAA by letter of projects, or portions thereof, where seaplane operations are prohibited or restricted. The letter should use the words seaplane operations prohibited, or seaplane operations restricted to describe the geographical location of such areas as precisely as possible, describe any restrictions, include a telephone number for FAA to contact the District, and be sent to: Federal Aviation Administration, Area Traffic Service, Flight Services Division (AAT-432), 800 Independence Avenue, SW, Washington, D.C. 20591.



(6) After completion of an examination, investigation, determination and notification of the FAA of projects, or portions thereof where seaplane operations will be prohibited or restricted, the District Commander should periodically reevaluate the determination as additional operational data becomes available. The District Commander may modify, delete, or add projects, or portions thereof, where seaplane operations are prohibited or restricted. Except where immediate action is required, he should consult with appropriate public authorities and private interests for their guidance with regard to such actions. Notification of these actions shall be forwarded to the FAA as indicated in the above paragraph.

b. Seaplanes may not be operated at Corps projects between sunset and sunrise unless adequate lighting and supervision are available.

c. Appropriate signs in accordance with Chapter 6 of ER 1130-2-500, should be employed to inform users of projects, or portions thereof, where seaplane operations are permitted. Local seaplane operation information should be included in applicable Corps maps and brochures to adequately apprise the public and interested agencies of projects, or portions thereof, where seaplane operations are prohibited or restricted. Each map, brochure, or other notice should clearly indicate that operation of a seaplane at Corps projects is at the risk of the plane's owner, operator and/or passenger(s).

d. Seaplanes on project waters and lands in excess of 24 hours shall be securely moored at mooring facilities and at locations permitted by the District Commander. Seaplanes may be temporarily moored on project waters and lands, except in areas prohibited by the District Commander, for periods less than 24 hours providing that (1) the mooring is safe, secure, and accomplished so as not to damage the rights of the government or members of the public and (2) the operator remains in the vicinity of the seaplane and reasonably available to relocate the seaplane if necessary.

e. No commercial operation of seaplanes from project waters will be allowed without written approval of the District Commander following consultation with and the necessary clearance from the Federal Aviation Administration (FAA) and other appropriate public authorities and affected interests. Requests for public commercial facilities in support of seaplanes will be handled under normal concession policies.

f. Permits for floating and non-floating structures of any kind, in, on, or affecting project waters, under the management of the Operational Project Manager, including waters under lease, license or other outgrant agreement, shall be handled in accordance with the lakeshore management plan or policy statement for the project involved, Part 327.19 of Title 36 (CFR) and, where required by statute or regulation, Section 10 of the River and Harbor Act (approved 3 March 1899) and Section 404 of the Federal Water Pollution Control Act of 1972 (PL 92-500).

g. Nothing in the preceding provisions bestows authority to deviate from rules and regulations or prescribed standards of the State Aeronautical Agency, Federal Aviation Administration, Coast Guard, or other appropriate federal, state, or local authority.

## CHAPTER 12 - NATURAL RESOURCE MANAGEMENT SYSTEM

12-1 Purpose. This chapter establishes guidance for the Natural Resources Management System (NRMS), which is a system designed for collecting and analyzing annual USACE recreation facility and natural resource management information

12-2 User Manual and Reporting Guidance. The NRMS User Manual will be provided by HQUSACE to the field and updated periodically. The NRMS Users Manual provides specific data descriptions, content and format for the system. The reporting period for the NRMS will cover the calendar year 1 January through 31 December with the exception of funding data which will pertain to the previous fiscal year.

12-3 Assigning Project Numbers and Area Codes for New Projects and New Areas. The five-digit project number assigned by HQUSACE will be used for new projects added to the system, area codes are assigned at the District level. When the name or area code of a recreation area is changed or added to the NRMS, the district will notify HQUSACE through appropriate division office. This notification of area name and code changes and additions will be accompanied by an explanation of why and when the change or addition took place. Changes will be reported by letter within 90 days following the official change.

12-4 Recreation Areas. For the purposes of the NRMS, a recreation area is a single block of land developed and utilized for outdoor recreation purposes or covered under a long-term license or lease agreement to a public agency for recreation purposes. A recreation area which may be entered into the NRMS is an area which may be identified as separate management unit. For example, a state may have a single lease agreement with the Corps, but may operate and maintain three separate parks or recreation areas; all should be entered separately. Quasi-public areas are considered to be separate recreation areas.

## CHAPTER 13 - RECREATION USE SURVEYS

13-1. Purpose. This chapter provides guidance on conducting recreation use surveys on Corps water resource development projects. The goal of conducting recreation use surveys is to develop visitation estimates which are consistent, reliable, and credible for all Corps projects.

### 13-2. Procedure.

a. The Office of Management and Budget (OMB) approval to conduct recreation use surveys has been granted to the U.S. Army Corps of Engineers through 30 September 1998. The OMB Control Number is 0710-0002. Survey hours are limited. Requests for survey hours will be submitted by the MSC Commander to HQUSACE (CECW-ON) by 1 October of each year. This request will include, (1) the number of areas to be surveyed, (2) and the number of survey hours needed. When requests exceed the total hours available from OMB, HQUSACE (CECW-ON) will prorate the total hours to the MSC commanders.

b. The Visitor Estimating and Reporting System (VERS) is the official and only authorized reporting procedure that is used for computing visitation at Natural Resource Management System (NRMS) projects. VERS is comprised of four microcomputer based programs designed to estimate and report recreation use on Corps projects.

c. The estimates used by VERS to compute visitation are based on recreation use surveys conducted at recreation areas where car counters are used to monitor vehicular traffic. VERS processes data collected through the Direct Data Entry System (DDES).

d. VERS training is mandatory prior to collecting survey data and is provided through Proponent Sponsored Engineer Corps Training (PROSPECT) courses and workshops through the Waterways Experiment Station (WES).

e. FOAs are responsible for budgeting time and funds to implement recreation user surveys. Priority consideration should be given to surveying recreation areas that are representative of other areas within the project or district.

f. Visitation information is reported annually through the NRMS update.

13-3. Data Retention and Archiving. The WES is the repository of VERS information. Upon completion of surveys, FOAs should contact CEWES-EN-R and provide the necessary data files. Survey data collected through VERS and archived at WES is of significant utility in national studies requiring characterizations of project visitors and their use of Corps projects.

CHAPTER 14 - NATURAL RESOURCE MANAGEMENT MAINTENANCE UNIFORMS

Reserved.

FOR THE COMMANDER:

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OTIS WILLIAMS  
Colonel, Corps of Engineers  
Chief of Staff

## CHAPTER 15 – RECREATION MANAGEMENT SUPPORT PROGRAM

15-1. Purpose. This chapter establishes guidance for the administration and management of the USACE Recreation Management Support Program (RMSP).

15-2. Background. The Recreation Management Support Program (RMSP) was initiated in FY 1999. The RMSP is funded by the O&M General appropriation and encompasses activities previously conducted through the Recreation Research Program (RRP) and the Natural Resources Technical Support (NRTS) program. A Recreation Leadership Advisory Team (Team) provides oversight of the RMSP. The Team evaluates all proposals for funding within the RMSP and recommends funding priorities to HQUSACE (CECW-ON). The US Army Engineer Research and Development Center (ERDC) provides program management support for execution of approved RMSP activities. The Team also supports the strategic planning for the Corps recreation business program and serves in an active advisory role to the Chief, Natural Resources Management Branch in HQUSACE.

15-3. Mission and Goal.

a. The RMSP will have as its cornerstone policy the Natural Resources Stewardship Mission Statement as included in ER 1130-2-540 dated 15 November 1996.

b. The goal of the RMSP is to provide a mechanism for identifying national recreation program priorities and addressing those priorities through valid research, management support, and technical information transfer.

15-4. Program Components.

a. The RMSP is designed to provide support for recreation issues or initiatives that have a broad applicability to many Corps Civil Works projects. Reimbursable work is not within the scope of the RMSP. However, issues or initiatives that are limited in applicability can be addressed on a reimbursable basis with funding provided by the local project. The three basic components of the RMSP are:

b. Management Studies. Management studies are generally long-term activities (greater than or equal to one year) and of a regional or national significance. The ERDC will provide program management support, although studies may be performed by other USACE elements, other agencies, or the private sector.

