

# Reclamation Manual

## Directives and Standards

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<b>Subject:</b>	Federal Lands Recreation Enhancement Act (REA) Program Management
<b>Purpose:</b>	Sets forth the requirements for implementing and managing the REA fee program. This Directive and Standard (D&S) also addresses the charging of recreation fees on Veteran's Day and Public Land Day. This D&S benefits the Bureau of Reclamation by providing direction to authorized offices for collecting and retaining fees, and enhancement of designated recreation sites. It also ensures consistency with the other Department of the Interior agencies that have implemented the new fee collection program under this authority.
<b>Authority:</b>	REA of 2004, Public Law 108-447, Title VIII, Division J; 43 CFR part 429; and 31 U.S.C. section 3701, Contractor Fee Collection.
<b>Approving Official:</b>	Director, Office of Program and Policy Services (OPPS)
<b>Contact:</b>	Land Resources Office, 84-53000

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1. **Scope.** Reclamation will implement the collection and distribution of fees authorized by the REA in accordance with this D&S, applicable public laws, rules, regulations, and Executive Orders. This D&S governs the establishment, collection, and distribution of certain recreation fees and revenues at Reclamation recreation areas that have been designated as authorized REA sites. This D&S also governs the ordering, selling, and acceptance of recreation passes at REA sites, provides the process for designating new REA sites, and the process for increasing fees at existing REA sites. The America the Beautiful – The National Parks and Federal Recreational Lands Pass Program Standard Operating Procedures, Appendix A, and the Office of Management and Budget, Statement of Permanent Disability, Appendix B, must be utilized in implementing this D&S. Participation in REA at Reclamation water projects will be as follows:
  - A. For eligible recreation areas managed by authorized Federal agencies, participation in REA will be determined by each Federal managing agency.
  - B. Recreation areas managed by non-Federal partners are not authorized to participate in REA.
  - C. Recreation areas directly managed by Reclamation will be designated as a REA site, at the discretion of the regional director, if applicable criteria are met.
2. **Responsibilities.**
  - A. **Area Office.** The area manager or his/her delegate will manage the REA sites and the day-to-day REA program activities such as ordering, selling, and accounting for recreation passes; collection, security, and accountability of fees; setting rates and fee

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schedules in compliance with applicable statutes, regulating policies, and direction; and fulfilling all reporting requirements (e.g., Government Performance and Results Act [GPRA] requirements).

- B. **Regional Office.** Regional directors will be responsible for determining eligibility and designating REA sites. The regional director or his/her delegate is responsible for ensuring that this D&S is implemented. Regional offices are responsible for tabulating REA survey information collections and forwarding results to the GPRA coordinators and OPPS. In addition, regional offices are responsible for performing annual financial audits of REA fees according to regional protocol.
  - C. **OPPS.** OPPS is responsible for representing Reclamation on all REA associated interagency groups, committees, or teams. OPPS will provide interagency and intra-agency coordination; provide oversight of the REA program; manage the fees collected by off-site vendors, other than those collected through the national reservation system; and develop appropriate policy and guidance.
3. **Definitions.**
- A. **Administration, Overhead, and Indirect Costs.** Administration, overhead, and indirect costs are costs which are necessary for the administration of the recreation fee program, but do not include those costs listed as separate expenditure activities under sections 808(a)(3) and (d) of the REA. Examples of administrative, overhead, and indirect costs include budget development and program planning to administer regional and national recreation fee programs; administrative support (e.g., procurement, contracting, office services, property management, preparation, distribution of reports, and document control); and public notification and information (e.g., public meetings, focus groups, Web site postings). They do not include direct costs and the costs which can be directly attributed to providing a specific service or executing a specific project such as a campground rehabilitation project.
  - B. **America the Beautiful Pass.** America the Beautiful Pass is formally referred to as the America the Beautiful – The National Parks and Federal Recreational Lands Pass. Please see Paragraph 3.O., the National Parks and Federal Lands Recreational Pass, below.
  - C. **Authorized Office.** Reclamation area or field offices authorized to manage REA sites and collect fees pursuant to the REA.
  - D. **Biological Monitoring.** Biological monitoring under the Endangered Species Act is a required distinct action with an established frequency or repetition.
  - E. **Collection Officer.** A Reclamation employee at a designated REA site who is responsible for receiving, remitting, and accounting for all recreation fee monies and other funds.

