

Name _____

Permit # _____

CONCEPTUALLY APPROVED

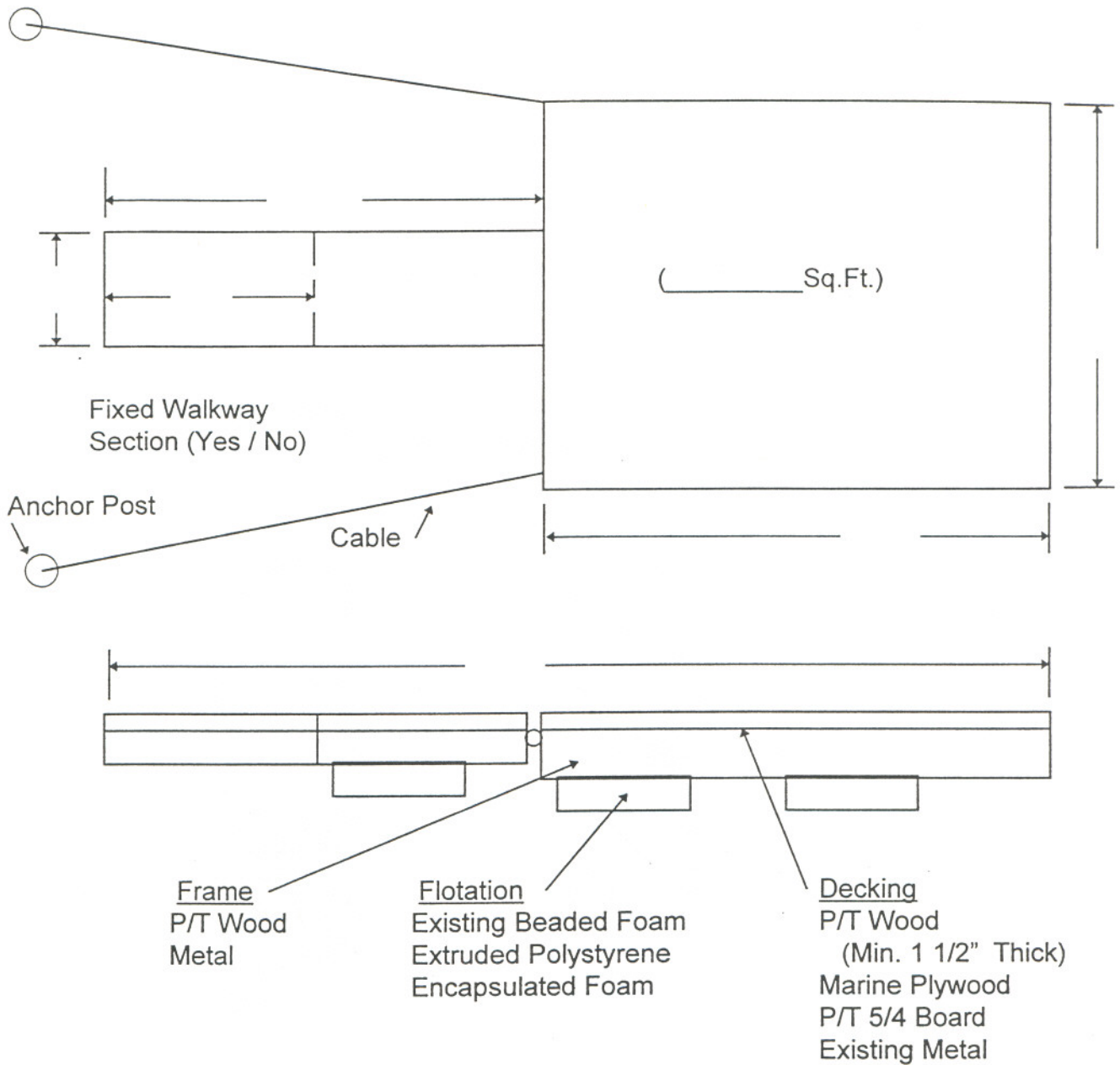
for

US Army Corps of Engineers, Mobile District

BY: _____

DATE: _____

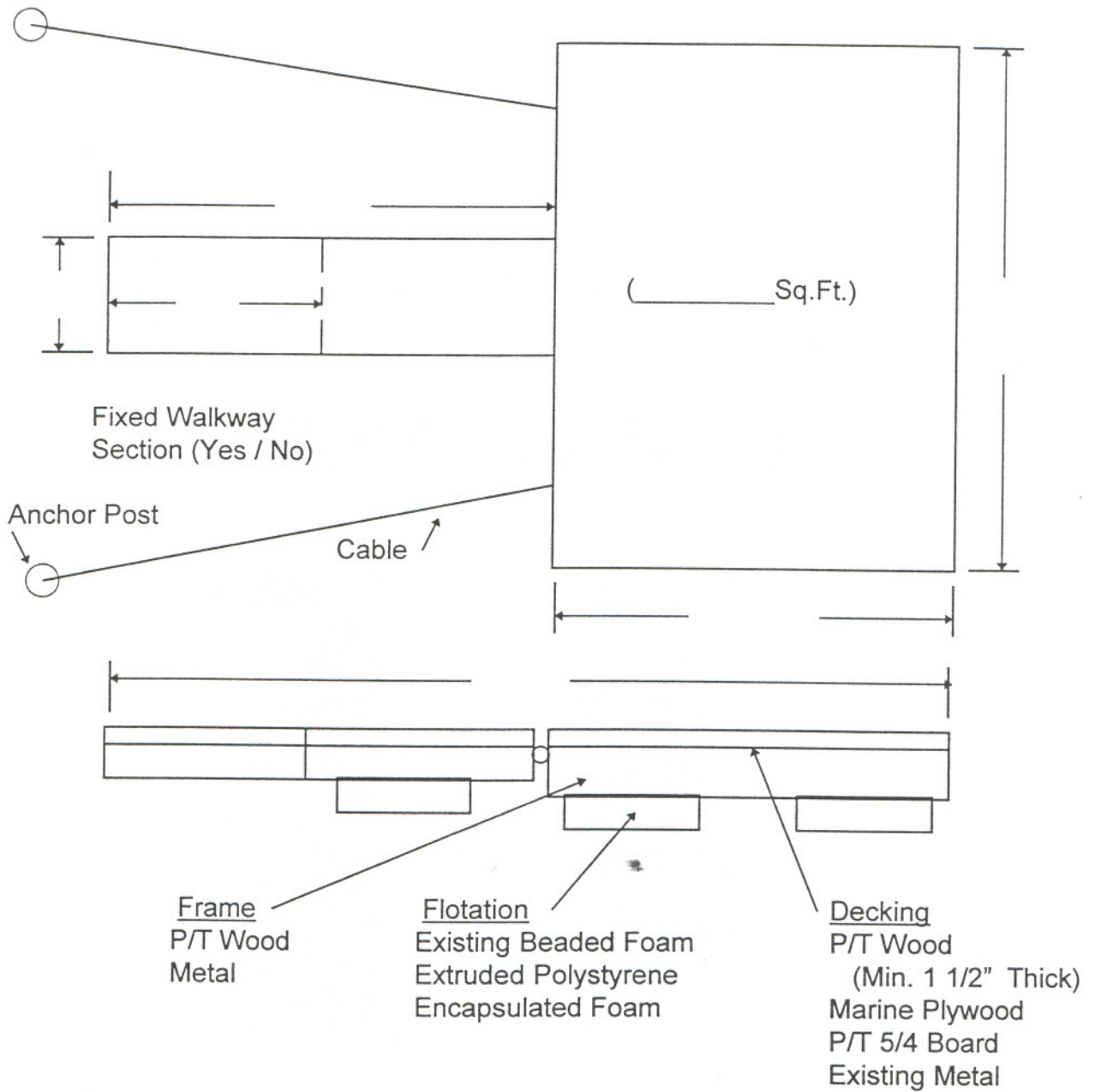
NOTICE: This approval stamp DOES NOT certify an engineering review. The builder should rely on professional engineering services to certify that the design is suitable for intended purposes and meets minimum standards including those related to the safety of the users.



Name _____

Permit # _____

<p align="center">CONCEPTUALLY APPROVED</p> <p align="center">for</p> <p align="center">US Army Corps of Engineers, Mobile District</p> <p>BY: _____</p> <p>DATE: _____</p> <p>NOTICE: This approval stamp DOES NOT certify an engineering review. The builder should rely on professional engineering services to certify that the design is suitable for intended purposes and meets minimum standards including those related to the safety of the users.</p>
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Name _____

Permit # _____

CONCEPTUALLY APPROVED

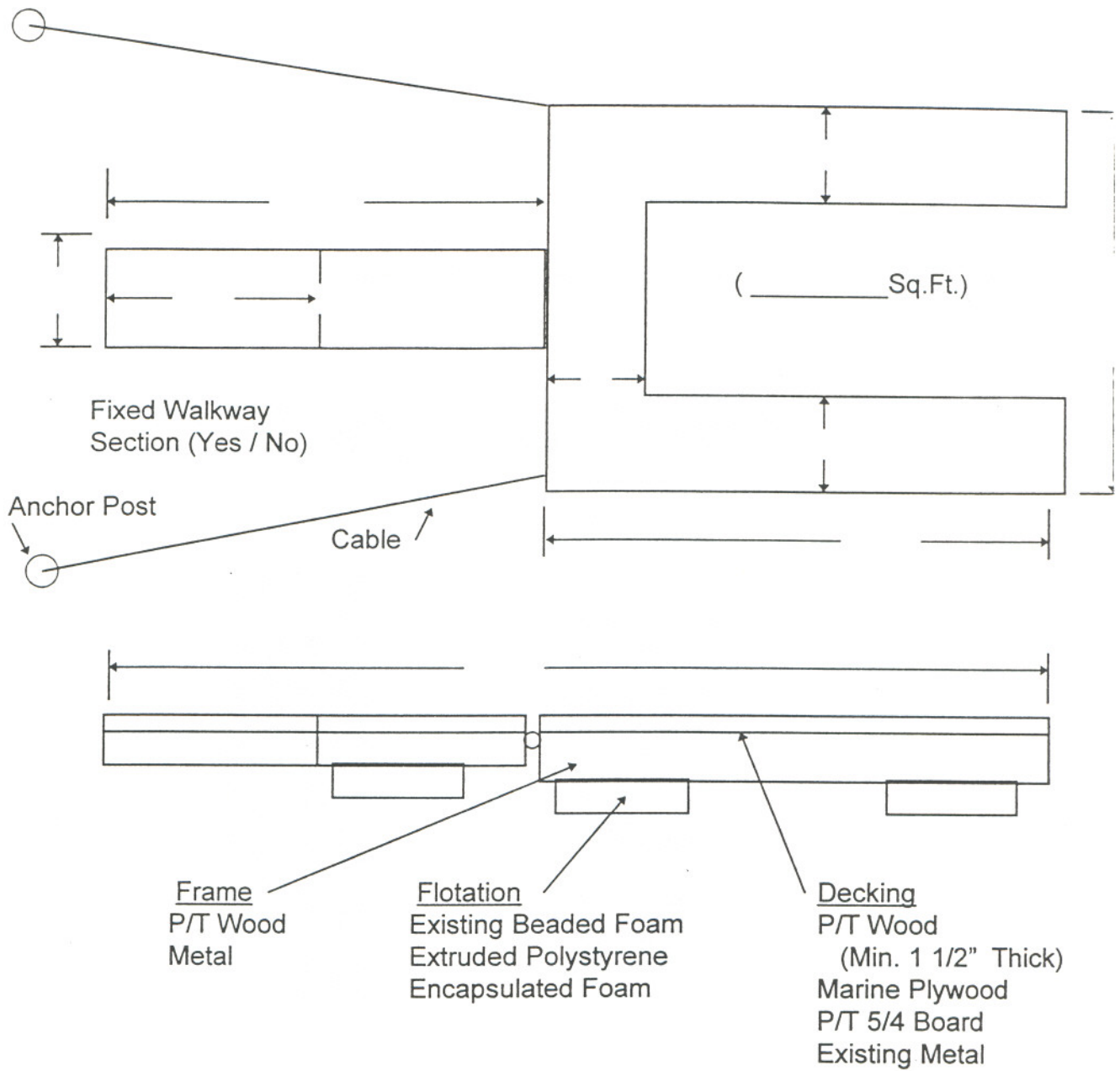
for

US Army Corps of Engineers, Mobile District

BY: _____

DATE: _____

NOTICE: This approval stamp DOES NOT certify an engineering review. The builder should rely on professional engineering services to certify that the design is suitable for intended purposes and meets minimum standards including those related to the safety of the users.



Name _____

Permit # _____

CONCEPTUALLY APPROVED

for

US Army Corps of Engineers, Mobile District

BY: _____

DATE: _____

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Anchor Post

Fixed Walkway Section (Yes / No)

Cable

Roof Overhang (Yes / No)
If Yes, include in total square footage of covered water surface area.

(_____ Sq.Ft.)

Frame
P/T Wood
Metal

Flotation
Existing Beaded Foam
Extruded Polystyrene
Encapsulated Foam

Decking
P/T Wood
(Min. 1 1/2" Thick)
Marine Plywood
P/T 5/4 Board
Existing Metal

Name _____

Permit # _____

CONCEPTUALLY APPROVED

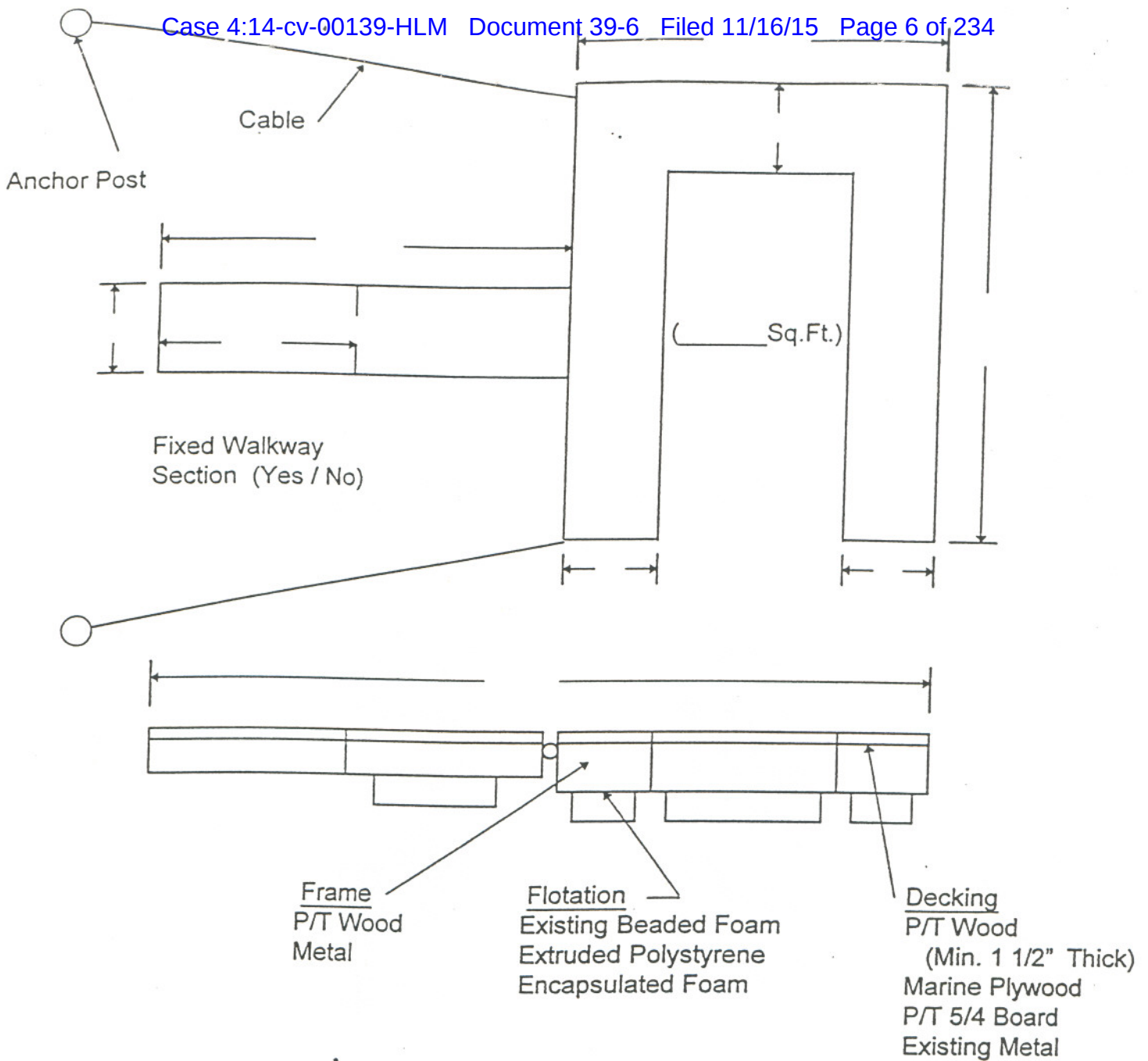
for

US Army Corps of Engineers, Mobile District

BY: _____

DATE: _____

NOTICE: This approval stamp DOES NOT certify an engineering review. The builder should rely on professional engineering services to certify that the design is suitable for intended purposes and meets minimum standards including those related to the safety of the users.



Name _____

Permit # _____

CONCEPTUALLY APPROVED

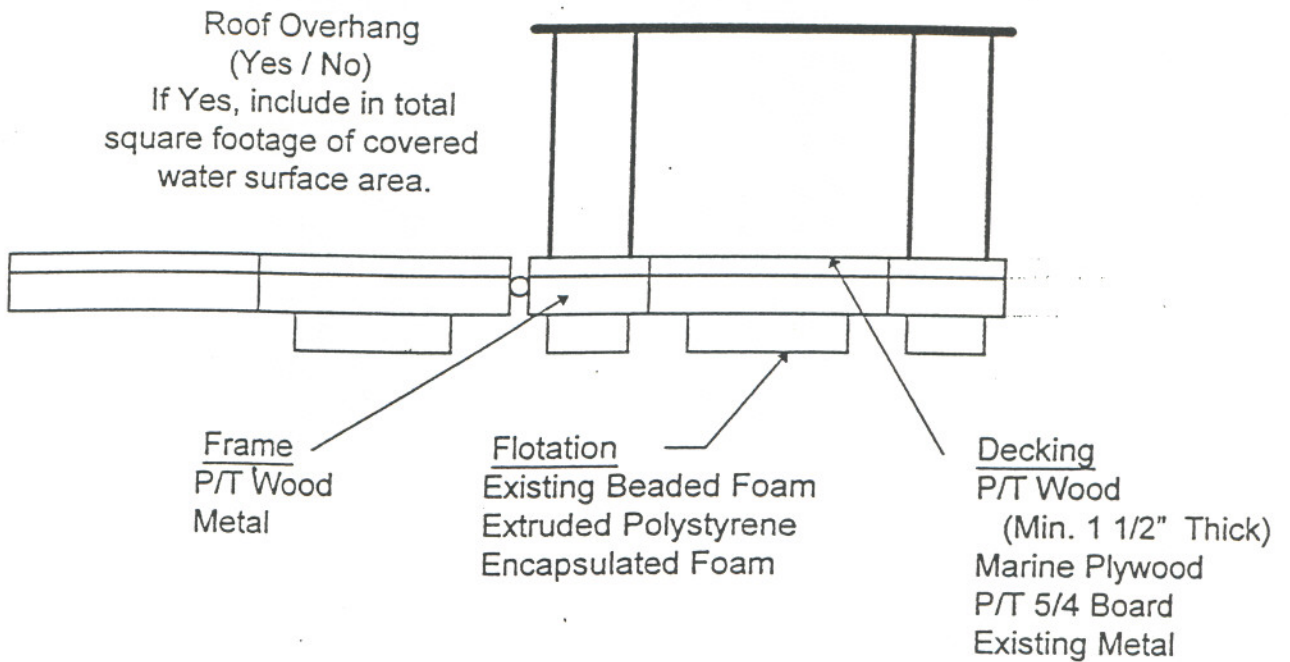
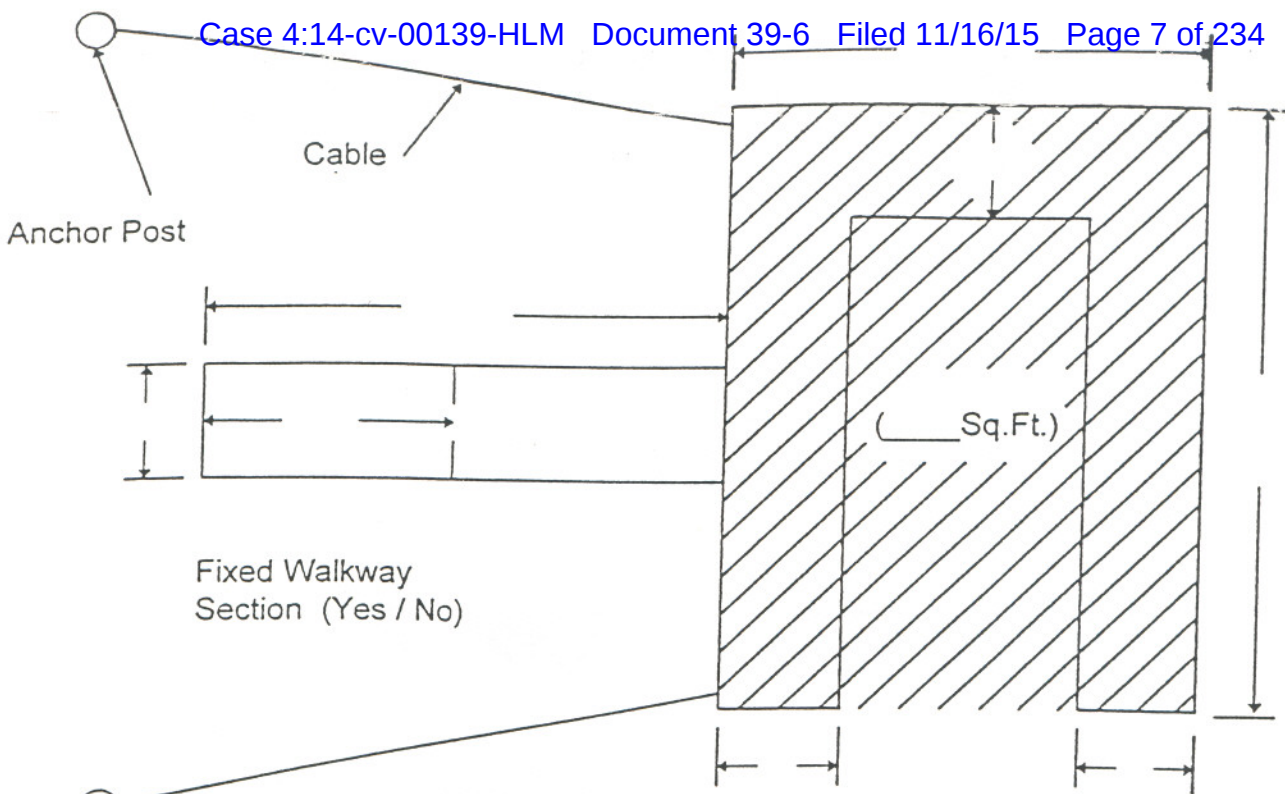
for

US Army Corps of Engineers, Mobile District

BY: _____

DATE: _____

NOTICE: This approval stamp DOES NOT certify an engineering review. The builder should rely on professional engineering services to certify that the design is suitable for intended purposes and meets minimum standards including those related to the safety of the users.



Name _____

Permit # _____

CONCEPTUALLY APPROVED

for

US Army Corps of Engineers, Mobile District

BY: _____

DATE: _____

NOTICE: This approval stamp DOES NOT certify an engineering review. The builder should rely on professional engineering services to certify that the design is suitable for intended purposes and meets minimum standards including those related to the safety of the users.

Anchor Post

Fixed Walkway Section (Yes / No)

(_____ Sq.Ft.)

Cable

Roof Overhang (Yes / No)
If Yes, include in total square footage of covered water surface area.

Handrail

Steps

Frame
P/T Wood
Metal

Flotation
Existing Beaded Foam
Extruded Polystyrene
Encapsulated Foam

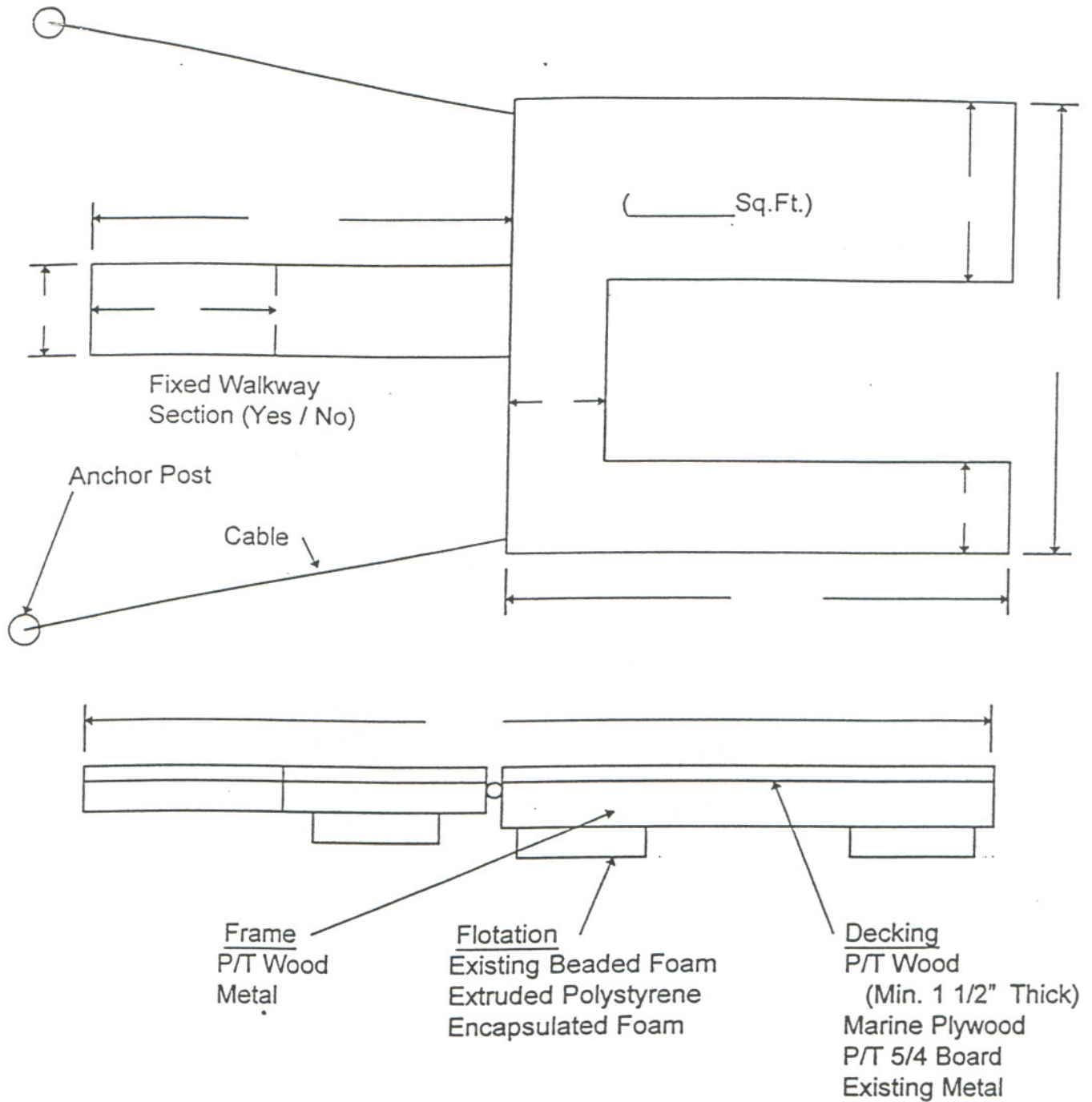
Decking
P/T Wood
(Min. 1 1/2" Thick)
Marine Plywood
P/T 5/4 Board
Existing Metal

Live Load Rating for Top: _____ lbs/sq.ft.

Name _____

Permit # _____

<p align="center">CONCEPTUALLY APPROVED</p> <p align="center">for</p> <p align="center">US Army Corps of Engineers, Mobile District</p> <p>BY: _____</p> <p>DATE: _____</p> <p>NOTICE: This approval stamp DOES NOT certify an engineering review. The builder should rely on professional engineering services to certify that the design is suitable for intended purposes and meets minimum standards including those related to the safety of the users.</p>
--



Name _____

Permit # _____

CONCEPTUALLY APPROVED

for

US Army Corps of Engineers, Mobile District

BY: _____

DATE: _____

NOTICE: This approval stamp DOES NOT certify an engineering review. The builder should rely on professional engineering services to certify that the design is suitable for intended purposes and meets minimum standards including those related to the safety of the users.

EXHIBIT 6

**Floating Cabin Application
and Permit /License for
Shoreline Use**



US Army Corps
of Engineers

South Atlantic Division

Application and Permit/License for Shoreline Use

For use of this form, see SADVR 1130-2-14

Print or type the information requested below. Submit two signed copies with two complete sets of plans and specifications to the **Operations Manager**. (READ PRIVACY ACT STATEMENT ATTACHED PRIOR TO COMPLETING THIS FORM.)

Applicant Name _____ Date _____

Address _____ Telephone (____) _____

City _____ State _____ Zip Code _____

FOR GOVERNMENT USE ONLY

FLOATING CABIN - PERMIT NUMBER: FC _____

LOCATION: _____

SEE EXHIBIT "A & B" FOR FEES AND DESCRIPTIONS, AND EXHIBIT "C" FOR SUPPLEMENTAL RESTRICTIONS.

The following person (not living at the above address) will be available on short-notice call and will be responsible for providing any needed surveillance of the structure in my absence:

Name _____ Telephone (____) _____

Address _____

City _____ State _____ Zip Code _____

I understand the conditions of this Permit/License and hereby accept this instrument together with all conditions thereof, this _____ day of _____, 19____.

x _____

Grantee

This block to be completed by Operations Manager.

Special Permit/License Conditions:

The permittee shall comply with the rules of the Georgia Department of Natural Resources with respect to marine toilet treatment devices and shall not discharge garbage or other pollutants in the waters of the lake.

NOTE: Condition #11 does not apply to Floating Cabins.

Permit/License #: _____ Date Issued: _____ Expiration Date: _____

The Secretary of the Army hereby grants to the applicant named above a Permit/License for the period specified above, to construct, use and maintain the items specified and described above and more particularly identified on Exhibit "A" attached hereto and made a part hereof.

IN WITNESS WHEREOF, I have hereunto set my hand by authority of the Secretary of the Army this _____ day of _____, 19____.

CESAD Form 3185-R
Oct 87 (Previous Editions are Obsolete)

x _____

Operations Manager

Project Name ALLATOONA LAKE

1.

