



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

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CECW-CO-N

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

SUBJECT: Volunteer Annual Day Use Pass Program

1. The U.S. Army Corps of Engineers is establishing a volunteer pass program which enables volunteers who have served a minimum of 100 hours at Corps managed areas to receive a waiver of all day use fees via a Volunteer Annual Day Use Pass.
2. The main goal of the program is to increase visitation to Corps parks by enticing volunteers to visit new places, bring friends and family, and continue to explore and enjoy Corps recreation opportunities even after their pass has expired.
3. After serving 100 hours of service, the volunteer will be eligible to earn a Volunteer Annual Day Use Pass from the local project where they reached their 100<sup>th</sup> hour. Volunteer hours will be verified and entered by the volunteer coordinator into a centralized database.
4. The pass is only valid at day use areas operated by the Corps of Engineers. It may not be used at areas operated by other agencies or non-federal entities even if those areas are located on Corps-owned property.
5. The point of contact for the volunteer program in CECW-CO-N is Ms. Heather Burke, (503) 808-4313, [heather.d.burke@usace.army.mil](mailto:heather.d.burke@usace.army.mil). In addition, information will be posted to the Natural Resources Management Gateway at <http://corpslakes.usace.army.mil/employees/volunteer/>

A handwritten signature in black ink, appearing to read "S. L. Stockton".

STEVEN L. STOCKTON, P.E.  
Director of Civil Works

2 Encls

1. Phase 1 Concept Paper
2. FAQs

## **Volunteer Pass Program: Phase I Concept**

**Purpose:** Support and recognize volunteers who have served the Corps in an exemplary way and encourage their visitation and use of Corps parks. The main goal is to increase visitation to Corps parks by enticing volunteers to visit new places, bring friends and family, and continue to explore and enjoy Corps recreation opportunities even after their pass has expired.

**Background:** The Corps participates in the National Public Lands Day fee free coupon program, waives fees for military members and their families on Veteran's Day, and has occasionally offered fee free days in conjunction with other federal agencies. The Corps has been waiving recreation use fees for active service personnel on temporary leave from duty in Overseas Contingency Operations since 2003. This year, the Corps also began accepting Department of the Defense Identification Card or Common Access Card (CAC) or the America the Beautiful Federal Recreation Pass Program new Interagency Annual Pass for Military as proof of eligibility for free day use and when leave orders to support Overseas Contingency Operations (OCO) are presented, for free camping.

**Proposal:** Create an internal program within the Corps using our fee authorities to develop a policy to waive day use fees for volunteers who have served enough hours to earn a waiver. Similar authority was used to develop the fee waiver for active service military personnel in support of OCO.

**Proposed Phase I:** After performing a cumulative 100 hours of service (which equates to more than \$2,100 in value to the Corps), the volunteer could earn a Volunteer Annual Day Use Pass from the local project where they reached their 100<sup>th</sup> hour. Volunteer hours will be verified and entered by the volunteer coordinator into a centralized database. The pass would be distributed and accounted for the same way as if the recipient were paying for the pass, but the fee would be waived.

### **Process:**

1. Each Corps project Volunteer Coordinator will be provided with a Username (name of lake/river project), and Password to access the central database system. It will be similar to accessing Rec/ES-BEST or Rec Status online.
2. Volunteers can accumulate hours toward a pass at multiple Corps projects.
3. Volunteer coordinators will verify their volunteer's hours and enter them into the central database.
4. A series of short webinars will be conducted upon implementation of the volunteer pass program to explain the simple data entry process. Webinars will be posted on the NRM Gateway.
5. Data needed for tracking include: first/last name, phone number, hours earned.
6. Hours may be entered at any time. At a minimum, enter volunteer hours in the database when the volunteer has reached 100 hours to earn a pass, or once a year, whichever happens first.
7. Hours earned by volunteers at one-day events (such as National Public Lands Day or similar events) are not required to be entered into the system unless the volunteer requests them to be added. Due to the nature of these events with large numbers of people, many of whom do not

volunteer more than one day each year, it may not be necessary to create a new entry in the volunteer database.

8. If a volunteer works at multiple Corps projects, each volunteer coordinator will be able to add hours to the volunteer's cumulative record in the database.
9. When the volunteer reaches 100 hours, the current coordinator for whom the volunteer works will provide the Volunteer Annual Day Use Pass (same thing as the Corps Annual Day Use Pass) to the volunteer at the volunteer's request, and input the issue date into the central database to prevent issuance of more than one pass per year.

**Rules/Restrictions**

- Only one Volunteer Annual Day Use Pass can be earned per volunteer per year.
- The Volunteer Annual Day Use Pass will be valid for one year from date of issue (same procedures as issuing a Corps annual pass where the visitor pays for the pass)
- Lost or stolen Volunteer Annual Day Use Passes will not be replaced unless proof of theft, such as police report or insurance document, which specifies the theft of the pass, is provided.
- Hours earned by a group may not be combined to earn a pass. For example, if a class of 50 students works 2 hours for a total of 100 hours, the teacher or one individual in the class cannot take credit and earn a pass.



**Volunteer Pass Program  
Frequently Asked Questions (FAQs)**

Q. Will there be a new printed pass titled "Volunteer Annual Day Use Pass"?

A. No, the existing Corps Annual Day Use Pass may be issued to a volunteer who has served 100 hours. There will not be a separate pass developed with the word "Volunteer" printed on it.

Q. Can a volunteer earn more than one pass per year if they work more than 100 hours (200, 300, 400, etc?)

A. Only one Annual Day Use Pass can be earned per volunteer per year.

Q. For what period is an annual day use pass valid?

A. The annual pass is valid for one year from date of issue.

Q. Where can the volunteer use the pass?

A. The pass is only valid at day use areas operated by the Corps of Engineers. It may not be used at areas operated by other agencies even if those areas are located on Corps-owned property.

Q. What if the volunteer pass is lost or stolen?

A. Lost or stolen Annual Day Use Passes will not be replaced unless proof of theft, such as police report or insurance document, which specifies the theft of the pass, is provided.

Q. Can a group or a couple combine their hours to earn a pass?

A. No. Volunteer annual passes must be earned by an individual.

Q. Why are we using a centralized database? Wouldn't it be easier for volunteer coordinators to call each other to verify?

A. A centralized database will provide easy, 24-hour access by volunteer coordinators to track and verify volunteer hours, regardless of how many lakes they have worked at. Volunteer coordinators are frequently changing, with approximately 30% turn-over each year. Tracking down each coordinator to verify a volunteer's hours would be much more time consuming than accessing a centralized database.

Q. How often does a volunteer coordinator need to enter volunteer time into the database?

A. A coordinator can enter time when it is most convenient. The only caveat is that they at least enter volunteer time when the volunteer has reached 100 hours to earn the pass, or once a year, whichever happens first.

Q. Are all volunteer hours considered equal? For instance, some volunteers may be doing strenuous physical work, while others could be organizing brochures. How do you account for that?

A. A volunteer's time is valuable, no matter what type of work they are doing. All hours should be considered equal for the sake of tracking.

Q. Some locations are counting their camp hosts as working 24/7 while other locations count only the hours actually spent on duty. Which is correct for tracking volunteer hours earned toward a pass?

A. Hours earned should be those when the volunteer is actually on duty.