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c. Management Assistance. Management assistance may be a short-term study (less than one year) or may be on going assistance in managing a recreation component (e.g., National Recreation Reservation Service). Management assistance may not always have a broad national or regional application, but must be considered to be a national priority. The appropriate method for obtaining management assistance will be determined for each funded effort. For example, management assistance might be provided by a district in support of the Visitor Assistance Program, or it might be obtained from ERDC in support of annual economic impact analysis reports.

d. Information Exchange. Information exchange includes not only technology transfer but also the distribution of research results to bring about program enhancement. The appropriate method for developing and maintaining ongoing information exchange will also be determined for each funded effort.

15-5. Program Meetings.

a. A Recreation Leadership Advisory Team will be established and will meet semi-annually during each fiscal year, preferably during the months of October and April. HQUSACE and ERDC will participate in all Team meetings.

b. Fall Team Meeting. The fall meeting each year will serve primarily as a strategic planning session for the purpose of identifying high priority issues and establishing RMSP priorities. The Team will utilize new information as well as the existing "Issue Areas" and "Research Focus Areas" contained in the Natural Resources Research Program Strategy Task Force Final Report dated September 1994. The following input will be available to the Team during the fall meeting:

(1) Annual Trends Report prepared by ERDC. This report will capture trends as well as emerging issues that may impact the Corps Recreation business program. The report will include a summary of trends/emerging issues identified by other federal, state, and private sector recreation providers.

(2) Annual Program Report provided by HQUSACE. This report will capture emerging recreation issues from a national policy perspective to include a discussion of new legal requirements and initiatives. It will also include HQUSACE priorities for management studies, management support, and information exchange.

(3) Issues From Regional Team Members. Each Team member will be responsible for obtaining input from their division office, district offices, project offices, and recreation stakeholders (as appropriate). Team members will present both policy issues as well as RMSP proposals for management studies, management assistance, and information exchange.

(4) Status of Ongoing RMSP Activities. HQUSACE, ERDC, or others responsible for ongoing RMSP activities will provide a status report on each RMSP funded activity.

(5) Status of Overall RMSP Program. The HQUSACE and ERDC Team members will provide an overview of the total RMSP program funding status for the previous and upcoming fiscal years so that funding adjustments can be considered.

c. The fall Team meeting will result in the following products:

(1) The identification of high priority policy issues to be addressed by HQUSACE.

(2) The identification of high priority RMSP needs to be further developed for consideration during the spring Team meeting.

(3) The recommendation of a "Proponent" for each high priority RMSP need who will be tasked with developing a written "Statement of Need" to better define the customer's expectations.

(4) The tasking of ERDC to work with each "Proponent" in the development of a "Proposed Study Plan" for consideration during the spring Team meeting.

(5) Recommendations to HQUSACE for minor adjustments to the current fiscal year work plan and long range work plan.

#### 15-6. Spring Team Meeting.

a. The primary purpose of the Spring Team Meeting will be to review "Statements of Need/Proposed Study Plans" and to develop recommendations for new starts for the upcoming fiscal year. The following input will be available to the Team during the spring meeting:

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(1) Statement of Need/Proposed Study Plan Presentations. The “Proponent” and the ERDC Principal Investigator will jointly present proposals for consideration by the Team for those high priority needs identified during the fall Team meeting.

(2) New High Priority Funding Issues from Team Members. Each Team member will have the opportunity to submit new high priority issues that were not identified during the fall Team meeting. Only those issues considered to be extremely urgent will be considered for funding during the spring Team meeting.

(3) Status of Overall RMSP Program. The HQUSACE and ERDC Team members will again provide an overview of the total RMSP program funding status for the current and upcoming fiscal years so that funding adjustments can be considered.

b. The spring Team meeting will result in the following outputs:

(1) Recommendations to HQUSACE for new starts for the upcoming fiscal year.

(2) Recommendations to HQUSACE for minor adjustments to the current fiscal year work plan and long range work plan.

15-7. Final Approval of RMSP Funding. HQUSACE will provide conceptual approval (subject to the availability of funds) for all new starts and other program funding adjustments by July of each year. The final approval of the actual work plan will be provided by HQUSACE following the Fall Team Meeting. Following final approval from HQUSACE, the “Proponent” will be empowered to act on behalf of HQUSACE and the Team to provide field input into the implementation of the approved work plan. The Recreation Leadership Advisory Team will continuously monitor the progress of all approved work during both the annual and mid-year Team meetings.

15-8. Statements of Need, Proponents, and Study Plans.

a. Statements of Need. A clearly defined “Statement of Need” is the first step (and most critical) in developing an approach to a management study. A Statement of Need should be concise (three to five pages) and provide the following information:

(1) Description of current situation.



- (2) Statement of why the current situation is a problem.
- (3) Identification of the extent, frequency, and impact of the problem.
- (4) Statement of the capability required to solve the problem.
- (5) Statement of the future desired situation after implementation of the solution.
- (6) Other relevant information required to develop an effective study approach.

b. Proponent. A Proponent will be recommended by the Team to develop each high priority issue into a "Statement of Need". If a proponent is not a Team member, a request will be coordinated with HQUSACE prior to asking the "Proponent" to serve in this capacity. The "Proponent" will then be assigned the responsibility for fully developing the "Statement of Need" and working with the ERDC Principal Investigator to ensure the "Proposed Study Plan" is responsive to the "Statement of Need".

c. Proposed Study Plans. A "Proposed Study Plan" will be developed by ERDC working in conjunction with a "proponent", in response to a Statement of Need. The study plan is a critical document that provides the Team with detailed information on the scope, approach, resources required, and potential payoff of conducting a management study. A study plan will usually be between 15 to 25 pages in length that provides the following information:

- (1) Statement of the problem from a research perspective.
- (2) Review of related studies, activities and programs with potential for leveraging and partnerships.
- (3) Recommendation on whether a study is feasible or needed to meet the requirement of the Statement of Need.

d. If a study is determined by the principal investigator to be feasible, the Study Plan will also include the following items:

- (4) Study objective.
- (5) Study approach and procedures.

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- (6) Study products and target audiences.
- (7) Technology transition.
- (8) Cost estimate.
- (9) Schedule of deliverables.

15-9. Recreation Leadership Advisory Team.

a. The Recreation Management Support Program (RMSP) will be headed by a Recreation Leadership Advisory Team (Team) consisting of eighteen members. Each MSC/Regional Office will be represented on the Team. In addition four district offices will be represented and four project offices will be represented. The Team will have 16 voting members, two from each Major Subordinate Command (MSC). Two additional non-voting members of the Team will include a HQUSACE representative and a ERDC representative. Every two years one member of the Team will be selected to serve as chairperson. The chairperson will facilitate the Team meetings, participate in the annual Headquarters briefings associated with the RMSP as necessary, and oversee the voting associated with the Team decision making process.

b. Voting members of the Team will normally serve four-year terms. Terms for the initial members of the Team will be staggered with some serving two, three, four and five years respectively in order to establish a continuous rotational membership. Beginning in FY 2001, two new members will rotate onto the Team. Nominations for Team membership will be submitted annually to CECW-ON. Each MSC can nominate one division level person, one district level person and one field level manager annually for selection into the Team. CECW-ON will consult with the Team and select the new members from the list of nominations. On any and all issues requiring a vote by the Team, a simple majority vote is necessary to carry a decision. In case of a tie vote, the HQUSACE Team Member will cast the deciding vote.

15-10. Responsibilities.

a. Recreation Leadership Advisory Team. The Team activities and functions include the following:

(1) Provides input and makes recommendations to the strategic planning vision for the Corps overall recreation program.

(2) Provides recommendations on national priorities for the Corps recreation program.

(3) Identifies management support needs to address national priorities.

(4) Reviews and recommends annual and long range work plans to include funding.

(5) Assigns proponents for approved work.

(6) Monitors on-going work.

(7) Serves as regional POC for RMSP.

(8) Team Chair participates in annual HQUSACE briefings on RMSP as necessary.

(9) Serves as an ad hoc advisory body to HQUSACE on issues of national significance.

b. The HQUSACE representative on the Team is responsible for the following:

(1) Serves as a non-voting member on the Team

(2) Schedules Team meetings.

(3) Facilitates communications between Team, ERDC, and HQUSACE.