SAM AR000368

1. This Permit/License is granted solely to the applicant for the purpose described on the attached permit.
2. The permittee agrees to and does hereby release and agree to save and hold the Government harmless from any and all causes of action, suits at law or equity, or claims or demands or from any liability of any nature whatsoever for or on account of any damages to persons or property, including a permitted/licensed facility growing out of the ownership, construction, operation or maintenance by the permittee of the permitted/licensed facilities and/or activities.
3. Ownership, construction, operation, use and maintenance of a permitted/licensed facility are subject to the Government's navigation servitude.
4. No attempt shall be made by the permittee to forbid the full and free use by the public of all public waters and/or lands at or adjacent to the permitted/licensed facility or to unreasonably interfere with any authorized project purposes, including navigation in connection with the ownership, construction, operation, or maintenance of a permitted/licensed facility or activity.
5. The permittee agrees that if subsequent operations by the Government require an alteration in the location of a permitted/licensed facility and/or activity or if in the opinion of the district commander a permitted/licensed facility and/or activity shall cause unreasonable obstruction to navigation or that the public interest so requires, the permittee shall be required, upon written notice from the district commander to remove, alter, or relocate the permitted/licensed facility, without expense to the Government.
6. The Government shall in no case be liable for any damage or injury to a permitted/licensed facility which may be caused by or result from subsequent operations undertaken by the Government for the improvement of navigation or for other lawful purposes, and no claims or right to compensation shall accrue from any such damage. This includes any damage that may occur to private property if a facility is removed for noncompliance with the conditions of the permit/license.
7. Ownership, construction, operation, use, and maintenance of a permitted/licensed facility and/or activity are subject to all applicable Federal, state, and local laws and regulations. Failure to abide by these applicable laws and regulations may be cause for revocation of the permit/license.
8. This permit/license does not convey any property rights either in real estate or material; and does not authorize any injury to private property or invasion of private rights or any infringement of Federal, state, or local laws or regulations; nor does it obviate the necessity of obtaining state or local assent required by law for the construction, operation, use or maintenance of a permitted/licensed facility and/or activity.
9. The permittee agrees to construct the facility within one (1) year of the permit/license issue date. The permit/license shall become null and void if construction is not completed within that period. Further, the permittee agrees to operate and maintain any permitted/licensed facility and/or activity in a manner so as to provide safety, minimize adverse impact on fish and wildlife habitat, natural, environmental, or cultural resources values and in a manner so as to minimize degradation of water quality.
10. The permittee shall remove a permitted/licensed facility within 30 days, at his/her expense, and to restore the waterway and lands to a condition accepted by the project manager upon termination or revocation of this permit/license or if the permittee ceases to use, operate, or maintain a permitted/licensed facility and/or activity. If the permittee fails to comply to the satisfaction of the project manager, the district commander may remove the facility by contract or otherwise and the permittee agrees to pay all costs incurred thereof.
11. The use of a permitted boat dock facility shall be limited to the mooring of the permittee's vessel or watercraft and the storage, in enclosed locker facilities, of his/her gear essential to the operation of such vessel or watercraft.
12. Neither a permitted/licensed facility nor any houseboat, cabin cruiser, or other vessel moored thereto shall be used as a place of habitation or as a full or part-time residence or in any manner which gives the appearance of converting the public property on which the facility is located to private use.
13. Facilities granted under this permit/license will not be leased, rented, sub-let, provided to others by any means of engaging in commercial activity(s) by the permittee or his/her agent for monetary gain. This does not preclude the permittee from selling total ownership to the facility.
14. Floats and flotation material for all docks and boat mooring buoys shall be fabricated of materials manufactured for marine use. The float and its material shall be 100% warranted for a minimum of 8 years against sinking, becoming waterlogged, cracking, peeling, fragmenting, or losing beads. All floats shall resist puncture and penetration and shall not be subject to damage by animals under normal conditions for the area. All floats and the flotation material used in them shall be fire resistant. Any float which is within 40 feet of a line carrying fuel shall be 100% impervious to water and fuel. The use of new or recycled plastic or metal drums or non-compartmentalized air chambers for encasement of floats is prohibited. Existing floats are authorized until it or its flotation material is no longer serviceable, at which time it shall be replaced with a float that meets the conditions above. For any floats installed after the effective date of this specification, repair or replacement shall be required when it or its flotation material no longer performs its designated function or it fails to meet the specifications for which it was originally warranted.
15. Permitted/licensed facilities and/or activities are subject to periodic inspection by authorized Corps representatives. The project manager will notify the permittee of any deficiencies and together establish a schedule for their correction. No deviation or changes from approved plans will be allowed without prior written approval of the project manager.

16. Floating facilities shall be securely attached to the shore in accordance with the approved plans by means of moorings which do not obstruct general public use of the shoreline or adversely affect the natural terrain or vegetation. Anchoring to vegetation is prohibited.

17. The permit/license display tag shall be posted on the permitted/licensed facility and/or on the land areas covered by the permit/license so that it can be visually checked with ease in accordance with the instructions provided by the project manager.

18. No vegetation other than that prescribed in the permit/license will be damaged, destroyed, or removed. No vegetation of any kind will be planted, other than that specifically prescribed in the permit/license.

19. No change in land form such as grading, excavation, or filling is authorized by this permit/license.

20. This permit/license is non-transferrable. Upon sale or other transfer of the permitted/licensed facility or the death of the permittee and his/her legal spouse, this permit is null and void.

21. By 30 days written notice, mailed to the permittee by certified letter, the district commander may revoke this permit/license whenever the public interest necessitates such revocation or when the permittee fails to comply with any permit/license condition or term. The revocation notice shall specify the reasons for such action. If the permittee requests a hearing in writing to the district commander through the project manager within the 30 day period, the district commander shall grant such hearing at the earliest opportunity. In no event shall the hearing date be more than 60 days from the date of the hearing request. Following the hearing, a written decision will be rendered and a copy mailed to the permittee by certified mail.

22. Notwithstanding the condition cited in condition 21 above, if in the opinion of the district commander, emergency circumstances dictate otherwise, the district commander may summarily revoke the permit/license.

23. When vegetation modification on these lands is accomplished by chemical means, the program will be in accordance with appropriate Federal, state, and local laws, rules, and regulations.

24. The project manager or his/her authorized representative shall be allowed to cross the permittee's property, as necessary, to inspect facilities and/or activities under permit/license.

25. When vegetation modification is allowed, the permittee will delineate the Government property in a clear, but unobtrusive manner approved by the project manager and in accordance with the project Shoreline Management Plan.

26. If ownership of a permitted/licensed facility is sold or transferred, the permittee or new owner will notify the project manager of the action prior to finalization. The new owner must apply for a Shoreline Use Permit/License within 14 days or remove the facility and restore the use area within 30 days from the date of ownership transfer.

27. If permitted/licensed facilities are removed for storage or extensive maintenance, the project manager may require all portions of the facility be removed from public property.

PRIVACY ACT NOTICE

AUTHORITY

Section 4, 1944, Flood Control Act as amended, PL 87-874.

PURPOSES

These applications are used in considering the issuance of permits for floating facilities, landscaping, and other authorized activities by private landowners adjacent to Corps lakes. This information is collected and maintained at project offices and is used as a basis for issuing permits. Needed for description of facility to assure conditions of permit requirement are met. To provide auditing information for programs with financial involvement. To provide information for contact of responsible party available on short notice in case of emergency.

ROUTINE USES

This information may be disclosed to Department of Justice or other Federal, State, or local Law Enforcement Agencies charged with the responsibility of investigating or prosecuting violations or potential violations of law or enforcing or implementing statutes, rules, regulations or orders issued pursuant thereto; or to a Congressional Office in response to an inquiry made at the applicant's request. The applicant's name and address are considered public information and may be disclosed in response to a Freedom of Information Act Request.

EFFECTS OF NONDISCLOSURE

Disclosure of information is voluntary. Failure to provide information will preclude issuance of a permit.

Name _____

Permit # _____

EXHIBIT "A" & "B"
RATE SCHEDULE AND DESCRIPTION
SPECIAL CONDITIONS

		<u>5 YEAR</u> <u>FEE</u>	<u>FEE/PRORATED</u> <u>FEE</u>
1.	Dock or Boathouse- (New Permit/Owner).....	\$400.00	\$ _____
	(Re-issue).....	\$175.00	\$ _____
	(Modify).....	\$90.00	\$ _____
2.	Underbrushing, Grassmowing.....	\$10.00	\$ _____
	Shoreline Protection- (See plans for Retaining Wall)		
3.	Utility Right-of-Way: O.H. or U.G. electric.....	\$35.00	\$ _____
	Waterline.....	\$35.00	\$ _____
4.	Improved Steps and/or Walkway.....	\$50.00	\$ _____
	_____ ft. x _____ ft. (Type)_____		
5.	Handrails only.....	\$28.00	\$ _____
6.	*Improved Road and/or Turnaround*.....	\$56.00	\$ _____
	_____ ft. x _____ ft. (Type)_____		
7.	*Boat Launching Ramp*.....	\$67.00	\$ _____
8.	*Marineway*.....	\$67.00	\$ _____
9.	*Picnic Shelter or Patio*.....	\$50.00	\$ _____
	_____ ft. x _____ ft. (Type)_____		
10.	*Pumphouse*.....	\$20.00	\$ _____
11.	Other..... FLOATING CABIN	_____	\$ _____
TOTAL FEES DUE			\$ _____

NOTE: *denotes re-issue of "grandfathered" items only. No New Installations
Permitted.

Special Conditions:

(See Exhibit D-1, Page 8, Paragraph 8 for complete wording.)

- (1) Condition #11 of the Shoreline Use Permit/License does not apply to Floating Cabins.
(2) The permittee shall comply with the rules of the Georgia Department of Natural Resources with respect to marine toilet treatment devices and shall not discharge garbage or other pollutants in the waters of the lake.

EXHIBIT "C"

SUPPLEMENTAL RESTRICTIONS

1. **ELECTRICAL SERVICE and EQUIPMENT** leading to or on private mooring facilities or on Government property must not pose a safety hazard nor conflict with other recreational use. All new electrical lines will be installed underground. Electrical installations must be weatherproof and equipped with ground fault circuit interrupter. The facility must be equipped with quick disconnect fittings mounted above the 863' MSL flood pool elevation.

ALL ELECTRICAL INSTALLATIONS must be installed and certified by a state licensed electrician to meet the National Electric Code requirements for wet locations, marinas, and boatyards, and all state and local codes and regulations. A copy of the Electrical Certification form must be provided to the Operations Manager before a Shoreline Use Permit will be issued or renewed. The Operations Manager will require immediate removal or disconnection of any electrical service or equipment that is not certified, does not meet code, or is not safely maintained.

EXISTING OVERHEAD LINES will be allowed, as long as they meet all applicable electrical codes, regulations, and above guidelines, to include compatibility and safety related to fluctuating water levels. Existing overhead electric lines will be maintained a minimum of 10 feet above the ground surface. When extensive repairs to overhead electric service are required, it will be necessary to convert them to underground installation.

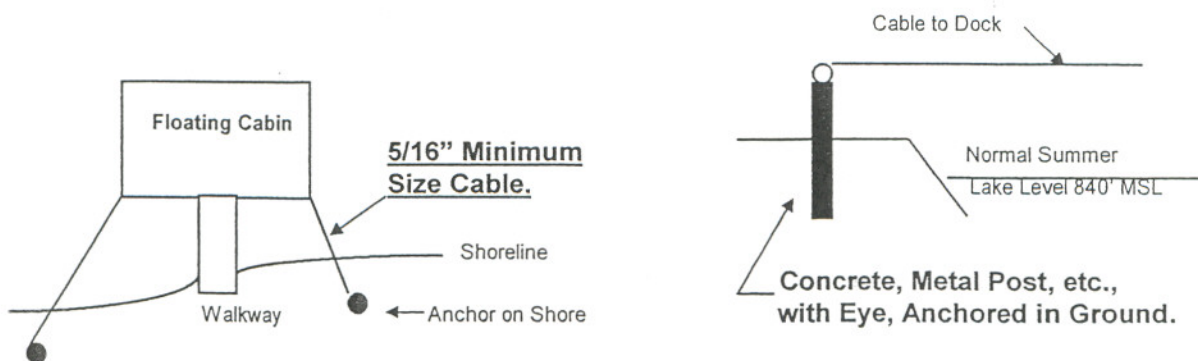
Docks with electrical service may not be moved from shore as the lake recedes, unless electrical service is disconnected.

2. **All Land-based facilities** must be maintained in a safe condition, or termination of this permit and removal of the improvements will be necessary.

3. **Removal of underbrush** is restricted to vegetation with a diameter of 2 inches or less at breast height. Pruning of limbs is permitted as high as one can reach from the ground. Cutting of trees larger than 2" DBH must be approved on a **Specified Acts Permit** by the Operations Manager. NOTE: Native ornamental trees and shrubs such as Redbud, Dogwood, Mountain Laurel, Wild Azalea, American Holly, and Oakleaf Hydrangea will not be cut without special permission from the Operations Manager.

4. **Changes to any facility or structure** must be approved in advance, in writing, by the Operations Manager.

5. NOTICE: Effective December 1, 1986, no floating facility will be renewed if the facility is attached to trees. **All floating facilities must be anchored to the shoreline by means other than trees.** See example below. **The use of Rope to anchor the dock to the shoreline is Prohibited.**



6.

ALLATOONA LAKE
CRITERIA FOR EXISTING FLOATING CABINS
March 1, 1991. (Supercedes all previous editions.)

A. THE FOLLOWING IS REQUIRED FOR SUBMITTING PLANS FOR FLOATING CABINS :

1. Drawings submitted in duplicate, and on 8-1/2" x 11" paper.
2. Two views of the structure:
 - a. A plan view (view from the top).
 - b. An elevation view (view from the side).
3. Complete dimensions showing length, and width (including floor plans, boatslip, walkway, overhangs, etc.)
4. Method of securing the structure, i.e. cable, guidepost, etc. (NOTE: cables shall not be secured to trees or natural formations on shore.)
5. Notations as to building and flotation materials, type, size, location, etc.
 - a. Building Materials: Decking for walkway and decking shall be: (a) marine plywood (5/8" or thicker), (b) pressure treated lumber at least 1-1/2" thick, or (c) pressure treated 5/4 board. All decking shall be supported by 2" x 6" minimum framing on 16" centers.
 - b. Flotation: Flotation shall be of materials which:
 - (1) will not become waterlogged,
 - (2) is resistant to damage by animals,
 - (3) and will not sink or contaminate the water if punctured. No metal covered or injected drum flotation is allowed.

Foam bead flotation must be encased or encapsulated in an approved protective coating which meets the above criteria. Such coating must be warranted by the manufacturer for a period of at least eight years against cracking, peeling, sloughing, and deterioration from ultraviolet rays, while maintaining its resiliency against ice and bumps by watercraft. A copy of the manufacturer's warranty must be provided to this office by the prospective permittee.

Non-beaded, extruded polystyrene is approved for use without a protective coating.

NOTE: Existing flotation will be authorized until it has severely deteriorated and is no longer serviceable or capable of supporting the structure, at which time it shall be replaced with approved flotation. (When 50% of the existing flotation under a structure is deemed no longer serviceable, all flotation must be replaced with approved flotation.)

B. RESTRICTIONS:

1. Floating Structure . . . Size restricted to dimensions (including cantilevered roofs) existing on or before October 1, 1990.
2. Walkway . . . Minimum width: 4'.
 . . . Maximum width: 6'.
 . . . Maximum length: 40'. Exceptions will be authorized only on a case-by-case basis.
3. Carpet or other type covering on exterior deck surfaces or walkway is not permitted.
4. Slides, diving boards, or similar type recreational equipment are not permitted on floating structures.

C. GENERAL:

1. All electrical wiring and fixtures on the structure and connecting shore power must meet the provisions of the National Electrical Code, and be inspected and certified by a licensed electrician. Re-certification is required each time the permit is renewed or re-issued.
2. All accessible roofs and upper decks must be surrounded by a continuous, sturdy handrail.
3. See attached "General Rules For Floating Cabins" dated March 1, 1991 for additional information.

EXHIBIT 7

**General Rules
for
Floating Cabins
on Allatoona Lake**

**ALLATOONA LAKE
GENERAL RULES FOR FLOATING CABINS**

March 1, 1991

1. New floating cabins or houses are prohibited by Paragraph 327.3f of Title 36, Code of Federal Regulations.
2. Existing floating cabins may remain on the lake as provided by Section 1134d of the Water Resources Development Act of 1986 (HR6).
3. All floating cabins must be moored in an area which has surveillance 24 hours a day. Such areas would be a commercial marina or other lease area with residence caretakers.
4. Floating cabins are not to be used as a place of residence. Short term or vacation type use is all that is permitted as prescribed in Paragraph 327.3f of Title 36, Code of Federal Regulations which states, "Unless otherwise permitted by Federal, state, or local law, vessels or other watercraft, while moored in commercial facilities, community or corporate docks, or at any fixed or permanent mooring point, may only be used for overnight occupancy when such use is incidental to recreational boating. Vessels or other watercraft are not to be used as a place of habitation or residence."
5. Modifications to floating cabins are restricted in size to the present water surface area being covered by the structure. No second story is allowed except those existing on or before October 1, 1990. Additional exterior walls may only be added to enclose areas under roof on or before October 1, 1990. No additional water surface area by be covered by cantilevered roofs, except those existing on or before October 1, 1990.
6. All electrical wiring and fixtures on the structure and connecting shore power must meet the provisions of the National Electric Code, and be inspected and certified by a licensed electrician. Re-certification is required each time the permit is re-issued.
7. Maintenance is required on all parts of the structure, especially key structural members. When annual inspections reveal that repairs are necessary, the owner receives a letter outlining necessary repairs and a time limit. Owners are allowed to rebuild sections, such as a wall, replace floor joists, flotation, etc., to keep the structure sound. However, if a structure deteriorates to the point that the majority of the structure is unsound and must essentially be rebuilt or replaced, then it must be removed from the lake. Continuous maintenance is the key.
8. All floating cabins are permitted using CESAD Form 3185-R. Special notations on the form shall include under Special Permit/License Conditions:

The permittee shall comply with the rules of the Georgia Department of Natural Resources with respect to marine toilet treatment devices, holding tanks, etc., and any applicable certificate(s) of inspection/compliance from the Georgia DNR shall be furnished to the Corps of Engineers to be included as part of the permit file. The permittee shall not discharge galley waste, sewage, or other pollutants in the waters of the lake. NOTE: Condition #11 does not apply to Floating Cabins. Condition #11 states that "No improvement authorized is to be used for human habitation. Household furnishings are not permitted on boat piers, boathouses, or other structures. No houseboat, cabin cruiser, or other vessel shall be used for human habitation at a fixed or permanent mooring point."

9. Flotation, walkways, and decking shall meet the same criteria as those for privately owned docks.
10. All accessible roofs and upper decks must be surrounded by a continuous, sturdy handrail.

EXHIBIT 8

**Criteria and Certification Form
for
Electrical Service & Equipment**

ALLATOONA LAKE

CRITERIA FOR ELECTRICAL SERVICE AND EQUIPMENT

Electrical service and equipment leading to or on private mooring facilities or on Government property must not pose a safety hazard nor conflict with other recreational use. All new electrical lines will be installed underground. Electrical installations must be weatherproof, equipped with ground fault circuit interrupter, and meet all current applicable codes and regulations. The facility must be equipped with a quick disconnect mounted above the flood pool elevation. All electrical installations must conform to the National Electric Code requirements for wet locations, marinas and boatyards, and all state and local codes and regulations. A copy of the electrical certification must be provided to the Project Manager before a Shoreline Use Permit can be issued or renewed. The Project Manager will require immediate removal or disconnection of any electrical service or equipment that is not certified, does not meet code, or is not safely maintained. Existing overhead lines will be allowed, as long as they meet all applicable electrical codes, regulations, and above guidelines, to include compatibility and safety related to fluctuating water levels. When extensive repairs to overhead electric service are required, it will be necessary to convert them to underground installations. Docks with electrical service may not be moved from shore as the lake recedes, unless electrical service is disconnected.

CERTIFICATION

I certify that this electrical system, as installed, complies with the National Electric Code requirements for wet locations, marinas and boatyards, as well as Corps of Engineers requirements outlined above.

This certification covers:

_____ Electrical service terminating on Pole above Elevation 840.

_____ Electrical service terminating on Dock or Boathouse.

_____ Electrical service terminating on Floating Cabin, Permit # FC _____.
(Includes all electrical system in / on the floating cabin.)

Electrical system installed on Government property adjacent to

Lot _____, in _____ Subdivision, under

Permit/License # _____, expiring on ____ / ____ / ____.

Electrician's Signature

Date

Printed Name

State License / Certification #

EXHIBIT 9

**Minimum Requirements
for
Retaining Wall Specifications**

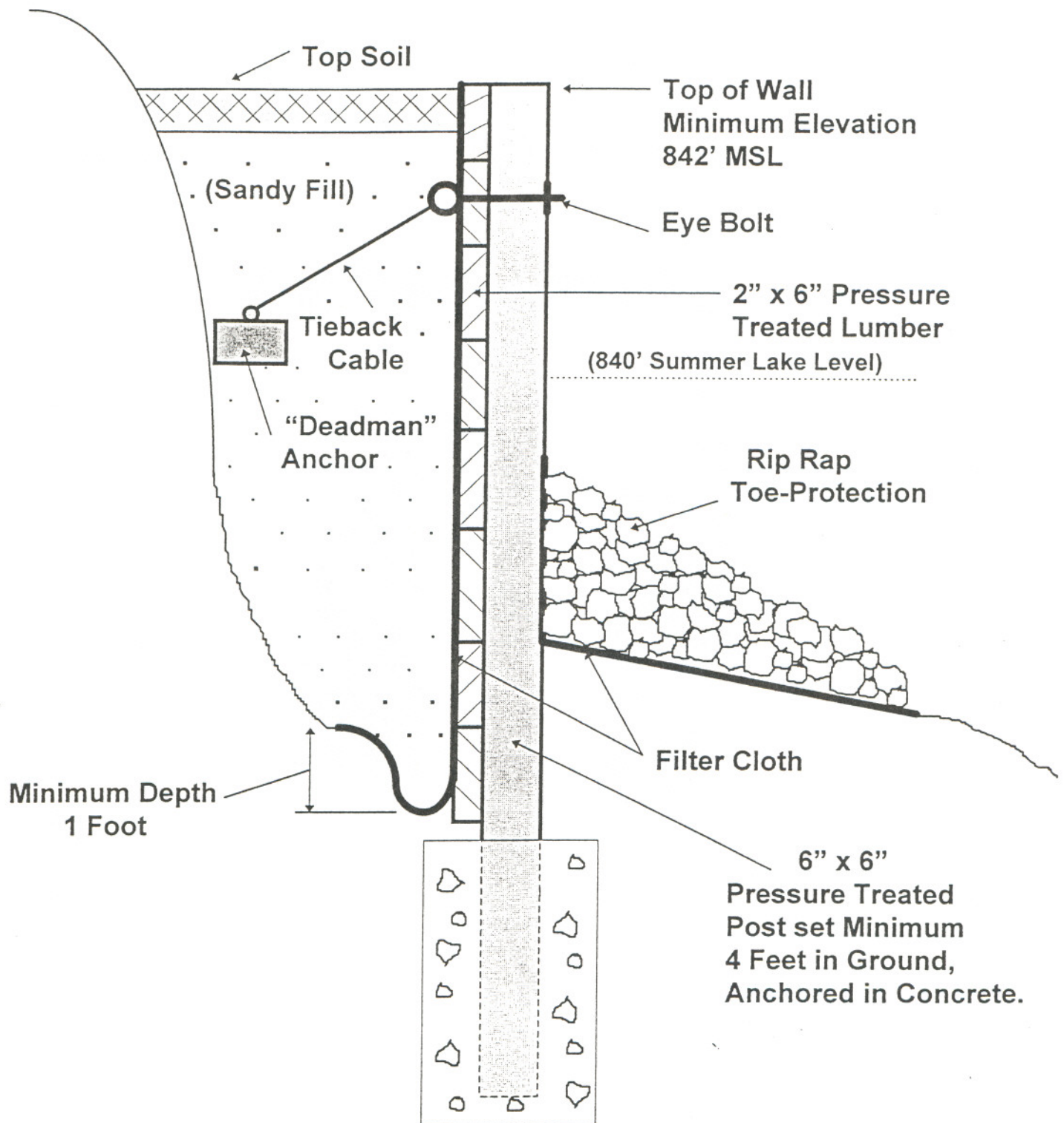
Minimum Requirements for Retaining Wall Specifications

1. Construction should begin within six (6) months of issuance date of the permit. Once construction begins, the wall should be completed within sixty (60) days.
2. Only walls using sound engineering design and construction will be considered.
3. Only treated material will be allowed in wood wall construction.
4. Base of wall should be installed as close to the existing shoreline as possible.
5. Minimum height of the wall is to be at elevation 842 feet MSL; actual height to be determined by site inspection, location, and terrain conditions.
6. Timber bulkhead crossmembers must be square cut type lumber, so that they fit flush without gaps.
7. Non-woven polyester needle punched filter fabric must be installed, as shown on the attached drawing, along and on the entire surface of the wall. Minimum acceptable filter fabric will weigh eight (8) ounces per square yard.
8. Wall must have toe protection a minimum of 1/3 of the wall height. Toe protection will be stone riprap, no broken concrete or other rubble will be permitted. Filter fabric (as specified above) must be installed under the toe protection as shown on the attached drawing.
9. Weepholes . . . minimum of one between each post, two (2) inch diameter PVC pipe for wooden walls, one (1) inch PVC pipe for concrete walls. Weepholes are to be located within one foot from the bottom elevation and must be covered by filter cloth.
10. Tie-backs . . . should be of sound engineering design and construction compatible with the type of wall proposed. Tie-back cables must be a minimum of 1/2" diameter and be connected to posts. Minimum is one tie-back for each post used.
11. Anchor should be a concrete or treated wood post (minimum 6" diameter).
12. Fill material . . . Must be clean, sandy fill dirt, and free of rocks, broken concrete, bricks, or other debris. Upper layer should be topsoil and be grassed immediately upon completion of the wall.

13. See chart:

<u>Wall Height</u>	<u>Max. Distance Between Posts Using</u>		<u>Min. Post Size</u>
	<u>4x4 Facing</u>	<u>or 2x6 Facing</u>	
4 feet	8 feet	6 feet	6x6
5 feet	6 feet	6 feet	6x6
6 feet	4 feet	4 feet	8x8

WOODEN BULKHEAD



TYPICAL CONCRETE RETAINING WALL

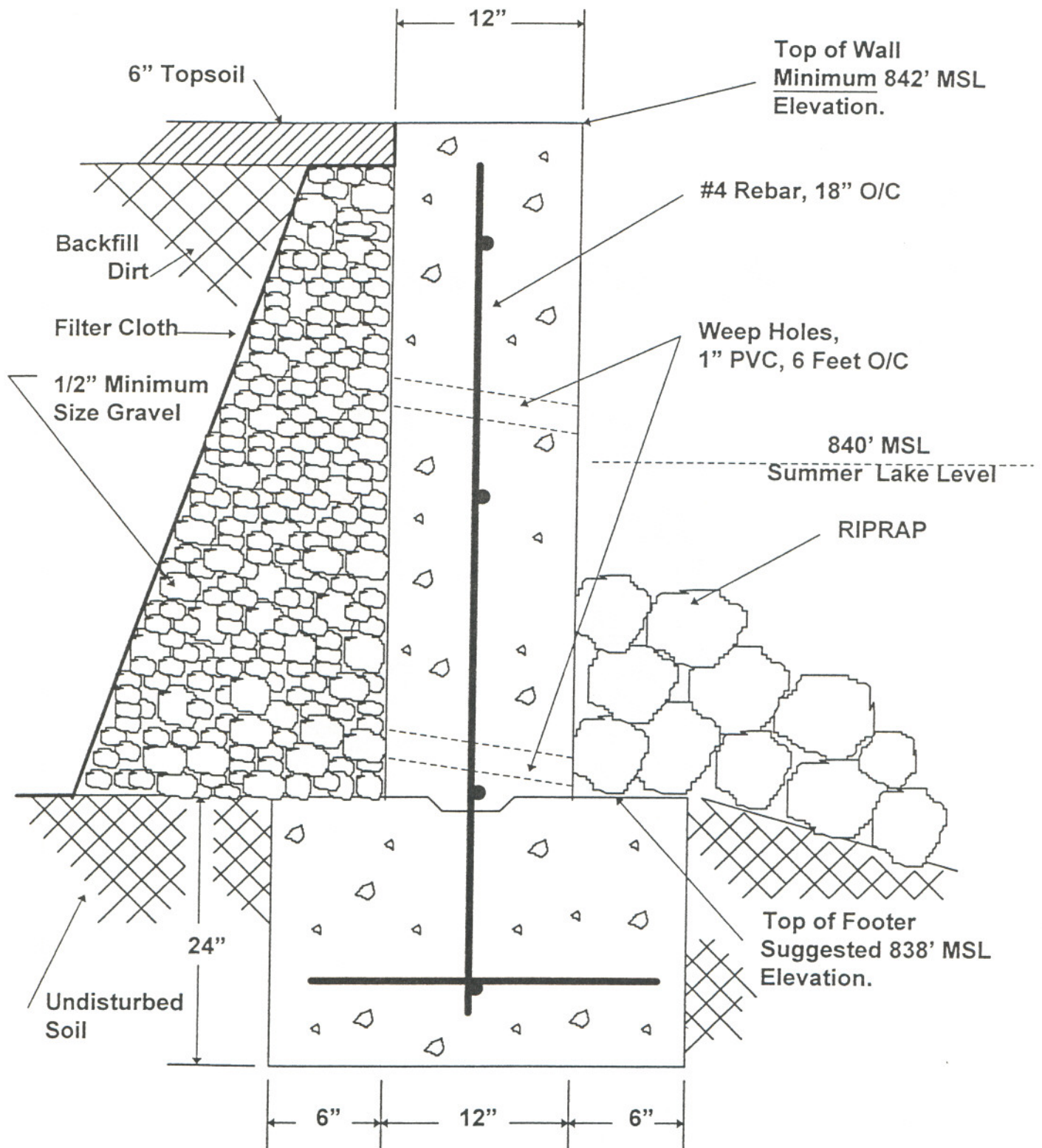


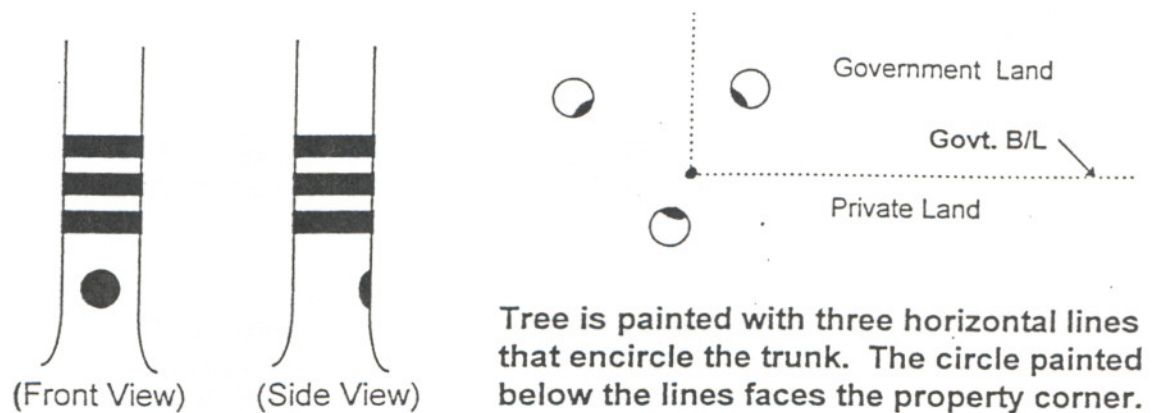
EXHIBIT 10

**Boundary Line
Witness Markings**

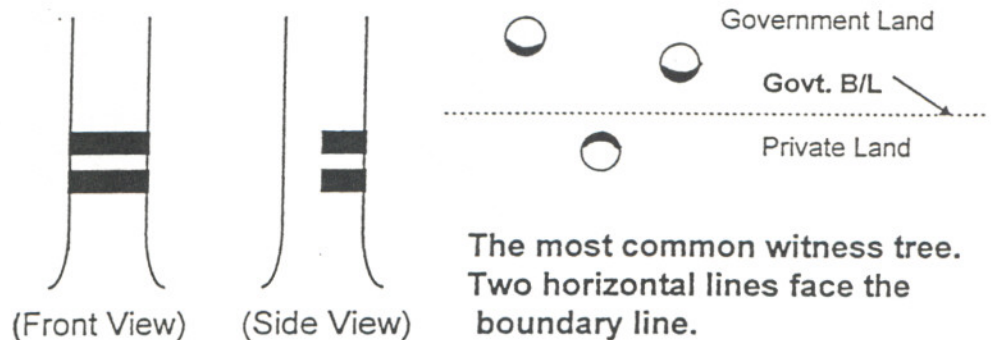
BOUNDARY LINE
WITNESS TREE MARKINGS

At Allatoona Lake, red paint is used to mark witness trees near the boundary line. Drawings 1, 2, and 3 illustrate the different types of markings and describe their meanings.

