

**Appendix 6:
Sample Customer Service Comment Card**

Privacy Act

Concession permit holders must follow federal Privacy Act regulations.

Title 7: Agriculture, Part 1 Administrative Regulations, Subpart G—Privacy Act Regulations Authority: 5 U.S.C. 301 and 552a; 31 U.S.C. 9701. Source: 40 FR 39519, Aug. 28, 1975

Sec.4 Government contractors. When an agency within the Department provides by a contract for the operation by or on behalf of the agency of a system of records to accomplish an agency function, the agency shall, consistent with its authority, cause the requirements of this subpart to be applied to such system. For purposes of 5 U.S.C. 552a(i) any such contractor or any employee of such contractor shall be considered to be an employee of an agency and therefore subject to the criminal penalties set forth in 5 U.S.C. 552a(i).

Concessionaires must NOT collect personal information on comment cards.

Sample Comment Card

Do not handout comment card but have available in a place where visitors frequent.

Comment Card
Recreation Site Name: _____
Date: _____
Comment: _____

We thank you for your comment.

This information will help us provide better services and facilities on your next visit.