(4) Prepares annual recreation program report for presentation at the fall Team meeting.

(4) Provides funds management and program approvals for HQUSACE.

(5) Participates in annual HQUSACE briefings.

c. ERDC. The ERDC Program Manager is responsible for overall execution of the RMSP program as approved by HQUSACE. ERDC activities include the following:

(1) Serves as a non-voting member on the Team.

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- (2) Prepares annual trends report.
- (3) Works with the proponent to develop proposed study plans.
- (4) Presents study plans to the Team.
- (5) Prepares annual and long-range work plans.
- (6) Manages and executes assigned programs.
- (7) Participates in annual HQUSACE Briefing.

d. Proponent. The proponent is responsible for the following:

- (1) Develops Statements of Need.
- (2) Works with ERDC during the development of the study plan.
- (3) Presents the Statement of Need to the Team and supports ERDC in presenting the study plan.
- (4) Interacts with ERDC throughout the implementation of the work plan.

APPENDIX A  
REFERENCES

- a. 5 USC 5901, Section 164, Supplemental Appropriations Act of 1983 (PL 98-63).
- b. 16 USC 460d, Sec. 4, Flood Control Act of December 22, 1944 (58 Stat. 889), as amended.
- c. 16 USC 469 et seq., Archeological and Historic Preservation Act, as amended ("Reservoir Salvage Act").
- d. 16 USC 470 aa-11, Archeological Resources Protection Act of 1979.
- e. 16 USC 580m and n (PL 86-717).
- f. 16 USC 661 et seq., Fish and Wildlife Coordination Act, as amended.
- g. 16 USC 1531 and 1536, Endangered Species Act, as amended.
- h. 16 USC 4601-4. Land and Water Conservation Fund Act of 1965. (78 Stat. 897; PL 88-578).
- i. 16 USC 4601-12 et seq., Federal Water Project Recreation Act, as amended (PL 89-72).
- j. 18 USC 111, Assaulting, Resisting, or Impeding Certain Officers or Employees.
- k. 18 USC 1114, Protection of Officers and Employees of the United States.
- l. 28 USC 1346, Federal Torts Claims Act (FTCA).
- m. 33 USC 2328, Water Resources Development Act of 1992, (106 Stat. 4838, Sec. 203; PL 102-580).
- n. 42 USC 470 et seq., National Historic Preservation Act, as amended.
- o. 42 USC 1962 et seq., Water Resources Planning Act, as amended.
- p. 42 USC 4321, The National Environmental Policy Act (NEPA) of 1969 (PL 91-190).
- q. PL 78-534, Flood Control Act of 1944 (58 Stat. 887).
- r. PL 85-624, Fish and Wildlife Coordination Act (72 Stat. 563).
- s. PL 86-717, Forest Conservation (74 Stat. 817).
- t. PL 89-72, Federal Water Project Recreation Act of 1965.
- u. PL 90-578, (82 Stat. 1107), Federal Magistrates Act.
- v. PL 91-611, (84 Stat. 1818), Flood Control Act of 1970.

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- w. PL 91-611, Flood Control Act of 1970, Section 234 (84 Stat. 1833).
- x. PL 92-500, Federal Water Pollution Control Act, as amended (86 Stat. 816).
- y. PL 92-516, Federal Insecticide, Fungicide and Rodenticide Act, as amended. (92 Stat. 819).
- z. PL 93-112, Section 504, 29 USC 706, Rehabilitation Act of 1973.
- aa. PL 93-303, Land and Water Conservation Fund Act (88, Stat. 192).
- ab. PL 93-415, Juvenile Justice and Delinquency Prevention Act of 1974.
- ac. PL 93-523, Operating and Testing Potable Water Systems in Compliance with the "Safe Drinking Water Act".
- ad. PL 94-587, Section 120 (90 Stat. 2917), Water Resources Development Act of 1976, as amended by PL 96-536, (94 Stat. 3166).
- ae. PL 95-224, (92 Stat. 3), Federal Grant and Cooperative Agreement Act of 1977.
- af. PL 98-63, Supplemental Appropriations Act of 1983.
- ag. PL 103-66, Omnibus Budget Reconciliation Act of 1993.
- ah. EO 11644, "Use of Off-Road Vehicles on the Public Lands," February 8, 1972 (37 F.R. 2877, February 9, 1973. (Appendix A)).
- ai. EO 12512, Federal Real Property Management.
- aj. 5 CFR, Part 1320, Controlling Paperwork Burdens on the Public.
- ak. 36 CFR, Part 71, Recreation Fees.
- al. 36 CFR, Chapter III, Part 327, Rules and Regulations Governing Public Use of Water Resource Development Projects Administered by the Chief of Engineers (38 FR 75520, 23 March 1973).
- am. 45 CFR, Chapter XX, Part 2010, Constitution Bicentennial Education Grant Program.
- an. AR 190-29, Misdemeanors and Uniform Violation Notices Referred to US Magistrate or District Courts and USACE Suppl. 1.
- ao. USACE Suppl. 1 to AR 385-40, Mishap Reporting and Records.
- ap. USACE Suppl. 1 to AR 640-3, Personnel Identification Cards, Tags and Badges.
- aq. ER 25-1-90, Visual Information Management.
- ar. ER 37-2-10, Accounting and Reporting Civil Works Activities.

- as. ER 56-2-1, Administrative Vehicles Management - Civil Works.
- at. ER 70-1-5, Corps of Engineers Research and Development Program.
- au. ER 190-1-50, Law Enforcement Policy, U.S. Army Corps of Engineers.
- av. ER 200-2-2, Policy and Procedures for Implementing NEPA.
- aw. ER 310-1-6, Graphic Standards Manual.
- ax. ER 360-1-1, Public Affairs.
- ay. ER 405-1-12, Real Estate Handbook
- az. ER 870-1-1, Field Operating Activities Historical Programs.
- ba. ER 1105-2-100, Guidance for Conducting Civil Works Planning Studies.
- bb. ER 1110-2-400, Design of Recreation Sites, Areas and Facilities.
- bc. ER 1110-2-1150, Engineering After Feasibility Studies
- bd. ER 1130-2-500, Partners in Support (Work Management Policies).
- be. ER 1130-2-520, Navigation and Dredging Operations and Maintenance Policies.
- bf. ER 1130-2-540, Environmental Stewardship Operations and Maintenance Policies.
- bg. ER 1130-2-550, Recreation Operations and Maintenance Policies.
- bh. ER 1165-2-30, Acceptance and Return of Required, Contributed or Advanced Funds for Construction or Operation.
- bi. ER 1165-2-400, Recreation Planning, Development, and Management Policies.
- bj. EP 310-1-6, Graphics Standards Manual.
- bk. EP 310-1-6a, Corps of Engineers Sign Standards Manual, Vol 1.
- bl. EP 310-1-6b, Corps of Engineers Sign Standards Manual, Vol 2.
- bm. EP 690-1-11, Command-wide Recruitment and Outreach Materials.
- bn. EP 690-2-2, Career Development Guide for Civil Works Natural Resources Management Team Members.
- bo. EM 385-1-1, Safety and Health Requirements Manual.
- bp. EM 1110-1-400, Recreation Planning and Design Criteria.
- bq. EM 1110-2-38, Environmental Quality in Design of Civil Projects.

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- br. EM 1110-2-400, Recreation Planning and Design Criteria.
- bs. EP 1130-2-434, Volume 1-5, JS, DI, FS, Interpretive Services and Outreach Program.
- bt. Waterways Experiment Station Instruction Report R-81-1, " A Guide to Cultural and Environmental Interpretation in the U.S. Army Corps of Engineers" and "Supplements," National Technical Information Service (NTIS), 5285 Port Royal Road, Springfield, VA 22161.
- bu. Interagency Agreement of Operations and Guidelines Between Federal Prison Industries, U.S. Bureau of Prisons and U.S. Army Corps of Engineers, October 27, 1992.
- bv. Interpreting Our Heritage, Tilden, Freeman; the University of North Carolina Press, 1967.
- bw. Interpreter's Handbook Series, Contact: Dr. Michael Gross, College of Natural Resources, University of Wisconsin - Stevens Point, Stevens Point, WI, 54481.
- bx. The Great Outdoors Funbook, U.S. Army Corps of Engineers, 1993.
- by. Environmental Review Guide for Operations (ERGO) Compliance Assessment Manual.