1. **"CORNER WITNESS TREE"**



2. **"LINE WITNESS TREE"**



3. **"CENTER LINE TREE"**



EXHIBIT 11

**Partial List
of
Common Plants and Trees
in
Wetlands of North Georgia**

A Partial List of Common Plants and Trees in Wetlands of North Georgia

<u>Common Name</u>	<u>Scientific Name</u>
Box Elder	Acer negundo
Silver maple	Acer saccharinum
Waterplantain	Alisma spp.
Hazel Alder	Alnus serrulata
Purple Ammania	Ammania coccinea
Dull-leaf Indigo	Amorpha fruticosa
Giant Cane	Arundinaria gigantea
Swamp Milkweed	Asclepias incarnata
Swamp Aster	Aster puniceus
River Birch	Betula nigra
Beggarticks	Bidens spp.
Smallspine False-nettle	Boehmeria cylindrica
Lurid Sedge	Carex lurida
Fox Sedge	Carex vulpinoidea
Hackberry	Celtis laevigata
Buttonbush	Cephalanthus occidentalis
Poison Hemlock	Conium maculatum
Silky Dogwood	Cornus amomum
Flatsedge	Cyperus spp.
Spikerush	Eleocharis spp.
Scouring Rush	Equisetum hyemale
Boneset	Eupatorium perfoliatum
Green Ash	Fraxinus pennsylvanica
Hedgehysop	Gratiola spp.
Common Sneezeweed	Helenium autumnale
Rose Mallow	Hibiscus moscheutos
Spotted Touch-me-not	Impatiens capensis
Quillwort	Isoetes spp.
Soft Rush	Juncus effusus
Waterwillow	Justica spp.
Rice Cutgrass	Leersia oryzoides
Spicebush	Lindera benzoin
Sweetgum	Liquidambar styraciflua
Cardinal Flower	Lobelia cardinalis
Waterpurslane	Ludwigia spp.
Southern Clubmoss	Lycopodium appressum
Loosestrife	Lysimachia spp.
Sweetbay	Magnolia virginiana
Climbing Hempweed	Mikania scandens

<u>Common Name</u>	<u>Scientific Name</u>
Monkey Flower	Mimulus ringens
Dayflower	Murdannia nudiflora
Evergreen Bayberry	Myrica heterophylla
Swamp Black Gum	Nyssa sylvatica (biflora)
Sensitive Fern	Onoclea sensibilis
Goldenclub	Orontium aquaticum
Royal Fern	Osmunda regalis
Ditch-stonecrop	Penthorum sediodes
American Sycamore	Platanus occidentalis
Hornleaf Riverweed	Podostemum ceratophyllum
Smartweed	Polygonum spp.
Eastern Cottonwood	Populus deltoides
Pondweed	Potamogeton spp.
Overcup Oak	Quercus lyrata
Swamp Chestnut Oak	Quercus michauxii
Water Oak	Quercus nigra
Willow Oak	Quercus phellos
Swamp Buttercup	Ranunculus septentrionalis
Swamp Azalea	Rhododendron viscosum
Beaked Rush	Rhynchospora spp.
Yellowcress	Rorippa spp.
Tooth-cup	Rotala spp.
Cutleaf Coneflower	Rudbeckia laciniata
Arrowhead	Sagittaria spp.
Black Willow	Salix nigra
Common Elder	Sambucus canadensis
Lizard Tail	Saururus cernuus
Bulrush	Scirpus spp.
Razorsedge	Scleria spp.
Blue Skullcap	Scutellaria lateriflora
Butterweed	Senecio glabellus
Blue-eyed Grass	Sisyrinchium capillare
Bamboo-vine	Smilax laurifolia
Burreed	Sparganium spp.
Ladies-tresses	Spiranthes spp.
Starjasmine	Trachelospermum difforme
Cat-tail	Typha spp.
American Elm	Ulmus americana
Riverbank Grape	Vitis riparia

EXHIBIT 12

**Protected Species
for
Counties Around Allatoona Lake**

Protected Species for The Counties Around Allatoona Lake

<u>Common Name</u>	<u>Scientific Name</u>	<u>Status</u>	
		<u>Fed</u>	<u>GA</u>
<u>Fish</u>			
Blue Shiner	Cyprinella caerulea	T	T
Bluestripe Shiner	Cyprinella callitaenia	SC	T
Tallapoosa Shiner	Cyprinella gibbsi		R
Holiday Darter	Etheostoma brevirostrum	SC	T
Coldwater Darter	Etheostoma ditrema	SC	T
Etowah Darter	Etheostoma etowahae	E	T
Cherokee Darter	Etheostoma scotti	T	T
Tallapoosa Darter	Etheostoma tallapoosae		R
Trispot Darter	Etheostoma trisella	SC	T
Pretty Shiner	Lythrurus bellus		T
River Redhorse	Moxostoma carinatum		R
Highscale Shiner	Notropis hypsilepis	SC	T
Frecklebelly Madtom	Noturus munitus		E
Freckled Madtom	Noturus nocturnus		E
Amber Darter	Percina antesella	E	E
Goldline Darter	Percina aurolineata	T	T
Freckled Darter	Percina lenticula		E
Muscadine Darter	Percina sp cf macrocephala		R
<u>Reptiles</u>			
Map Turtle	Graptemys geographica		R
Northern Pine Snake	Pituophis melanoleucus	SC	CK
<u>Birds</u>			
Bachman's Sparrow	Aimophila aestivalis	SC	R
Bald Eagle	Haliaeetus leucocephalus	T	E
Wood Stork	Mycteria americana	E	E
Red-cockaded Woodpecker	Picoides borealis	E	E
<u>Mammals</u>			
Gray Bat	Myotis grisescens	E	E
Indiana Bat	Myotis sodalis	E	E
Southern Appalachian Woodrat	Neotoma floridana haematoreia	SC	CK

<u>Common Name</u>	<u>Scientific Name</u>	<u>Status</u>	
		<u>Fed</u>	<u>GA</u>
<u>Mussels</u>			
Upland Combshell	Epioblasma metastriate	E	E
Coosa Moccasinshell	Medionidus parvulus	E	E
<u>Snails</u>			
Spindle Elimia	Elimia capillaris	SC	
<u>Plants</u>			
Little Amphianthus	Amphianthus pusillus	T	T
Georgia Rockcress	Arabis georgiana	SC	T
Georgia Aster	Aster georgianus	SC	CK
Spreading False Fox-glove	Aureolaria patula	SC	CK
Purple Sedge	Carex purpurifera		T
Sun-loving Draba	Draba aprica		E
Goldenseal	Hydrastis canadensis		E
Alabama Jamesianthus	Jamesianthus alabamensis	SC	CK
Twinleaf	Jeffersonia diphylla		E
Fraser Loosestrife	Lysimachia fraseri	SC	R
Mohr's Barbara Buttons	Marshallia mohrii	T	T
Indiana Olive	Nestronia umbrellula		T
Monkeyface Orchid	Plantanthera integrilabia	SC	T
Michaux's Sumac	Rhus michauxii	E	E
Thorne's Beak-rush	Rhynchospora thornei	SC	CK
Sunflower Black-eyed Susan	Rudbeckia heliopsidis	SC	CK
Cumberland Rose Gentian	Sabatia capitata		R
Bay Star-vine	Schisandra glabra		T
Larger-flowered Skullcap	Scutellaria montana	E	E
Royal Catchfly	Silene regia		R
Trailing Meadowrue	Thalictrum debile		T
Roundleaf Meadowrue	Thalictrum subrotundum	SC	CK
Ozark Bunchflower	Veratrum woodii		R
Arrow-wood	Viburnum bracteatum	SC	E
Piedmont Barren Strawberry	Waldsteinia lobata		T
Tennessee Yellow-eyed Grass	Xyris tennesseensis	E	E

KEY

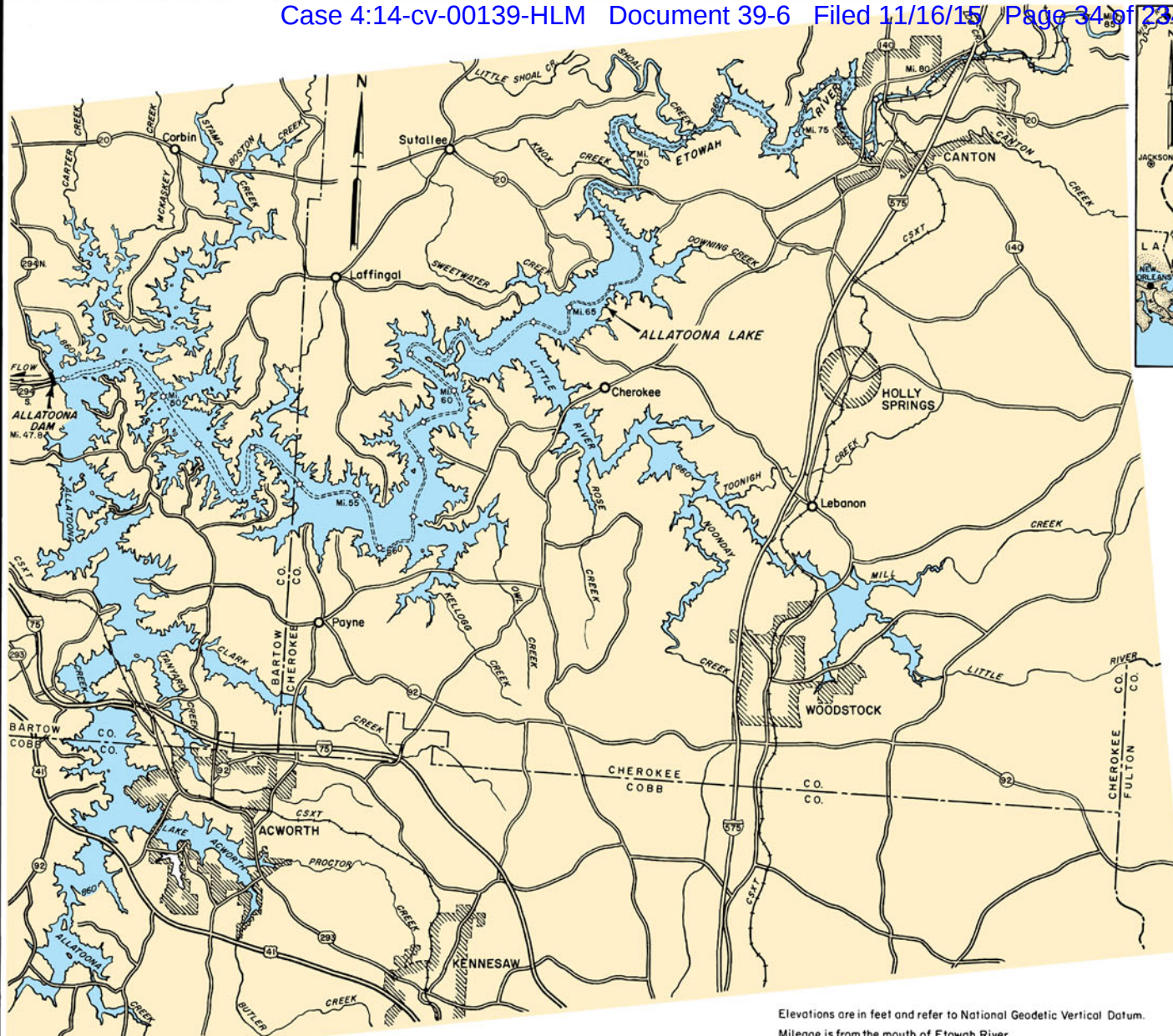
E = Endangered

T = Threatened

SC = Species of Concern

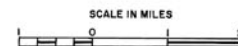
CK = Taxon Present in
Study Area

SAM AR000390-SAM AR000390



At maximum flood control pool elevation 860 Allatoona Lake has an area of 19,200 acres and a capacity of 670,047 acre feet.

At normal summer pool elevation 840 it has an area of 11,860 acres and a capacity of 367,500 acre feet.



FLOOD CONTROL
COOSA RIVER BASIN
ETOWAH RIVER, GEORGIA

ALLATOONA LAKE

REVISED TO 30 SEPTEMBER 1998

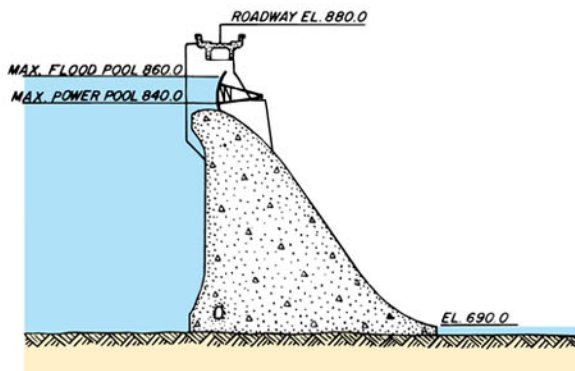
SAM AR000390

OFFICE OF THE DISTRICT ENGINEER
MOBILE, ALABAMA

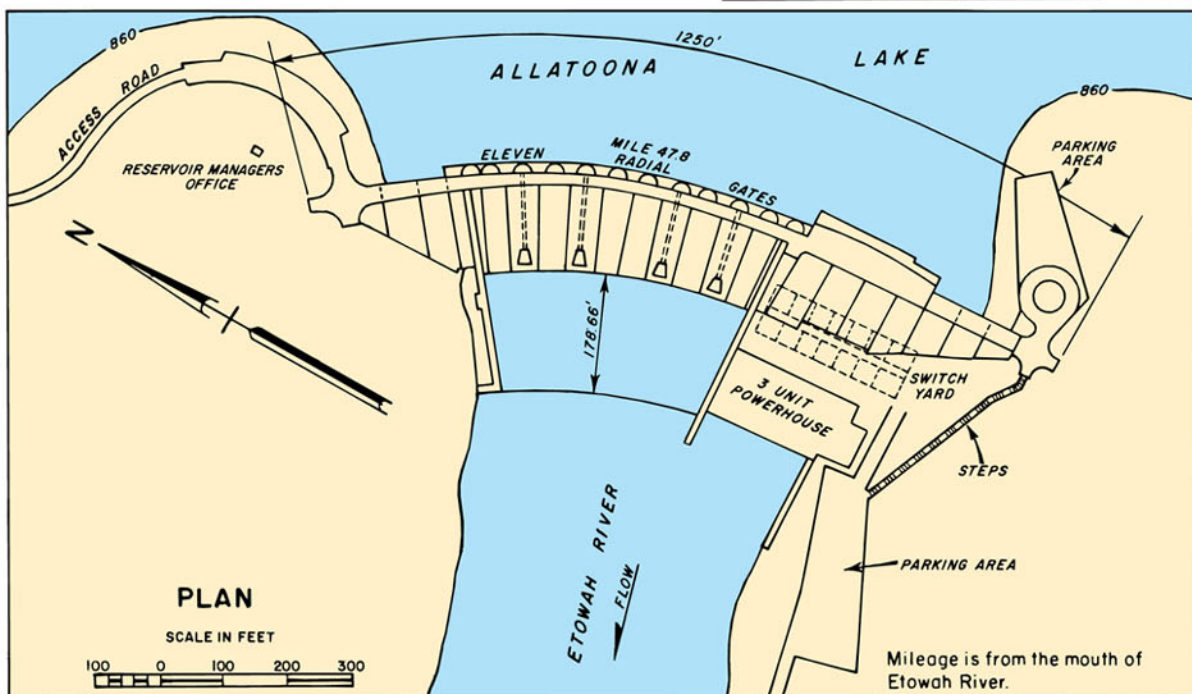
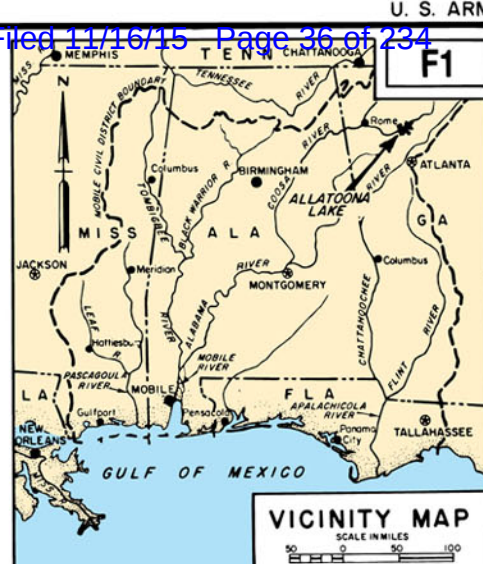
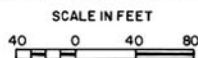
Elevations are in feet and refer to National Geodetic Vertical Datum.

Mileage is from the mouth of Etowah River.

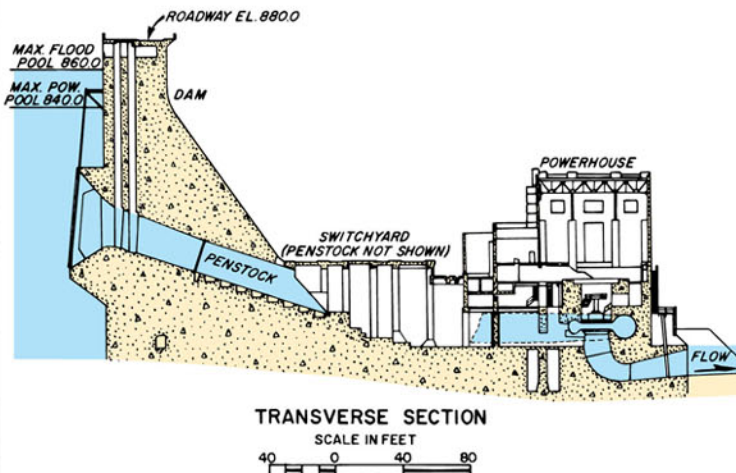
SAM AR000391-SAM AR000391



TYPICAL GATED SPILLWAY SECTION



Elevations are in feet and refer to National Geodetic Vertical Datum.



FLOOD CONTROL COOSA RIVER BASIN ETOWAH RIVER, GEORGIA ALLATOONA LAKE DAM

REVISED TO 30 SEPTEMBER 1998

OFFICE OF THE DISTRICT ENGINEER
MOBILE, ALABAMA

SAM-AR000391

SAM AR000392-SAM AR000477

CECW-ON Regulation No. 1130-2-550	Department of the Army U.S. Army Corps of Engineers Washington, DC 20314-1000	ER 1130-2-550 15 Nov 96
	Project Operations RECREATION OPERATIONS AND MAINTENANCE POLICIES	
	Distribution Restriction Statement Approved for public release; distribution is unlimited.	

CECW-O

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER 1130-2-550
Change 1

Regulation
No. 1130-2-550

1 October 1999

Project Operations
RECREATION OPERATIONS AND MAINTENANCE POLICIES


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

2. Substitute the attached pages as shown below:

Chapter	Remove page	Insert page
Table of Contents	iii	iii
15		15-1 and 15-2

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

FOR THE COMMANDER:


RUSSELL L. FUHRMAN
Major General, USA
Chief of Staff

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER 1130-2-550
Change 2

CECW-O

Regulation
No. 1130-2-550

1 March 2002

Project Operations
RECREATION OPERATIONS AND MAINTENANCE POLICIES

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

Chapter	Remove pages	Insert pages
8	8-1 through 8-4	8-1 through 8-4

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

FOR THE COMMANDER:



ROBERT CREAR
Colonel, Corps of Engineers
Chief of Staff

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

ER 1130-2-550
Change 3

CECW-O

Regulation
No. 1130-2-550

15 August 2002

Project Operations
RECREATION OPERATIONS AND MAINTENANCE
GUIDANCE AND PROCEDURES

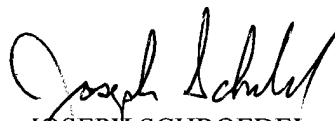
1. This Change 3 to ER 1130-2-550, 15 Nov 96, establishes guidance for the Recreation Use Fee Program.

2. Substitute the attached pages as shown below:

Chapter	Remove Pages	Insert Pages
Table of Contents	ii - iii	ii - iii
9	9-1 through 9-6	9-1 through 9-11

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

FOR THE COMMANDER:


JOSEPH SCHROEDEL
Colonel, Corps of Engineers
Chief of Staff

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER 1130-2-550
Change 4

CECW-CO

Regulation
No. 1130-2-550

30 August 2008

Project Operations
RECREATION OPERATIONS AND MAINTENANCE POLICIES


1. This Change 4 to ER 1130-2-550, Chapter 6, 15 Nov 96, provides policy for the Visitor Assistance Program. This action combines the policies contained in EC 1130-2-212 (Visitor Assistance Vehicles), EC 1130-2-213 (Visitor Assistance Training), EC 1130-2-214 (Oleoresin Capsicum-Pepper Spray Program) and Recreation Policy Letter 97-02 (Bloodborne Pathogens).

2. Substitute the attached pages as shown below:

Chapter	Remove pages	Insert pages
6	6-1 through 6-3	6-1 through 6-4

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

FOR THE COMMANDER:


STEPHEN L. HILL
Colonel, Corps of Engineers
Chief of Staff

	DEPARTMENT OF THE ARMY	ER 1130-2-550
	U.S. Army Corps of Engineers	Change 5
CECW-CO	Washington, D.C. 20314-1000	
Regulation		
No. 1130-2-550		30 March 2009

Project Operations
RECREATION OPERATIONS AND MAINTENANCE
GUIDANCE AND PROCEDURES


1. This change 5 to ER 1130-2-550, 15 November 1996 establishes a recreation development policy for outgranted Corps lands.

2. Substitute the attached pages as shown below:

Chapter	Remove Pages	Insert Pages
Table of Contents	iii	iii
Chapter 16	—	16-1 through 16-3
Appendix C	—	C-1
Appendix D	—	D-1

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

FOR THE COMMANDER:


STEPHEN L. HILL
Colonel, Corps of Engineers
Chief of Staff

CECW-CO

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER 1130-2-550
Change 6

Regulation
No. 1130-2-550

30 September 2013

Project Operations
RECREATION OPERATIONS AND MAINTENANCE
GUIDANCE AND PROCEDURES

1. This new Chapter 17, Non-Recreation Outgrant Policy, is Change 6 to ER 1130-2-550, dated 15 November 1996. The purpose of this additional chapter is to establish a consistent nationwide policy that will be applied to evaluate non-recreational Real Estate outgrant request for use of Civil Works land and waters. Appendix E, F, G, and H provide additional guidance and direction to ensure consistent application.


2. Substitute the attached pages as shown below:

Chapter	Remove Pages	Insert Pages
Table of Contents	iii	iii and iv
Chapter 17	New Chapter	17-1 through 17-5
Appendix E	New Appendix	E-1 through E-3
Appendix F	New Appendix	F-1 through F-2
Appendix G	New Appendix	G-1 through G-3
Appendix H	New Appendix	H-1 through H-4

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

FOR THE COMMANDER:

Chapter 17 and 4 Appendices
(See Table of Contents)


R. MARK TOY, P.E.
Colonel, Corps of Engineers
Chief of Staff

CECW-CO

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

ER 1130-2-550
Change 7

Regulation
No. 1130-2-550

30 January 2013

Project Operations
RECREATION OPERATIONS AND MAINTENANCE
GUIDANCE AND PROCEDURES

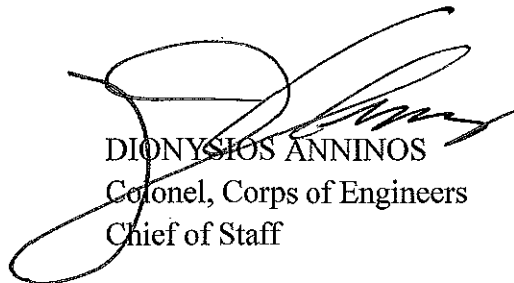
1. This Change 7 to ER 1130-2-550, Chapter 3, 15 Nov 96, provides revised guidance for Project Master Plans and Operational Management Plans. This revised chapter establishes guidelines for more efficient, time and cost savings concerning the development of master plans.

2. Substitute the attached pages as shown below:

Chapter	Remove pages	Insert Pages
Chapter 3	3-1 through 3-2	3-1 through 3-2

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

FOR THE COMMANDER:



DIONYSIOS ANNINOS
Colonel, Corps of Engineers
Chief of Staff

CECW-ON

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, D.C. 20314-1000

ER 1130-2-550

Regulation
No. 1130-2-550

15 November 1996

Project Operations
RECREATION OPERATIONS AND MAINTENANCE POLICIES

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CHAPTER 5 - Visitor Center Program		
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This regulation supersedes ER 70-2-7, dated 1 April 1981; ER 1130-2-401, dated 15 February 1991; ER 1130-2-404, dated 2 July 1985; ER 1130-2-405, dated 17 January 1974; ER 1130-2-411, dated 15 November 1977; ER 1130-2-414, dated 30 December 1983; ER 1130-2-418, dated 1 February 1984; ER 1130-2-420, dated 1 November 1992; ER 1130-2-428, dated 30 September 1983; ER 1130-2-430, dated 30 August 1984; ER 1130-2-435, dated 30 December 1987; ER 1130-2-442, dated 1 October 1991; and Engineer Circular (EC) 1130-2-204, dated 15 February 1995.

ER 1130-2-550
 Change 3
 15 Aug 02

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 Change 6
 30 Sep 13

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30 Sep 13

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ER 1130-2-550
15 Nov 96

CHAPTER 1 - INTRODUCTION

1-1. Purpose. This regulation establishes the policy 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.

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

1-3. References. See Appendix A.

1-4. Glossary.

a. 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.

b. Outreach Activities. Communication efforts involving 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.

ER 1130-2-550
15 Nov 96

CHAPTER 2 - RECREATION MANAGEMENT

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

2-2. Policy. It is the policy of the Corps of Engineers:

a. That programs and activities related to outdoor recreation will 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.

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.

c. Project master plan and operational management plans will be prepared in accordance with Chapter 3 of this regulation.

d. Outdoor Recreation. Public use of project lands and water shall be on a first-come,

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first-served basis. However, reservations may be accepted for the use of public use facilities.

(1) The Corps or another public agency may provide and administer facilities for use by the camping public. Campgrounds may also be provided and/or administered by commercial concessions. Camping shall be permitted only in those areas designated by district commander and such activity shall be in accordance with 36 Code of Federal Regulation (CFR) Part 327.

(2) Camping at one or more Corps operated campsites at any one water resource project for a period longer than 14 days during any 30-consecutive-day period is prohibited without the written permission of the District Commander or his/her designee.

(3) Fees for Corps-owned equipment, property, and facilities shall be in accordance with Chapter 9 of this regulation.

(4) Existing beaches and concentrated swimming areas operated by the Corps shall be maintained in a physically safe and efficient manner in accordance with Engineer Manual (EM) 1110-1-400, including maintaining appropriate gradient, beach nourishment, adequate buoys, proper signing and water quality monitoring.

e. Natural Resources Management Program Staff. A multi-disciplinary resource based approach to project personnel hiring should be used which insures that a wide range of technical expertise is present to effectively manage the full range of natural and human resources found at the project. Personnel having expertise in areas such as forestry, wildlife management, recreation management, fisheries management, parks management, landscape architecture, biology, soil, science, interpretation, visitor assistance and contract administration are often needed. Specific guidance on personnel specifications, training, and development are contained in EP 690-2-2 "Career Development Guide for Natural Resources Management Team Members."

(1) The mobility of natural resource management personnel greatly enhances the experience base of both the organization and the individual. The use of temporary mobility assignments for training and development to other offices, districts, divisions or headquarters should be maximized.

(2) In accordance with PL 98-63, volunteers may also be utilized to supplement project personnel. (See Chapter 10 of ER 1130-2-500, The Corps of Engineers Volunteer Program.)

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

f. The enforcement of 36 CFR 327 cannot be contracted but must be conducted by qualified government employees.

g. Alcoholic Beverages.

(1) The sale of alcoholic beverages on Corps projects by lessees is permitted only in accordance with state and local laws. Facilities (e.g., resort type developments) which traditionally provide the sale of alcoholic beverages may do so where they are served in conjunction with other services within the establishment. Facilities with the primary purpose of selling alcoholic beverages are prohibited.

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(2) District Commanders have the authorization under 36 CFR Chapter III, Part 327.13 (Title 36) to prohibit the possession or use of alcohol at selected areas on projects within their jurisdiction. To determine the need for such restrictions, periodic joint natural resource management and security assessments will be conducted at all water resources development projects, with an annual visitation of 20,000 visitor hours or more, regarding the need to ban alcohol consumption/possession on project-administered lands and waters. Commander will insure that initial assessments are completed by 30 May 1997. Additional assessments will be conducted as appropriate.

h. Cigarette Sales to Minors. Public Law 104-52 required the removal of cigarette vending machines accessible by minors from all Federal buildings and lands. This requirement applies to all Corps real estate and includes all property owned, leased or rented. All cigarette vending machines owned or operated by the government, private organizations, other elements of the Army, or their contractors are to be removed.

i. Gambling on Corps Projects. Gambling on all leased premises, including state sponsored lotteries, shall be prohibited. District commanders may permit nonprofit organizations to conduct some games of chance, such as raffles, games or sporting events, under special use permits in conjunction with special events on Corps lands only if permissible by state and local laws and regulations.

j. Public Involvement. Operations element and project personnel shall coordinate activities with the district Public Affairs office in order to maximize the use of all means to keep the public informed of Corps outdoor recreation programs and opportunities for public involvement.

k. Signs. Project signs shall conform to EP 310-1-6a and b, U.S. Army Corps of Engineers Sign Standards Manual.

l. Memorial Plaques. Memorial plaques may be provided at all projects where considered appropriate by the operations project manager.

m. Coordination. The operations element shall seek full coordination with appropriate Corps elements in the planning, design, construction, administration, and management of all projects, including those managed by other agencies. Cooperation and continuous coordination shall be maintained with 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.

n. Lifeguards. Lifeguard services are not provided at public use areas administered by the Corps. Planning and safety regulations, however, do require proper signing and notification to the public regarding water safety, lack of lifeguards and safety equipment. Lifeguard services may be provided by other agencies at outgranted swimming areas.

o. Safety. During work planning and management, provisions of EM 385-1-1, Safety and Health Requirements Manual, and engineer regulations in the 385 series will be applied to all activities except outgrant activities and disposals of timber.