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- F. **Direct Costs.** Direct costs are operating or capital costs, also known as “cost of collection,” associated with the recreation fee program. Such costs occur as a result of collecting, remitting, transporting, protecting, storing, or securing fee funds at a site. Examples of direct costs include salaries, benefits, and training; fee collection equipment and upkeep; security services and equipment; and communication needs such as signage and phones.
- G. **Designated REA Site.** A federally operated site that has been designated by the regional director as a recreation fee area and authorized to charge fees in accordance with the REA.
- H. **Enhancement of Designated Recreation Sites.** Public facilities, maintenance, or services which will be expanded and/or improved. See section 808(a)(3) of the REA.
- I. **Entrance Fee.** A fee charged by an authorized Federal agency for entry into a designated recreation area or park. Note: Reclamation is not authorized to charge entrance fees.
- J. **Expanded Amenity Fee.** A fee charged by Reclamation at a designated REA site for specialized facilities and services as described in the REA.
- K. **Fee Collection Account.** A revenues account established in the United States Treasury where collected REA fee receipts can be deposited or distributed and an accurate record maintained.
- L. **Fee Collector.** Reclamation personnel, contractors, or volunteers who have been designated by the Collection Officer to collect, tabulate, and account for funds collected from recreation user fees, recreation passes, and Special Recreation Permits.
- M. **Fee Receipts.** Standard amenity, expanded amenity, Special Recreation Permit, and recreation pass fees that are collected by an authorized office for the public use of qualified REA facilities and services provided to the visiting public.
- N. **Federal Land Management Agency.** The Federal Land Management Agencies are Reclamation, Bureau of Land Management, National Park Service (NPS), U.S. Fish and Wildlife Service, and the Forest Service.
- O. **National Parks and Federal Recreational Lands Pass.** An interagency national pass that covers the entrance fee and standard amenity recreation fee at lands and waters under the jurisdiction of REA-authorized Federal land management agencies. The National Parks and Federal Recreational Lands Pass consists of four types of passes: Annual, Senior, Access, and Volunteer.

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- P. **Off-Site Central Sales.** Sales of the National Parks and Federal Recreational Lands Pass by private non-Federal vendors that have been authorized by the Department of the Interior and the Department of Agriculture to purchase bulk quantities of the National Parks and Federal Recreational Lands Pass for resale.
- Q. **Partner.** A Federal or non-Federal public entity that manages recreation and other agreed-upon cultural, natural, or environmental resources through a management agreement with Reclamation.
- R. **Permanent Disability.** A permanent physical, mental, or sensory impairment that substantially limits one or more major life activities, such as caring for oneself, performing a manual task, walking, seeing, hearing, speaking, breathing, learning, or working.
- S. **REA Fee Program.** A fee collection program established by authorized offices that details the procedure for collecting and accounting for the fees collected pursuant to the REA.
- T. **REA User Fee.** REA user fee means a standard amenity recreation fee, expanded amenity recreation fee, or Special Recreation Permit fee collected at designated REA sites.
- U. **Recreation Pass.** Recreation Pass means the National Parks and Federal Recreational Lands Pass (Annual, Senior, Access, or Volunteer), the Site-Specific Agency Pass, or the Regional Multi-Entity Pass.
- V. **Special Recreation Permit and Fee.**
- (1) **Special Recreation Permit.** A temporary permit issued to individuals, groups of individuals, profit or nonprofit organizations, or commercial operators that grants permission to use lands under the jurisdiction of Reclamation for recreation purposes beyond those normally provided to the general public. An authorized special recreation use is short-term, is not usually awarded competitively, and does not involve development of fixed assets. A Special Recreation Permit identifies the terms and conditions by which the activity may take place, the area that can be used, the term length (limited to the shortest practical period), the environmental compliance requirements, and the fees that will be collected from the permittee.
  - (2) **Special Recreation Permit Fee.** A fee for a Special Recreation Permit that is paid in advance; based on a valuation, fee schedule, or other generally accepted business practice; and can be adjusted as deemed appropriate by Reclamation to reflect current conditions. Additional fees may be required as appropriate.