APPENDIX B  
INTERAGENCY COORDINATION REQUIREMENTS

The following table shows some of the common legal requirements for interagency coordination which may be applicable in the preparation, approval, and implementation of a MP. It should be noted that this is not a complete list, as there are numerous other requirements which might apply in particular situations or to particular projects. Also, this list defines only minimum requirements and should not be construed to limit coordination.

Table B-1

<u>SITUATION WHICH TRIGGERS THE NEED FOR COORDINATION</u>	<u>AGENCY OR AGENCIES INVOLVED</u>	<u>REFERENCES/ DISCUSSION</u>
1. Environmental Impact Statement or supplement is prepared.	Federal, state and local government agencies.	National Environmental Policy Act (para 6); ER 200-2-2.
2. Significant changes are proposed to recreation.	National Park Service	Under the Federal Water Project Recreation Act (Appendix A, para. 3), the views of Interior are incorporated into project planning. If there is a subsequent change it should be reCOORDINATED.
3. Significant changes are proposed to fish and wildlife.	Fish and Wildlife Service and State Fish Wildlife	Same as above under the Federal Water Project Recreation Act. Also, under the Fish and Wildlife Coordination Act (Appendix A, para. 5), coordination with FWS and the state agency is required. ER 1105-2-100.
4. An endangered, Threatened, or proposed species or designated critical habitat may be affected by a proposed action.	Fish and Wildlife Service and/or National Marine Fisheries Service	Endangered Species Act (Appendix A, para. 6); ER 1105-2-100.
5. An action is proposed which will result in flooding of archeological data.	National Park Service	Archeological and Historic Preservation Act (Appendix A, para. 8); ER 1105-2-100.
6. An activity may cause loss or destruction of important scientific, historical, or archeological data.	National Park Service	Same as above.

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<u>SITUATION WHICH TRIGGERS THE NEED FOR COORDINATION</u>	<u>AGENCY OR AGENCIES INVOLVED</u>	<u>REFERENCES/ DISCUSSION</u>
7. An action that may effect any district, site, building, structure, or object that is on or is eligible for the National Register of Historic Places.	Advisory Council on Historic Preservation and State Historic Preservation Officer	National Historic Preservation Act (Appendix A, para. 8); ER 1105-2-100.

APPENDIX C

VISITOR CENTER CHECKLIST

(SCALE is based on 1 = poor to 5 = very good)

C-1. Visitor Reception

- a. Is the approach to the facilities inviting?.....1 2 3 4 5
  - (1) Are sign directions clear and concise?.....1 2 3 4 5
  - (2) Are there negatively worded signs?.....Y N
  - (3) Is parking easy and convenient?.....1 2 3 4 5
  - (4) Is parking provided for persons with disabilities?.....Y N
  - (5) Are there barriers to handicapped?.....Y N
  
- b. Does the visitor center establish a friendly and welcome mood?.....1 2 3 4 5
  - (1) Are the surroundings warm and friendly?.....1 2 3 4 5
  - (2) Is there a personal welcome message?.....1 2 3 4 5
  - (3) Is there an orientation map of the building?.....Y N
  - (4) Is there an orientation map of the project?.....Y N
  - (5) Do the exhibits invite participation or involvement?.....1 2 3 4 5
  - (6) Are any exhibits directed toward children?.....Y N
  - (7) Can all exhibits be viewed by children?.....Y N
  - (8) Are exhibits of the appropriate size and proportion to the space available?.....Y N
  - (9) Are the messages on exhibits of appropriate size for easy reading, including the visually impaired?.....Y N
  - (10) Are the exhibits done in a color scheme that is warm and inviting?.....Y N
  - (11) Are there interior architectural barriers for persons with disabilities?.....Y N
  - (12) Is there a good traffic flow through the exhibit and display area?.....Y N
  
- c. Is there a central theme to interpretive material?.....1 2 3 4 5
  - (1) Does any one subject dominate the others?.....Y N

- (2) Identify any subjects that dominate.....\_\_\_\_\_
- (3) If one subject dominates, is it appropriate?.....Y N
- (4) Are the exhibits arranged in logical order?.....Y N
- (5) Can you define the objectives of the major displays and exhibits?.....Y N
- (6) Do these objectives fit into a central theme?.....Y N
- d. Is the text for interpretive material easy to understand?.....1 2 3 4 5
  - (1) Is it in layman's terms?.....1 2 3 4 5
  - (2) Does it avoid or explain technical jargon?.....1 2 3 4 5
  - (3) Is it too long or tedious?.....1 2 3 4 5
- e. Is the audio visual material easy to understand?.....1 2 3 4 5
  - (1) Is it in layman's terms?.....1 2 3 4 5
  - (2) Does it avoid or explain technical jargon?.....1 2 3 4 5
  - (3) Is it too long or tedious?.....1 2 3 4 5
- f. Are various techniques of displays used, i.e., audio-visual, artifacts, flat wall, etc.?.....1 2 3 4 5
  - (1) Percentage of exhibits that are primarily audiovisual...\_\_\_\_\_%
  - (2) Percentage of exhibits that are primarily auditory.....\_\_\_\_\_%
  - (3) Percentage of exhibits that are primarily text.....\_\_\_\_\_%
  - (4) Percentage of other exhibits.....\_\_\_\_\_%
  - (5) Percentage of exhibits primarily active.....\_\_\_\_\_%
  - (6) Percentage of exhibits primarily passive.....\_\_\_\_\_%
- g. Do most of the exhibits and displays utilize standard off-the-shelf equipment, i.e., video decks, monitors, dissolve units, slide projectors, etc.....\_\_\_\_\_ %
  - (1) Percentage of equipment that is standard.....\_\_\_\_\_ %
  - (2) Percentage of equipment that is custom built.....\_\_\_\_\_ %
- h. Has an interpretive prospectus been prepared?.....Y N
  - (1) Date prospectus scheduled/completed.....\_\_\_\_\_
  - (2) Have recommendations been implemented? If no, explain in Section 6, Comments.....Y N

C-2. Information Brochures and Folders

- a. Do they include information we wish to convey to the public as well as information the public would like to receive?.....1 2 3 4 5
- b. Are brochures available at visitor facilities?.....Y N
- c. Are they displayed attractively?.....1 2 3 4 5
- d. Is it obvious that these are free to the public?.....Y N

C-3. Operations

- a. Is the staffing (Corps or contractor) adequate?.....1 2 3 4 5
  - (1) Are self-guided tours used?.....Y N
  - (2) Do they stand on their own?.....Y N
  - (3) Can the visitor use the center without additional information from the staff?.....Y N
  - (4) Is the staff readily accessible to the public?.....Y N
  - (5) Is there a reception area near the entrance?.....Y N
  - (6) Is the reception desk manned?.....Y N
  - (7) Is the staff knowledgeable about the displays and the Corps?.....Y N
  - (8) How many people work directly in the center?.....\_\_\_\_\_
  - (9) Is reduced staffing an option?.....Y N
- b. Does the visitor center receive adequate use by the public?.....1 2 3 4 5
  - (1) What is the annual visitation?.....\_\_\_\_\_
  - (2) What is the peak month for visitation?.....\_\_\_\_\_
  - (3) Is the facility visitation appropriate for its location and market area? If no, explain in Section 6, Comments.....Y N
  - (4) Is the facility visitation appropriate for its size? If no, explain in Section 6, Comments.....Y N
  - (5) Is the visitation primarily local, repeat or transient?.....\_\_\_\_\_
  - (6) Is the center made available to school and community groups?.....Y N
  - (7) Does the staff contact schools and groups and invite them to the center?.....Y N
  - (8) Do these groups regularly visit?.....Y N