(1) The Operations Project Manager will appoint a member of the project staff to serve as the project safety officer.

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(2) Project personnel will promote, develop, and maintain public interest in recreation safety through the establishment of water safety councils or by participation in other local water safety educational opportunities.

(3) Commercial telephone for emergency use will be provided in public use areas where feasible.

(4) Adequate security lights will be provided at all Corps managed boat launching ramps when the lights are available at a reasonable cost. In areas where electrical service is not readily available, reflective type sign/markers will be installed and maintained to identify ramp locations. Battery or solar generated lights are also an alternative.

(5) Unattended Corps managed day-use areas will be closed at night, if such a restriction on public access is considered necessary by the responsible Operations Project Manager to provide adequate visitor safety and resource protection. Prior to any such closure, consideration will be given to alternatives that accommodate the continued authorized use of the facilities while providing the necessary levels of safety and protection. Users of those facilities will be fully informed concerning the details of any closure, and wherever appropriate, will be provided opportunities to input into such decisions.

p. Search, Rescue and Recovery. Search, rescue and recovery activities are properly performed by local and state authorities. Corps personnel will assist as funds/personnel permit. Coordination with local authorities is essential.

q. Boundary Surveys and Marking. (See Chapter 2, paragraph 2-2h (1)-(4) of ER 1130-2-540)

r. Outgranting of Lands. (See Chapter 2, paragraph 2-2f of ER 1130-2-540 and ER 405-1-12)

s. Areas Relinquished by Non-Federal Interests. All leased recreation areas returned to the Corps, that do not qualify for the exceptions to policy in Appendix B, will be closed. In situations where recreation areas are returned to the Corps, three basic considerations should be observed: Paramount is that the Corps must honor its obligations and legal commitments; secondly, the Corps must objectively evaluate alternatives based on existing authorities and available resources; and thirdly, good faith and credibility with the public and our non-Federal partners must be maintained.

t. Human Habitation. (See Chapter 2, paragraph 2-2(f)(7) of ER 1130-2-540)

u. Private Exclusive Use. (See Chapter 2, paragraph 2-2(f)(8) of ER 1130-2-540)

v. Fire Protection. As authorized in Title 42, USC, Section 1856a., the Corps may enter into reciprocal agreements with responsible fire organizations for fire protection of Corps properties. Such agreements will include a waiver of all claims for compensation for any losses, damage, personal injury or death resulting from the performance of the agreement. The agreement may also provide for the reimbursement for any or all costs incurred in furnishing fire protection on Corps lands. The authority to approve these agreements is delegated to the district commander.

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

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CHAPTER 3 - PROJECT MASTER PLANS AND OPERATIONAL MANAGEMENT PLANS

3-1. Purpose. This chapter establishes the policy for the preparation of master plans and Operational Management Plans (OMPs) for USACE civil works water resource projects (Corps projects).

3-2. Policy. It is the policy of the Corps of Engineers (Corps) that:

a. The Master Plan (MP) is the strategic land use management document that guides the comprehensive management and development of all project recreational, natural, and cultural resources throughout the life of the water resource project. OPMs implement the resource objectives and development needs identified in the Master Plan. MP and OMP will be developed and implemented for each Corps project and are intended to work in tandem.

b. MPs will be developed and kept current for Civil Works projects operated and maintained by the Corps and will include all land (fee, easements or other interests) originally acquired for the project and any subsequent land (fee, easements or other interests) acquired to support the operations and authorized missions of the project. Preparation of the MP shall be initiated as soon as possible after congressional approval of the project, so that approved recreation and natural resource management activities can be implemented when the project becomes operational. When there is no demonstrated need or opportunity to manage project lands, they may be exempted from this requirement only with the MSC Commander's approval.

c. MPs and OMs should take national performance measures, environmental operating principles, and the civil works strategic plan into account when the plans are developed and/or revised.

d. At the discretion of the MSC Commander, master plans will be prepared for projects where lands were acquired in fee title by the Corps, but are managed by others, such as local protection projects.

e. The MP will cover a single project or several projects, depending on what is best for management of the resources. MPs using a watershed approach (encompassing several projects) are encouraged, when appropriate. This methodology can provide economic and resource management benefits. It is also appropriate to group a number of projects administratively managed as a unit and/or located in a given geographic region into a single MP. Each MSC will coordinate with their respective districts on the scope, content, and organization of each MP. The MP will cover all resources, including but not limited to water, fish and wildlife, vegetation, cultural, aesthetic, interpretive, recreational, and mineral. The plan will also consider the land (fee, easement, or other interest) acquired for project operations and outgranted lands. The funding needed for MP supplements and revisions will be addressed in the annual O&M budget preparation.

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f. The District Operations Division is responsible for MP development, implementation, periodic review, and revision. Interdisciplinary master plan teams, composed of project and district personnel and appointed by district leadership, will identify information needs and means for obtaining resources, study costs, schedules, tasks, and responsibilities. When a MP revision is needed, Operations Division will coordinate the development of a Project Management Plan to address the above elements.

g. Master plans will focus on four primary components: (1) regional and ecosystem needs, (2) project resource capabilities and suitability, (3) expressed public interests that are compatible with authorized purposes, and (4) environmental sustainability elements. The MP will ensure that natural and cultural resource mandates and considerations are incorporated. The MP also will ensure that economy, quality, need, and appropriate scale be given equal attention in the management of resources and facilities. See Chapter 3 of EP 1130-2-550 for specific guidance on the format and content of a MP.

h. District commanders will be responsible for ensuring that MPs are completed for all projects and will be responsible for approving MPs, supplements and revisions which meet the criteria listed in Chapter 3 of EP 1130-2-550. A concise review of each MP will be conducted by an Operations-led interdisciplinary team every five years. This review will be brief and general in extent and shall utilize MP performance measure criteria and criteria in Chapter 3 of EP 1130-2-550 to determine if supplementation or revision is recommended. At the conclusion of the review, the District Commander or designee shall sign a brief statement explaining the status of the MP. Note: It is important to have an administrative record showing that the MP continues to be relevant even if some degree of supplementation or revision is needed.

i. Project personnel will develop and fully implement the project OMP, in accordance with the approved project MP. The OMP will be approved by the District Chief of Operations or designee. The OMP will be updated annually at the project level. Costs for annual update of the Project OMP will be included in the project's budget as a baseline item. See Chapter 3 of EP 1130-2-550 for specific guidance on the format and content of an OMP.

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CHAPTER 4 - INTERPRETIVE SERVICES AND OUTREACH PROGRAM

4-1. Purpose. This chapter establishes the policy for the operation of the USACE Interpretive Services and Outreach Program (ISOP) at civil works water resource projects.

4-2. Policy. It is the policy of the Corps of Engineers that:

a. An Interpretive Services and Outreach Program (ISOP) shall be implemented at each Corps-operated project. The type and magnitude of this program shall be determined by the District Commander and shall be commensurate with the type and size of the project, project visitation, funding, and personnel resources. In addition, all ISOP efforts shall provide for universal accessibility where practical. All activities under this program shall be designed to accomplish one or more of the following goals:

- (1) Achieve management objectives using interpretive techniques.
- (2) Provide environmental education to foster voluntary stewardship of natural, cultural, and created resources.
- (3) Incorporate Corps civil works and military missions and accomplishments into interpretive programming.
- (4) Improve visitor and employee safety using interpretive techniques.
- (5) Use outreach to accomplish ISOP goals, including interpreting Corps missions, promoting stewardship, saving lives, and solving management problems. The interpretive process should also encourage interest in math and science, including career interest.
- (6) Enhance the visitors' experience and enjoyment by anticipating their needs and providing interpretive resources to meet those needs.

b. Districts shall be responsible for the administration and management of the Interpretive Services and Outreach Program. Project offices shall be responsible for implementation of the ISOP program. Each MSC and district office shall designate an ISOP coordinator. The district coordinator shall act as a liaison among all district team members involved with interpretation and outreach, and field projects. The primary responsibility of the coordinator shall be to assure that implementation of the ISOP is consistent with this regulation. Additional guidance is located in EP 1130-2-550, and EP 1130-2-434, Volumes 1-5, JS (Job Standards), DI (Database Instructions), FS (Chittenden Award Fact Sheet).

c. Each project shall designate a point of contact (POC) whose function is to implement the ISOP at the local level. Each field project shall develop an interpretive prospectus for inclusion in the Operational Management Plan to be used as a planning document in implementation of the ISOP.

d. Projects are encouraged to use a variety of staffing sources in conducting the ISOP. This includes permanent and temporary rangers, support staff, summer aids, volunteers (see Chapter 10 of ER 1130-2-500), contractors, cooperating associations (see Chapter 9 of ER 1130-2-500), and others. See also Chapter 4 of this regulation for additional guidance on the

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implementation of the ISOP at Corps visitor centers.

e. Projects shall be encouraged to make use of static communication techniques such as interpretive signs, publications, and self-guided tours where personal communication is not possible or practical.

f. Quality training in interpretation shall be made available to rangers, managers, district and division office team members, and others who have job responsibilities related to the interpretive program. All personnel with interpretive duties, including permanent, temporary, and seasonal employees as well as volunteers, should receive appropriate training. Key training and career development issues related to this topic are addressed in EP 690-2-2, Career Development Guide for Civil Works Natural Resources Management Team Members. In addition, eligible personnel shall be encouraged to investigate the applicability of the following methods of training to their individual work requirements:

(1) Formal interpretive services training. This includes Proponent Sponsored Engineers Corps Training (PROSPECT) courses, college courses and other courses as appropriate. Functional training is available through other related PROSPECT courses developed by Public Affairs, Information Management and others.

(2) Training by professional organizations. Professional organizations offer a variety of training opportunities in interpretation and environmental education.

(3) Local training. Local training may be carried out in a variety of ways. It may be implemented by offering periodical refresher courses/training sessions on topics of interest to sharpen skills, exchange and/or update information, or by entering into training partnerships with other agencies. These forms of training are especially recommended when, for reasons of cost-effectiveness, it is not feasible to procure more costly formal training.

g. The efforts of exemplary interpreters shall be recognized through the Chief of Engineers Hiram M. Chittenden Award for Interpretive Excellence.

h. Each project shall evaluate its ISOP on an annual basis to assure consistency with this regulation.

i. Limited upward reporting will be included in the Natural Resource Management System (NRMS).

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CHAPTER 5 - VISITOR CENTER PROGRAM

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

5-2. Policy. It is the policy of the Corps of Engineers to plan, develop, manage and operate Visitor Centers at water resource development projects in accordance with the following criteria:

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 Facility.

b. The interpretive objectives of Visitor Centers are to:

(1) Enhance the public's understanding of the multidimensional role of the Army and the Corps and their contributions to the Nation.

(2) Enhance the public's understanding of the purpose and operation of the project, its archeological, historic, man-made, natural, and cultural features.

(3) Develop public appreciation for the proper and safe use of project resources.

(4) Foster the spirit of personal stewardship of public lands.

(5) Orient the visitor to the project and its recreational opportunities.

(6) Aid project personnel in accomplishing management objectives.

(7) Reduce overall project operation and maintenance costs.

c. Visitor facilities must fall into one of the following categories:

(1) Type A Visitor Center. Construction of Type A Regional Visitor Centers is no longer authorized. Specific legislation is the only way a new Type A Visitor Center can be built. However, a Type B Visitor Center can be redesignated as a Type A Visitor Center with authorization by HQUSACE (CECW-ON) provided it meets the existing criteria. A Type A Visitor Center is intended to serve as a regional facility. It provides information encompassing a large geographic area such as a river basin, state, or other designated area of concern. It tells the story of the Corps from the national to the local level and the mission of the local project. It provides information on the socioeconomic development of the area, events of archeological, historical, cultural, and natural importance in the area, and other items of interest. Information shall be made available to visitors concerning rules and regulations, safety, facilities, and other recreation projects in the area. This type of facility is called a "Regional Visitor Center."

(2) Type B Visitor Center. Construction of Type B Project Visitor Centers are limited to those projects where the Corps is committed to construction through legislation, memorandum of understanding or cost sharing agreements. This type of Visitor Center, established by the MSC Commander, presents information on the project area. This can include specifics on Corps

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history, the project, natural and cultural resources, and local history. In addition, information on rules and regulations, safety, facilities and project recreation opportunities should be available to visitors. This type of center is similar to the Type A Visitor Center except that its scope is local in nature. This type of facility is called a "Project Visitor Center."

(3) Type C Visitor Center. Construction of Type C Visitor Information Centers is limited to the placement of exhibits in existing buildings, or in new or rehabilitated administration buildings for which construction has been budgeted. Justification for these buildings shall be based on administrative need. Information facilities of this type are usually incorporated into existing buildings. Type C Visitor Centers shall be staffed during regular office hours, as needed, incidental to other work. They dispense information, publications and maps which assist visitors in understanding, locating, and safely using and enjoying project facilities. Displays and presentations, as space permits, cover such topics as project purpose, visitor safety, history, and natural resources. This type of facility is called a "Visitor Information Center."

(4) Projects Without Visitor Centers. If a project does not have any of these facilities available, an area shall be designated to make Corps project, regulatory, safety, and other informative materials available to the public.

d. Visitor centers and support facilities (access roads, parking, etc.) are restricted to fee lands. Acquisition of additional lands to accommodate Visitor Centers, or their support facilities is not authorized. The Master Plan (MP) or the Supplement (if necessary) shall address visitor center facilities and program requirements in general terms, including information on future construction, rehabilitation, and the interpretive prospectus.

e. Specific operating guidelines for individual visitor centers are left to the discretion of the Operations Project Manager and District staff. In addition to regular paid staff or contract services, Operations Project Managers should make full use of volunteers and cooperating associations.

f. All visitor centers and exhibits shall be reviewed for relevancy, accuracy, timeliness, and safety at least once every five years by a district level review team. The review team shall be interdisciplinary, consisting of one representative from each of the following office elements: public affairs, natural resource management, information management, engineering, safety, security and history (if available).

g. The Operations Project Manager and/or District should 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. In addition, 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.

h. Development and funding procedures for renovations, rehabilitations, new equipment, and brochures must follow those established by the District and MSC, and by HQUSACE where applicable (annual budget EC).

i. Operation. It is imperative that Visitor Centers be operational during periods of heaviest visitation and accommodate large groups. All Type A and B Visitor Centers will have

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adequate staff to ensure that they are operational during these periods. Specific operating guidelines for individual visitor Centers are properly left to the discretion of the Project Manager and District staff.

(1) Permanent Personnel. It is the District's responsibility to ensure that adequate FTEs are authorized for proper operation of Regional and Project Visitor Centers. If FTEs are not available, districts should consider the use of contract personnel. Regional Visitor Centers will be staffed at a minimum with one full-time permanent position. This employee will hold the primary responsibility for operation of the facility.

(2) Contract Services. If adequate staffing cannot be maintained through permanent and seasonal personnel, districts are authorized to contract for these services with O&M funds. Control or ownership of Visitor Center facilities or contents will not be conveyed to an operating contractor. Visitor Center design and planning remain a Corps responsibility in contract operated facilities, as do management decisions such as those regarding hours and days of operation, specific operation guidelines, and visitor center objectives. Should the Corps contract for the operation of a Visitor Center, it is the Corps' responsibility to provide adequate training for contract personnel on the Corps history, operational procedures, and interpretive materials in the center.

(3) Volunteer Services. Individual or group volunteers may be used to staff Corps Visitor Centers if adequate Corps staffing is not available. However, the Corps must provide adequate training and supervision to ensure quality service to the visiting public.

j. Public Food Service facilities, including beverage, candy, and cigarette machines will not be provided by the government or be accessible to the public.

CHAPTER 6

Visitor Assistance Program

6-1. Purpose. This chapter establishes the policy for providing assistance to visitors at USACE Civil Works water resource projects, under the provisions of Section 234 of the Flood Control Act of 1970, PL 91-611. This Chapter supersedes the 15 Nov 1996 edition of ER 1130-2-550, Chapter 6; EC 1130-2-212, dated 23 Apr 1999; EC 1130-2-213, dated 1 Oct 1999; EC 1130-2-214, dated 22 Apr 2002; and Recreation Policy Letter 97-02, dated 20 May 1997.

6-2. Policy. It is the policy of the U.S. Army Corps of Engineers that:

a. Major Subordinate Commands (MSC) and District Commands are delegated authority to implement the citation authority regulatory provisions at Civil Works installations set forth in PL 91-611. The district commander is responsible for ensuring adequate order, discipline and protection of resources at Corps projects. For the purposes of this regulation, the title park ranger applies to all individuals having visitor assistance responsibilities and/or authorized to have citation authority. The term operations project manager (OPM) includes natural resources manager, lake manager and park manager titles throughout the course of this text for consistency.

b. The protection of facilities or the enforcement of rules shall always be secondary to the safety of Corps personnel, contract employees and visitors. Operations project managers and park rangers shall strive to be visible to the public, primarily to help and assist them, and secondarily, to enforce 36 CFR Chapter III, Part 327 (Title 36). In no case shall this enforcement portray an aggressive law enforcement image.

c. In the acquisition of land at Civil Works installations, the Corps of Engineers obtains proprietary interests only. Individual states and their political subdivisions retain the statutory authority, and inherent responsibility, to enforce state and local laws. State and local agencies establish, regulate and enforce all state and local laws. The role of the park ranger is defined as a regulation enforcer with full citation authority of Title 36. Available enforcement options include visual presence, verbal warnings, written warnings, collateral forfeiture citations and mandatory appearance citations. Available use of force options are limited to verbal persuasion/verbal detention and self defense measures, including unarmed self defense and, where authorized, the use of an approved chemical aerosol spray (Oleoresin Capsicum).

d. The authority of operations project managers and park rangers is limited to the enforcement of rules and regulations as designated in Title 36, and does not extend to arrest authority or the enforcement of state and local laws, including game laws. This authority is applicable to:

- (1) All water areas of any water resource development project administered by the Chief of Engineers, without regard to ownership of underlying land;
- (2) All lands owned in fee by the Federal Government; and
- (3) All facilities of any such water resource development project.

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e. Operations project managers and park rangers are employed as natural resource, recreation, environmental, and public relations specialists, and are not law enforcement officers.

(1) They cannot arrest, search or seize individuals or their property in the course of these duties. An operations project manager or park ranger may request visitors to stop but cannot physically detain them.

(2) Corps employees are prohibited from carrying, transporting or using weapons, stun-guns, nightsticks, or other similar equipment normally associated with law enforcement.

(3) Park rangers, and other qualifying employees, may be authorized to carry and use Oleoresin Capsicum (Pepper Spray) for self-defensive purposes as stipulated in Chapter 6 of EP 1130-2-550 and Appendix K. Implementation of this policy is at the option of the Major Subordinate Commander who may delegate this authority to the District Commands.

(4) Corps employees within the Natural Resources Management (NRM) Program may purchase and wear protective body vests at their own discretion and at their own expense, so long as it is discreet, worn inside the clothing, and is in accordance with all uniform guidelines.

(5) The use of light bars, radar guns, speed detectors and chasing vehicles or using hot pursuit techniques against alleged violators, on or off Corps property, is prohibited.

(6) Major Subordinate Commands and District Commands may purchase and authorize the use of tactical utility belts on an optional basis for Corps employees authorized to wear the Natural Resources Management (Park Ranger) uniform. Utility belts must be nylon, black in color and not exceed 2 1/2 inches in width. Any equipment carrying devices placed on the belt must be black, match the style of the utility belt and be approved by the operations project manager. Leather utility belts are not authorized. Utility belts are not furnished under the NRM Uniform Program contract and should be purchased using district or project Operations and Maintenance (O&M) funds.

f. The use of Title 36 citation authority shall be considered one of many tools for use in management of water resource development projects. The lowest level of enforcement shall be used to resolve a problem. Maximum use of oral and written warnings shall be made for minor infractions. Employees with citation authority shall, in order of priority, attempt to resolve the problem by effective communication, verbal warning, written warning, collateral forfeiture citation, and mandatory appearance citation. Normal citation procedures are provided in Chapter 6 of EP 1130-2-550. Alternative management techniques, in addition to the issuance of citations, should be considered in the implementation of the Visitor Assistance Program. A list of alternative management techniques that have proven effective at reducing visitor problems are included in Appendix G of EP 1130-2-550.

g. Natural Resource Management program staff shall receive training in accordance with Chapter 6 of EP 1130-2-550, Appendix E and EP 690-2-2, Career Development Guide for Civil Works Natural Resources Management Team Members. Operations project managers are responsible for ensuring that permanent, seasonal and temporary park rangers with Visitor Assistance responsibilities receive the prescribed training. Temporary employees who perform Visitor Assistance duties and enforce Title 36 must receive the same Visitor Assistance training provided to permanent and seasonal park rangers with similar duties.

h. All personnel with operations project manager, park ranger and/or visitor assistance managerial duties shall normally have citation authority (optional for operations project managers). Authorized personnel will be issued ENG Form 5036-R, Certificate of Authority to Issue Citations, in accordance with Chapter 6 of EP 1130-2-550. A new ENG Form 5036-R and badge must be issued (with a revised date) to employees who transfer to a permanent position in another district to maintain citation authority. Badges are accountable property and must be returned to the appropriate supervisor when the employee leaves the district. A new ENG Form 5036-R and badge are not required for permanent and seasonal employees who transfer within the same district. Districts must revoke ENG Form 5036-R and badge for any employee who leaves employment within the district upon transfer or termination. No individual shall be given authority to issue citations or written warnings without completion of the required training. Corps personnel who violate the policies of this regulation or abuse their authority shall, at a minimum, have their citation authority suspended.

i. It is a federal criminal offense to forcibly assault, resist, oppose, impede, intimidate, interfere with, attempt to kill or kill any civilian official or employee of the Corps of Engineers assigned to perform investigations, inspections, law or regulatory enforcement functions, or field-level real estate functions while in the performance of his/her official duties (18 USC 1114.) Procedures to follow in the event of an assault are identified in Chapter 6 of EP 1130-2-550.

j. Cooperative law enforcement contracts and agreements, as prescribed in Chapter 7 of this regulation, shall be used to the maximum extent practical. Maximum use of local law enforcement services, within resource limitations, shall be made at areas which have a history of excessive violations and during those periods when rangers are not readily available.

k. Corps personnel, while on duty, shall not be deputized by law enforcement agencies. Corps personnel who are deputized or commissioned by any law enforcement agency may not perform the duties of that office on or off Civil Works installations during duty hours or while wearing the Corps uniform. Corps personnel are also prohibited from performing the duties of a deputized or commissioned law enforcement officer on Civil Works installations during their off-duty hours.

l. Personnel performing duties associated with the Visitor Assistance Program will wear the complete uniform as prescribed in Chapter 8 of this regulation including the park ranger badge if citation authority has been granted. A citation authority identification card (ENG Form 4710) or a reduced copy of ENG Form 5036-R, Certificate of Authority to Issue Citations, will be carried while on duty by all persons with designated citation authority. MSC commanders will requisition badges from HQUSACE (CECW-CO-N). Personnel who issue citations while out of uniform will be considered to be working within the scope of their duties, regardless of their on-duty or off-duty status at the time. Any enforcement action taken out of uniform will be reported to the immediate supervisor within 24 hours.

m. Vehicle, radio and equipment requirements shall be in accordance with Chapter 6 of EP 1130-2-550.

n. A public information program, implemented by the operations project manager, shall be maintained to notify and ensure public understanding and support of the Visitor Assistance Program. Title 36 shall be posted on appropriate bulletin boards at Civil Works installations and made available to the public. News releases, interpretive programs, off-site outreach programs and other information systems shall be utilized to inform and educate the public of significant changes in rules and regulations, including project restrictions. As part of the Operational Management Plan (OMP) each project

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shall outline a plan of action regarding public relations as a continuation of communications with the public.

o. Preventive vaccination, education and exposure treatment for blood-borne pathogens as governed by EM 385-1-1 and 29 CFR 1910.1030 is highly recommended for park rangers and other personnel with visitor assistance responsibilities, as detailed in Chapter 6 of EP 1130-2-550. Preventive vaccinations, education and exposure treatment will be provided by the Corps at no cost to the employee, and are not a condition of employment.

p. All USACE commands having responsibility for Civil Works functions are authorized to participate in the "Corps Watch" property protection program as stipulated in separate guidance. This program is designed to reduce and deter property damage at Civil Works projects through the use of a national toll-free property protection hotline. Witnesses who provide information leading to the arrest and prosecution of perpetrators may be eligible for a monetary award.

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

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

7-2. Policy. In accordance with Section 120, PL 94-587, (90 Stat. 2917), Water Resources Development Act (WRDA) of 1976, as amended by PL 96-536, (94 Stat. 3166), it is the policy of the Corps of Engineers that:

a. District commanders are delegated the authority to contract and/or enter into cooperative agreements with states and their political subdivisions to obtain increased law enforcement services at civil works water resource projects to meet needs during peak visitation periods and to augment the citation authorities granted to the Corps under 36 CFR Chapter III, Part 327 (Title 36). Specific guidance on the establishment of these agreements and the reporting thereof is provided in Chapter 7 of EP 1130-2-550.

b. In addition to the enforcement of state or local laws, Cooperative Agreements for law enforcement services may be used for other related activities such as, but not restricted to, patrols in remote areas, serving bench warrants, fee collection and other services as determined by the Operations Project Manager. The activities included in an agreement depend on what can be negotiated with the law enforcement agency. In no case will agreements include the provision of water safety patrols or the enforcement of state boating laws.

c. Cooperative agreements for increased law enforcement shall be for those projects, or portions of projects, that are operated and maintained by the Corps, and shall be executed in order to supplement Corps staff in performing certain law enforcement activities as defined by the Visitor Assistance Program, per Chapter 6 of this regulation and PL 95-224, (92 Stat. 3), Federal Grant and Cooperative Agreement Act of 1977. Law enforcement services shall not be provided under this program to those outgrant areas operated and maintained by a non-Federal sponsor.

d. In order to provide reimbursement for law enforcement services supplied by a state or local enforcement agency, a cooperative agreement, in conformance with the law enforcement cooperative agreement format specified in Chapter 7 of EP 1130-2-550, shall be executed and approved by the District Commander prior to the provision of such services. Once the agreement is signed, it shall be the Operations Project Manager's responsibility to ensure that the services are administered, managed, and inspected in the same manner and to the same level of quality as any other service-type contract.

e. Cooperative agreements shall be consummated only with those public law enforcement agencies legally empowered to enforce state and local criminal and civil laws on the projects for which increased law enforcement is being sought. Non-Federal law enforcement personnel employed to fulfill the conditions of cooperative agreements for increased law enforcement shall meet all the qualifications, including minimal law enforcement training, required by state and local laws and regulations.

f. The cooperator shall provide personnel, equipment and supplies which are required to

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provide the increased law enforcement services agreed upon with the Corps. The Corps shall not reimburse the cooperator for the purchase of any equipment or supplies desired by the cooperator for use under this program. However, the Corps shall reimburse the cooperator for the reasonable costs incurred in the rental or use of such equipment which is allocated to the work performed under the agreement. Such costs may include: (1) a depreciation or use allowance for such equipment as determined by the service life evaluation system used by the cooperator, and (2) the costs of necessary maintenance and repair of the property which neither adds to its permanent value nor appreciably prolongs its intended life, but keeps it in efficient operating condition.

g. State and local law enforcement agencies generally have the same authorities and law enforcement responsibilities on lands administered by the Corps as they do elsewhere in their respective jurisdictions. Because of this, requests by a District Commander, or authorized representatives of the commander, for emergency or unanticipated law enforcement assistance shall normally be considered nonreimbursable. Corps project management authority in no way diminishes or otherwise limits existing law enforcement responsibilities of the state or local government.

h. Non-Federal law enforcement personnel shall not be given Federal citation authority for enforcement of regulations contained in Title 36. Enforcement of Title 36 regulations shall remain the responsibility of the Corps.

i. Funding requests for law enforcement agreements shall be included as part of the O&M budget submittal for each fiscal year. HQUSACE (CECW-ON) shall issue MSC funding authority ceilings annually. Section 120(b) of PL 94-587, as amended, authorizes a maximum appropriation of \$10,000,000 per fiscal year for cooperative agreements for increased law enforcement.

j. Fiscal year data will be compiled and entered into the Natural Resource Management System (NRMS) as defined in Chapter 12 of EP 1130-2-550.

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CHAPTER 8 - UNIFORMS FOR NATURAL RESOURCES MANAGEMENT PROGRAM STAFF

8-1. Purpose. This chapter establishes the policy on uniforms for Natural Resources Management (NRM) personnel, and authorizes an initial uniform allowance and replacement allowances for personnel required to wear the uniform. Uniforms for NRM Maintenance Personnel and Lake Contract Maintenance Inspectors are specified in Chapter 14 of this regulation. This Chapter supersedes the 15 November 1996 edition of ER 1130-2-550, Chapter 8 and Appendices J, K and L.

8-2. Policy.

a. The following NRM personnel are authorized to wear the uniform and shall wear the prescribed uniform components on a daily basis when performing NRM duties:

- (1) Park Rangers
- (2) Park Aides, visitor center staff and guides.
- (3) Park/Resource/Lake Managers (unless authorized to wear appropriate civilian attire by the Chief, Operations Division).

b. The following NRM personnel are also authorized to wear the uniform:

(1) NRM specialists including but not limited to: foresters, fishery and wildlife biologists, outdoor recreation planners, environmental compliance coordinators and landscape architects working at water resource projects.

(2) District Office NRM staff as determined by the Chief, Operations Division.

(3) Administrative personnel at water resource projects who perform receptionist duties as determined by the Chief, Operations Division.

(4) Operations Managers who have citation authority and are performing NRM duties, as determined by the Chief, Operations Division.

c. Volunteers, contractors or Corps of Engineers personnel assigned to positions not included in the above list are not authorized to wear, and shall be prohibited from wearing all or any portion of the uniform.

d. Temporary personnel shall be provided the class of uniform (B, C, D) that is appropriate for their primary work assignment.

e. Uniform classes shall be designated B, C, and D in accordance with the following descriptions. See EP 1130-2-550, Chapter 8 for complete description of all uniform components and wear requirements for each uniform class. All Corps of Engineers NRM uniform items, badges, insignia, and patches are for official use, and only by persons authorized to wear the uniform. Personnel requiring or wanting a method to identify themselves as Corps of Engineers employees, and who are not authorized to wear the

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uniform may obtain a Corps of Engineers nameplate through the uniform contractor by local purchasing procedures.

(1) Class B - Duty Uniform. The Class B Duty Uniform is the prescribed daily uniform to be worn by authorized NRM personnel as identified in paragraph 8-2a and 2b. The Duty Uniform is divided into the following four categories: Daily Wear, Formal Wear, Ceremonies and Court, Maternity.

(2) Class C - Work Uniform. The Class C Work Uniform may be worn by NRM personnel at field office areas, only during special work situations, which are approved in advance on a case-by-case basis by the Park/Resource/Lake Manager. This uniform shall not be worn when meeting the public is the principal duty assignment. It is not to be considered as the daily uniform.

