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

CECW-CO

APR 23 2008

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

SUBJECT: Recreation Use Fee Policy and Guidance Update Project Delivery Team

1. This memorandum announces the establishment of a Project Delivery Team (PDT) to review existing policy and guidance for the U.S. Army Corps of Engineers recreation use fee program. The PDT will examine ER 1130-2-550, Chapter 9 - Recreation Use Fees, EP 1130-2-550, Chapter 9 - Recreation Use Fees, and Appendix N, Special Events Permits, and revise these documents to reflect current policy and procedures.

2. The following individuals have been chosen to serve on the PDT:

Freddie Bell - LRD
Kathy Carlson - SWD
Sue Clevenstine – MVD (Team Leader)
Kevin Paff - NWD
Jim Sandberg - SWD

3. The PDT will hold an initial teleconference call in early May to develop and finalize an action plan and timeline. The Scope of Work for the PDT is enclosed. PDT activities will be coordinated with the field as necessary and appropriate. Periodic reports of the team's progress will be provided to the field via the NRM Gateway.

4. I appreciate your support for this important task. The point of contact for the recreation use fee program in CECW-CO is Pep Persio, (202) 761-0036.

FOR THE COMMANDER:

Encl

MICHAEL G. ENSCH
Chief, Operations
Directorate of Civil Works

SCOPE OF WORK
RECREATION USE FEE
POLICY AND GUIDANCE
UPDATE

1. **Background.** The U.S. Army Corps of Engineers is the Nation's largest Federal provider of outdoor recreation. The Corps provides operation and maintenance for this vast recreation network at 456 lakes in 43 states. Our lakes and parks include over 88,000 campsites, 3,400 launching ramps and 4,600 miles of trails in the United States. The Corps collects user fees for use of specialized facilities at hundreds of recreation areas throughout the United States in accordance with policy and guidance found in the following documents; ER 1130-2-550, "Recreation Operations and Maintenance Policies", 15 November 1996 (with some changes in 2002), and EP 1130-2-550, "Recreation Operations and Maintenance Guidance and Procedures", 15 November 1996.

2. **Purpose.** The purpose of this PDT is to deliver draft policy and guidance for incorporation in the ER 1130-2-550, Chapter 9 - Recreation Use Fees, EP 1130-2-550, and Chapter 9 - Recreation Use Fees.

3. **Objective.** The objective of the PDT is to deliver draft revised policy and guidance to collect recreation use fees at Corps projects, based upon acceptable analysis and with full field coordination.

4. **Requirements.** The PDT will deliver the following products to CECW-CO in accordance with the timeline indicated below. All products are PDT recommendations. Final decisions will be made by CECW-CO.

a. A detailed PMP to guide the PDT's efforts. Due: 15 May 2008.
b. Review Engineer Inspector General findings and recommendations and produce an analysis report. Due: 2 June 2008.
c. Provide CECW-CO recommended policy and guidance, with associated analysis and rationale, for each issue considered. Due: 1 October 2008.
d. Upon review and concurrence, CECW-CO will send the recommendations to the field for review and comment. Field comments will be evaluated by the PDT and final recommendations, including evaluation and recommended resolution of field comments, will be delivered. Due: 1 February 2009.

5. **Products**. The PDT will deliver the following products:

a. Draft revised ER 1130-2-550, Chapter 9 – Recreation Use Fees
b. Draft revised EP 1130-2-550, Chapter 9 – Recreation Use Fees
c. Draft revised Appendix N, Special Events Permits

6. **Resources.** The PDT will consist of 5 or 6 members. A CECW-CO staff member will serve as advisor. Written materials, such as regulations, policy memorandums, and similar resources will be provided to the PDT by the CECW-CO advisor. Travel, per diem, and salary will be the responsibility of the employee's organization.