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- (9) Is the center available to groups by special arrangements outside of regular office hours?.....Y N
- (10) What other actions have been taken to encourage visitation?.....\_\_\_\_\_
- c. Are hours of operation convenient for the visitor?.....Y N
  - (1) Are the hours of operation posted where they can be seen?.....Y N
  - (2) Summer hours of operation:  
Days of the week.....S M T W T F S  
Hours of the day.....\_\_\_\_\_
  - (3) Winter hours of operation:  
Days of the week.....S M T W T F S  
Hours of the day.....\_\_\_\_\_
- d. Are the physical conditions in the building appropriate?.....1 2 3 4 5
  - (1) heating.....1 2 3 4 5
  - (2) air conditioning.....1 2 3 4 5
  - (3) lighting.....1 2 3 4 5
  - (4) drinking fountains.....1 2 3 4 5
  - (5) restrooms.....1 2 3 4 5
- e. Is the building adequate in terms of visitor capacity and configuration?.....1 2 3 4 5
- f. Have there been any incidents of vandalism or theft in the past two years?.....Y N
  - (1) how many.....\_\_\_\_\_
  - (2) how severe.....\_\_\_\_\_
  - (3) any particular target? what?.....\_\_\_\_\_
- g. Are adequate security devices installed?.....Y N
  - (1) door and window alarms?.....Y N
  - (2) sound and movement detectors?.....Y N
  - (3) closed circuit TV?.....Y N
  - (4) fire alarms?.....Y N
  - (5) smoke detectors?.....Y N
- h. What percentage of the time are the main exhibits operational?.....\_\_\_\_\_

- i. If there is a main audiovisual presentation, what percentage of the time is it operational?.....\_\_\_\_\_ %
  - j. Is there an adequate supply of all types of backup equipment, e.g., projectors, tape players, etc.?.....1 2 3 4 5
  - k. Are funds adequate for operation of the center?.....Y N
  - l. Are there interpretive facilities outside of the visitor center?.....Y N
    - (1) Are they integrated into the total program?.....Y N
    - (2) Are they effective?.....Y N
    - (3) Do they make maximum use of the natural assets of the site?.....Y N
      - (a) nature trail.....1 2 3 4 5
      - (b) overlook.....1 2 3 4 5
      - (c) physical feature.....1 2 3 4 5
      - (d) nature features.....1 2 3 4 5
      - (e) historical archeological.....1 2 3 4 5
- Overall Rating for the Visitor Center.....1 2 3 4 5

C-4. Comments

\_\_\_\_\_  
Evaluator Title Phone

APPENDIX D

FOR ILLUSTRATION PURPOSES ONLY  
(Local reproduction authorized - blank  
masters available from local FMO)

CERTIFICATE OF AUTHORITY  
TO ISSUE CITATIONS

BADGE NUMBER: \_\_\_\_\_

\_\_\_\_\_ DATE

By authority of Section 234, Flood Control Act of 1970 (Title II, PL 91-611), I hereby certify that \_\_\_\_\_ is authorized to issue citations for violations of Title 36, CFR Chapter III, for the purpose of executing the provisions of said law.

This authority is derived from the "Designation of Persons Authorized to Issue Citations" made by the Chief of Engineers pursuant to said Section 234, and from my certification as to this employee in accordance with said "Designation":

(a) The employee's principal duties relate to recreation or natural resources management (which may include, but are not limited to, duties as a ranger or resources manager).

(b) The employee needs citation authority in order to perform his/her duties in the most efficient manner.

(c) The employee has the aptitude, temperament, personality, experience, and ability to exercise citation authority properly.

(d) The employee has been adequately trained in citation procedures.

\*Expiration date: \_\_\_\_\_

\_\_\_\_\_  
(Signature of District Commander)

\*Note. The date for permanent employees may be indefinite; for temporary employees the date will not exceed the term of appointment.

ENG Form 5036-R, Nov 92.



## APPENDIX E

### VISITOR ASSISTANCE TRAINING FOR TEMPORARY EMPLOYEES

E-1. Policy. In order to provide a consistent message through all phases of the visitor assistance training, divisions are authorized to conduct annual visitor assistance/citation training courses for temporary, seasonal and new natural resources employees who have been selected to receive citation authority. MSC courses will incorporate the core curriculum outlined below and will be submitted for review to HQUSACE (CECW-ON), through the Visitor Assistance Program (VAP) lead instructor. (See also paragraph 6-4 of this chapter.)

E-2. Authority. Upon completion of the approved division training, permanent and seasonal employees may be granted citation authority for up to two years, at which time they must take the HQUSACE PROSPECT course. Temporary employees cannot be granted citation authority in their first summer of work. Upon completion of one season's work and the approved division course, returning temporary employees may be granted citation authority. Temporary employees must be certified to meet the same criteria for demeanor, aptitude, personality and ability to issue citations as do permanent and seasonal employees.

#### E-3. Core Curriculum.

a. Subjects required to be covered in the 24-hour core curriculum of the course include:

- (1) USACE Visitor Assistance policy statement, to be given by a USACE VAP course instructor (travel and per diem to be paid by the host district/division)
- (2) Ranger authority, liability, image, and uniforms
- (3) Chapters 2, 6, 7, and 8 of ER/EP 1130-2-550
- (4) Title 18 and Title 36 (CFR)
- (5) Levels of Authorized enforcement
- (6) Conflict management
- (7) Personal protection/Situation evaluation
- (8) Communications, verbal judo, and other non-aggressive techniques
- (9) Fact finding
- (10) Verbal or written warnings and citations
- (11) Magistrate system, US Attorney, court appearances, Central Violations Bureau and forfeiture schedule
- (12) Other violations to include state and local laws, ARPA, ERGO

(13) Law Enforcement Cooperative Agreements

b. Subjects to be covered with local emphasis at the instructor's predetermined length:

- (1) Water safety
- (2) Emergency situations
- (3) Patrol and enforcement techniques
- (4) Report writing
- (5) Visitors under the influence

E-4. Manual. A manual outlining the course will be provided and should be reviewed every five years. Videos to assist with specific subject areas will accompany the course manual.

E-5. Videos.

a. The previously distributed 1985 videos from HQUSACE Visitor Assistance Course will be made available to District/MSD instructors to highlight pertinent teaching points and enhance coverage of individual subjects.

b. The Chief of Engineers video on guidelines for Visitor Assistance will be a part of the training.

c. Districts/MSDs may develop videos to instruct new employees on unique features of individual projects. Scripts of proposed videos will be approved by the VAP lead instructor to ensure uniformity of visitor assistance courses nationwide.

E-6. Approval. Course outlines and/or lesson plans will be submitted to HQUSACE (CECW-ON), who will work through the VAP lead instructor for approval. Courses that do not change from year to year need only be submitted once. Course dates should be submitted annually by 31 January, to allow PROSPECT instructors to schedule attendance at district or division courses.

E-7. Target Audience.

a. Temporary employees.

b. Permanent and seasonal employees waiting to attend HQUSACE training who will have authority to issue written warnings or citations.

E-8. Refresher Courses. Temporary employees must complete a refresher course every five years. Permanent and seasonal employees will complete the HQUSACE Visitor Assistance Course within two years of date of employment.

APPENDIX F

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masters available from local FMO)

CANCELLATION OF  
CERTIFICATE OF AUTHORITY  
TO ISSUE CITATIONS

\_\_\_\_\_  
DATE

The "Certificate of Authority to Issue Citations" issued to

\_\_\_\_\_ on \_\_\_\_\_,  
(Name of Employee)

number: \_\_\_\_\_, is hereby canceled.

\_\_\_\_\_  
(Signature and Title of District Commander)

ENG Form 5036-1-R, Nov 92

APPENDIX G  
ALTERNATIVE MANAGEMENT TECHNIQUES

G-1. Physical Control Techniques.

- a. Closing of areas. This includes the closing of areas at night, when capacities have been reached, during off season periods, campgrounds at appropriate hours, or areas where vandalism and rowdyism are frequently encountered.
- b. Fencing or other barriers.
- c. Managing appropriate use of area facilities, e.g., vehicles should be restricted to designated roads and parking facilities and camping to designated sites.
- d. Use of entrance control stations.
- e. Contract gate/park attendants. Volunteer campground hosts.
- f. Security lights.
- g. Use of mechanical and electrical surveillance systems.
- h. Appropriate signing.
- i. Prohibition of alcohol consumption, with appropriate local and district support.
- j. Physical Security Surveys and Crime Prevention Surveys.

G-2. Planning and Design Techniques.

- a. Single entrances to areas.
- b. Vandal resistant facilities.
- c. Road design to control excessive speeds. When performing normal maintenance or during times of major renovation work, roads should be designed with an emphasis on safety.
- d. Separation of user types, i.e., camping versus day use.
- e. Handicapped facilities.
- f. Lighting, or opening, of areas to facilitate visibility.
- g. Providing overflow areas.
- h. Establishing areas for special uses, such as off-road vehicle paths and trails.
- i. Consolidate recreation areas.