(3) Class D - Special Use Uniform. The Class D Special Use Uniform may be worn by NRM personnel at field areas only when engaged in the following specific work situations: boat patrol, beach patrol, bicycle patrol, and beach/boat interpretive programs, which are approved in advance on a case-by-case basis by the Park/Resource/Lake Manager.

f. Uniform procurement shall be by means of a centralized uniform distribution contract which provides a single source of uniform supply. The uniform supply contract shall be reviewed annually and updated as necessary by Headquarters, Natural Resource Management Branch (CECW-ON). Detailed guidelines on uniform procurement, accounting and other administrative requirements are contained in EP 1130-2-550, Chapter 8.

g. Uniforms shall be supplied through a credit allowance system managed by the centralized uniform distribution contractor. The allowance may or may not be sufficient to defray all uniform costs. Supervisors may require that personnel procure additional official uniform items from the approved supplier at their own expense. Initial and replacement allowances shall be provided in accordance with the provisions of PL 98-63, as amended.

h. Personnel authorized to wear the NRM uniform under this regulation are prohibited from wearing uniform components from other uniform programs, including the Operations and Maintenance Uniform Program as prescribed in Chapter 14 of this regulation. Outdated NRM uniform items are also prohibited. As uniform items are replaced, personnel will be notified by Headquarters, Natural Resource Management Branch (CECW-ON) when the replaced items are no longer authorized for wear.

i. Certain items of apparel such as shoes and safety equipment are not furnished or covered by uniform allowances. The field office, either through local purchase or District office central procurement, will provide those individuals authorized to wear the uniform with the following approved items or services as needed for the performance of their duties:

(1) Black, plain toe, polished, safety dress shoes or boots (suitable for both office and all weather field applications).

(2) Black, plain toe, all weather safety work boots for wear with Class C uniforms.

(3) Black deck/athletic shoes suitable for wear with Class B, C and D uniforms while on boat, beach, or bicycle patrol.

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- (4) Black or white bicycle helmets for wear during bicycle patrol.
 - (5) High-visibility orange vests (snap-on, tie-on, etc.).
 - (6) U.S. Coast Guard approved flotation coat and/or life vests, high visibility orange color.
 - (7) Belt type key holder.
 - (8) Badge holder.
 - (9) Personal Protective Equipment (hard hats, ear protection, work gloves, etc.)
 - (10) Alterations of uniforms as deemed necessary by the supervisor and only when the employee has been unable to obtain a properly fitted uniform from the uniform supplier.
- j. New personnel who are required to wear the prescribed uniform shall obtain, or be furnished, the necessary uniform items as soon as practical after entering on duty. Applicants who are applying for a uniformed position shall be made aware of the uniform requirements prior to hiring.
- k. Uniformed individuals are responsible for their professional appearance and shall wear the uniform in a manner that commands respect for both themselves and the Corps of Engineers. Supervisory personnel are responsible for the enforcement of appearance standards as prescribed in this regulation and in EP 1130-2-550, Chapter 8. Wearing the uniform in accordance with these standards is a condition of employment, and shall be included as an element in the uniformed employee's Total Army Performance Evaluation System (TAPES) individual performance standards. The supervisor's enforcement responsibilities and personal uniformed appearance shall be included as evaluation elements on his or her TAPES performance standards.
- (1) Exceeding the element can be accomplished by consistently wearing the uniform in compliance with the regulation, and/or going beyond the standard. Examples of exceeding the standard include: regularly ironing and/or starching the uniform, consistently having polished shoes and wearing proper uniform components, and consistently presenting a professional uniformed ranger image.
- (2) Meeting the element can be accomplished by regularly wearing the uniform in compliance with the regulation. All items are worn correctly and in the appropriate situations. Examples of meeting the standard include: occasionally having unpolished shoes, wrinkled shirts, and/or trousers without creases.
- (3) Needs Improvement would result when the employee is often out of compliance with the uniform regulation. Examples include: Mixing of the different classes of uniforms (i.e. wearing the baseball cap with the duty uniform when not on boat patrol), failing to wear a tie with the long sleeve shirt when in formal situations and/or often having unpolished shoes, wrinkled or shabby uniforms.
- (4) Failing the element would result when the employee is regularly out of compliance with the uniform regulation. Examples include: wearing unauthorized items with the uniform, wearing Class C or D uniforms on a daily basis, consistently wearing torn, soiled or shabby uniform components.

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l. The badge will be centrally procured and transferred from CECW-ON to each Major Subordinate Command/Division (MSC) and Division NRM office. Major Subordinate Commands and District offices shall maintain property records to assure the accountability of all assigned and unassigned badges. Individuals who are transferred to other positions outside of the MSC/District, or no longer have citation authority, shall return their badges to the issuing office. Badges that become unduly tarnished or scratched may, within local procurement procedures, be taken to a local vendor for refinishing. The cost of this service will be charged to the project.

m. The National Uniform Committee of the NRM Program shall function as an advisory committee. The committee shall provide field input and program recommendations to CECW-ON, submit draft regulation changes, and revise contract specifications.

(1) Each CONUS MSC (Continental United States Major Support Command) shall be represented on the committee. A mixture of MSC, District and Project personnel is required. Meetings shall be called on an as-needed basis. The committee members shall serve for a period of time determined by mutual agreement between the chairman and CECW-ON or for a period of six years. Replacement shall be on a rotational basis to avoid a large turnover of membership at any one time. The uniform committee chairman shall forward all nominations to CECW-ON for consideration and approval. The committee chairman shall serve for an indefinite period, with the length of duty to be determined by mutual agreement between the chairman and CECW-ON.

(2) Substitutions or deviations from the uniform specifications prescribed in EP 1130-2-550, Chapter 8 require prior approval of CECW-ON. Natural Resource Management personnel may recommend program changes, regulatory changes, specific substitutions or new uniform items to the District Uniform Coordinator. District Uniform Coordinators shall forward all appropriate comments to the division uniform committee representative for consideration at the next scheduled uniform committee meeting. After proper review, the proposal may be forwarded to CECW-ON for consideration.

CHAPTER 9 - RECREATION USE FEES

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

9-2. Goals. The goals of the recreation use fee program are:

- to recover a portion of the cost of administering, operating, maintaining and improving specialized recreation facilities, services, or supplies;
- to distribute public use more effectively to preserve resources and reduce overcrowding;
- to support the national economy through the provision of quality recreational experiences;
- to control facility use to deter incidences of vandalism and other disruptive behavior;
- to foster a responsible user ethic among recreation users.

9-3. Policy. It is the policy of the U.S. Army Corps of Engineers that fees shall be charged for the use of specialized recreation sites, facilities and services provided by the Corps.

a. Setting Fees. 16 USC 460l-6a provides that users of specialized sites, facilities, equipment, or services provided at Federal expense shall be assessed fair and equitable fees, with consideration for the following:

- (1) Direct and indirect amount of Federal expenditure.
- (2) Benefit to the recipient.
- (3) Public policy or interest served.

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(4) Comparability with recreation fees charged by other Federal and non-Federal public agencies and the private sector within the service area of the management unit at which the fee is charged.

(5) Economic and administrative feasibility of fee collection.

(6) Other pertinent factors such as improved security, reducing vandalism, protection of resources, and improving visitor contact.

b. Signage. All areas designated as recreation use fee areas shall be marked with appropriate signs that provide necessary instructions to users of the area with regard to collection of fees. The official U.S. Fee Area symbol shall be displayed at the entrance to designated "use fee areas."

c. Failure to Pay. Persons failing to pay established fees will be subject to citation under 36 CFR 327.23, Recreation Use Fees.

d. Entrance Fees. Section 210 of the flood Control Act of 1968 (16 USC 460d-3) provides that no fee will be charged for entrance to any Corps operated area. The Corps of Engineers does not sell or accept Golden Eagle Passports, the National Park Pass, or any State or local park passes.

e. Special Recreation Use Fees (SRUF). All recreation use fees collected will be deposited into the special account in the Treasury established for the Corps of Engineers under the Land and Water Conservation Fund Act. Subject to appropriations, funds shall be returned to the water resources development project at which the fees were collected. Funds generated from collecting recreation use fees are returned in O&M, General appropriations for operation, maintenance and improvement of recreation sites and facilities. The construction of new recreation facilities in existing areas or renovation and/or improvement of existing facilities may be accomplished with these funds if the goal of providing quality public recreation experiences with the most cost efficient management of water resource development projects can be met. New recreation areas may not be constructed without a cost share sponsor.

f. Public Relations. District Commanders will notify congressional representatives, as appropriate, of the use fee program in their congressional districts. In the interest of

informing the public of the use fee program, public relations activities will be conducted to disseminate information regarding this program before collection of fees begin.

g. Increasing Campsite Use. It may be appropriate to offer limited free camping at non-reservable campsites. The purpose of offering free camping is as a short-term promotional effort that will provide long-term benefits to both the Corps and the public by increasing the use of Federal facilities. Written documentation should include rationale for providing the free camping and number of coupons distributed. Free camping should be limited so as to avoid any perception that distribution involves a major give-away of Government resources.

9-4. General Fees.

a. Fee Schedules. District recommendations for proposed use fees for the next two years will be submitted to the Major Subordinate Command (MSC) Commander no later than 1 August each year. District commanders shall assess seasonal visitation patterns of individual fee areas to determine the period during which a fee program shall be in effect. It is anticipated that fees shall be charged at some areas throughout the summer months, while at other areas fees shall be collected throughout the year. The MSC Commander will review and approve or disapprove the recommendations.

b. Guidance. Comparability studies will be conducted annually. Fees charged shall be based upon distinguishable differences between Corps facilities and services and those facilities and services provided by other Federal agencies, non-Federal agencies, and the private sector in the same service area. Specific guidance and criteria for researching and evaluating fees at other local recreation sites, for evaluating and determining fees for Corps sites, and for approving, reviewing, and auditing annual district fee schedules is found in Chapter 9, paragraph 9-3.c. of EP 1130-2-550.

c. Volunteers. Volunteers may be provided campsites at projects where their volunteer service occurs and not be required to pay a use fee. Day use fees may be waived for volunteers conducting recognized volunteer service on the day it is performed.

9-5. Camping Fees.

a. Applicability. A fee will be charged and a permit issued for single user unit campsites, group camp areas and specialized facilities in accordance with Appendix M of EP 1130-2-550. Camping fees will be charged on a per-site basis. Each campsite shall be rented to a single user/unit party, which does not exceed the established carrying capacity for

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persons, vehicles, or camping equipment for that site. These facilities shall be available on a first-come, first-served basis unless they are currently reserved through the NRRS™.

b. Carrying Capacity. Using a comparison of all components necessary, the Operations Manager shall determine the carrying capacity, in numbers of persons, vehicles, and camping equipment, for each campsite under his/her management. Except in unusual circumstances, this carrying capacity shall not be exceeded.

c. Variable Pricing. Variable pricing of fee campsites within a single campground shall be permitted based on documented differences in the quality or desirability of certain sites due to location or campsite amenities. Variable pricing for camping use shall also be permitted based on time differences, such as different days of the week, different seasons, or holidays.

d. Utilities. At sites with utility hookups, a charge for the utilities shall be included in the use fee regardless of whether they are used. No free utility services shall be provided.

e. Visitors. Visitors to registered campers in fee campgrounds may be charged use fees for use of specialized facilities. If charged, the fee shall not exceed 50 percent of the single user unit campsite fee and will also entitle the holder to use any or all day use facilities without paying additional use fees at the same project, on any day for which the permit is valid.

f. Camping Permit. The camping permit entitles the holder to use a designated campsite and related support and recreation facilities within the boundaries of the camp area where the designated campsite is located. It will also entitle the holder to use any or all Corps-operated day use facilities without paying additional use fees at the same project, on any day for which the permit is valid.

9-6. Day Use Fees.

a. Criteria. Day use fees may be collected at developed recreation areas and facilities including swimming beaches and boat ramps but not at areas which include only a boat ramp and courtesy dock. Fees will not be charged for the use or provision of visitor centers, drinking water, wayside exhibits, roads, scenic drives, overlook sites, picnic tables, toilet facilities, surface water areas, undeveloped or lightly developed shoreline, or general visitor information.

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(1) Day use fees will be charged where there is reasonable expectation that revenue will exceed costs of collection, to include implementation costs. Managers may choose to assess their fee collections programs, revenue and collection costs on a per project basis rather than a per park basis. The cost to collect includes (a) direct, on-project costs incurred for fee collection and remittance and (b) implementation costs amortized over the design life of the improvements. Cost and revenue estimates should be reviewed periodically by MSC commanders to assist in determining appropriate adjustments to the project fee collection program.

(2) No day use fee will be charged for children 12 years of age or younger.

b. Annual Day Use Passes. An Annual Day Use Pass may be purchased for \$30.00. This pass permits the holder and all accompanying passengers in the vehicle to use any or all boat launch ramps and/or designated, developed swimming beaches at any Corps operated recreation area at any Corps project for that calendar year, except at facilities located within a fee campground and reserved exclusively for the use of campers. The annual pass is a decal, which is affixed to the back of the interior rear view mirror. On vehicles having no interior rear view mirror, the decal may be affixed at an alternate location, such as the left front bumper, the back of the left exterior rear view mirror, or the left front windshield, if permitted by the state Department of Motor Vehicles. Golden Age/Golden Access 50 percent discounts apply to the purchase of Annual Day Use Passes.

(1) Sales of Annual Day Use Passes and Golden Age Passports at outdoor recreation shows, special events, fairs, etc. is encouraged.

(2) The selling of annual passes utilizing agreements, such as Challenge Partnerships with local businesses, cooperative associations or vendors is encouraged. Accounting procedures must be established at the local level to account for all sold and unsold passes as well as fee collections. Vendors are required to sell passes without markup.

(3) Annual Day Use Passes may be sold through the mail. Golden Age/Access discounts may be applied to annual passes purchased by mail, phone or fax if the applicant furnishes a photocopy of their Golden Age/Access Passport. Cash will not be accepted as payment for Annual Passes purchased by mail. Under no circumstances will a customer be asked to provide a credit card number via email.

(4) An additional annual pass may be purchased by the same individual for a reduced fee of \$15.00 for a second vehicle. Only one duplicate pass may be purchased at the \$15.00 fee for each full price Annual Day Use Pass purchased. The duplicate pass may be purchased

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at the same time as the original pass or at a later date if proof of original purchase is presented and no duplicate has been issued. The duplicate will be identified at the time of purchase by punching a hole or marking an "x" in the box marked "D".

(5) Annual Day Use Passes removed from vehicles that have been sold or destroyed will be replaced at no charge if the original pass is returned. In the absence of a returned pass, the full fee will be charged for a new annual pass. Passes lost due to vehicle theft will be replaced at no cost if proof of theft, such as police report or insurance document is provided.

c. Day Use Fee Alternatives. Fees will be assessed either on a per facility basis or a per recreation area basis at any particular area. Only one alternative will be used within a single area. Fees assessed on a per facility basis allow for more detailed tracking of revenues.

(1) Per Facility - Boat Launching / Swimming.

(a) A day use fee of \$3.00 will be charged to use a boat launch ramp in a Corps operated day use recreation area. The fee will be charged at recreation areas having a boat ramp and one or more of the following facilities: restrooms, picnicking facilities, swimming facilities, or other developed recreation facilities. The boat launch fee will not be charged at boat ramps located in recreation areas which are exclusively campgrounds and reserved exclusively for the use of campers, or in recreation areas which provide only a boat ramp and courtesy dock. Payment of this fee entitles the user to launch a boat at any Corps operated recreation area at any Corps project on that day, except at boat ramps located within a fee campground and reserved exclusively for the use of campers.

(b) A day use fee of \$1.00 per person for each person over the age of 12, whether walk-in or in a vehicle, up to \$4.00 per vehicle, will be charged for the use of a designated, developed swimming beach in a Corps operated day use recreation area. However, if a vehicle has more than eight passengers over the age of 12, there will be a fee of \$1 for each additional individual over the age of 12. The swimming beach fee will be charged at Corps-operated, designated, developed swimming beaches, with the exception of swimming beaches located in recreation areas which are exclusively campgrounds and reserved exclusively for the use of campers. A designated, developed swimming beach is properly signed, buoyed and delineated in accordance with established design and safety requirements and may have one or more of the following attendant facilities: restrooms, change houses, picnicking facilities, or other developed recreation facilities. Payment of this fee entitles the user to use any developed beach at any Corps operated recreation area at any Corps project on that day, with the exception of swimming beaches located within fee campgrounds and reserved exclusively for the use of campers.

(2) Area Fees.

(a) The option of charging a single fee for the use of all day use facilities in an area is simpler to administer and enforce. This option may be utilized where a boat ramp and/or a swimming beach exist in the same fee area. It expedites the fee collection process and reduces customer delays.

(b) The area fee is a facility use fee, not an entrance fee. Golden Age and Golden Access Passports 50 percent discounts apply. Golden Eagle Passports do not apply.

(c) The area fee will not exceed \$4 per vehicle or \$1 per person, if walking into the area.

d. Native American Indian Tribes. The District Commander may waive all day use fees for boat launching or swimming beaches for Federally recognized Native American Indian Tribal members consistent with rights reserved to the Tribes under law or treaties.

9-7. Special Use Fees.

a. Applicability. The charging of a day use fee at a recreation area does not preclude the charging of a fee for the reservation of a specialized facility or for a special event within the area. Neither does the charging of a fee for the reservation of a specialized facility or special event preclude the collecting of the established day use fee for the recreation area. Operations Managers should consider local situations when determining fee applicability.

b. Special Facility Use Fee. A fee may be charged for the use of specialized recreation facilities (e.g., group picnic shelters, multipurpose courts, amphitheaters, athletic complexes, etc.). Since this is a use fee, Golden Age and Golden Access discounts may apply.

c. Special Event Permit Fee. A basic fee of \$50 will be charged for each special event permit issued. Additional fees may be assessed in accordance with EP 1130-2-550, Appendix N. Activities for which special event permits may be required include, but are not limited to, water carnivals, boat regattas, music festivals, fishing tournaments and dramatic presentations. Since this is a permit fee, Golden Age and Golden Access discounts do not apply.

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(1) Special Event Permits shall include the prohibition relating to discrimination (see Appendix N of EP 1130-2-550 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 authority for approval.

(2) Specific procedures for issuing Special Event Permits are included in Appendix N of EP 1130-2-550.

d. Special Activity Permit Fee. A Special Activity Permit for recreational activities on Corps land may be issued in accordance with Chapter 9, paragraph 9-6.d. of EP 1130-2-550. A permit fee may be charged to cover the administrative cost of the program. Since this is a permit fee, Golden Age and Golden Access discounts do not apply.

9-8. Other Equipment, Facilities and Services. Fees may be charged for 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 equipment rentals, 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 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 users' vehicles parked in designated, improved parking spaces other than the campsite. No separate parking fees may be charged for user vehicles parked on the campsite in accordance with the established vehicle carrying capacity.

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.

9-9. Discounts.

a. Applicability. Golden Age and Golden Access Passports shall be made available to the public at all projects where use fees are charged. Projects without fee areas and districts or division offices may also issue these passports. Both passports are available to Corps offices from the USACE Publications Depot. The Corps does not issue or honor Golden Eagle Passports or National Park Passes.

(1) Lifetime Golden Age Passports are available for a fee of \$10.00 to all United States citizens and permanent residents 62 years of age and older. Applicants must appear in person and sign the Passport upon receipt, in the presence of the fee collector. Deteriorated cards will be replaced free of charge provided the old card is returned in exchange. Replacement of lost cards will require payment of the \$10.00 fee.

(2) Free, lifetime Golden Access Passports are available to United States citizens or permanent residents of the United States who have been medically determined to be blind or permanently disabled and are eligible to receive benefits under Federal law. Applicants must appear in person and sign the Passport upon receipt, in the presence of the fee collector. Complete procedures may be found in Chapter 9 paragraph 9-8.c. of EP 1130-2-550.

(3) A 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 a rate of 50 percent of the established use fees such as fees for swimming, boat launching, camping, and other equipment, facilities and services as described in paragraph 9-8 above. This 50 percent reduction is also applicable to use fees assessed passport holders who are visitors of registered campers and shower and dump station users. The reduction does not apply to group use fees unless all members of a group have such passports. Golden Age Passport or Golden Access discounts do not apply to Special Event or Special Activity fees. The reduction does not apply to fees charged by leaseholders or concessionaires.

(4) One original and one duplicate annual day use pass decal may be purchased by each Golden Age/Golden Access Passport holder. The decals will be identified at the time of purchase as discount Passport by punching a hole or marking an "x" in the box labeled "G". The duplicate will also be marked with an "x" in the box labeled "D".

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b. Documentation. Offices that issue Golden Age and Golden Access Passports shall maintain the required documentation.

(1) ENG Form 4468-R, Golden Age Passport Record (shown in Appendix P of EP 1130-2-550), shall be used to record the recipient's name, evidence of eligibility (drivers license, fishing license, disability card, etc.), Golden Age or Golden Access Passport number, the issuing official, and the date of issue. Information recorded on ENG Form 4468-R will serve as a record of accountability for the passports issued and shall be maintained for one year.

(2) 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 of EP 1130-2-550).

(3) ENG Form 4840, Golden Age Passport and Golden Access Passport Eligibility Statement, shall be completed for each passport issued if the applicant fails to provide documentation. Specific guidance on completing these forms is provided in Chapter 9, paragraph 9-8.b. of EP 1130-2-550.

9-10. Accounting.

a. Cost of Remittances. Various options exist to pay for cashier's checks, bank drafts, and money orders to remit fees. Further guidance may be found in Chapter 9, paragraph 9-9.e. of EP 1130-2-550 and in ER 37-2-10.

b. NRRS™ Parks. In parks using NRRS™, fee collections will be transmitted using procedures established in the NRRS™ Operating Procedures Manual.

c. Districts shall provide for the acceptance of credit cards for fee collection whenever feasible.

d. Refunds. Refunds for recreation use fees may be authorized for legitimate reasons at the Operations Manager's discretion. No refunds may be made at the project. No refund will be given for day use fees; fees for other equipment, facilities and services, as described in paragraph 9-8 above; or for annual passes.

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

(2) Other refunds may be requested upon presentation, either in person or by mail, of the recreation use fee receipt. If approved, the Operations Manager will forward the request to the servicing finance and accounting office, which will issue the refund. Details on refund request procedures are found in Chapter 9, paragraph 9-9.d.(2) of EP 1130-2-550.

e. Credit Vouchers. Credit vouchers are used to minimize the need to issue refund checks. Vouchers will not be given for day use fees (boat launching or swimming beach). Credit vouchers are not given for fees collected through the NRRS™. Procedures for issuing credit vouchers are covered in Chapter 9, paragraph 9-9.f. of EP 1130-2-550.

9-11. Security Measures. Managers will comply with Engineer regulations governing the security and storage of funds, particularly ER 37-2-10, Accounting and Reporting Civil Works Activities. Options for enhancing the security of personnel handling funds as well as safeguarding funds themselves are found in appendix O and Q and Chapter 9, paragraph 9-10 of EP 1130-2-550.

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

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

10-2. Policy. It is the policy of the Corps of Engineers that:

a. All lands and waters of civil works water resource projects administered by the Chief of Engineers shall be closed to recreational and commercial off-road vehicle use, except those areas and trails specifically designated for such use by the District Commander in accordance with this regulation and EO 11644. "Off-road vehicles" are 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 Chief of Engineers, or his properly designated representative, under a permit, lease, license or contract. ORVs operated for "Official Use" by project personnel and/or contractors performing assigned USACE-project related tasks may utilize areas and trails not designated for ORV use by permission of the District Commander.

b. The environmental impacts of such designation for off-road vehicle use shall be assessed, and an environmental assessment or impact statement, as appropriate, shall be prepared in accordance with the National Environmental Policy Act (NEPA).

c. Action regarding persons who abuse the privilege of using designated areas and trails and operating conditions prescribed for the project under these regulations shall be taken under the citation authority program and in accordance with 36 CFR, Chapter III, Part 327. Cooperative agreements with State or local governments for the enforcement of laws and regulations relating to off-road vehicle use shall be entered into where appropriate.

10-3. Responsibilities. District commanders shall:

a. Establish appropriate procedures for evaluating, assessing and designating areas and trails where off-road vehicle use shall, and shall not, be permitted on project lands under their respective jurisdiction. Such designation shall be made utilizing, but not limited to, relevant Corps and other Federal and state guidelines and criteria.

b. Incorporate areas or trails which are designated for off-road use into the project master plans. Supplements to the Master Plan shall be prepared when final designations are made and promptly submitted for approval.

c. Establish procedures to provide 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.

d. If necessary, establish additional operating conditions or rules consistent with 36 CFR, Chapter III, 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.

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CHAPTER 11 - REGULATION OF SEAPLANE OPERATIONS ON CIVIL WORKS WATER RESOURCE DEVELOPMENT PROJECTS

11-1. Purpose. This chapter establishes the policy for seaplane operations at civil works water resource projects.

11-2. Policy. It is the policy of the Corps of Engineers that:

a. Seaplane operations may be prohibited or restricted at water resource projects, or portions thereof. Prohibiting or restricting seaplane operations in certain portions within a project in no way implies that safety hazards to seaplane operations or to other recreation users may not exist in other portions of such project.

b. The operation of a seaplane at Corps projects is at the risk of the plane's owner, operator, and passenger(s). The responsibility to ascertain whether seaplane operations are permitted, prohibited or restricted at such projects, and portions thereof, is incumbent upon the person(s) contemplating the use of, or using, such waters.

c. The decision to permit operation of a seaplane on any part of a Corps water resource project shall take all safety, environmental, regulatory, and aesthetic aspects into consideration. Consultation with appropriate other Federal, state, and local agencies, including the Federal Aviation Administration (FAA), and local citizens groups shall be conducted during the decision-making process.

d. All operations of the Aircraft while upon the water shall be in accordance with the marine rules of the road for power boats or vessels.

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 FAA and other appropriate public authorities and affected interests.

f. If seaplane operations are permitted, the Operations Project Manager shall be responsible for ensuring that appropriate procedures are developed in accordance with Chapter 11 of EP 1130-2-550 and implemented at the project. These procedures shall be developed to ensure the safe operations of seaplanes within specific designated project areas.

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CHAPTER 12 - NATURAL RESOURCE MANAGEMENT SYSTEM

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

12-2. Policy. It is the policy of the Corps of Engineers that:

a. An electronic database of project-based natural resource and recreation management data shall be operated and maintained by CECW-ON. This database shall be referred to as the Natural Resource Management System.

b. Each project having an annual visitation of 20,000 visitor hours of use or more shall submit the NRMS data to CECW-ON annually. Specific data descriptions and requirements, as well as guidance on the content, format, and reporting schedules for NRMS data, is provided in Chapter 12 of EP 1130-2-550.

c. The updated NRMS database shall annually be made available to FOAs, and to other official users upon request.

d. Adding new recreation areas, splitting exiting recreation areas into multiple areas, combining multiple recreation areas into one area, deleting a recreation area or changing the name of a recreation area requires MSC-approval with justification prior to incorporating the change into the NRMS. A copy of the MSC approved request and justification will be forwarded to HQUSACE and a second copy forwarded to the national database manager (NDBM) as notification. The district office will assign all new NRMS area numbers.

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CHAPTER 13 - RECREATION USE SURVEYS

13-1. Purpose. This chapter establishes the policy on the conduct of recreation use surveys at civil works water resource projects.

13-2. Policy. It is the policy of the Corps of Engineers that:

a. Recreation use surveys shall be conducted at water resource projects in order to maintain and report accurate visitation and public use information.

b. Recreation use surveys shall be funded, conducted, and analyzed in accordance with Chapter 13 of EP 1130-2-550.

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CHAPTER 14 - NATURAL RESOURCE MANAGEMENT MAINTENANCE UNIFORMS

14-1. Purpose. This chapter establishes the policy on uniforms for Natural Resources Management (NRM) Lake Maintenance Personnel and Lake Maintenance Contract Inspectors, and authorizes an initial uniform allowance and subsequent replacement allowances to maintenance personnel required to wear the uniforms.

14-2. Policy. It is the policy of the Corps of Engineers that:

a. Supplying maintenance uniforms is optional at the MSC and district level. However, MSCs and districts that elect to supply maintenance uniforms must furnish the standard uniform identified herein to all projects within a participating district.

b. A standard uniform shall be used for Corps Lake Maintenance Personnel and Lake Maintenance Contract Inspectors working at lake/river projects in the NRM element, Operations Division when on duty under any of the following conditions:

(1) When performing routine or emergency maintenance work.

(2) When ready identification of maintenance personnel will facilitate the performance of their duties.

(3) When required to have frequent contact with the public and identification as a Corps employee is desirable.

(4) Personnel assigned to positions not identified in this paragraph including employees working at the MSC or district levels are prohibited from wearing all or portion of the maintenance uniform.

c. The prescribed uniform is specified in Appendixes T and U (Class B/C Duty/Work Uniforms) and Appendix V (Maternity Uniform) of EP 1130-2-520. Personnel authorized to wear the maintenance uniform under this regulation are prohibited from wearing uniform components from other uniform programs including the Natural Resources Management (Park Manager/Ranger) Uniform, as prescribed in Chapter 8 of this regulation.

d. New maintenance personnel required to wear the prescribed uniform shall obtain, or be furnished, the necessary uniform items as soon as practical after entering on duty. Applicants who are applying for a uniformed position shall be made aware of the uniform requirements prior to hiring. The proper wearing of the uniform shall be a condition of employment and shall be a performance evaluation element for all individuals authorized to wear the uniform. Supervisory personnel shall be responsible for the enforcement of uniform wear standards as prescribed by Chapter 7 of EP 1130-2-520. Individuals shall wear the uniform in a manner that commands respect for both themselves and the Corps of Engineers.

e. Procurement.

(1) Uniforms shall be supplied through a credit allowance system, per Section 164 of Public Law (PL) 98-63. This allowance may or may not be sufficient to defray all uniform-connected costs. District commanders may, at their discretion, require that personnel procure

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additional uniform items from an approved supplier at their own expense. The credit allowance system regulations, current allowance dollar values, and a listing of items covered and not covered by the allowance are documented in Chapter 7 of EP 1130-2-520.

(2) Uniform procurement shall be by means of a centralized uniform distribution contract which provides a single source of uniform supply. The uniform supply contract shall be reviewed annually and updated as necessary by CECW-OD.

(3) Detailed guidelines on uniform procurement and accounting are contained in Chapter 7 of EP 1130-2-520 which includes the prescription of ENG Form 4891 -R, Uniform Allowance, which shall be used to assess and authorize appropriate uniform allowances.

(4) Substitutions or deviations from the uniform specifications prescribed in Chapter 7 of EP 1130-2-520 require prior approval of HQUSACE (CECW-ON) WASH DC 20314-1000. Supervisors and managers may recommend specific substitutions or new uniform items through the district uniform coordinator. After proper review, the proposal may be forwarded to CDR, HQUSACE (CECW-ON) for consideration.

f. MSC Commanders may approve the wearing of uniforms for selected personnel while on duty, and shall have the discretionary authority to:

(1) Determine the specific projects at which personnel will be required to wear the uniform and determine what "class" uniform will be worn by each employee. However, to provide uniformity, all employees in like positions on the same projector site shall be required to wear the same class uniform.

(2) Redefine this authority to the District Commander.

g. Nothing in this chapter shall be interpreted as overriding applicable Federal, state, and local safety regulations. When there is any question, the safety regulation shall take precedent. Safety shoes, high visibility vests, life jackets, hard hats, and other safety and protective gear are not provided as part of the uniform program. These items are to be provided and worn as stipulated in Engineer Manual (EM) 385-1-1, Safety and Health Requirements Manual, and other applicable regulations.