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- W. **Regional Multi-Entity Pass.** A pass created by Reclamation and one or more Federal land management agencies or one or more governmental or non-governmental entities for a specified period not to exceed 12 months.
  - X. **Site-Specific Agency Pass.** A pass created by Reclamation that will cover the standard amenity recreation fee for a specific designated REA site. The site-specific Reclamation pass will cover a specified period not to exceed 12 months.
  - Y. **Standard Amenity Fee.** A fee charged at designated REA sites that have a combination of basic amenities as described in the REA.
4. **Designating a New REA Site.**
- A. The authorized office will submit a proposal to the regional director to designate a new REA site. The proposal must contain:
    - (1) sufficient information on how the new REA site meets the REA criteria;
    - (2) staffing requirements;
    - (3) a description of the REA program;
    - (4) a financial analysis, including projected development, operation, and maintenance costs and projected income from the fee area;
    - (5) a description of the new recreation fee area;
    - (6) an analysis of existing private and public facilities or services in the vicinity of the fee area that may compete with the proposed REA site;
    - (7) a description of how the area office will inform the public as to how the fees collected at the area are spent; and
    - (8) how the responsible office will comply with this D&S.
  - B. The authorized office will initiate a Federal Register notice announcing the establishment of a new REA site 6 months prior to officially opening a new REA site. Regional offices must decide if new REA sites have to be designated as "Special Use Areas" pursuant to 43 CFR 423.60. If no substantial comments are received, the new REA site will be established at the end of the 6-month waiting period. If substantive comments are received, the regional director has the discretion to approve, modify, or not establish the new REA site. The regional director must approve all new REA sites.
  - C. The authorized office will identify outreach efforts to encourage public involvement in establishing new recreation fee areas. Outreach efforts may include recreation fee site

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visits, public meetings, focus groups, newsletters, and Web site postings. Public involvement opportunities will include sharing proposals/plans for establishment of new recreation areas.

- D. Upon establishment of a new REA site, the regional director will notify OPPS, which will, in turn, notify the Department of the Interior.

### 5. **Establishing or Changing Recreation Fees.**

- A. The basis for establishing recreation fees at REA sites will be consistent with sections 803(b) and (c) of the REA.
- B. Authorized REA offices will submit proposed fee changes or new fees to the area manager for approval. The fee change proposal will include a justification based on a fee comparability analysis.
- C. A news release announcing the approved fee changes or additions will be distributed to the local media.

### 6. **Prohibitions.** Reclamation and the REA prohibit the use of fees and which offices can sell or charge fees in certain instances.

- A. REA lists prohibitions on fees for certain activities, services, persons, or places (REA section 803(d)).
- B. Pursuant to the REA, Reclamation is not authorized to charge an entrance fee at recreation areas under its jurisdiction (REA section 803(e)(2)).
- C. REA prohibits the use of recreation fees for biological monitoring under the Endangered Species Act of 1973 for listed or candidate species (REA section 808(b)).
- D. REA limits the use of revenues collected for administration, overhead, and indirect costs to a maximum of 15 percent of total revenues collected (REA section 808(c)).
- E. REA prohibits the use of recreation fees for employee bonuses (REA section 815).
- F. Reclamation prohibits offices from depositing fees collected pursuant to other authorities into the REA accounts.
- G. Reclamation prohibits offices from accepting or selling recreation passes until such time as those areas have been officially designated as REA sites.
- H. Reclamation prohibits concessionaires located at recreation sites directly managed by Reclamation from selling passes. Concessionaires managed by non-Federal partners

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are prohibited from selling or accepting any passes associated with the REA program, but may sell passes associated with the non-Federal partner, such as a state, county, or city park pass.

