

S: 1 May 2002

CECW-ON

2 April 2002

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

SUBJECT: Annual Day Use Passes - Calendar Year 2003

1. The printing order for Engineer Form 4839B, Annual Day Use Passes, required for Calendar Year 2003, is now being prepared.
2. Please provide an estimate of the number of annual pass books, each containing 30 passes, you require for Calendar Year 2003. Estimates should be provided for each district, consolidated by division, and provided to Headquarters, U.S. Army Corps of Engineers, CECW-ON, not later than close of business 1 May 2002.
3. Although the requested information should have been entered into the Operations and Maintenance Business Information Link (OMBIL), the data has not been entered for the majority of projects. Timely entering of complete data into OMBIL will preclude data calls such as this in the future.
4. HQUSACE will place an order with the Government Printing Office, for delivery to the USACE Publications Supply Depot by 1 November 2002. The Depot will distribute the passes upon receipt to each district, in accordance with their estimated requirements. A small number of additional passes will be stocked at the Depot to cover unanticipated needs during the 2003 recreation season.
5. The Calendar Year 2002 annual passes were of very poor quality. The specifications will be tightened for 2003 to assure the thickness of the pass is sufficient for durability and to provide for a slit in the backing to facilitate removal. Please advise this office if other improvements to the specifications should be made.
6. The point of contact for the recreation use fee program in CECW-ON is Ms. Judy Rice, (202) 761-4751.

FOR THE COMMANDER:

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KAREN DURHAM-AGUILERA, P.E.
Acting Chief, Operations Division
Directorate of Civil Works