FOR THE COMMANDER:

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OTIS WILLIAMS
Colonel, Corps of Engineers
Chief of Staff

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CHAPTER 15 - RECREATION MANAGEMENT SUPPORT PROGRAM

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

15-2. Policy. It is the policy of the Corps of Engineers that:

a. The RMSP shall provide a mechanism for identifying CE national recreation program priorities and address those priorities through valid research, management support, and technical information transfer.

b. 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:

(1) Management Studies. Management studies are generally long-term activities (greater than or equal to one year) and of regional or national significance.

(2) 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., the National Recreation Reservation Service).

(3) Information Exchange. Information exchange includes not only technology transfer but also the distribution of research results to bring about program enhancement.

c. An eighteen member Recreation Leadership Advisory Team (Team) shall be established to provide oversight of the RMSP. Voting members of the Team will consist of representatives from MSC (8), District (4) and Project (4) offices. Two non-voting members will represent HQUSACE and the US Army Engineer Research and Development Center (ERDC). The Team will evaluate all proposals for funding within the RMSP and will recommend funding priorities to HQUSACE (CECW-ON). The Team 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. Specific information on the duties, organizational composition and nomination process is provided in Chapter 15 of EP 1130-2-550.

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d. The Team will support strategic planning for the CE recreation business program and will serve in an active advisory role to the Chief, Natural Resources Management Branch in HQUSACE.

e. Duties of RMSP Team members will be included as an element in each member's annual performance plan.

f. The RMSP is funded by the O&M General appropriation. 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.

g. The ERDC will provide program management support, although studies may be performed by other USACE elements, other agencies, or the private sector.

CHAPTER 16 – RECREATION DEVELOPMENT POLICY FOR OUTGRANTED CORPS LANDS

16-1. Purpose. This guidance establishes a consistent, nationwide policy that will be applied to evaluate requests for recreation development at Corps water resources development projects and was developed jointly by the Real Estate and Operations Communities of Practice. The Corps intent is to provide public outdoor recreation opportunities that support project purposes and meet the recreation demands created by the project itself while sustaining our natural resources. Depending on specific project legislation, project purposes may also include navigation, hydropower, flood control, and or water supply. Additional statutes can assign missions responsibilities such as fish and wildlife management, and endangered species.

16-2. Applicability. This policy applies to all existing recreation outgrants issued after 6 December 2005 and all new requests for recreation development by Federally recognized Indian Tribes, public (Federal, state and local), private sector and quasi-public entities and individuals at Civil Works water resources development projects. Previously approved development plans for land currently outgranted for recreation development are grandfathered under this policy. When proposed development is not specifically addressed in a previously approved development plan for an existing outgrant instrument, the proposed development will be treated as a new request; however, land availability will not have to be reevaluated. New or existing sublessees that propose recreational development outside the terms and conditions of the current outgrant instrument are considered as a new request. All new requests require a conceptual development plan in sufficient detail to evaluate the proposed recreation development.

16-3. Policy.

a. The primary rationale for any future recreation development must be dependent on the project's natural or other resources. This dependency is typically reflected in facilities that accommodate or support water-based activities, overnight use, and day use such as marinas, campgrounds, picnic areas, trails, swimming beaches, boat launching ramps, and comprehensive resort facilities. Examples that do not rely on the project's natural or other resources include theme parks or ride-type attractions, sports or concert stadiums, and stand alone facilities such as restaurants, bars, motels, hotels, non-transient trailers, and golf courses. Normally, the recreation facilities that are dependent on the project's natural or other resources and accommodate or support water-based activities, overnight use, and day are approved first as primary facilities followed by those facilities that support them. Any support facilities (e.g., playgrounds, multi-purpose sports fields, overnight facilities, restaurants, camp stores, bait shops, comfort stations, boat repair facilities) must also enhance the recreation experience, be dependent on the resource-based facilities, be secondary to the original intent of the recreation development and the land base occupied by the outgrant. The Corps will not support private exclusive use of any type of facility.

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b. Corps policy is to provide outdoor recreation opportunities to the public where there is an unfulfilled demand and a corresponding deficit of those facilities. This shortfall is fulfilled by either the Corps constructing the facilities itself or allowing Federally recognized Indian Tribes, other public (Federal, state and local), private sector, quasi-private entities or individuals to do so on project lands through an outgrant. Accordingly, outgrants that the Corps enters into should not unfairly compete with other established private or public recreational facilities. Existing outgrants with proposed facilities in development plans should be given priority to develop similar facilities within a reasonable timeframe before issuing a new outgrant for like facilities.

16-4. Definitions.

a. Comprehensive Resort – Typically, multi-faceted developments with facilities such as marinas, lodging, conference centers, golf courses, tennis courts, restaurants, and other similar facilities.

b. Conceptual Development Plan – Requestor's or existing lessee's plan for an area of Corps land that shows existing and or proposed facilities, services, and acreage necessary to meet the current and potential public demand and the management and development activities to be undertaken.

c. Master Plan - A conceptual document guiding Corps responsibilities pursuant to Federal laws and regulations to manage the project lands, waters, associated resources, and preserve, conserve, develop, restore and maintain those resources. The primary goals of a Master Plan are to prescribe an overall land and water management plan, resource objectives, land use classifications, and associated design and management concepts. The plan addresses all resources including but not limited to fish and wildlife, vegetation, cultural, aesthetic, interpretive, recreational, mineral, commercial, and outgranted lands, easements and water.

d. Outgrant – Authorizes the right to use Army-controlled real property. It is a written legal document that establishes the timeframe, consideration, conditions and restrictions on the use of Army property. For the purposes of this policy, an outgrant is typically a lease or license authorized by 16 USC 460d, 10 USC 2667 and the general administrative authority of the Secretary of the Army (reference ER 405-1-12, Chapter 8 (Real Property Management) and the forthcoming EC 405-1-80 (Management and Outgrant Programs).

e. Project Level Representative – Person responsible for operations at a project or area level such as lake manager, operations project manager, resource manager, etc.

16-5. Evaluation Criteria.

a. All new requests for recreation development must be in writing and will be reviewed by a district team. At a minimum, the team will consist of a project level representative, Real Estate, Operations, and other district legal/technical elements as appropriate (Engineering, Planning, Regulatory, etc.). Final authority to approve recreation development rests with the District Commander. In the rare circumstance that exceptions to this policy may be warranted,

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proposals for recreational developments may be forwarded to the Director of Civil Works through the Division Commander for review on a case by case basis.

b. Although these evaluation criteria are integral to any land availability determination, the preparation of the Report of Availability (ROA) will follow the processes established in ER 405-1-12, Chapter 8 (Real Property Management) and the forthcoming EC 405-1-80 (Management and Outgrant Programs), ER 200-2-2 (Procedures for Implementing NEPA) and ER 200-2-3 (Environmental Quality-Environmental Compliance Policies). In addition, the evaluation will be consistent with ER 1130-2-540 (Environmental Stewardship Operations and Maintenance Policies), ER 1130-2-550 (Recreation Operations and Maintenance Policies), and ER 1130-2-406 (Shoreline Management at Civil Works Projects.)

c. The team will evaluate requests for recreation development using the following criteria:

- (1) Consistent with project purposes
- (2) Reasonable connection to the project's natural and other resources
- (3) Consistent with land use classifications and resource management objectives in the Project Master Plan (or supplement thereto)
- (4) In the public interest
- (5) Justified by public demand (market study- See Appendix C)
- (6) Economically viable (feasibility study- See Appendix D)
- (7) Meets the recreation demands created by the project itself while balancing natural resources requirements

d. Routine, minor expansions/requests of previously approved facilities within the lease footprint such as additional campsites at an existing campground, additional marina boat slips, enlargement of a restaurant, additional picnic sites or parking spaces may warrant a streamlined evaluation in accordance with established District procedures.

16-6. Implementation. This policy is effective immediately and supersedes any existing project, district, or MSC policy on evaluating proposed recreation development.

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CHAPTER 17

NON-RECREATION OUTGRANT POLICY

17-1. Purpose. The purpose of this guidance is to establish a consistent, nationwide policy that will be applied to evaluate non-recreational real estate outgrant requests for use of Civil Works lands and waters operated and maintained by the Corps. This guidance was developed jointly by the Operations and Real Estate Communities of Practice. The Corps intent is to meet legitimate needs for the use of project lands and waters operated and maintained by the Corps while sustaining natural resources and protecting authorized project purposes. Depending on specific project legislation, project purposes may include navigation, hydropower, flood control, recreation, water supply, and low flow augmentation. Additional statutes can assign mission responsibilities, such as fish and wildlife and endangered species management.

17-2. Applicability. This policy applies to all new non-recreational outgrant requests for use of Corps fee owned lands and waters by the public (Federal, State and local), federally recognized Indian tribes, private sector, quasi-public entities, or individuals at Civil Works water resources projects operated and maintained by the Corps. All requests submitted prior to the effective date of this policy will be processed in accordance with current District policies. Existing outgrants are grandfathered under this policy. Proposals to modify or renew existing outgrants will also be evaluated for policy compliance under this guidance. All new proposals must comply with paragraph 17- 9 - Evaluation Criteria, Appendix E - General Outgrant Application Information, and as applicable, Appendix F - National Environmental Policy Act Guidance, Appendix G - Mitigation Guidance, and Appendix H - Additional Guidance For Specific Outgrant Applications. It is recommended that designated corridors be established in Project Master Plans where feasible and new proposals should utilize these corridors where they exist. This policy is not applicable to oil, gas, or mineral exploration or extraction. This policy is also not applicable to the licensing of hydropower facilities by non-federal interests on Corps administered Civil Works Projects. That program is regulated by the Federal Energy Regulatory Commission. However, full compliance with the associated non-federal hydropower requirements defined in ER 1110-1-1454 (Corps Responsibilities for Non-federal Hydroelectric Power Development under the Federal Power Act) is required. Specific guidance for evaluating antenna siting requests is contained in 41 CFR 102-79.70-79.100. The type of outgrant (license, lease, or easement) to be issued in association with the request will depend on the proposed use of the Federal property (i.e. whether a tower or other facilities will be constructed on Federal property; or solely placement of an antenna).

17-3. Policy. The primary rationale for authorizing any future non-recreational outgrant request for use on Corps lands or waters will be one of two reasons: there is no viable alternative to the activity or structure being located on Civil Works land or waters; or, there is a direct benefit to the government. Examples of instances of no viable alternative include but are not limited to: cross-country utilities, pipelines, or roadways that must cross projects, public water intakes, or

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commercial mooring cells in a navigable waterway. If a request meets one of these two criteria, it must be evaluated in light of compatibility with authorized project purposes, compliance with statutory and regulatory requirements, including environmental and cultural resource laws, cumulative impacts, and overall long-term public interest factors. The impacts associated with an individual action or the accumulated impact of a series of actions must not adversely impact the capability of the project to generate the benefits for which the project was congressionally authorized, constructed, and is operated. The Corps shall coordinate and/or consult with federally recognized Indian tribes, when reservation lands are involved. Public or private structures or activities that are not dependent on use of, or location on, Civil Works lands and waters, such as schools, fire houses, and hospitals are prohibited unless no viable alternative is proven available. Permanent commercial ventures and private residences are prohibited. Any private exclusive use of Civil Works lands and waters not specifically authorized by ER 1130-2-406 is prohibited.

17-4. Consideration. In most instances, an applicant will be required to pay the fair market value or consideration for use of Civil Works lands and or waters: however, consideration may be waived for outgrants that benefit the general public or the Corps if not explicitly mandated by statute. Consideration may be monetary or non-monetary. However, in-kind consideration is not authorized for leases or licenses granted under 16 U.S.C. §460d.

17-5. Mitigation. Mitigation guidelines can be found in Appendix G. Wherever possible, applicants requesting use of Corps fee-owned lands or waters generally will be required to mitigate for adverse impacts to ensure that public resources suffer no net loss of value, post-construction. This may include statutory and/or non statutory mitigation actions. However, only non-statutory mitigation may be waived as defined in Appendix G, paragraph 4. Where required, a Mitigation Plan must be prepared and approved by the District Engineer prior to issuance of the outgrant instrument. Approved mitigation plans shall become a condition of and added as an addendum to the applicable real estate instrument.

17-6. Administrative Expense. In addition to consideration and mitigation, the applicant will be required to pay administrative expenses for the outgrant as authorized under 10 U.S.C. §2695 and further detailed in the Real Estate regulations. Any administrative fees received at the project will be handled in accordance with Civil Works Policy Memorandum, "Collection of Civil Works Appropriations," dated 17 September 2010.

17-7. Storage Capacity. By law, every Corps water resource project has designated missions (e.g., flood control, hydropower, navigation, water supply, etc.). To ensure compliance with law, the Corps is required to maintain the ability to store water to support these missions. The amount of water storage availability for each mission is identified in a congressionally approved Water Allocation Report. Changes to these amounts may not be done without a re-allocation study and an approved amended Water Allocation Report. Proposals that

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impact water storage availability for any mission will be required to offset the impact. This includes impacts up to the maximum storage of the reservoir (see Definitions Section 17-8d.).

17-8. Definitions.

a. Consideration - The fair market value received for the outgrant (monetary and non monetary, such as in-kind improvements or services). Administrative expenses and mitigation requirements cannot be applied towards consideration. Administrative expenses and mitigation cost are considered as an additional expense to the fair market value of the outgrant.

b. Designated Corridors - A parcel of land with fixed boundaries that has been identified in the Project Master Plan or Operational Management Plan as being the preferred location for future outgrants (e.g., public utilities, roadways, pipelines, etc.) or proposed modifications to existing outgrants suitable to accommodate compatible types of outgrants.

c. Freeway - A road that has controlled access and is designed to link urban areas. Freeways are designed for high volumes of traffic, use grade separations at all intersections, have design speeds of 50-65 miles per hour, and no median access. Freeways include expressways, interstates, and toll-roads.

d. Maximum Storage - The total storage space in a reservoir (in acre feet) below the maximum attainable water surface elevation (crest of the dam or top of the flood pool), including any surcharge storage (capacity above the maximum operating level of reservoir).

e. Operational Management Plan - A separate document from the Project Master Plan that outlines in detail the specific operation and administration requirements for natural resources and park management consistent with the approved Project Master Plan. Management strategies consistent with authorized project purposes, approved resource use objectives, and land designations will be established in the document. The document will be used as a working tool for the overall management of the project on a day to day basis.

f. Non-Statutory Mitigation - The definition of mitigation is broadened to include "all measures necessary to make the Corps project whole." While specific statutes may not address these measures, when project damages are incurred, appropriate mitigation actions should be provided to address those damages/impacts. Non-statutory mitigation actions may take the form of actions to restore project value, such as replacing trees, soil/bank stabilization, and providing new, relocated, or replacement facilities.

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g. Outgrant - Authorizes the right to use Army controlled real property. It is a written legal document that establishes the timeframe, consideration, conditions, and restrictions on the use of Army property. For the purposes of this policy, an outgrant is typically a lease, easement, or license authorized by 16 U.S.C.460d, 10 U.S.C. 2667, 10 U.S.C. 2668, 30 U.S.C. 185 or other statutes and the general administrative authority of the Secretary of the Army (reference ER 405-1-12 Chapter 8 (Real Property Management) and the forthcoming ER 405-1-80 (Management and Outgrant Programs)).

h. Project Level Representative - Person responsible for day-to-day operations at a project or area level, such as Lake Manager, Operations Project Manager, Park Manager, Resource Manager, etc.

i. Project Master Plan - A conceptual document guiding Corps responsibilities pursuant to Federal laws and regulations to preserve, conserve, develop, restore, maintain, and manage project lands, waters, and associated resources. The primary goals of a Master Plan are to prescribe an overall land and water management plan; to include, resource use objectives, land use classifications, and associated design and management concepts. The plan addresses all resources including, but not limited to, water, fish and wildlife, vegetation, cultural, aesthetic, interpretive, recreational, and mineral. The Master Plan also considers the land (fee, easement, or other interest) acquired for project operations and outgranted lands.

j. Regional Arterial Road - A road that links multiple communities within two or more counties, and provides continuous and mostly uninterrupted traffic flow. Regional arterial roads are designed for high volumes of traffic, design speeds of 45-50 miles per hour, and use partially controlled access, grade separation at isolated intersections and limited curb and median access controls to facilitate traffic flow.

k. Statutory Mitigation - Statutory mitigation is driven by statutes, executive orders, and regulations that require mitigation to correct negative impacts to the environment based on a proposed action. For example, § 33 CFR 320.4(r) and 33 CFR 332 detail the required mitigative actions when wetlands or navigable waterways (e.g., discharge of dredged or fill material into the water) are impacted.

l. Viable Alternative – Other lands and/or waters (not under Corps management) that can meet the intended objective of the request. Factors such as cost impacts (e.g. escalation) to the request or the perceived availability underutilized or unused Corps lands or waters will not have bearing on the determination of viability.

17-9. Evaluation Criteria. All new requests for use or revisions to existing outgrants must be in writing and reviewed by a interdisciplinary district team consisting, at a minimum, of a Project Level Representative, Real Estate, and Operations. Other legal/technical elements should be

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included as appropriate (Counsel, Engineering, Planning, Regulatory, etc.). Final approval rests with the District Commander unless such authority is specifically delegated to an appropriate subordinate level to accommodate a minor request. In the rare circumstance that exceptions to this policy may be warranted, proposals for non-recreational use will first be forwarded to the MSC Commander. If the exception is not resolved at the MSC level, as a last resort, the request will be forwarded to HQUSACE (CECW-CO-N and appropriate Regional Integration Team) for resolution and the Director of Civil Works (if needed).

a. Although these evaluation criteria are integral to any land availability determination, the preparation of the Report of Availability (ROA) will follow the processes established in ER 405-1-12, Chapter 8 (Real Property Management), AR 405-80 (Management of Title and Granting Use of Real Property), the forthcoming ER 405-1-80 (Management and Outgrant Programs), ER 200-2-2 (Procedures for Implementing NEPA) and ER 200-2-3 (Environmental Quality-Environmental Compliance Policies). In addition, the evaluation will be consistent with ER 1130-2-540 (Environmental Stewardship Operations and Maintenance Policies), ER 1130-2-550 (Recreation Operations and Maintenance Policies), and ER 1130-2-406 (Shoreline Management at Civil Works Projects).

b. The team will evaluate requests using all of the following criteria:

- (1) Consistent with project purposes
- (2) Viable alternatives to utilization of public lands and waters
- (3) Consistent with complete land use classifications and resource objectives identified in the approved Project Master Plan (or supplement thereto)
- (4) Consistent with applicable evaluation contained in the enclosures
- (5) In the public interest
- (6) Demonstrated need
- (7) Technical capabilities
- (8) Financial capabilities (consideration, mitigation and administrative expenses)

17-10. Implementation. This policy is effective immediately and supersedes any existing project, district, or MSC policy on evaluating proposed outgrants for non-recreation purposes. District policies may be developed that supplement this policy in order to further define evaluation roles and responsibilities within the district. However, district policies will not be in conflict with this policy.

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APPENDIX A
REFERENCES

- a. PL 88-578, Land and Water Conservation Act of 1965, as amended, (16 USC 4601).
- b. PL 89-72, Federal Water Project Recreation Act of 1965.
- c. PL 91-190, The National Environmental Policy Act (NEPA) of 1969 (42 USC 4321).
- d. PL 91-611, Flood Control Act of 1970, Section 234 (84 Stat. 1833).
- e. PL 94-587, Section 120 (90 Stat. 2917), Water Resources Development Act of 1976, as amended by Public Law 96-536, (94 Stat. 3166).
- f. PL 95-224, (92 Stat. 3), Federal Grant and Cooperative Agreement Act of 1977.
- g. PL 98-63, Section 164 (5 USC 5901), Supplemental Appropriations Act of 1983.
- h. PL 102-580, Water Resources Development Act of 1992, (106 Stat. 4838, 33 USC 2328, Sec. 203).
- I. PL 103-66, Omnibus Budget Reconciliation Act of 1993.
- j. EO 11644, "Use of Off-Road Vehicles on the Public Lands," February 8, 1972 (37 FR 2877, February 9, 1973).
- k. 5 CFR, Part 1320.
- l. 36 CFR, Part 71, Recreation Fees.
- m. 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).
- n. AR 335-15, Management Information Control System.
- o. Supplement 1 to AR 190-40, Serious Incident Report (SIR), (RCS CSGPA-1340 (R1)).
- p. ER 25-1-90, Visual Information Management.
- q. ER 37-2-10, Accounting and Reporting Civil Works Activities.
- r. ER 190-1-50, Law Enforcement Policy, U.S. Army Corps of Engineers.
- s. ER 360-1-1, Public Affairs.
- t. ER 385-1-1, Safety and Health Requirements Manual.
- u. ER 405-1-12, Real Estate Handbook.

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- v. ER 1110-2-400, Design of Recreation Sites, Areas and Facilities.
- w. ER 1130-2-500, Work Management Policies.
- x. ER 1130-2-520, Navigational Dredging Operations and Maintenance Policies.
- y. ER 1130-2-540, Environmental Stewardship Policies.
- z. ER 1165-2-30, Acceptance and Return of Contributed or Advanced Funds.
- aa EP 310-1-6, Graphics Standards Manual.
- ab. EP 310-1-6a, Corps of Engineers Sign Standards Manual, Vol 1.
- ac. EP 310-1-6b, Corps of Engineers Sign Standards Manual, Vol 2.
- ad. EP 690-2-2, Career Development Guide for Civil Works Natural Resources Management Team Members.
- ae. EP 1130-2-434, Volume 1-5, JS, DI, FS, Interpretive Services and Outreach Program.
- af. EP 1130-2-500, Work Management Procedures.
- ag. EP 1130-2-550, Recreation Operations and Maintenance.
- ah. EM 385-1-1, Safety and Health Requirements Manual.
- ai. EM 1110-1-400, Recreation Planning and Design Criteria.

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APPENDIX B

MANAGEMENT CONSIDERATIONS FOR RECREATION AREAS RELINQUISHED BY NON-FEDERAL INTERESTS

B-1. Policy. The policy of the Corps is to close leased recreation areas turned back to the Corps.

B-2. Purpose. The guidelines establish procedures and guidance to follow if a leased recreation area is turned back to the Corps. This policy pertains only to those situations when an area is relinquished other than by breach of contract. Legal means will be pursued in breach of contract instances with HQUSACE guidance provided on a case-by-case basis.

B-3. Exceptions to Policy. An exception to the above stated policy may be considered if each of the following criteria is met:

a. An efficient and feasible management alternative can be effected or implemented by Corps.

b. Total Corps O&M responsibilities including both funds and manpower requirements are reduced or prevented from increasing.

B-4. Selection of Course of Action. The MSC Commander may elect a course of action, other than closure, within the policy constraints stated herein.

B-5. General Guidance. Once it is established that a lessee plans to relinquish a recreation area, an analysis of the impacts likely to result from such action must be made. Once all impacts are known and evaluated from the Corps perspective, the results should be discussed with the lessee, preferably before its contemplated action is formally taken. Following are considerations which should be addressed in the impact analysis:

a. History of use during last five years as compared to design load of area.

b. Analysis of use of the area compared to other project recreation sites.

c. Analysis from both a local and regional perspective of other areas affording visitors similar type of outdoor recreation facilities and experiences within the zone of influence of the project area.

d. The availability of another non-Federal public entity or commercial concessionaire that might assume operation and maintenance under a new lease arrangement.

e. Assuming potential qualified lessees are unattainable, are there alternative actions to complete closure considering available manpower and budget constraints consistent with the above criteria as:

(1) Partial closure.

(2) Reduction of services provided.

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(3) Closure or partial closure of other in deference to direct management of the area by the Corps.

(4) Combination of the above

f. Cost and manpower analysis of:

(1) Permanent closure versus current operational status under management.

(2) Permanent closure versus other viable alternative actions considered.

g. The social, economic or environmental impacts that would result if the area were closed or services reduced.

h. Other factors having a direct bearing on the situation.

B-6. Procedures.

a. After having identified and analyzed what impacts will be associated with the various courses of action available, the results should be discussed with the lessee. The value of coordinating with the lessee is to make the lessee aware of what consequential action the Corps is contemplating. The lessee should realize that the Corps has no obligation to keep the relinquished area opened. In fact, the Corps may have to close the area due to manpower and funding restrictions.

b. The reason for relinquishment should be determined. If the reason for relinquishment is short term in nature, the lessee should be apprised that any future lease, if desired, would need to be negotiated under the prevailing conditions. Therefore, modified services or partial closure may offer a more favorable alternative than lease terminations in some situations. Those possibilities should be considered to the fullest extent possible. However, there is no authority for granting funds, manpower or equipment to entice the lessee to continue operation and maintenance of the leased area. Corps assistance in this form is precluded from consideration.

c. Information and insights gained through discussions with the lessee should promote understanding and facilitate cooperation in the final plans for subsequent use of the relinquished area. Possible local assistance includes:

(1) Potential influence to assist in obtaining other qualified non-Federal sponsors to lease the area.

(2) Postpone termination to the end of the current recreation season or through the following recreation year. This would allow additional time to cope with the situation and may favorably effect final disposition action.

(3) Development with the Corps of joint strategies to inform the public about the upcoming reduction of services or closure of the area. The importance of mutually supportive positions in such actions should not be overlooked.

d. The necessary details and arrangements for the actual turn back of the leased area also should be discussed by the lessee. Acceptance by the Corps should be in accordance with the

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appropriate conditions of the specified lease document unless otherwise waived by the District Commander as being in the best interest of the government.

e. A master plan revision is required only if the approved land use designation for the relinquished site needs changing to accommodate a different land use of the area.

f. All of the potential management options will be considered in finalizing recommendations to the MSC Commander. The necessary environmental documentation, as determined appropriate, will be in accordance with ER 200-2-2. The selected course of action should be that alternative which will afford the greatest public service within the constraints of the MSC Commanders' existing personnel and budget allocations. Such considerations should be realistic.

g. A public relations program should be developed and implemented by the MSCs and districts where recreation area closures are scheduled. The public information program should be designed to insure public understanding of the reasons necessitating such action. Information on alternative areas available for public use should be included. A public relations program is also appropriate when major changes in the operation affecting one or more sites is contemplated.

h. Action taken by a lessee, such as a state, may involve relinquishment of areas affecting more than one district or MSC. In the event such concurrent action by a lessee has been initiated, it is essential that coordination between the affected Corps commands be effected. If it is determined that the situation warrants attention at the Washington level HQUSACE will be available for assistance.

B-7. HQUSACE Monitoring. All recreation lease termination actions will be monitored by CECW-ON. Each FOA should report telephonically to CECW-ON once it is verified that a lessee is contemplating termination of its lease. After discussions with the lessee have been completed, a narrative report, even if the area is to be closed, should be forwarded to HQUSACE for information. This report should summarize the analysis of the situation including cost and manpower savings based on the course of action selected by the MSC Commander. Coverage of the coordination discussions held with the lessee should be included. If additional manpower or funds are required to implement the selected course of action, a MSC Commander may assume HQUSACE concurrences with his/her selected course of action if he/she has not heard to the contrary within two weeks after forwarding his/her report, and he/she has insured timely receipt through the appropriate assistant director, Civil Works Directorate. (RCS exempt: AR 335-15, paragraph 5-2c (3)).

APPENDIX C

Market Studies

C-1. Market Study.

a. A market study is contingent upon developing an inventory of the supply of existing types of recreational resources within a given area. The study must also include a recreational demand analysis that provides an indication of what people do, feel and want concerning recreational facilities (e.g., public demand). By comparing the inventory and the demand analysis it is possible to determine the types and amount of additional recreational facilities that are needed now or in the future. At a minimum, proposed recreation development by Federally recognized Indian Tribes, public (Federal, state and local), private sector and quasi-public entities and individuals will demonstrate a demand for the type of facilities proposed and a current or near future need for the type of facility being proposed.

b. Proposed demand studies shall contain data on the regional population and future projections, demographic characteristics and an inventory of similar types of recreational facilities (e.g., campgrounds, picnic areas, marinas, etc.) and their resources (e.g., 125 camping spurs, 150 picnic tables, etc) within a 30-mile radius of the proposed site requested for development. The study should demonstrate that the demand analysis was done through one or a combination of methods. General categories of methods include but are not limited to, public input gathered through surveys and or workshops, using recreational standards (e.g., 1000 camping spurs per 50,000 people), participation levels/rates (e.g., 2.4 million people participate in picnicking, which is 56 percent of the regional population), and trend analysis (e.g., extrapolating historical use statistics for those similar types of facilities over a ten to 20 year period).

c. The availability of information described above for use in the study will vary from region to region. Federally recognized Indian Tribes, public (Federal, state and local), private sector and quasi-public entities and individuals should consult with State Census Bureaus, State Departments of Commerce, State and Federal Recreational Agencies, and travel bureaus for this information and to minimize study cost. Each state has a State Comprehensive Outdoor Recreation Plan that contains analysis criteria referenced above. In addition there are numerous Federal recreational studies such as the National Survey of Recreation and Environment that contain this type of information. Regional universities with outdoor recreational departments may also be a source for information and assistance.

d. All costs associated with a market study, NEPA documents, land surveys, preparation and review of the ultimate lease by the Corps as well as any other administrative costs associated with Corps review and approval of any proposed development are the responsibility of the entity proposing the recreation development.

APPENDIX D

Feasibility Studies

D-1. Feasibility Study.

a. The intent in requiring a private sector or individual to provide a feasibility study is to demonstrate that the entity can make a reasonable return of profit on a yearly basis for the proposed recreational development and that such development is economically viable. Factors such as the input of capital to develop the facility(s), maintenance cost, insurance, labor, etc. should be addressed. The type and size level of the facility(s) (e.g., 250 camping spurs vs. 100 spurs, 200 marina boat slips vs. 100) should also be addressed to demonstrate a reasonable rate of profit would occur. The numbers of visitors needed and the associated fee for these services should also be addressed. Detailed charts, graphs, and projections are not required; however, enough data must be provided to demonstrate such factors have been considered and that a profit can be generated.

b. Feasibility studies for Federally recognized Indian Tribes, public (Federal, state and local), or quasi-public entities will also be required. However the content of the analysis is limited to the types and size of the facility and evidence that yearly profits of the facility will offset or nearly offset the yearly operational cost of the proposed facility(s). Private sector or individuals working through a public entity for a development request (third party) will be required to furnish a feasibility study that complies with the requirements for a private requestor or individual as referenced above.

c. All costs associated with a market study, NEPA documents, land surveys, preparation and review of the ultimate lease by the Corps as well as any other administrative costs associated with Corps review and approval of any proposed development are the responsibility of the entity proposing the recreation development.

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APPENDIX E

General Outgrant Application Information

E-1. Preliminary Information. The applicant must provide the preliminary information requested below (a-h) to the Project Level Representative. The initial submission will be evaluated by the Project Level Representative and district team to determine if a proposal is appropriate for location on Government property. Administrative cost for the evaluation of any application documents (preliminary, detailed, supporting) will be paid by the applicant prior to the start (up front) of the review process by project and District personnel. Any administrative fees received at the project will be handled in accordance with Civil Works Policy Memorandum, "Collection of Civil Works Appropriations," dated 17 September 2010.

a. Identify Applicant:

(1) Name, address, and phone number of applicant. The application must be submitted by the entity to whom the outgrant will be assigned.