- j. Location of operation and maintenance facilities.
- k. Informational bulletin boards at area entrances.

G-3. Surveillance Techniques.

- a. Computer data system.
- b. Improved reporting systems on violations to enhance field investigations.
- c. Use of authorized user surveys.
- d. Inter and intra-agency data exchange and coordination on common problems and activities.
- e. Expanded alternative surveillance techniques. The routine land surveillance activities should be supplemented with air and water inspections, as required.
- f. Inter-governmental agency coordination on surveillance activities(s).

G-4. Public Involvement.

- a. Cooperative Law Enforcement Agreements.
- b. Contingency plans.
- c. Citizen committees.
- d. Expanded Public Information programs.
- e. Safety councils.
- f. Shoreline/lake cleanup campaigns.

G-5. Project Plans.

- a. Ranger manuals.
- b. Operational Management Plans.
- c. Security plans.
- d. Scheduling personnel to meet project needs.
- e. Immediate vandalism repair and litter removal.

G-6. Employee Training and Professionalism.

G-7. Standardize Vehicles.

G-8. Service Contracts.

G-9. Communications.

APPENDIX H

FORMAT FOR AGREEMENT FOR LAW ENFORCEMENT SERVICES

COOPERATIVE AGREEMENT BETWEEN THE UNITED STATES OF AMERICA AND  
(STATE OR POLITICAL SUBDIVISION) FOR THE PROVISION OF LAW  
ENFORCEMENT SERVICES

This agreement, entered into this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_, by the U.S. Army Corps of Engineers (district) (hereinafter referred to as the Corps) and (state or Political subdivision) (hereinafter referred to as the Cooperator). Witnesseth that:

WHEREAS, the construction of the \_\_\_\_\_ (hereinafter called the "Project") was authorized by the \_\_\_\_\_ Act, approved \_\_\_\_\_ (Public Law \_\_\_\_\_), and the provision of recreation, resources in (state of political subdivision) was authorized by (the same) \*((the provision of (the Federal Water Project Recreation Act of 1965) \*Section 4 of the 1944 Flood Control Act, as amended (16 USC 460d)); and

WHEREAS, it is the responsibility of the Corps, in administering the Project lands, to provide the public with safe and healthful recreational opportunities; and

WHEREAS, the Cooperator has the authority to enforce the state and local laws for (law enforcement jurisdiction) on such lands, and WHEREAS, Section 120 of the Water Resources Development Act of 1976 (Public Law 94-587) authorizes the Corps to contract with states and their political subdivisions for the purpose of obtaining increased law enforcement services on Project lands to meet needs during peak visitation periods; and

WHEREAS, it is in the best interests of the Corps to obtain the assistance of the Cooperator in the enforcement of state and local laws on Project lands.

NOW, THEREFORE, the parties hereto mutually agree as follows:

Article 1. Plan of Operation.

(a) The Corps and the Cooperator have agreed to a Plan of Operation which describes the scope and extent of law enforcement services to be provided by the Cooperator in accordance with this agreement. Such Plan of Operation, as concurred in by the Cooperator, is attached hereto as Appendix A and made a part hereof.

(b) It is recognized and understood that the Corps and the Cooperator may, at the request of either, renegotiate the Plan of Operation. The renegotiated Plan of Operation shall, upon written acceptance thereof by both parties, supersede Appendix A.

Article 2. Obligations of the Cooperator.

(a) The Cooperator agrees to furnish law enforcement services as follows:

---

Select applicable authority for the recreation development.

(1) Normal, emergency, or unanticipated enforcement of civil and criminal laws of the state and local jurisdiction on Project lands and waters without claim for reimbursement under this agreement.

(2) The enforcement of the civil and criminal laws of the state and (local jurisdiction) on Project lands in accordance with the schedules and duties describe in the Plan of Operation, with payment by the Corps in accordance with Article 3 of this agreement.

(b) The Cooperator agrees to provide personnel, equipment, and supplies which are required in order to provide the law enforcement services requested by the Corps in accordance with subparagraph (a) above.

(c) The Cooperator agrees to prepare a Daily Enforcement Log of a format provided or approved by the Corps and to submit this log to the Corps at least once a month throughout the effective period of the current Plan of Operation.

(d) The Cooperator agrees to assign only those personnel who are qualified and trained pursuant to the requirements of state and local laws and regulations to undertake the law enforcement services to be provided under Article 2(a)(2). Where state and local standards for the qualifications of law enforcement personnel do not exist, the Cooperator will advise the Corps of the experience, qualifications and training of those personnel expected to be assigned law enforcement duties under this agreement and assign such duties to them only with the approval of the Corps.

Article 3. Obligation of the Government. Subject to the availability of funds, the Corps Agrees to pay the Cooperator for the total cost of the law enforcement services to be provided in accordance with the obligations agreed to be undertaken by the Cooperator in Article 2(a)(2), including the costs of operation and maintenance of such equipment as is required for the provision of such services identified in the Plan of Operation under Article I. At the request of the Cooperator, partial payments may be made as the law enforcement services are performed based on billings as identified in the Plan of Operation under Article I and approved by the Corps.

Article 4. Period of Services. The period of this agreement shall be from the date of execution until terminated by mutual agreement, or on written notice from either party to the other, as set forth in Articles 6 and 10.

Article 5. Disputes. (Insert the clause in DAR 7-103.12.)

Article 6. Default. In the event that either party to this agreement fails to meet any of its obligations hereunder, the other party may immediately terminate the whole or any part of this agreement. Such termination shall be effected by written notice of either party to the other.

Article 7. Exclusion of Federal Employee Benefits. It is understood and agreed that the services to be provided by the Cooperator and its employees shall not be considered to fall within the scope of Federal employment, that the Cooperator and its employees shall not be considered as agents or employees of the Federal Government, and that none of the benefits of Federal employment will be conferred under the terms of this agreement.



Article 8. Release of Claims. The Cooperator agrees to hold and save the Corps, its officers, agents or employees, harmless from liability of any nature or kind, for or on account of any claims for damages that may arise during the performance of the law enforcement services by the Cooperator under this agreement.

Article 9. Transfer or Assignment. The Cooperator shall not transfer or assign this agreement, nor any rights acquired thereunder, nor grant any interest, privilege, or license whatsoever in connection with this agreement without the approval of the Corps.

Article 10. Termination for Convenience. The Corps or Cooperator may, on 30 days written notice, terminate this agreement, in whole or in part, when it is in the best interests of either party. If this agreement is so terminated, the Corps shall be liable only for payment in accordance with the payment provisions of this agreement for services rendered prior to the effective date of termination (DAR 7-1902.16).

Article 11. Equal Opportunity. (Insert the clause in DAR 7-103.18(a).)

Article 12. Gratuities. (Insert the clause in DAR 7-104.16.)

Article 13. Examination of Records by Comptroller General. The Cooperator agrees that the Comptroller General of the United States or any of his duly authorized representatives shall, until the expiration of three years after final payment under this agreement or such less time specified in Appendix M of the Defense Acquisition Regulation have access to and the right to examine any directly pertinent books, documents, papers, and records of the Cooperator involving transactions related to this agreement.

Article 14. Audit by Department of Defense. Upon request, the Cooperator shall provide, and the Corps shall have the right to examine, books, records, documents, and other evidence of accounting procedures and practices, sufficient to reflect properly all direct and indirect costs of whatever nature claimed to have been incurred and anticipated to be incurred for the performance of this agreement.

Article 15. Any changes in the provisions of this agreement which are necessary and proper will be made by formal amendment signed by both parties.

IN WITNESS HEREOF, the parties hereto have executed this agreement, as of the day and year first written above.

U.S. ARMY CORPS OF ENGINEERS

STATE OR POLITICAL  
SUBDIVISION

BY \_\_\_\_\_  
Colonel, Corps of Engineers  
District Engineer

BY \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

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(Necessary approvals and countersignatures required by state or political subdivisions with respect to execution on behalf of the state or political subdivision must be ascertained by the Cooperator and his counsel and added to the signature block.)

