

Memorandum of Understanding

between

U.S. Army Criminal Investigation Command - Fort Knox

and

U.S. Army Corps of Engineers, Louisville District

Subject: NCIC Background Checks of Potential Contact Gate Attendants in the Louisville District

1. A mission of the U.S. Army Corps of Engineers at Civil Works Projects is to capitalize on the recreational potential for the benefit and enjoyment of the general public. The cost of providing and maintaining recreation facilities and services requires payment of recreation user fees by the general public. The Corps imposes recreation user fees for use of campground areas and specialized sites or facilities which are directly operated by the Corps. There are 39 recreation use fee collection sites, at 15 Louisville District (District) Lake Projects where, between 1999 through JAN 2008 recreation seasons, over \$53,542,096.56 were collected from the general public. Currently, 16 of these fee collection sites (campground sites) are operated by contracted park or gate attendants (CGA's) and the remainder are operated by Corps employees who are authorized via appointments by Resource Management. All recreation use fee collection duties at Civil Works projects are authorized via ER 37-2-10 and CGA's are bonded or post irrevocable letters of credit from a U.S. Bank to cover their weekly or maximum Deposit limit in lieu of this appointment.

2. At campground locations in Louisville District, the overall responsibility for providing campground control within the scope of the contracted authority, maintaining detailed business records and fiscal logs, and collecting recreation user fees from the general public rests with contract gate attendants. ENG Form 4457, SF 1165, Park Suite[®]/ORMS[®] or other National Recreation Reservation Service[™] equivalent software may be used by the CGA and issued to the general public as the official record of receipt of recreation user fees. Background checks conducted on potential CGA's to ensure that they possess business integrity are an appropriate safeguard for the annual volume of recreation user fees collected within the District at the campgrounds.

3. Annually, in approximately January-March the District Contracting Division (CELRL-CT) solicits competitive bids for gate/park attendant services at the 16 District operated campgrounds. As the Government can exercise an option to renew a CGA's contract, it is not necessary to annually solicit bids for all the District's collective sites. The U.S. Army Criminal Investigation Command (USACID) - Fort Knox, Kentucky can access the NCIC system to determine a person's criminal background, if provided name, social security number (SSN), and date of birth (DOB). In order to promote the contracting of reputable people for positions as CGA's, based on the Memorandum of Understanding, the following actions will occur:

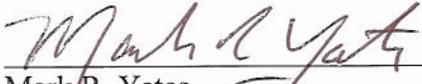
a. CELRL-CT will provide the name, SSN, and DOB of potential CGA's to the USACID - Fort Knox. This will normally occur annually in January-March (or may during other times of the calendar year when re-solicitations occur), and in order to expedite this process, will be transmitted to USACID - Fort Knox via facsimile number 502-624-2192 (Attn: Rick Exler). For questions or concerns about delayed/missed transmissions call 502-624-7537.

b. USACID - Fort Knox will provide information obtained there under to CELRL-CT. This will occur annually in January-March (or may occur as necessary when re-solicitations occur), and in order to expedite this process, will be transmitted to CELRL-CT via facsimile number 502-315-6195 (Attn: CT-C).

c. Procedures will be established to ensure the confidentiality of personnel data being transmitted and received by facsimile and that it does not violate an individuals right of privacy as outlined under the U.S. Privacy Act of 1974 (5 P.L. 93-579).

4. The agreement becomes effective upon signing of all parties concerned.

Coordination:



Mark R. Yates
Chief, Contracting Division
Louisville Engineer District

6/13/08
Date



Dale Holmes
Chief, Office of Counsel
Louisville Engineer District

6/16/08
Date



U.S. Army Criminal Investigation Command
James M. Carlton
CW3, MP, Special Agent in Charge

6/18/08
Date