(2) Point of contact for processing (e.g. City Manager, Mayor, Commissioner, etc)

b. Describe the structure or facility.

c. Identify the purpose, need and objective (benefits, enhancements, statutory requirements) for the structure or facility.

d. Justify placement of structure or facility on government property. The justification should include a description of all alternative locations and routes that were investigated, including routes and locations off of project lands. The description will also include rationale for why the other alternatives were not selected. Cost factors alone will not affect the determination of viability.

e. State the duration for which the proposed outgrant is requested. Include the duration of the temporary license if one is needed (usually 1 year).

f. Generally describe the location and dimensions of the requested outgrant area to include a preliminary site plan. NOTE: Outgrants should be placed in the footprint of existing project outgrants or within designated corridors where possible.

g. Provide basic construction methods and timeline.

h. Anticipated impacts (environmental, cultural resource, social, etc.).

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E-2. Detailed Information. If upon review of an initial request, the Corps determines that the requested activity may be feasible and will be considered further, the information below must be provided as required. This information will be provided to the Project Level Representative and be evaluated by the district team. Additional information may be requested based on the nature of the proposed activity. A Corps determination will be made as to what environmental documentation is required for the proposed action. Preliminary information concerning administrative fees, consideration and mitigation will be provided to the applicant.

a. Coordination.

(1) Provide concurrence from third parties who may be affected by the structure or facility (e.g. other existing outgrants).

(2) Provide other agency concurrence regarding legal or regulatory requirements where necessary (e.g. responsible State natural resources and utility entities).

NOTE - A temporary real estate instrument will be required prior to conducting any on-the-ground activities (for surveys, ground disturbance, soil and groundwater testing). An Archeological Resources Protection Act (ARPA) permit may also be required.

b. Description of Proposal.

(1) Provide preliminary plans and specifications for the proposed outgrant. Include construction areas, if applicable.

(2) Provide a map(s) which includes the following:

(a) A legal description (location, identification of parcel) of the proposal (reference to a known Corps of Engineers property monument is encouraged). This description can also be provided separately;

(b) The upper guide contours and elevation intervals appropriate to the terrain as applicable, if available

(c) Identification of the project property line (Federal government property line) in relation to the proposal;

(d) Any structures that will be affected (e.g.: fences, roads, monuments, gates, intake structures, natural and environmental resources, etc.); and

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(e) The estimated acreage of the proposed outgrant.

(3) Stake/flag the boundary or centerline of the outgrant if requested

c. NEPA - If NEPA documentation is required from the applicant, see Appendix F.

d. Mitigation. Non-statutory mitigation is generally required for impacted public resources. Mitigation often requires, but is not limited to, wildlife habitat improvement and vegetative plantings on the area of actual disturbance and on additional areas or other forms of restitution. Statutory mitigation may also be required if the proposed work involves applicable statutes, executive orders, regulations, and guidance concerning impacts of a proposed action. For example, a discharge of dredged or fill material into waters of the U.S typically requires a Section 404 permit (Clean Water Act) and associated mitigation. See Appendix G for additional mitigation guidance.

e. Storm Water Requirements. In accordance with State, County and/or local laws, various Districts within the Corps do not allow outgrants for storm water facilities. For those Districts that allow outgrants for storm water facilities, the applicant must also contact the applicable State, County and/or local agency responsible for storm water permits. The applicant must provide documentation of the contact, a Notice of Intent and evidence that a permit is being pursued (if required). In addition, the applicant shall provide a Storm Water Pollution Prevention Plan when required if earth-disturbing activities are to be performed. This plan shall include the means by which erosion and sedimentation will be controlled and monitored to protect the drainage courses.

f. Storage Capacity. In general, Corps policy is no net loss of maximum storage capacity. This generally includes calculating amounts of cut and fill which could impact storage capacity.

g. Landscaping and Revegetation. As part of site stabilization and restoration, the applicant in most cases will be required to reestablish vegetation after construction. The applicant must demonstrate that the seed and vegetative plantings proposed for revegetation are native species to the area and not listed as an invasive species on a Federal or applicable State list.

NOTE: Applicants, please review Appendix H for guidance addressing additional requirements for specific types of outgrants.

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APPENDIX F

National Environmental Policy Act (NEPA) Guidance

F-1. Policy. Comprehensive guidance on the implementation of NEPA for the Civil Works Program is found in ER 200-2-2 and the NEPA implementing regulations are found at 40 CFR Parts 1500-1508. Generally, outgrant proposals will require an Environmental Assessment (EA) to comply with NEPA, however each proposal should be assessed in light of ER 200-2-2 and the NEPA implementing regulations to determine the correct level of analysis. In some cases the action may qualify for a categorical exclusion and others may require an Environmental Impact Statement. Additional information concerning NEPA can be found at <http://ceq.hss.doe.gov/>.

F-2. Preparation of Environmental Compliance Documents. Environmental compliance documents, including those required for NEPA, may be completed by the Corps or the applicant. If completed by the Corps, the applicant must pay for the expenses to be incurred prior to the work being initiated. If completed by the applicant, the applicant must pay for the expenses to be incurred by the Corps prior to the Corps review by project and district personnel. Any administrative fees received will be handled in accordance with Civil Works Policy Memorandum, "Collection of Civil Works Appropriations" dated 17 September 2010 and the Real Estate regulations. Regardless of what entity prepares the environmental compliance documentation, the Corps is responsible for its content and must independently review all information contained therein.

F-3. Content. For outgrant proposals requiring an Environmental Assessment (EA) the following information is generally required by NEPA. Additional information may be requested depending on the nature of the proposal. An EA facilitates the decision process regarding the proposed action and alternatives.

- a. SECTION 1. Authority, Purpose, And Scope provides the authority for the proposed action, summarizes the project purpose, provides relevant background information, and describes the scope of the EA.
- b. SECTION 2. Alternatives examines alternatives for implementing the proposed action.
- c. SECTION 3. Proposed Action describes the recommended action.
- d. SECTION 4. Affected Environment describes the existing environmental and socioeconomic setting.
- e. SECTION 5. Environmental Impacts Of The Proposed Action identifies the potential environmental and socioeconomic effects of implementing the proposed action and alternatives.

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f. SECTION 6. Mitigation Plan summarizes mitigation actions required to enable a Finding of No Significant Impact for the proposed alternative.

g. SECTION 7. Federal, Tribal, State, And Local Agency Coordination provides a listing of individuals and agencies consulted during preparation of the EA.

h. SECTION 8. References provides bibliographical information for cited sources.

i. SECTION 9. Applicable Environmental Laws And Regulations provides a listing of environmental protection statutes and other environmental requirements.

j. APPENDICES:

A Correspondence

B Section 404 Permit (if required)

C Fish and Wildlife Coordination/Correspondence

D Cultural Resources Coordination/Correspondence

E Public Comments (if applicable)

F Newspaper Public Notice (if applicable)

G Other

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APPENDIX G

Mitigation Guidance

G-1. Statutory Mitigation. Statutory mitigation must be done in accordance with applicable statutes, executive orders, regulations and guidance. Statutory mitigation is generally defined as actions that reduce the severity or intensity of adverse impacts of other actions, to include:

a. Avoiding the impact by not taking a certain action or parts of an action or by moving the project location. Applicants are encouraged to consider avoidance as the preferred mitigation measure.

b. Minimizing impacts by limiting the degree or magnitude of the action and its implementation, for example, by adjusting site layout.

c. Rectifying the impact by repairing, rehabilitating, relocating, or restoring the affected public resources.

d. Reducing or eliminating the impact over time by monitoring, maintaining, and/or replacing equipment or structures to prevent future degradation from equipment or structural failure over the life of the action.

e. Compensating for the impact by replacing or providing substitute resources or environments. With the exception of unique habitats under imminent threat of destruction, a mere change in ownership of existing habitat is generally not considered mitigation. Habitat improvement must be implemented in addition to long-term protection of the habitat.

f. Statutory Mitigation requirements vary somewhat under the environmental laws, regulations, and executive orders. For Corps of Engineers Regulatory Program mitigation guidance see 40 CFR Part 230 "Compensatory Mitigation for Losses of Aquatic Resources", 33 CFR 320.4 paragraph R, and 33 CFR 332. It is recommended that for actions on Civil Works lands and waters that require mitigation under these regulations, the mitigation occur on site where feasible.

G-2. Non-Statutory Mitigation. The definition of mitigation is broadened to include "all measures necessary to make the Corps project whole". Not all of the adverse impacts to a site will be required to be mitigated by a federal statute or regulation, but for outgrants, all adverse impacts must be mitigated unless a waiver is issued (see paragraph G-4). The applicant for the outgrant will be advised of the impact and required mitigation. An example of impacts that may not be covered by existing authorities is a proposal that is categorically excluded from NEPA

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documentation but may still result in the destruction of a small wooded area containing twenty trees. There are no threatened or endangered species or any wetlands involved. Another instance may entail the destruction of 20 campsites resulting from a road expansion. In each case, the impacted resources must be restored or otherwise mitigated.

G-3. Real Estate Outgrant Documentation.

a. Where mitigation is required as a result of an outgrant, it will be addressed as a condition of the real estate instrument. A copy of the mitigation plan, use restrictions, and/or Memorandum of Agreement (MOA) will be included as an attachment to the outgrant document. If a mitigation plan, use restrictions, or an MOA is required, the outgrant instrument must be modified to incorporate compliance with the terms of the plan, use restrictions, or MOA as a condition of the outgrant. The outgrant instrument must be modified to incorporate a specific termination clause to address failure to comply with mitigation requirements.

b. In addition, action may also be required under the specific statute(s) that required the mitigation. A clear timetable must also be provided if mitigation requirements extend beyond the execution date of the outgrant agreement. Coordination with the office(s) which are responsible for these requirements must be completed to ensure the requirements are in place before the outgrant document is executed.

G-4. Waiver of Non-Statutory Mitigation Requirements. When only "Non-Statutory Mitigation" is required, the Corps may choose to waive this mitigation requirement in cases where the requested activity will further an authorized project purpose and/or meet a public demand that the Corps is unable to meet. However, the Corps does not have the authority to waive mitigation requirements when such mitigation is required by a law, regulation, or statute.

G-5. Responsibility for Expenses. In most cases, all costs associated with processing the mitigation aspect of the outgrant and initiating and maintaining mitigation requirements over the life of the mitigation action are the responsibility of the outgrant applicant and will be agreed upon and documented in the real estate outgrant instrument. These mitigation costs are in addition to the fair market value consideration, if applicable, of the property to be outgranted and any other purely administrative expenses incurred as a result of an outgrant request under 10 U.S.C. §2695. Any administrative fees received at the project will be handled in accordance with Civil Works Policy Memorandum, "Collection of Civil Works Appropriations," dated 17 September 2010 and the Real Estate regulations.

G-6. Future Ownership and Management of Mitigation Properties. On-site mitigation should be achieved wherever possible. If on-site mitigation is not possible, off-site mitigation should be undertaken, as follows:

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a. Acquisition of Real Property. To the maximum extent possible, any additional lands or other real property interest required to be purchased by the applicant for mitigation purposes will be contiguous with existing project lands or waters. The NEPA decision document will clearly address any requirement for the acquisition of non-statutory mitigation lands. In no instance will the Corps take title to real property prior to receiving approval of the Director of Civil Works. Management of mitigation properties will be accomplished in accordance with 33 CFR 332.7. Typically, a Real Estate Plan (REP) will be prepared to support this type of action. However, there may be circumstances that require the preparation and approval of a Real Estate Design Memorandum (REDM) where acquisition of the land is tantamount to implementation of the project and approval of a decision document is required prior to commencement of the acquisition effort (e.g., some fish and wildlife mitigation projects). In addition, an REDM may be appropriate when there is a new acquisition requirement for an existing project for which a REDM was previously utilized.

b. Other Mitigation Services. Other types of mitigation services include but are not limited to:

(1) Mitigation services generally consists of restoration, creation, relocation, or improvements of the same type (i.e., three acres of existing wildlife habitat destroyed and replaced with three or more acres of new wildlife habitat lands) to offset the damaged resource base. In other circumstances, it may be more appropriate to accept other types of services (i.e., three acres of existing wildlife habitat destroyed and mitigated by rip rapping 1,000 linear feet of shoreline to protect nearby wildlife habitat). Entering into agreements for the replacement of impacted wildlife habitat with recreation facilities is generally not appropriate.

(2) In the absence of specific authority, the Corps may not accept cash in lieu of mitigation services. In some limited instances, however, it is possible for the Corps to directly perform the mitigation work by entering into agreements with states or others and then to be reimbursed by the state or others for such work. Approval from the Assistant Secretary of the Army (Civil Works) (ASA-CW) may be necessary prior to entering into such an agreement. In some cases, a real estate instrument or a management plan may be required in accordance with 33 CFR 332.7 if a land acquisition is part of the mitigation service.

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APPENDIX H

Additional Guidance For Specific Outgrant Applications

H-1. Requirements for Specific Structures and Applicable Legal Compliance. In addition to the requirements listed in Enclosures 1 through 3, the following information may be required as appropriate for specific types of outgrants. This list is not intended to be all inclusive but an illustrative example of additional requirements that exist for specific types of outgrants. The construction, operation and safety of these outgrants will require compliance with all applicable Federal, state, and local laws, codes, and standards. While it is not the responsibility of the Corps to inspect these facilities for safety compliance, the Corps reserves the right to halt the construction and or operation of the structure if a safety issue creates a danger to the life of project visitors or the ability of the Corps to carry out project missions. All of these specific outgrant applications must include a safety point of contact. Also note that the application must be submitted by the entity to whom the outgrant will be assigned.

a. Electric Power and Communication Lines, and Structures and Facilities for Radio, Television, and other Communication Services.

(1) Specify line heights, voltage, cutoff locations and elevations.

(2) Submitted plans must be certified by a state certified professional engineer as being in compliance with the National Electric Safety Code requirements, ER-1110-2-4401, 30 May 97 (Clearances For Electric Power Supply Lines and Communication Lines Over Reservoirs), American National Standard ANSIC2, National Electric Safety Code (NESC), American National Standard ANSI/NFPA 70, and the National Electric Code NEC.

b. Sewer Lines.

(1) A state certified professional engineer must certify plans as being in compliance with all applicable Federal, State, and local government regulations.

(2) Additional requirements may apply pertaining to flood-proofing and impacts to public resources.

c. Water Lines

(1) A state certified professional engineer must certify plans as being in compliance with all applicable Federal, State, and local government regulations.

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(2) Additional requirements may apply pertaining to flood-proofing and impacts to public resources.

(3) Please note that prior to the execution of any outgrant for withdrawal of water or use of storage at a Corps reservoir, the applicant will be required to execute a water supply agreement with the Corps pursuant to Real Estate Policy Guidance Letter No. 26, June 10, 2008 and any applicable updates or additional guidance. The applicable Corps of Engineers District Real Estate Office should be consulted for details on this matter

d. Water Intake Structure.

(1) Submit plans and specifications showing any effects on Corps facilities, as well as current and future water volume needs that may impact water storage/surplus water contracts, etc.

(2) Please note that prior to the execution of any outgrant for withdrawal of water or use of storage at a Corps reservoir, the applicant will be required to execute a water supply agreement with the Corps pursuant to Real Estate Policy Guidance Letter No. 26, June 10, 2008 and any applicable updates or additional guidance. The applicable Corps of Engineers District Real Estate Office should be consulted for details on this matter.

(3) Provide written documentation showing permission has been procured from the water contract holder if required.

(4) Provide approval/permit from appropriate regulatory agency (state/local) if applicable. Also provide water supply contract, authorizing document, or decision document based on statute, for authorizing a water supply intake.

(5) Provide documentation of review and approval from Corps of Engineers Dam Safety Committee.

e. Outfalls (e.g. stormwater, sewage, etc.).

(1) A copy of the National Pollutant Discharge Elimination System (NPDES) permit must be provided for approval of any outfall that is placed on Corps administered lands and waters. Also furnish any other state/local approvals as applicable.

(2) A plan to prevent erosion, and to prevent litter, trash, and pollutants from being deposited on Corps administered lands and waters must be provided.

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(3) Submitted plans must be certified by a state certified professional engineer.

(4) Submitted plans must be in compliance with Project Shoreline Management Plan if applicable.

f. Oil, Natural Gas and Fuel Carrying Pipelines (Under 30 U.S.C. § 185).

(1) Disclosure of Ownership - If a partnership, corporation, association, or other business entity applies for an easement, the application shall disclose, where applicable:

(a) Name and address of each partner.

(b) Name and address of each shareholder owning 3 percent or more of the shares; the number and percentage of any class of voting shares of the entity; and

(c) Name and address of each affiliate of the entity. If the entity controls the affiliate, include the number of shares and percentage of any class of voting stock of that affiliate; if, however, the affiliate controls the entity, include the number of shares and percentage of any class of voting stock of the entity.

(2) If this information is already on file, and current, in the District Engineer's office, or local Bureau of Land Management or Federal Energy Regulatory Commission offices, references may be made to it; the applicant need not file repetitious disclosure documents with successive applications.

g. Roads.

(1) Generally, Civil Works lands will only be made available for roads that are considered regional arteries or freeways (See Definitions in the Regulation). All other types of roads, including driveways and alleys, are generally not permitted on these lands. The expansion of existing roads on Civil Works lands will be considered on a case by case basis.

(2) Indicate whether or not Federal Highway Administration funds are being used for this road.

(3) A state certified professional engineer must certify plans as being in compliance with all applicable Federal, State, and local government Regulations.

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h. Telecommunications. Authorities applicable to issuing outgrants for telecommunication purposes depending on the type of instruments desired are referenced in the Telecommunications Act of 1996, which is codified at 47 U.S.C. §332 and implementing regulations are provided in 41 CFR 102-79.70 to 79.100. In addition the applications must be in compliance with forthcoming Engineering Regulation 405-1-80 (Management and Outgrant Programs). Chapter 12, Telecommunications Facilities. Proposals must include documentation to ensure the outgrant would not create the following problems:

(1) Impair, interfere, or degrade the Federal missions of the project or its operations.

(2) Interfere with existing radio frequency (RF) activities.

(3) Documentation of coordination with Federal Aviation Administration (FAA) and/or Department of Defense (DoD) and sitting approval for any proposed telecommunication facility that will be located within proximity to an existing FAA facility or DoD system.

i. Hydropower facilities. Each request to construct/develop hydropower facilities is unique and will be handled on a case by case basis per ER 1110-2-1454 as amended.

SAM AR000478-SAM AR000638

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	Project Operations RECREATION OPERATIONS AND MAINTENANCE GUIDANCE AND PROCEDURES	
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CECW-O

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EP 1130-2-550
Change 1

Pamphlet
No. 1130-2-550

1 October 1999

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
Major General, USA
Chief of Staff

DEPARTMENT OF THE ARMY
U.S. Army Corps of Engineers
Washington, DC 20314-1000

EP 1130-2-550
Change 2

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Pamphlet
No. 1130-2-550

1 March 2002

Project Operations
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:

Chapter	Remove pages	Insert pages
Table of Contents	iv	iv
8	8-1	8-1 through 8-16
Appendices	J-1 through J-3 K-1 through K-6 L-1 through L-7	none none none

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

FOR THE COMMANDER:



ROBERT CREAR
Colonel, Corps of Engineers
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EP 1130-2-550
Change 3

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Pamphlet
No. 1130-2-550

15 August 2002

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
Table of Contents	iii through v	iii through v
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

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

FOR THE COMMANDER:


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Change 4

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30 August 2008

Project Operations
RECREATION OPERATIONS AND MAINTENANCE
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1. This Change 4 to EP 1130-2-550, Chapter 6, 15 Nov 96, provides guidance for the Visitor Assistance Program. This action combines the guidance contained in EC 1130-2-212 (Visitor Assistance Vehicles), EC 1130-2-213 (Visitor Assistance Training), EC 1130-2-214 (Oleoresin Capsicum-Pepper Spray Program) and Recreation Policy Letter 97-02 (Bloodborne Pathogens).

2. Substitute the attached pages as shown below:

Chapter	Remove pages	Insert pages
6	6-1 through 6-9	6-1 through 6-11
Appendix E	E-1 through E-2	E-1 through E-7
Appendix K	new appendix	K-1 through K-12
Appendix J	new appendix	J-1

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

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STEPHEN L. HILL
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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 ER1130-2-510, 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. Annual Work Plan (AWP). A description of management tasks and initiatives, complete with labor, material, and cost requirements, to be completed for use in the current fiscal year. The AWP is synonymous with the current fiscal year plan in the five-year work plan set forth in the Operational Management Plan.

b. Appropriate Scale. A subjective measure of proportion and balance as it relates to the physical size and appearance of facilities, and/or the degree and nature of public use, compared to the capacity of project lands and waters to accommodate the facilities or use safely and sustainably, and in harmony with the surrounding environment. An example of an appropriate scale issue would be the number of boat mooring slips compared to the size of available water surface and resulting impact on public use of the water surface

c. General Plan (GP). The plan is 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 GP is not necessary when operation and management of the project provides for fish and wildlife incidental to other Corps activities.

d. 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.

e. Land Allocation. The congressionally authorized purpose for which the project lands were acquired. There are four land allocations applicable to Corps projects; (1) operations (i.e., flood control, hydropower, etc.), (2) recreation, (3) fish and wildlife, and (4) mitigation.

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f. Land Classification. The primary use for which project lands are managed. See chapter 3 for a complete list of authorized land classification categories.

g. Master Plan (MP). The strategic land use management document that guides the comprehensive management and development of all project recreational, natural, and cultural resources throughout the life of the water resource project.

h. 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.

i. 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.

j. Operational Management Plan (OMP). The document which implements the resource objectives and development needs identified in the MP.

k. Outgrant. Authorizes the right to use Army controlled real property. It is a written legal document that establishes the timeframe, consideration, conditions, and restrictions on the use of Army property. For the purposes of this policy, an outgrant is typically a lease, easement, or license authorized by 16 U.S.C.460d, 10 U.S.C. 2667, 10 U.S.C. 2668, 30 U.S.C. 185 or other statutes and the general administrative authority of the Secretary of the Army (reference ER 405-1-12 Chapter 8 (Real Property Management) and the forthcoming ER 405-1-80 (Management and Outgrant Programs)).

l. 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.

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

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

o. Resource Objectives (RO). Clearly written statements that set forth measurable and attainable management activities that support the stated goals of the MP. They must be consistent with authorized project purposes, Federal laws and directives, regional needs, resource capabilities, and expressed public desires.

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p. Supplement. Approved specific changes to an existing MP that keep it current between major revisions.

q. Revision. A complete cover-to-cover update of a MP. The term “revision” or “revised” should not be used in the title of the updated master plan. It is used in this regulation to distinguish between levels of change.

r. Sustainability. The quality of not being harmful to the environment or depleting natural resources, and thereby supporting long-term ecological balance.

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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

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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:

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(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

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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

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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

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- (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).

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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 water resource projects (Corps projects).

3-2. Master Plan Background.

a. The Master Plan (MP) is the strategic land use management document that guides the comprehensive management and development of all project recreational, natural, and cultural resources throughout the life of the Corps project. The MP guides efficient and cost-effective management, development, and use of project lands. It is a vital tool for the responsible stewardship and sustainability of project resources for the benefit of present and future generations.

b. The MP guides and articulates Corps 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 dynamic operational document projecting what could and should happen over the life of the project and is flexible based upon changing conditions. The MP deals in concepts, not in details of design or administration. Detailed management and administration functions are addressed in the Operational Management Plan (OMP), which implements the concepts of the MP into operational actions.

c. The MPs will be developed and kept current for Civil Works projects operated and maintained by the Corps and will include all land (fee, easements or other interests) originally acquired for the projects and any subsequent land (fee, easements or other interests) acquired to support the operations and authorized missions of the project. Preparation of the MP shall be initiated as soon as possible after congressional approval of the project, so that approved recreation and natural resource management activities can be implemented when the project becomes operational. When there is no demonstrated need or opportunity to manage project lands, they may be exempted from this requirement only with the MSC Commander's approval.

d. The MP does not address the specifics of regional water quality, shoreline management (ER-1130-2-406), or water level management. The operation and maintenance of project operations facilities is not included in the MP.

3-3. Master Plan Goals. The primary goals of the MP are to prescribe an overall land use management plan, resource objectives, and associated design and management concepts. Surface water recreational use may be addressed at some projects. MP goals include the following:

a. Provide the best management practices to respond to regional needs, resource capabilities and suitabilities, and expressed public interests consistent with authorized project purposes;

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- b. Protect and manage project natural and cultural resources through sustainable environmental stewardship programs;
- c. Provide public outdoor recreation opportunities that support project purposes and public demands created by the project itself while sustaining project natural resources;
- d. Recognize the particular qualities, characteristics, and potentials of the project;
- e. Provide consistency and compatibility with national objectives and other state and regional goals and programs.

3-4. Master Plan Guidance.

- a. A current, approved MP is necessary before any new development, construction, consolidation, or land use change can be pursued. 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 as a supplement. In addition, all actions by Corps outgrantees must be compatible with the MP.
- b. The MP will cover a single or several projects. Preparing a MP that encompasses several projects under either a watershed or regional approach is encouraged, when appropriate. This methodology can provide economic and resource management benefits. The MP will address all Corps-managed resources including, but not limited to, fish and wildlife, vegetation, cultural resources, recreational, minerals, and resources on outgranted lands.
- c. The lead element responsible for MP development, periodic review, revision and implementation is district Operations Division. The interoffice/interdisciplinary team approach will be used for the development, evaluation, and supplementation or revision of MPs and associated NEPA documents. Coordination with other agencies and the public will be an integral part of the master planning process.

3-5. 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 future environmental, recreational, and socioeconomic conditions and trends. Within a generalized conceptual framework, the process focuses on four primary components: (1) regional and ecosystem needs, (2) project resource capabilities and suitabilities, and (3) expressed public interests that are compatible with project authorized purposes, and (4) environmental sustainability elements. The MP shall ensure that economy, quality, and need shall be given equal attention in the management of project resources and facilities and accomplished at the appropriate scale.

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b. Project Management Plan (PMP). To ensure that a MP will be developed in an efficient and cost-effective manner, a PMP will be formalized at the outset by the MP study team. As a minimum, the plan shall include team members and their responsibilities, information needs, study costs, schedules, and adhere to the district's quality control plan for the development of the MP.

Included in the PMP, an administrative record section documenting points of contact, meetings, phone calls, comments, etc. must be kept throughout the entire MP process.

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

(1) New Projects. Preparation of the MP will be initiated as soon as possible after congressional approval of the project. This will ensure approved recreation and natural resource management activities can be implemented when the project becomes operational.

(2) Existing Projects.

(a) Evaluation. A concise review of each existing MP shall be conducted every 5 years by an Operations-led interdisciplinary team to assess the need for possible supplementation or revision. The review will be brief and general in extent and shall focus primarily on compliance criteria set forth in the MP performance measure and in this chapter including appropriate land classifications, designation and protection of any environmentally sensitive areas, and resource objectives that are responsive to expressed public interests, regional ecosystem needs, and sustainability. At the conclusion of the review, the District Commander or designee shall sign a brief statement indicating the status of the MP. This statement will indicate that the plan is in compliance and no further action is required, or that the issues need to be addressed that require a supplement or a full and complete revision. Even though a MP may not be fully compliant with performance measure /applicable regulations criteria and is in need of supplementation or revision, the MP will, in most cases, continue to be used until supplementation or revision can be achieved. It is important to have a relatively current administrative record/statement on file that recognizes any MP deficiencies that must be considered in the daily management of project natural resources and public use facilities.

(b) Supplement. MPs in need of only minor changes and modifications to include a change in land classification, a change in facility footprint, or a change in land use with the exception of non-recreational outgrants (utility lines, roads, etc) which do not significantly affect the land classification will be supplemented. Supplements should be prepared as often as necessary to ensure that the MP remains relevant.

(c) Revision. A complete cover-to-cover update of a MP. A MP that does not serve its intended purpose based on a combination of age as well as substantial changes to the project requires a revision. A master plan that has been excessively supplemented also should be there revised. The term "revision" should not be used in the title of the new master plan. Although

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there is no set timeframe for revising MPs, revisions should be prepared for an effective lifespan of 15-25 years.

d. Coordination and Public Involvement.

(1) In-house. MP evaluations, supplements, and revisions will be coordinated with those elements which have responsibility for planning, design, development and/or management of the project.

(2) Interagency. Coordination with applicable outside agencies is required by law, Executive Order, or memoranda of agreement. Some of the common requirements are listed in Appendix B. An electronic mailing list of important stakeholders should be developed early in the process to facilitate collaborative efforts such as in-progress review of documents and general exchange of ideas. Early and thorough coordination and collaboration with other Federal, State, regional, and local agencies, recognized Native American Indian Tribes, and non-governmental organizations, partners, and stakeholders is encouraged. In addition, MPs plans should be coordinated with local sponsors for recreation and stewardship initiatives that require cost-sharing.

(3) Public. Coordination with the general public is required (except in minor supplements) and can be very important in identifying resources and determining public needs. Public involvement and coordination should be included in the PMP (see para. 3-5b). Consideration should be given not only to formal public meetings but to informal workshops, mailings, media, and other proactive contemporary tools (i.e. internet) to encourage widespread participation.

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

e. Cost Effectiveness.

(1) The Master Plan Process. The master planning process will be developed and implemented in a manner which maximizes cost effectiveness. A MP should be concise and formatted for easy preparation, supplementation, revision and use. Project field personnel, in addition to serving as team members, will be fully involved in recommendations, data collection, and preparation. Materials previously assembled for feasibility reports, environmental impact statements, special studies or other documents (incorporated by reference when applicable) will be used to the maximum extent possible to reduce redundancy.

(2) The Master Plan Document. The text should be typewritten on 8 ½ x 11" white paper, with all maps, aerial photographs, or plates folded or reduced to the 8 ½ x 11" size. The document will be assembled in a loose-leaf format within a three ring binder with the title and

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date on the front cover. Additionally, the document should be published in a digital format. Data, aerial photographs, maps, or other exhibits used in development of the MP should be used for development of the OMP where applicable. Efforts should be made to standardize the formatting of maps and plates within the district. 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. The length of the MP may vary considerably between projects depending on complexity.

(3) Geospatial Data and Technologies. The use of geospatial technologies is encouraged for the creation of map products as well as assessment of the project resources and surrounding conditions. Measures should be taken to maximize the cost efficiency of the mapping process within each district including:

(a) Data and Software. The use of existing data and software will ensure that actions are taken to minimize the cost of purchasing extraneous spatial files.

(b) Standardization. Standardization of the mapping process throughout the district is recommended. Strong consideration should be given to (1) conforming data to Corps standards for ease of sharing and management, (2) creating a map layout template so all the documents across the district have a consistent appearance, and (3) creating a district-wide map symbology for ease of reading between plates.

(c) Map Creation. As a cost efficiency measure, project personnel, colleges/universities, volunteers, and NGOs should be used to acquire spatial and field-collected GPS data, as well as map preparation. This would allow the in-house GIS staff to be more involved in the QA/QC phase of mapping, rather than the creation of the maps.

(d) Program Approach to GIS. Use of GIS across the Natural Resources program will aid in the continual development of a useable spatial dataset, ultimately saving time and financial resources on data creation at the time of MP creation.

f. Statutory Compliance.

(1) Applicable Federal Statutes. A checklist (compliant, non-compliant, partial compliance, and not applicable, with space for brief notes if needed) must be included as an appendix to the MP. See ER 1130-2-540 Appendix A for a listing of applicable statutes requiring compliance.

(2) National Environmental Policy Act (NEPA). All MP supplements and revisions will be in compliance with the NEPA. Refer to Appendix G concerning general guidelines for the types of NEPA documents to prepare in conjunction with master plan supplements and revisions.