## APPENDIX I

### REPORTING REQUIREMENTS FOR LAW ENFORCEMENT COOPERATIVE AGREEMENTS THROUGH THE NRMS

I-1. All projects with reporting responsibilities will report the following information through the Natural Resource Management System (NRMS) (RCS CECW-O-39(R2)). Specific reporting details are found in the NRMS users manual.

I-2. Information requirements for annual reports on cooperative agreements for law enforcement services are as follow:

a. Total Number of Cooperative Agreements - Report the total number of cooperative agreements for increased law enforcement services in effect during the fiscal year. In cases where one cooperative agreement is applicable to more than one reporting project, each project will count the agreement in computing the project total.

b. Total Funds Paid to Cooperating Agencies - Report the total amount of funds paid to agencies cooperating for increased law enforcement services during the fiscal year. If one cooperative agreement is applicable to more than one project, each project will report the funds expended in the project's 16.01 account.

c. Total Administrative Costs - Report the total costs associated with the administration of the cooperative agreements for increased law enforcement services. If one cooperative agreement(s) is applicable to more than one project, each project will report the amount of their funds expended in administration of the agreement.

d. Total Man-Hours of Increased Law Enforcement Service - Report the total number of man-hours of increased law enforcement services realized as a result of the fiscal year cooperative agreement(s) for law enforcement service. If one cooperative agreement is applicable to more than one project, each project will report the man-hours of increased service provided to that project.

e. Total Number of Law Enforcement Actions - Report the total number of written warnings, citations, and arrests issued on the project by cooperating agencies while conducting the services specified in the agreement(s) for increased law enforcement. (Note: Two actions against the same person should be reported as two separate actions.)

APPENDIX M

USE FEE CRITERIA  
 GROUP AND SINGLE USER UNIT CAMP AREAS

<u>AREA TYPE &amp; FACILITIES</u>	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 \$5	Minimum \$6	Minimum \$8	Minimum \$10
<u>FACILITY CRITERIA</u>					
Restrooms	<u>2/</u>	<u>1/</u>	Vault	Vault	Flush
Potable Water			Yes	Yes	Yes
Fireplaces <sup>3/</sup>			Yes	Yes	Yes
Refuse Containers			Yes	Yes	Yes
Access Road			Yes	Yes	Yes
Designated tent or Trailer Spaces			Yes	Yes	Yes
Visitor Protection <sup>4/</sup>			Yes	Yes	Yes
Personal Fee Collection			No	No	Yes
Picnic tables			Yes	Yes	Yes
Showers			No	No	Yes
Sanitary Disposal Station			No	Yes	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 Corps ranger or local law enforcement surveillance.

Note: Individual campsites and group areas within a single campground may vary in quality or desirability due to location and/or campsite amenities. Variable pricing of fee campsites within a single campground may be instituted within the guidelines established above, if such campsite variances are identified.

Variable pricing for camping use may also be established based upon time differences, such as different seasons or different days of the week. Examples of variances that might affect quality or desirability of campsites include, but are not limited to:

(1) Proximity to the lake, proximity to attendant facilities, availability of shade, availability of individual water or sewer hookups and size or screening of site.

(2) Certain times which are more desirable for camping use, such as weekends in the summer.

APPENDIX N  
SPECIAL EVENTS

N-1. General. Consideration will be given to permitting special events at Corps lakes such as water carnivals, fishing tournaments, boat regattas, music festivals, dramatic presentations and other special recreational programs of interest to the general public.

N-2. Permit Applications. The sponsoring agency must obtain a receipt/permit (ENG Form 4457) from the operations project manager prior to the event date. Reservations for the use of Corps facilities to host a special event may be obtained in person or by phone from the Corps Operations Project Manager or his/her representative. The receipt/permit will describe the nature of the event, the starting and closing date, the location or area desired for the event, and any other pertinent data.

9-B-3. Qualifications for Permit. In order to qualify for a special event permit, the event must contribute to the enjoyment of the public and comply with established land use classifications.

a. The following requirements will be attached to the receipt/permit issued to the sponsoring agency:

(1) The right to charge is based on the sponsor providing parking assistance, adequate policing for crowd supervision and control, and other services required for the health and welfare of the visitor. The sponsoring agency must meet bonding, insurance, and other requirements unique to the local area.

(2) No costs shall accrue to the government.

(3) Private use of the project lands will not preempt public use of project recreational resources.

(4) The permitted site will be fully restored to prior conditions by the permittee. A performance bond may be provided to cover potential damages and maintenance cost. Forty-eight hours will be allowed in which to clear the permitted site after the event closes.

(5) The operations project manager will determine the number of hours per day the event may take place, however, the permit will be limited to four days with a prohibition against holiday use. District commanders may make special exceptions on a case-by-case basis.

(6) Collection of any funds in connection with the event must be approved by the district commander prior to issuance of the permit. Collections of entry fees in excess of actual total costs will be paid to the Corps for legal disposal unless surplus proceeds are used for benefit to the project. A collection cost analysis will be provided by the sponsor within 30 days following the event. The government reserves the right to audit the sponsor's records.

(7) Concession permits may be granted to requesting organizations only in the absence of a licensed concessionaire at the permitted site or the concessionaire's inability to supply the needs of the proposed activity.

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b. 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, creed, sex, or national origin in conducting activities. Special event 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, or age. 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 or age. Request for special events permits 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."

c. The United States Government is not responsible for damage to property for injury to persons attending the event. The permittee will be responsible for health and safety requirements of participants.

d. The permit request must be in accordance with applicable Federal, state, and local laws.

APPENDIX O  
PROGRAM INTEGRITY: HONOR VAULTS

O-1. Honor vaults are very susceptible to fraud and embezzlement. Consequently, honor system programs require diligent audit and quality assurance attention. Controls and methods can be used to better ensure the integrity of honor system collections. Failure to follow physical and operational control methods may cause an auditor to question program integrity and could even open the program to fraud.

O-2. The following controls are suggested to strengthen the integrity of the honor vault fee collection program:

a. Physical Controls: Physical controls can enhance the integrity and quality assurance of the honor vault method of fee collection. It is recommended that honor vaults feature a removable double locked container that would allow for only one designated fee collector to remove the full container and replace it with an empty one. Examples of physical controls include the following:

(1) Double Box System: The fee collector unlocks the honor vault and removes the double-locked fee collection box.

(2) Single Box System with Removable Vault: An alternative to the double box is a system where the entire safe is removable and essentially serves the same purpose as the inner double locked collecting box. The fee collector unlocks the safe from the mounting bracket and replaces it with an empty safe.

(3) Double Locking Honor Vaults: If a removable fee collection container is not provided, accountability can be strengthened by having two individually keyed locks so that two keys from two different persons are needed to open the vault.

(4) Dual Locking Containers: All of the above methods of physical control make use of dual locking containers.

b. Operational Controls.

(1) Dual Control: Having two persons present at all times when fee revenues are accessed is a basic quality assurance method.

(2) Rotating Duties: Dual control can be improved by ensuring that the same two employees are not routinely paired for fee collection activities.

(3) Separation of Duties: A single person should not have complete and individual control of funds and related paperwork from collection through deposit.



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(4) 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.

(5) Tracking Fee Payment Envelopes: Honor systems envelopes should be subsequently numbered so they can be used to verify payment of use fees.

(6) Supervisory Control: Supervisors should be knowledgeable of fee collection operations and should develop and provide written operating procedures.

c. Auditing Controls: ER 37-2-10 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.



## DATA REQUIRED BY THE PRIVACY ACT OF 1974

### DATA REQUIRED BY THE PRIVACY ACT OF 1974 (5 U.S.C. 552a)

The Privacy Act of 1974 requires each individual asked or required to furnish personal information to be advised of the following:

Title of Form: Golden Age and Golden Access Passport Record

Authority: P.L. 92-347 (86 Stat. 459) and P.L. 93-303 (88 Stat. 192)

Principal Purpose(s): To provide corroboration of evidence of age or disability required for issuance of "Golden Age Passport" and "Golden Access Passport", and maintain information for auditing of program.

Routine Uses: Golden Age and Golden Access Passports are issued under the direction of the Department of the Interior which receives a yearly report of the total number issued. The name and address of those who obtain the Golden Age or Golden Access Passport is not reported, but maintained on file at the Corps of Engineers project office to provide a spot audit of the validity of Golden Age or Golden Access Passport issuance. This information is not maintained alphabetically or by other personal identifier. It is destroyed 30 days after the end of the calendar year.