I. Reclamation will not have agreements with local vendors to sell any passes.

7. **REA Program Elements.** For participating Reclamation recreation sites:

A. **Standard Amenity Fee.** Standard amenity fees will be charged at designated REA sites that meet the criteria in section 803(f) of the REA.

B. **Expanded Amenity Fee.** Expanded amenity fees will be charged at designated REA sites that meet the criteria in section 803(g) of the REA.

C. **Special Recreation Permit and Fee.** Pursuant to section 803(h) of the REA, Special Recreation Permits will be issued and fees charged at designated REA sites. The process for applying for Special Recreation Permit is found at 43 CFR part 429.

D. **Recreation Passes.** Only offices that have designated REA sites are allowed to order, sell, and accept the recreation passes. In addition, the following directives addressing the recreation passes are provided in The National Parks and Federal Recreational Lands Pass Program Standard Operating Procedures, Appendix A.

(1) The primary purpose of the America the Beautiful – The National Parks and Federal Recreational Lands Pass is to provide visitors convenient access at a fair price, to recreation sites on Federal lands where fees are charged or reservations are taken.

(2) There are four types of the interagency National Parks and Federal Recreational Lands Pass that apply to designated REA recreation sites – Annual, Senior, Access, and Volunteer.

(a) **Annual Pass.** The Annual Pass will cover the fee for use of standard amenity sites as described on the National Parks and Federal Recreational Lands Pass. A decal can be issued in addition to the Annual Pass for persons driving open-topped vehicles or motorcycles.

(b) **Senior Pass.** The Senior Pass:

(i) Will be sold to persons 62 years or older for \$10 and will be valid for the lifetime of the National Parks and Federal Recreational Lands Pass holder.

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- (ii) Will provide a 50 percent discount for expanded amenity fees for camping, boat launching, etc., and individual National Parks and Federal Recreational Lands Pass holders participating in a guided tour.
  - (iii) Will cover the fee for use of standard amenity sites as described on the National Parks and Federal Recreational Lands Pass.
- (c) **Access Pass.** The Access Pass:
- (i) Will be issued without charge to persons who have been medically determined to be permanently disabled and will be valid for the lifetime of the National Parks and Federal Recreational Lands Pass holder. The Office of Management and Budget Form 1024-0252, shown in Appendix B, must be completed and approved prior to issuing the Access Pass.
  - (ii) Will provide a 50 percent discount for expanded amenity fees for camping, boat launching, etc., and individual National Parks and Federal Recreational Lands Pass holders participating in a guided tour.
  - (iii) Will cover the fee for use of standard amenity sites as described on the National Parks and Federal Recreational Lands Pass.
- (d) **Volunteer Pass.** The REA Volunteer Pass will be issued to volunteers in exchange for significant volunteer services. Only one pass will be issued per volunteer per year. Reclamation's volunteer coordinator must verify the hours worked by the volunteer on a quarterly basis. A decal can be issued in addition to the Volunteer Pass for persons driving open-topped vehicles or motorcycles. The Volunteer Pass:
- (i) Will be issued to volunteers free of charge.
  - (ii) Will cover the fee for use of standard amenity sites as described on the National Parks and Federal Recreational Lands Pass.
  - (iii) Will be issued to volunteers that accrue a minimum of 500 hours of volunteer time. Volunteers may accrue the necessary hours on a cumulative basis over an unlimited number of years.
  - (iv) Will be issued to volunteers that begin to accrue volunteer hours on or after January 1, 2007.
  - (v) Will be paid for out of the overhead for the REA program.



