



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

SEP 14 2011

REPLY TO  
ATTENTION OF

CECW-CO

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

SUBJECT: Fee-Free Coupons for National Public Lands Day Volunteers

1. National Public Lands Day (NPLD), an event held annually in September showcases our nation's public lands and the importance of protecting natural resources through responsible use and volunteerism. Since 2004, Federal land management agencies have thanked their National Public Lands Day volunteers by issuing a "fee free" coupon that can be used during the year in place of entrance or day use fees for one day. The U.S. Army Corps of Engineers will continue to participate in this coupon initiative in partnership with our sister agencies. This memorandum will be applicable for future years until rescinded.
2. Accordingly, all volunteers who participate in one of our NPLD activities will be issued a "fee free" coupon. The coupons are valid for one year from date of issue and may be used for one day of entrance or day use fees at any participating Federal agency park, forest, or recreation area that charge either of these types of fees. Fees for camping and camping-related services and fees for specialized facilities, such as picnic shelters will not be waived. Guidelines concerning issuing and accounting for the coupons are enclosed.
3. This coupon will be honored at all Corps projects regardless of whether or not a NPLD event was held at that project during the year.
4. Point of contact for NPLD is Ms. Heather Burke, (503) 808-4313 and for the Recreation Use Fee Program, Mr. Pep Persio, (202) 761-0036.

FOR THE COMMANDER:

Enclosure

  
MICHAEL G. ENSICH  
Chief, Operations  
Directorate of Civil Works

## National Public Lands Day “Fee Free” Coupon Guidelines

### **1. The coupons:**

a. Quantity of coupons sent from NEEF will be based on estimated number of volunteers estimated during registration of each individual site on the NPLD website.

b. Will be mailed to each project throughout the summer leading up to NPLD. There are 4-5 scheduled mailings throughout the summer.

c. Are uniquely numbered.

d. Non-transferable. Each volunteer will print their name on the front side of the coupon at the time it is issued to them.

e. Valid for entrance fees or day use fees only. (Although the Corps does not charge entrance fees, the other Federal agencies do.)

f. Will admit the person whose name appears on the front and any accompanying passengers in a private vehicle.

(1) A private vehicle is defined as any noncommercial vehicle that is being used for private recreation purposes.

g. In those areas where a per person fee is charged, the coupon admits the person whose signature appears on the front and his or her spouse, parents, and children.

h. Not valid for other use fees, such as parking, camping, tours, and concessions. It may not be used toward the purchase of an annual pass or Golden Age Pass.

i. Redeemable for one fee free day at an area managed by:

- (1) U.S. Army Corps of Engineers,
- (2) U.S. Fish and Wildlife,
- (3) U.S. Forest Service,
- (4) Bureau of Land Management,
- (5) National Park Service.

j. A coupon received by participating at a Corps event can be redeemed at any of the five participating Federal agency areas. The Corps will honor coupons volunteers receive from one of the five other agencies. All participating agencies have agreed to honor coupons issued by any other participating agency.

k. Participating Federal agencies are not responsible for misplaced, lost, or stolen coupons.

**2. The NPLD POC at the project will be responsible for:**

- a. Issuing the coupons to each volunteer after participating in a NPLD activity.
- b. Having each volunteer print their name on the front side of the coupon at the time it is issued to them.
- c. Keeping a simple record of how many coupons were issued; i.e., numbers 00050 - 00124 were issued. Personal information about the volunteers, e.g. name, address, etc, will not be collected or maintained.
- d. Destroying all coupons not issued and documenting the fact with a MFR.
- e. Ensuring that both project staff and volunteers understand how to use the coupon.

**3. How the coupon will be accounted for at the project:**

- a. This coupon will be honored at all Corps projects regardless of whether a NPLD event was held at that project during the year or not.
- b. In areas using Park Office, check in the day use customer as usual under the appropriate day use POS item and change the fees to \$0. In the REMARKS box at the bottom of the screen enter, "NPLD Fee free coupon" as reason for the waiver.
- c. In honor vault areas, the visitor will complete the information on the outside of the day use fee envelope (ENG 4839A) and place the coupon in the envelope instead of money.
- d. The number of the coupon will be recorded to help determine the success of this program. There will be a call for this record to be sent to HQUSACE in October.

**4. Redeemed coupons will be destroyed once they have been recorded.**