(3) Civil Works Review Policy (EC-1165-2-209). All MP supplements and revisions must follow the Civil Works Review Policy. Appendix G provides general guidelines concerning courses of action for compliance with the EC for implementing proposals in existing master plans, supplements, and revisions.

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3-6. Master Plan Content. The following elements, at a minimum, will be included in each MP. These should be brief 1-2 paragraph write ups, not extensive multi-page write ups. Use of graphics, photos, maps, tables, etc will help to concisely convey the topic. Goal Page Count: 30. Items marked with an asterisk (*) are required to be included in the MP.

Chapter 1 – Introduction*

- a. Project Authorization*
- b. Project Purpose*
- c. Purpose and Scope of MP*
- d. Brief Watershed and Project Description*
- e. Listing of Prior DMs*
- f. Listing of Pertinent Project Information*

Chapter 2 – Project Setting and Factors Influencing Management and Development*

- a. Description of Reservoir(s) and/or Navigation Pool(s)*
- b. Hydrology (surface water, groundwater)*
- c. Sedimentation and Shoreline Erosion
- d. Water Quality
- e. Project Access
- f. Climate
- g. Topography, Geology, and Soils*
- h. Resource Analysis (level 1 inventory data)*
 - (1) Fish and Wildlife Resources*
 - (2) Vegetative Resources*
 - (3) Threatened & Endangered Species*
 - (4) Invasive species*
 - (5) Ecological Setting*

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- (6) Wetlands*
 - i. Borrow Areas and Utilities
 - j. Mineral and Timber Resources
 - k. Paleontology
 - l. Cultural Resources*
 - m. Interpretation/ Visual Qualities
 - n. Demographics
 - o. Economics
 - p. Recreation Facilities, Activities and Needs*
 - (1) Zones of influence*
 - (2) Visitation Profile*
 - (3) Recreation Analysis*
 - (4) Recreational carrying capacity*
 - q. Related Recreational, Historical, and Cultural Areas
 - r. Real Estate*
 - Acquisition Policy*
 - s. Pertinent Public Laws*
 - t. Management Plans

NOTE: Subjects may be added or deleted as appropriate.

Chapter 3 – Resource Objectives.* Clearly written statements that set forth measurable and attainable current and future management and development activities that support the stated goals of the MP, Environmental Operating Principles (EOPs), and applicable national performance measures. They must be consistent with authorized project purposes, Federal laws and directives, regional needs, resource capabilities, and takes public input into consideration. They should also take recreational and natural resources carrying capacity into account as well as

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State Comprehensive Outdoor Recreation Plans (SCORP). These objectives must maximize project benefits, meet public needs, and foster environmental sustainability. Goal page count: 5.

Chapter 4 – Land Allocation, Land Classification, Water Surface, and Project Easement Lands*

a. Land Allocation.* The congressionally authorized purpose for which the project lands were acquired. A project map delineating land according to the following allocations will be included in the MP. There are only four land allocation categories applicable to Corps projects:

(1) Operations (i.e., flood control, hydropower, etc.). Lands acquired for the congressionally authorized purpose of constructing and operating the project. Most project lands are included in this allocation.

(2) Recreation. Lands acquired specifically for the congressionally authorized purpose of recreation. These are referred to as separable recreation lands. Recreation lands in this allocation can only be given a land classification (see below) of “Recreation.”

(3) Fish and Wildlife. Lands acquired specifically for the congressionally authorized purpose of fish and wildlife management. These are referred to as separable fish and wildlife lands. Lands under this allocation can only be given a land classification (see below) of “Wildlife Management.”

(4) Mitigation. Lands acquired or designated specifically for the congressionally authorized purpose of offsetting losses associated with development of the project. These are referred to as separable mitigation lands. Lands under this allocation can only be given a land classification (see below) of “Mitigation.”

b. Land Classification.* The primary use for which project lands are managed. Project lands are zoned for development and resource management consistent with authorized project purposes and the provisions of the National Environmental Policy Act and other Federal laws. Identification of these areas should be supported by a narrative. A project map delineating land according to the following classifications will be provided. (Agriculture or grazing use of project land is not a land classification but may be an interim use to meet management objectives.)

(1) Project Operations. This category includes those lands required for the dam, spillway, switchyard, levees, dikes, offices, maintenance facilities, and other areas that are used solely for the operation of the project.

(2) High Density Recreation. Lands developed for intensive recreational activities for the visiting public including day use areas and/or campgrounds. These could include areas for commercial concessions (marinas, comprehensive resorts, etc), and quasi-public development.

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(3) Mitigation. This classification will only be used for lands with an allocation of Mitigation and that were acquired specifically for the purposes of offsetting losses associated with development of the project.

(4) Environmentally Sensitive Areas. Areas where scientific, ecological, cultural or aesthetic features have been identified. Designation of these lands is not limited to just lands that are otherwise protected by laws such as the Endangered Species Act, the National Historic Preservation Act or applicable State statutes. These areas must be considered by management to ensure they are not adversely impacted. Typically, limited or no development of public use is allowed on these lands. No agricultural or grazing uses are permitted on these lands unless necessary for a specific resource management benefit, such as prairie restoration. These areas are typically distinct parcels located within another, and perhaps larger, land classification, area. A brief narrative should be provided describing the associated resource analysis and/or inventory used in making the classification.

(5) Multiple Resource Management Lands. This classification allows for the designation of a predominate use as described below, with the understanding that other compatible uses described below may also occur on these lands (e.g. a trail through an area designated as Wildlife Management.). Land classification maps must reflect the predominant sub-classification, rather than just Multiple Resource Management.

(a) Low Density Recreation. Lands with minimal development or infrastructure that support passive public recreational use (e.g. primitive camping, fishing, hunting, trails, wildlife viewing, etc.).

(b) Wildlife Management. Lands designated for stewardship of fish and wildlife resources.

(c) Vegetative Management. Lands designated for stewardship of forest, prairie, and other native vegetative cover.

(d) Future or Inactive Recreation Areas. Areas with site characteristics compatible with potential future recreational development or recreation areas that are closed. Until there is an opportunity to develop or reopen these areas, they will be managed for multiple resources.

(6) Water Surface. If the project administers a surface water zoning program, then it should be included in the Master Plan.

(a) Restricted – Water areas restricted for project operations, safety, and security purposes.

(b) Designated No-Wake – To protect environmentally sensitive shoreline areas, recreational water access areas from disturbance, and for public safety.

(c) Fish and Wildlife Sanctuary– Annual or seasonal restrictions on areas to protect fish and wildlife species during periods of migration, resting, feeding, nesting, and/or spawning.

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(d) Open Recreation — Those waters available for year round or seasonal water-based recreational use.

c. Project 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. Easements were acquired for specific purposes and do not convey the same rights or ownership to the Corps as other lands.

(1) Operations Easement. Corps retains rights to these lands necessary for project operations (access, etc.)

(2) Flowage Easement. Corps retains the right to inundate these lands for project operations.

(3) Conservation Easement. Corps retains rights to lands for aesthetic, recreation and environmental benefits.

Chapter 5 – Resource Plan.* This chapter is the most critical portion of the MP and should require the most intense effort. It will describe in broad terms how project lands (and if applicable, the water surface) will be managed. This can be accomplished using one of two possible approaches as follows:

a. Management by Classification. Each of the above land and water classifications should be briefly described in terms of anticipated public use and resource stewardship needs. Following this approach, it is not necessary to further subdivide the areas into units or compartments in the MP. Dividing areas into units or compartments should be done in the OMP.

(1) Classification and justification

(a) Resource objectives

(b) Acreages

(c) Description of use by classification

(2) Land classification map showing management agency(ies)

(3) Recreation area maps (bubble diagrams showing location of existing, proposed and future development needs)

b. Management by Area. This approach divides all public land and waters into areas and much of the information that would otherwise be included in the OMP is incorporated into the MP. The result would be a greatly shortened OMP. This may be preferred in dealing with

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extremely large projects, projects with intense stakeholder interest, or projects with complex issues. The management of each area is described as follows:

(1) Management area name and/or number

(2) Classification and justification

(3) Management agency

(4) Location/Acreage

(5) Description and use

(6) Resource objectives

(7) Development needs – These items include anything currently proposed or projected to be needed in the future that helps achieve the resource objectives identified including, but not limited to: vegetative plan, invasive species control, construction of facilities, cultural monitoring, initiatives, proposed outgrants, etc.

(8) Special considerations – This optional section would include special issues directly affecting the management area. (e.g. legal issues, cultural site, adjacent land use, environmental, etc.)

Chapter 6 – Special Topics/Issues/Considerations.* Items that are unique to the project and not covered in other parts of the plan. Examples include partnerships, tribal jurisdiction, adjacent development, utility corridors, invasive species, Clean Marina programs, oil and gas, Watchable Wildlife, etc.

Chapter 7 – Agency and Public Coordination.* Narrative of dates and times of interagency and public meetings discussing the process and involvement of outside entities in the development of the MP. This section should also include a reference to a summary of comments and Corps responses to those comments included in an appendix.

Chapter 8 - Summary of Recommendations*

Chapter 9 – Bibliography.* Includes both text and internet sources

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Appendixes*

NEPA documents*

Summary of public comments*

Other appendixes as necessary

Plates (Project Maps / Site Plans/ Tables)*

3-7. Operational Management Plan Background.

a. The Operational Management Plan (OMP) is the document which implements the strategic resource objectives and development needs identified in the Master Plan. An OMP will be prepared and approved for all projects. The OMP is prepared by project staff, rarely requires public involvement, and provides a 5-year projection of work items that is updated annually.

b. Following approval of the MP, preparation of the OMP will be initiated by the project Operations staff. The OMP will be consistent with the approved MP and prepared as a separate document. The OMP will outline in detail the specific operation and administration requirements for natural resources and recreation management.

3-8. Guidance for Operational Management Plans.

a. During OMP development or update, emphasis on achieving economy in planning, design, construction, and managing project resources must be a priority. Economy and quality are to be given equal attention in the development and management of project resources. If the MP is in need of revision, every effort should be made to complete the revision as soon as practicable. In the interim, preparation of the OMP should proceed and care should be exercised to ensure that the OMP is compliant with current Corps policy and regulations. MP land classifications and resource objectives cannot be modified in an OMP.

b. OMPs consist of a 5-year projected annual work plan for each management area (or land classification category) identified in the MP. These areas can be further divided into compartments or units based on project needs. They are kept current by updating the upcoming fiscal year work activities, modifying the activities in the out years as needed, and creating a new work plan for year 5.

c. The OMP provides a 5-year projection of work items that is updated annually and submitted for approval to the district's Chief of Operations Division. It is a working document in loose leaf format that will include funds, staffing and time frame required to implement management actions.

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d. Strong consideration also should 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.

3-9. Operational Management Plan Content.

a. The OMP will consist of the following sections: (a) Natural Resources Management, (b) Recreation Management, (c) Other Project Programs, and (d) Shoreline Management. Management actions must be consistent with authorized project purposes, approved resource objectives in the MP, and land use classifications. Compartment objectives should be consistent with the overall resource objectives in the MP. For outgranted areas, the OMP will include, by reference, the outgrantee's management plans for the area and how the management of the outgranted land supports the overall resource objectives of the project.

b. Section I- Natural Resources Management. This section will be based on an ecosystem approach to management of natural resources. Section I will include outlines for area/compartment descriptions, management objectives and work plans. Management objectives should complement the overall project resource objectives approved in the MP. A basic outline to be used is presented below.

(1) Natural Resources Management- Area Compartment Descriptions

- (a) Topography (slope, aspect, general soil type, etc.)
- (b) Aquatic Resources (type, temperature, turbidity, etc.)
- (c) Vegetation (species, size, density, etc)
- (d) Fish and Wildlife (species)

(e) Species Considerations or Issues (including, but not limited to: protected or rare/unique habitat, rare and endangered species, national emphasis programs (e.g., Watchable Wildlife, Invasive Species Management Program, and Neotropical Migratory Birds, etc.) pollution, forest fire control)

(2) Area (Compartment) Management Objectives

(3) Area (Compartment) Work Plan

(a) Management Actions (work task to meet objectives, e.g. tree planting, fencing, prescribed burns, etc).

(b) Five Year Schedule (work task to be completed)

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(c) Labor (in house/contract/volunteer) and Equipment Needs

(d) Annual Cost

(e) Coordination

c. Section II- Recreation Management. This section will be composed of descriptions, management objectives and implementation plans for each recreation area. A basis outline to be used is presented below.

(1) Area Descriptions

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

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

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

(d) Fish and Wildlife

(e) Special Considerations or issues (ADA, partnerships, volunteers, etc.)

(2) Area Management Objectives)

(3) Area Implementation Plan

(a) Management Actions (work task to meet objectives, e.g., tree planting, fencing, prescribed burns, etc.)

(b) Five Year Schedule (work task to be implemented)

(c) Labor (in house/contract/volunteer) and Equipment Needs

(d) Annual Cost

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

d. Section III-Other Project Programs

(1) Safety (employee, contractor, visitor)

(2) Security

(3) Visitor Assistance

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- (4) Recreation Use Fee Program
- (5) Interpretation
- (6) Cultural Resources/Historic Properties Management Plan
- (7) Project Sign Management Plan
- (8) Special Programs
- (9) Private Exclusive Use (existing approved regional plan may be inserted as is)
- (10) Outgrants (availability of lands, compliance inspections, etc.)
- (11) Maintenance
- (12) Partnering (with other agencies and/or special interest groups)
- (13) Wildland Fire Management Plan

e. Shoreline Management. Shoreline management applies to a lake in one of two ways. The project either will have:

- (1) A Shoreline Management Plan or
- (2) A shoreline management policy statement prohibiting private shoreline use at the project (ER 1130-2-406 para. 4c)
 - (a) If the project has a shoreline management program that plan should complement the master plan concerning land use classifications, comprehensive management and the development contained in the master plan. Shoreline management plans should be kept up to date in conjunction with master plan supplements or revisions.

3-10. Schedules and Approvals for MPs and OMPs.

a. Schedules. District commanders shall be responsible for ensuring that MPs are completed and kept current for all projects. Master plans will be evaluated on a continual basis and supplemented when necessary to avoid costly future revisions.

b. Approval. District commanders shall be responsible for approving MPs, revisions and supplements. One copy of the approved document will be submitted to both the appropriate MSC and USACE Headquarters. In addition, every 5 years the District Commander or designee

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will review and sign a memorandum of findings indicating the status of compliance with current policies and guidance as directed in applicable ER/EP.

c. Operational Management Plans will be prepared for each project within 3 years of the date of this regulation (where they do not already exist) and will be updated annually. OMPs will be approved by District Chief of Operations. By delegation of the District Chief of Operations, Annual work plans can be approved at the project level.

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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.

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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.

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(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

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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.

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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.

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CHAPTER 6

Visitor Assistance Program

6-1. Purpose. This chapter establishes guidance for assistance to visitors at USACE Civil Works water resource development projects. This Chapter supersedes the 15 Nov 1996 edition of EP 1130-2-550, Chapter 6, Appendix E, EC 1130-2-212, dated 23 Apr 1999, EC 1130-2-213, dated 1 Oct 1999, EC 1130-2-214, dated 22 Apr 2002 and Recreation Policy Letter 97-02, dated 20 May 1997.

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, 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 park 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 chapter for each individual with citation authority with the procedures, criteria and guidelines contained in this pamphlet. For the purposes of this pamphlet, the title park ranger applies to all individuals having visitor assistance responsibilities and/or authorized to have citation authority and the term operations project manager (OPM) will include natural resources manager, lake manager and park manager titles throughout the course of this text for consistency.

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 must work under the direction of the Natural Resources Management (NRM) program and must be issued ENG Form 5036-R, Certificate of Authority to Issue Citations (see Appendix D). To delegate civilian personnel of the U.S. Army Corps of Engineers the authority to issue citations as provided by Section 234 of the Flood Control Act of 1970 (PL 91-611), 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 park ranger, manager, forester, wildlife, fisheries biologist, or environmental, biological, or natural resources 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.

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

c. 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.

d. A record of citation authority will be maintained in the district office. A wallet-size citation authority card (ENG Form 4710) or a reduced copy of ENG Form 5036-R, Certificate of Authority to Issue Citations, will be carried while on duty by all persons with citation authority.

e. MSCs and districts will make at least a biennial analysis, by project, of citation data from the Operations and Maintenance Business Information Link (OMBIL) data system. As a rule, the ratio of written warnings to violation notices (citations) 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 notice is preferred.

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

g. 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.

h. Violation Notices.

(1) Collateral forfeiture citations and mandatory appearance citations will be issued as warranted. The Central Violations Bureau's Violation Notice, will be used for these purposes. Guidance on the use of this form is in AR 190-29. Operations project managers, or his/her representative, shall obtain the forms from the following website:
<http://www.cvb.uscourts.gov/vn> or contact the Central Violations Bureau.

(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. 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

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alleged violators in a preaddressed envelope furnished with the Violation Notice 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 park ranger or 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 park 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.

i. The park ranger should attempt to obtain a signature on the Violation Notice form. If the violator refuses to sign, or if the action in any way threatens the safety of the park ranger, the statement similar to "Defendant Refused to Signed" should be written in the signature block or other action taken as directed by the US Magistrate/Attorney's office.

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. General Requirements.

(1) All Natural Resources Management (NRM) program staff shall receive training in accordance with this section and Appendix E. Major Subordinate/District Commands will ensure that all new permanent, seasonal, and temporary personnel with need for citation authority to enforce Title 36 complete the basic training requirements prior to receiving citation authority and the refresher training requirements to maintain citation authority. District Commanders may grant citation authority for new project employees following successful completion of the Basic

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Visitor Assistance Training Curriculum program.

(2) Operations project managers are responsible for ensuring that permanent, seasonal, and temporary park rangers with visitor assistance responsibilities receive the prescribed training. Temporary employees who perform visitor assistance duties and enforce Title 36 must receive the same visitor assistance training provided to permanent and seasonal park rangers with similar duties. Permanent, seasonal and temporary employees must be properly trained prior to performing visitor assistance activities.

b. Visitor Assistance Training Curriculum. The visitor assistance training curriculum consists of three modules as specified in Appendix E. The curriculum for basic visitor assistance training is described in Module 1. The curriculum for annual refresher visitor assistance training is described in Module 2 and the curriculum for visitor assistance management and policy training is described in Module 3. Tables E-1 and E-4, Appendix E, summarize the Module 1 and Module 2 training requirements.

c. To complement visitor assistance training, and to meet local mission requirements, NRM personnel with visitor assistance responsibilities may be required to take at the district or project level, training on defensive driving, cultural resource protection, historic property protection, cultural diversity, water safety, boat licensing and operation and other training applicable to the position. This training is not mandatory for citation authority. When appropriate, training in a second language other than English is highly recommended.

d. Districts are required to maintain a training database that documents all required visitor assistance training per employee. Documentation for the Basic Visitor Assistance Training Curriculum, Refresher Training Curriculum, Visitor Assistance Management and Policy Course and other related training must include, at a minimum, the employee's name/location, course title, course location/hours, date completed and date citation authority was received. The Civilian Personnel Advisory Center (CPAC), via the Defense Civilian Personnel Data System (DCPDS) will help meet this requirement for all courses 8 hours or longer. Each project must maintain a copy of all visitor assistance training certificates for every employee and, upon an employee's transfer to a new duty station, deliver these records to the individual's new duty location as part of the normal checkout process.

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 Magistrate's, US Attorney's 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.

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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 park 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 and contracts, 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 or resource 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 operations or resource manager; however technical assistance will be available from appropriate district and division elements, i.e., Natural Resources Management, Security and Law Enforcement, Counsel, and Safety.

6-6. Surveillance. The District Commander is responsible for ensuring 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 ensure the protection of project resources.

b. Various methods of surveillance techniques such as foot, vehicle, vessel, fixed wing or rotary aircraft should be used as appropriate to ensure 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, personal watercraft, 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 or other telecommunications contact should be given maximum consideration. Employee safety will be a primary consideration in the conduct of these activities.

d. The scheduling of park 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 park 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 including OMBIL should be encouraged at projects to record citation information and facilitate the availability of information to aid in defining problem areas.

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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 white color. Marking of vehicles and vessels will be in accordance with Appendix J and with ER 56-2-1.

b. Vehicle Color.

(1) New vehicles obtained for use by park rangers, and other personnel who are authorized to perform visitor assistance responsibilities will be the vehicle manufacturer's standard white color. This applies to vehicles obtained through the General Services Administration (GSA) and from other sources (i.e. project-owned).

(2) Vehicles obtained through GSA are subject to the Memorandum of Understanding (MOU) between the Interagency Fleet Management System (IFMS), GSA, and the U.S. Army Corps of Engineers, which states in part:

“The IFMS will provide a mix of manufacturer's colors, however, for vehicles used by USACE park ranger/managers for Visitor Assistance responsibilities, the manufacturer's standard white will be provided if available for each specific make and model required.”

(3) During the acquisition process with GSA, managers/district office officials must identify the specific visitor assistance vehicles that require the color white.

(4) New visitor assistance vehicles obtained from any source that are delivered to the project in the wrong color may be painted white by the project receiving the vehicle. Exceptions to this painting requirement will be granted for vehicles that will be used within the district for less than one year.

c. Vehicle Markings.

(1) The Corps communication mark and signature decal will be applied to all visitor assistance vehicles as specified in this section. Placement will be centered on the front left and right doors with exact placement contingent upon location of door handles, mirrors, and door guard/bumper strips. Specifications: small logo version (3 ½-inch black castle on white reflective backing, 7/8-inch Helvetica Medium type face, upper and lower case, black letters for “US Army Corps of Engineers”; 5/8-inch Helvetica Medium type, upper and lower case black letters for “For Official Use Only”; and optional district name (located between “US Army Corps of Engineers” and “For Official Use Only”) with 5/8-inch Helvetica Medium type, upper and lower case black letters (see Appendix J). While white reflective backing is preferred due to its safety properties, reflective black lettering, or plain black lettering on a clear background, is acceptable, provided all vehicles at a project utilize the same style markings.

(2) A “PARK RANGER” decal will be centered above the Corps communication mark and signature on the left and right front doors. Specifications: 2 ½--inch to 3-inch Helvetica Medium type, all capital, black letters on white reflective backing. The word “RANGER” may be substituted for “PARK RANGER” on vehicles with limited space. As an option, white magnetic strips without a legend may be used to cover the “PARK RANGER” decal when the vehicle is

not being used for visitor assistance responsibilities. The strips shall be constructed of a soft,

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thin, pliable material that incorporates the magnetic property.

(3) Magnetic signs may be substituted for "PARK RANGER" decals only in those instances where the visitor assistance vehicle will be used for multiple functions (i.e., maintenance, wildlife management, etc.). Magnetic signs may also be substituted for the Corps Communication Mark and Signature and "PARK RANGER" wording in cases where the vehicle will be used for less than one year.

d. Vessels shall be marked appropriately, however, due to great variation in hull sizes and configurations, and the need for larger size to increase visibility on the water, sizing of legends is not herein specified. All markings, however, shall consist of the Corps Communication Mark and Signature and the legend "PARK RANGER" in comparable proportions to those specifications above for vehicles. The Corps communication mark and signature should be mounted toward the bow of the boat, and the "PARK RANGER" legend aft on the boat's sides.

e. Vehicles and vessels used to perform visitor assistance will be equipped with a spotlight. A fixed spotlight is recommended for vehicles, and should be mounted on the driver's side front door or door column. Handheld or magnetic mount spotlights may be used as an alternative in those situations where it is impossible or impractical to mount the light permanently.

f. Emergency Warning Lights, Sirens and Public Address Systems.

(1) Vehicles will be equipped with emergency sirens and warning lights of a color compliant with applicable state law. Exterior emergency lights are not permissible, except for magnetically mounted ones temporarily placed on a vehicle during emergency use only and placed inside the vehicle at all other times. Emergency lights mounted behind the grill or in the interior portion of the vehicle, which are inconspicuous to the public when not in use, are authorized. In the case of vessels, overhead light bars or masts which hold emergency lights and/or spotlights are authorized.

(2) As a means of further enhancing safety, factory installed headlights/taillights may be converted to a system that allows activation of a flashing/oscillating mode, supplemental to standard emergency lighting.

(3) Emergency lights, warning lights and sirens will be utilized in accordance with applicable state and local laws governing their use and consistent with Visitor Assistance Program policy. The purpose of emergency warning lights and sirens is to facilitate visitor assistance and increase safety, rather than the enforcement of Title 36, and they will not be used for pursuing or chasing violators of Title 36 on or off Corps projects.

(4) District offices will conduct a periodic review of emergency lights and sirens to assure the type, installation, and use is consistent with this pamphlet and other Corps regulations.

(5) Vehicles and vessels will be equipped with a public address system. 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.

g. All operations project manager and park ranger vehicles will be equipped with, at a minimum, first aid kits (minimum size 16 as defined by ANSI), fire extinguishers (minimum size 10, type B/C), blood-borne pathogen handling kits, rescue throw bags, binoculars, camera, flashlight and personal floatation devices. All vessels will be equipped with the same equipment. In addition, they will also have US Coast Guard and state-required safety

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equipment, marine-use fire extinguishers and/or pumps. Districts and projects may identify and provide additional equipment for manager and park ranger vehicles and vessels.

6-8. Communications.

a. Operations project managers will provide reliable communication equipment in support of natural resources management activities. Authorized communication equipment may include: cellular or satellite 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, 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 systems to enhance both their safety as well as that of visitors. When warranted, park attendants may be issued portable radios and cellular phones.

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 payment. A listing of appropriate emergency telephone numbers such as fire, medical, police, rescue, and Corps officials should be posted near the location of public telephones, on bulletin boards, and other appropriate locations.

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 be issued citations for violations.

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 summons or a warrant for arrest/appearance without sufficient evidence.

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6-11. Appearance Before US Magistrate.

a. In addition to the normal citation procedures, the statement of probable cause on the back of DD Form 1805 will be prepared and signed by the citing official. 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. Visitor Assistance courses, 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 as prescribed in Chapter 8 of ER 1130-2-550 and/or 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 Marshals. If the Magistrate requests that a Corps representative serve a summons to a violator, the individual will respectfully decline and advise the Magistrate that this action is 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 or state law enforcement officer.

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

d. Personally delivered by the citation official. This should be done only when it has been determined that no personal danger exists and after specific approval of the operations project 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.

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

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(3) violating another person's constitutional rights by detainment or by conducting a 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 themselves 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, HQUSACE and the U.S. Attorney.

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

6-15. Reports. Statistical data on issued citations will be reported in OMBIL. Serious Incident Reports for incidents including, but not limited to, death, major fires and natural disasters, should be forwarded through the district and MSC offices to HQUSACE CEPD (Provost Marshal), with copy furnished to CECW-CON. Maximum use of the electronic Serious Incident Reporting (SIR) system through ENGLink is encouraged.

6-16. Safety and Occupational Health.

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:

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(1) Hepatitis B vaccination must be made available (at the employee's discretion) to all park rangers and other employees performing visitor assistance responsibilities. 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) 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, personal floatation devices, pocket masks or other ventilation devices.

(3) 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 material shall be offered Hepatitis B Immune Globulin (HBIG) and Hepatitis B vaccine. The treatment shall be offered within 7 days and after the employee has had a consultation with a health care provider familiar with the exposure scenario and Hepatitis B. Three and six months after the exposure, employees who choose to receive the HBIG and vaccine, shall obtain the follow up vaccinations for Hepatitis B.

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 Safety and Occupational Health office and/or health unit as soon as possible.

d. In accordance with EM 385-1-1, permanent and temporary park rangers, in conjunction with their supervisors, shall prepare Position Hazard Analysis to identify risks and to institute controls for their jobs.

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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.

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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.

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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.

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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.

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Table 1a**ITEMS FOR CLASS B DUTY UNIFORM – DAILY WEAR**

<u>ITEM</u>	<u>REQUIRED?</u>	<u>SPECIAL RESTRICTIONS</u>	<u>CONTRACT ITEM?</u>
HEADGEAR			
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
OUTERWEAR			
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
SHIRTS			
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

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NECKTIE AND RETAINER			
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
TROUSER / SKIRT			
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
MISCELLANEOUS			
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
FOOTWEAR			
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 Class B – Daily Wear Uniform			

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Table 1b**ITEMS FOR CLASS B DUTY UNIFORM – FORMAL WEAR**

<u>ITEM</u>	<u>REQUIRED?</u>	<u>SPECIAL RESTRICTIONS</u>	<u>CONTRACT ITEM?</u>
HEADGEAR			
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
OUTERWEAR			
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
SHIRTS			
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
NECKTIE AND RETAINER			
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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TROUSER / SKIRT			
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
MISCELLANEOUS			
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, 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
FOOTWEAR			
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 Class B – Formal Wear Uniform			

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Table 1c**ITEMS FOR CLASS B DUTY UNIFORM – CEREMONIES & COURT**

<u>ITEM</u>	<u>REQUIRED?</u>	<u>SPECIAL RESTRICTIONS</u>	<u>CONTRACT ITEM?</u>
HEADGEAR			
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
OUTERWEAR			
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
SHIRTS			
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
NECKTIE AND RETAINER			
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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TROUSER / SKIRT			
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
MISCELLANEOUS			
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
FOOTWEAR			
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 Class B – Ceremonies & Court Uniform			

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

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<u>ITEM</u>	<u>REQUIRED?</u>	<u>SPECIAL RESTRICTIONS</u>	<u>CONTRACT ITEM?</u>
HEADGEAR			
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
OUTERWEAR			
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
SHIRTS			
Long Sleeve/Short Sleeve, Duty	Yes	Worn tucked in	Yes
Short Sleeve, Duty, Lightweight	Optional	Worn tucked in	Yes
TROUSER			
Trouser, Washable/Work Jeans	Yes	Must be worn with belt	Yes
MISCELLANEOUS			
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
FOOTWEAR			
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 Class C Work Uniform .			
* 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.			

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ITEMS FOR CLASS D SPECIAL USE DUTY UNIFORM

<u>ITEM</u>	<u>REQUIRED?</u>	<u>SPECIAL RESTRICTIONS</u>	<u>CONTRACT ITEM?</u>
HEADGEAR			
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*
OUTERWEAR			
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
SHIRTS			
Short Sleeve, Duty	Yes	Worn Tucked In	Yes
Short Sleeve, Duty, Lightweight	Optional	Worn Tucked In	Yes
TROUSER			
Shorts	Yes	For boat, beach, bicycle patrol, and beach/boat interpretive programs only Must be worn with belt	Yes
MISCELLANEOUS			
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
FOOTWEAR			
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 Class D Special Use Duty Uniform .			

8-5 UNIFORM PROCUREMENT AND ACCOUNTING PROCEDURES

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

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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.

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(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.

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Table 4**CLASS B/C/D UNIFORM ALLOWANCES**

<u>TENURE STATUS</u>	<u>FREQUENCY OF WEAR</u>	<u>INITIAL ALLOWANCE</u>	<u>REPLACEMENT ALLOWANCE</u>
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.

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(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

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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 460l-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.

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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

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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.

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(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.

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(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.

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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

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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:

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(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.

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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

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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

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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.

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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.

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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.

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(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.

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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.

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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.

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CHAPTER 14 - NATURAL RESOURCE MANAGEMENT MAINTENANCE UNIFORMS

Reserved.

FOR THE COMMANDER:

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OTIS WILLIAMS
Colonel, Corps of Engineers
Chief of Staff

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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.

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(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.

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- (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.

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(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.

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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.

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- 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.

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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.

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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