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- (vi) Can be issued to volunteers even though the recreation site where they may have completed their assignment is not participating in the REA program. In this case, the Volunteer Pass will be distributed by OPSS once the regional office has provided the appropriate verification of number of volunteer hours worked.
  - (vii) Must be applied for by volunteers to the area manager (see Appendix C.)
- (3) **Site-Specific Agency Pass.** Reclamation may develop a Site-Specific Agency Pass for standard amenity fees for a designated REA site for a specified period not to exceed 12 months. This recreation pass will only be accepted at the designated REA site where purchased.
- (4) **Regional Multi-Entity Pass.** Reclamation may enter into agreements with one or more governmental or non-governmental entities to establish a Regional Multi-Entity Pass for a specified period not to exceed 12 months. This recreation pass will only be accepted at designated REA sites covered under the agreement.
- (a) Reclamation may issue a Regional Multi-Entity Pass to a volunteer in lieu of the Volunteer Pass in exchange for 500 hours of accrued voluntary services.
  - (b) A volunteer cannot be issued a Volunteer and a Regional Multi-Entity Pass for the same volunteer service.
- (5) **Existing Passports.** Golden Age and Golden Access Passports will be honored for the lifetime of the pass holder at all Reclamation areas, including non-REA sites that have accepted these passports prior to the passage of REA. The Golden Age and Golden Access Passports can be exchanged for the Senior and Access Passes at no charge. However, such exchanges can only occur at offices that have REA designated sites. If the Golden Age and Golden Access Passports are exchanged, the REA Senior and Access Passes will not be accepted at non-REA sites.
- E. **Cooperative Agreements.** Pursuant to section 806(a) of the REA, cooperative agreements may be entered into with governmental or non-governmental entities to provide for a variety of services, such as law enforcement, visitor reservation, and medical services that allow the entities a reasonable commission, reimbursement, or discount, for the benefit of the United States and the local REA program.

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### F. Security and Accountability.

#### (1) Revenues.

- (a) Fees will be collected by fee collectors that have been delegated authority by the collection officer. Contractors, volunteers, and government employees may be designated as fee collectors, may sell the recreation passes, and may collect other authorized fees.
- (b) Collection officers are responsible for accounting, remitting fees to the proper account(s), and for ensuring that all fee collectors are trained in the proper security and accountability procedures.
- (c) All revenues collected at a designated REA site will be secured in a safe, as described in the Department Cash Management Handbook, section 2.7, until such time as the funds are deposited into an established United States Treasury account.
- (d) Collected fees from designated REA sites must be deposited in accordance to the requirements outlined in the Department of Treasury Manual, part 5 and 6, chapter 8, section 8030.20, Timeliness of Deposits, and deposited into the appropriate lock box that has been established by the United States Treasury.
- (e) Regional finance offices will conduct an annual financial audit of REA fees. REA fees shall not be used for this audit.

#### (2) **Accountable Property.** All recreation passes and decals are accountable property. In addition to the following directives, instructions are provided in the National Parks and Federal Recreational Lands Pass Program Standard Operating Procedures, Appendix A.

- (a) A Reclamation employee at the authorized REA office will be authorized as the designated point of contact for ordering recreation passes and decals. The point of contact will be responsible for establishing a Federal Express or United Parcel Service account for shipping, ordering, and signing for received recreation passes and verifying that the recreation passes are sequentially numbered.
- (b) Recreation passes and decals must be kept in a locked and secure area with limited access. Each authorized REA office will identify who will have access to recreation passes and decals and who can issue them.

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- (c) An accountability log must be established for documenting all recreation passes and decals that are available versus recreation passes and decals sold or issued.
- (d) At the end of each calendar year or upon expiration, the remaining stock of Annual, Volunteer, Site-Specific, and Regional Multi-Entity passes and decals will be destroyed according to standard accountable property procedures.
- (e) Annual compliance reviews for recreation pass management will be conducted by the regional office in accordance with Office of Management and Budget Circular A-123, Internal Controls.