Mandatory or Voluntary Disclosure and Effect on Individual Not Providing Information: VOLUNTARY. Failure to provide the requested information will preclude issuance of a Golden Age or Golden Access Passport.

APPENDIX Q  
DIRECT TRANSMITTAL OF RECREATION USE FEES

Q-1. To implement this program the following procedures are required:

a. Issue fee books, and/or annual day use passes and/or Golden Age Passports with Receipt for Accountable Form. (DA Form 410) to contract or volunteer fee collectors. This is an important means of verification. Fee collectors are accountable for all ENG Form 4457, ENG Form 4839B permits, and Golden Age Passports issued to them. They must either return unused forms or remit monies and documentation for used forms.

b. Fee collectors will prepare all documentation presently required by the servicing F&A office. Fee collectors are responsible for directly mailing this to F&A with fee remittances. Project personnel are responsible for insuring that contract or volunteer fee collectors complete all documentation and remittance transmittals correctly and in a timely manner.

c. Fee collectors contracting under this procedure are responsible for all fee monies from the time they are collected to their receipt by the servicing F&A office. Fee remittances must be transmitted to the F&A office by money order or certified check. Contract or volunteer fee collectors making direct transmittals must be bonded for the maximum amount which may be collected before transmittal to the F&A office. The surety bond for volunteer fee collectors may be paid for by the government. It is the responsibility of the contract/volunteer fee collector to provide an adequate fidelity bond to the Operations Manager prior to beginning work. Note that the required bond is not a security or performance bond.

Q-2. When instituting this program, it is important to have close coordination between Operations Managers and Finance and Accounting personnel.

Q-3. In order to insure the security of collected fees, strict controls must be in place. Unannounced spot audits of each contractor/volunteer by project personnel must be performed and documented on a regular basis. It is essential that project personnel train fee collectors on the necessity of funds security. A complete reconciliation of all ENG Form 4457s and/or ENG Form 4839B's and/or Golden Age Passports issued and monies collected and either currently held or previously transmitted by the contractors/volunteers must be made by Operations Management personnel as often as necessary to insure full accountability. Fee collector contracts must specify that final payment will not be made to the contractor until all funds are reconciled.

Q-4. Fee collectors preparing a transmittal of recreation use fees from a NRRS™ park should refer to the Bill for Collections section of the current Operating Procedures Manual.

APPENDIX R  
MAINTAINING FUNDS SECURITY

R-1. Corps employees, volunteers, and contractors must be provided the following procedural guidance concerning accountability of Government funds:

a. Always be prepared for an audit. Fee collectors and cashiers are accountable for change funds, money collected from the sale of user permits and Golden Age Passports, and permit books and forms. Government change funds will not be provided to contractors or volunteers.

b. Never mix personal funds with government funds. Fees collected, permits books, and collections records must be available for accounting purposes at all times.

c. Use fee permit books must always be issued in sequence and permits sold in sequence.

d. Secure money and books in a permanently installed vault or safe provided by the government.

e. Projects should appoint on-site auditors to check procedures used in collecting, handling, and transmitting fees.

f. Each District must review the intrusion prevention system at money handling offices to determine the need for incorporating alarms or other security devices.

g. All Corps personnel, volunteers, and contractors responsible for collecting, transporting, transmitting, or accounting for fees or user fee permits must be provided a security awareness briefing prior to assignment of these responsibilities. The contractor's security awareness briefing will be provided as part of the pre-work meeting.

R-2. To further limit the amount of cash on hand, the use of credit cards and checks to pay recreation use fees should be encouraged. Name, address, telephone number, and driver's license number must be recorded on the check. Persons should not be asked to furnish Social Security Numbers for any reason. Coordination between Operations Management and Finance and Accounting personnel is necessary to streamline paperwork procedures for remitting checks.

## APPENDIX S

### OUTLINE OF MONITORING PLAN FOR OFF-ROAD VEHICLE AREAS

S-1. Executive Order 11644 requires that each agency monitor the effects of the use of off-road vehicles on lands under its jurisdiction. Data regarding the impact of off-road vehicles on soils, vegetation, water, air wildlife and other recreation activities is very limited. To provide for this recreation activity in harmony with other recreation activities and avoid despoilment of the resource base monitoring of the effects of ORV use will be accomplished as effectively as possible.

S-2. The following outline encompasses significant features which should be monitored in ORV areas within the capability of the District Engineer. It is recognized that a scientific evaluation of the impact of ORV's would encompass a great deal more data collection and analysis. The following encompasses a rather limited approach to guide the District Engineer within his budgetary constraints and manpower ceilings.

S-3. Outline.

- a. Estimate of use of area or trail by both ORV users and non-users.
- b. Impact of ORV use on vegetation, soil and water.
  - (1) Map existing trails in designated ORV area.
  - (2) Record mileage and average width of existing trails.
  - (3) Rate existing trails according to light, medium or heavy use.
  - (4) Select random sample plots on existing trails covering a variety of terrain, vegetative and soil conditions.
    - (a) Photograph sample plots.
    - (b) Record width of trail and depth of ruts at selected intervals.
    - (c) Record inventory of vegetative community within the sample plot. Inventory should include species composition and size of woody vegetation.
    - (d) Record general condition of vegetation in sample plot.
    - (5) Record, at intervals of 0, 1, 3, and 5 years, those items included in (4) above.
    - (6) Define control plots near test plots to determine impact with and without ORV use.
    - (7) All control plots and test plots should be permanently but inconspicuously marked so that photographs and data collection can be accomplished on the same area in subsequent years.
    - (8) The following can be determined from test sections:

- (a) Impact on young vegetative growth.
  - (b) Impact on larger trees and shrubs (compaction, direct damage, root exposure).
  - (c) Impact on soil (erosion, compaction, lateral movement).
  - (d) Trail width variation from year to year.
  - (e) Extent of impact on either side of trail.
  - (f) Comparison of impact of ORV use on test plots with no ORV use on control plots.
  - (g) Annual spot checks of vulnerable areas such as steep slopes, creek banks and lake shoreline, should be conducted.
- c. Impact of ORV use on wildlife.
- (1) Track counts of big game animals such as deer, antelope and elk in ORV area compared to those outside ORV area.
  - (2) Count of songs of game birds and non-game birds.
  - (3) If hunting is permitted, compare wildlife harvest in ORV area to that of other areas in the project.
  - (4) Record sightings of game and non-game species.
- d. Impact of ORV use on other recreation activities.
- (1) Survey type and amount of recreation use on areas adjacent to designated ORV areas.
  - (2) Record attitudinal response of visitors who are surveyed as nearly as possible.
  - (3) Record distance between area where survey is made and the ORV area.

**APPENDIX T**  
**USE FEE REFUND REQUEST**  
*(EP 1130-2-550)*

Part 1 *(TO BE COMPLETED BY APPLICANT)*

Request a Use Fee Refund in the amount of \$ \_\_\_\_\_ to:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for request: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Signature of Applicant)*

***Original User's Copy of Permit Must be Attached to this Request***

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Part 2 *(TO BE COMPLETED BY CORPS OF ENGINEERS REPRESENTATIVE)*

The above fee relates to F&A Work Item # \_\_\_\_\_, Park Work Item # \_\_\_\_\_,  
and was transmitted on CEFMS Collection Voucher # \_\_\_\_\_ dated \_\_\_\_\_.

Corps of Engineers Point of Contact is \_\_\_\_\_

Phone: \_\_\_\_\_

Approved by:

\_\_\_\_\_  
*(Signature of Operations Manager or Representative)*

\_\_\_\_\_  
*(Date)*



APPENDIX U  
FREE-NIGHT CAMPING COUPON

	<b>FREE-NIGHT CAMPING COUPON</b>	00012345
<b>US Army Corps of Engineers</b> ®		Expiration Date <u>12/31/02</u>

This Camping Coupon allows the bearer one night of free camping at:

Pomona Project/Lake

Smith's Park

Issued to Merle Wilson

Reason for issuance 10th Lake Anniversary  
Celebration

Operations Manager's signature Charles Miller

Date Issued 5/20/02 Date Used 8/22/02

Figure U-1 Sample: Free-Night Camping Coupon