### **G. Fee Collection Account and Distribution of Fees and Revenues.**

- (1) The fees collected at Reclamation REA sites will be deposited into an established Reclamation REA incidental revenues account in the United States Treasury.
- (2) Pursuant to REA, revenues in this United States Treasury account will remain available for expenditure, without further appropriation, until expended.
- (3) Eighty percent of the REA user fees collected onsite, at a specific designated REA site will remain available for expenditure, without further appropriation, until expended at that site.<sup>1</sup>
- (4) Twenty percent of the REA user fees collected onsite, at a specific designated REA site will remain available for expenditure, without further appropriation, for recreation purposes only, until expended by the region.<sup>2</sup>
- (5) One hundred percent of all recreation pass fees collected onsite, at a specific designated REA site and 100 percent of all REA user fees collected by the National Recreation Reservation Service will remain available for expenditure, without further appropriation, until expended at that site.<sup>3</sup> The agency that sells the Regional Multi-Entity Pass will keep 100 percent of revenues for use at that site unless otherwise stipulated in the agreement with the other agency(s).
- (6) The National Parks and Federal Recreational Lands Pass revenues collected from off-site central sales by vendors will be used as follows:

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<sup>1</sup> Fees, in this instance, do not include fees from the sale of any of the recreation passes.

<sup>2</sup> Fees, in this instance, do not include fees from the sale of any of the recreation passes.

<sup>3</sup> Recreation pass fees include fees from all the recreation passes, including the four types of National Parks and Federal Recreation Lands Pass (Annual, Senior, Access, and Volunteer), Site-Specific Agency Pass, and the Regional Multi-Entity Pass.

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- (a) For the first 3 to 5 years, revenues will be used in the following order:
  - (i) Administrative costs of the National Parks and Federal Recreational Lands Pass program.
  - (ii) Repayment of the amounts advanced by the NPS to cover National Parks and Federal Recreational Lands Pass development costs.
  - (iii) Any remaining revenue will be split equally among the Federal Land Management Agencies.
- (b) Beyond the initial 3 to 5 year period, revenues exceeding what are required to repay the amount advanced by NPS and the amounts needed for annual administrative costs will be distributed to the agencies based on a formula that takes into account the following:
  - (i) Data on National Parks and Federal Recreational Lands Pass use.
  - (ii) Annual orders of National Parks and Federal Recreational Lands Passes.
  - (iii) Adverse impacts to agency entrance or standard amenity fee revenue related to the National Parks and Federal Recreational Lands Pass program.
- (c) One hundred percent of the revenues distributed to Reclamation from the sale of the recreation pass from off-site central sales vendors will be managed by OPSS and distributed to the regions as funds become available. Prior to December 31 of each year, OPSS will accept detailed proposals from the regions. Between January 1 and March 31 of the following year, OPSS will evaluate and prioritize all qualified proposals submitted by the regions. The detailed proposals must address at least one of the following purposes:
  - (i) To improve recreation areas directly managed by Reclamation so that they may meet the REA criteria for future participation.
  - (ii) To further Reclamation's recreation goal by improving recreation areas to make them more attractive to possible partners that may be interested in managing recreation.
  - (iii) To further improve existing REA sites.

H. **Expenditures.** Reclamation offices collecting REA revenues will maintain a separate receipt account for collections and a separate expenditure account to accurately track

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collections and expenditures. Reclamation will not spend from a receipt account, but only from an expenditure account. Expenditures at a specific site or area must be used only in accordance with section 808(a) of the REA.

- (1) Authorized offices will establish a distinct expenditure category for the direct operating costs for accountability in reporting in accordance with section 808(a)(3)(E) of the REA.
- (2) Not more than an average of 15 percent of total revenues collected annually per site will be used for administration, overhead, and indirect costs. The 15 percent includes only those costs not listed as separate expenditure activities under sections 808(a) and (d) of the REA, but which are necessary for the administration of the REA recreation fee program. This does not apply to executing enhancement projects or services, such as the rehabilitation of a campground.
- (3) When a recreation area is managed directly by Reclamation, REA funds shall not be used to enhance recreation sites beyond the minimum basic limitations established in Public Law 89-72 or absent project specific recreation authority.

I. **Reports.** The Secretary of the Interior delegates to the individual agencies the authority for policy development and implementation that ensures their ability to prepare an interagency report to Congress on a 3-year cycle. Reclamation area and field offices participating in the REA program will prepare the required information and forward it to their respective regional office. The regional office will consolidate the reporting information and forward it to OPFS, which will, in turn, send the information to the Department of the Interior.

- (1) Each December, Reclamation will report budgetary information, including actual and planned obligations within REA expenditure categories (REA sections 808(a), (c) and (d)) as part of the budget formulation process. The data collected will include the following:

(a) **Budgetary, Visitation or Other Pass Use Data.**

- (i) Revenue and obligations or expenditures balances by agency by year.
- (ii) Revenue, cost of collection, and obligations or expenditures by site by year.
- (iii) Visitation or pass use by site by year.

(b) **Implementation.**

- (i) Narrative on how REA is being implemented.

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- (ii) Policy and guidance issued.
- (iii) Changes in the number of sites (introduced, eliminated, reconfigured).
- (iv) Progress report on implementation of the recreation pass program.
- (v) Changes in the Regional Multi-Entity Pass.
- (vi) Narrative on the enforcement of section 812(a) of the REA.
- (vii) Areas of law that need clarification and recommendations for changes in overall fee program.

(c) **Expenditures.**

- (i) By year, the number of projects and obligations in each of the REA categories as listed in sections 808(a), (c), and (d) of the REA.
- (ii) Percent spent on overhead, administrative, and indirect costs as provided in section 808(c) of the REA and Paragraph 3.A. of this D&S.
- (iii) Planned projects, services, and summary data tables and graphs of 5-year planned projects presented in an easy to understand format, such as tables and graphs.

(2) **GPRA Reporting Requirements.** Authorized offices will comply with all GPRA goals and reporting requirements which apply to the REA.

8. **Veterans Day Access.** Veterans and their immediate family will not be charged any standard amenity fees on Veterans Day at REA sites, or any use fees at non-REA recreation sites managed by Reclamation. This includes, for example, one free night of camping at non-REA sites. This waiver of fees does not apply to expanded amenity fees at REA sites, or uses or activities that would normally be required to have a Special Recreation Permit, such as group activities or recreation events. Waiver of fees for veterans does not apply to recreation sites managed by non-Federal partners. Documentation of veteran status is not required.
9. **Public Lands Day.** The public will not be charged any standard amenity fees at REA sites, or any use fees at non-REA recreation sites on the nationally recognized Public Lands Day. This includes, for example, one free night of camping at non-REA sites. This waiver of fees does not apply to expanded amenity fees at REA sites, or uses or activities that would normally be required to have a Special Recreation Permit, such as group activities or recreation events. Waiver of fees does not apply to recreation sites managed by non-Federal partners.

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10. **OPPS Review and Evaluation.** To ensure compliance with the reporting requirements in section 809 of the REA, OPPS, in cooperation with the regional offices, will complete an evaluation of the overall REA fee program to enable Reclamation to prepare its portion of an interagency report that will be submitted by the Secretary of the Interior to the Congress on a 3-year cycle. Reclamation's portion of this interagency report will be submitted no later than May 1, 2009, and every 3 years thereafter.
11. **Training.** All Reclamation offices are responsible for ensuring that Reclamation personnel involved with administering the REA program have completed training commensurate with their responsibilities.
12. **Posting of Public Notices.**
  - A. Designated REA sites will post clear notice of all recreation fees and the availability of recreation passes.
  - B. To showcase REA accomplishments, designated REA sites will post clear notice of locations of completed REA projects and where work is being performed using the REA revenues.
13. **References which Must be Utilized in Implementing this D&S:**
  - A. Reclamation Manual, Charges for Use of Federal Assets, PEC 01-01
  - B. Reclamation Manual, Crediting of Incidental Revenues, PEC 03-01 and Use of the Collection Information Form for Incidental Revenues, PEC 03-02
  - C. Department of the Interior, Cash Management Handbook, section 2.7.
  - D. Department of Treasury, Financial Management Manual, Collection Procedures, Part 5 and Deposit Regulations, Part 6
  - E. The America the Beautiful – The National Parks and Federal Recreational Lands Pass Program Standard Operating Procedures (Appendix A)
  - F. Office of Management and Budget, Control Form 1024-0252, Statement of Permanent Disability, (Appendix B)
  - G. Volunteer Memorandum (Appendix C)