

***THE AMERICA THE  
BEAUTIFUL – THE  
NATIONAL PARKS AND  
FEDERAL  
RECREATIONAL LANDS  
PASS PROGRAM***

***Standard Operating Procedures***

***October 27, 2006***

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Forest Service (USDA FS)	(being developed)
National Park Service (NPS)	(being developed)

## **INTRODUCTION TO THE AMERICA THE BEAUTIFUL – THE NATIONAL PARKS AND FEDERAL RECREATIONAL LANDS PASS PROGRAM**

### **BACKGROUND**

**Congress Passed the Federal Lands Recreation Enhancement Act (REA), Public Law 108-447, in December 2004.** The new law authorized the Forest Service within the Department of Agriculture, and the National Park Service, Fish and Wildlife Service, Bureau of Land Management, and Bureau of Reclamation within the Department of Interior to charge fees on Federal recreation sites which meet certain criteria, and reinvest a majority of the revenues into enhancing the site. REA replaced fee authority under the Recreation Fee Demonstration Program (Fee Demo) and the Land and Water Conservation Fund Act (LWCFA), and integrated several important “lessons learned” from those and other earlier fee authorities. Recreation fees continue to provide a vital source of revenue for improving facilities and services for visitors at a variety of public lands throughout the nation.

REA established a new interagency pass program to replace the Golden Eagle, Golden Age, and Golden Access Passports and the National Parks Pass. The “America the Beautiful – the National Parks and Federal Recreational Lands Pass” program will provide a number of pass options for the public to use at Federal recreation sites where Entrance or Standard Amenity Fees are charged.

The new pass program is scheduled to be implemented on January 1, 2007. All passes and materials will be available to be shipped to recreation sites in December 2006. Sales will not begin until January 1, 2007. Once the new passes are introduced the old passes must no longer be sold or issued. Old passes must be documented and destroyed according to agency policy, but a small supply should be kept on hand for replacing damaged passes and exchanging automated fee machine receipts (see additional information on page 29).

**REA legislation established the name of the new passes as the “America the Beautiful – the National Parks and Federal Recreational Lands Pass”. The phrase “America the Beautiful” is trademarked, therefore, using it or an abbreviated acronym such as ATB is not permitted. The passes will be informally known as the Interagency Annual Pass, Interagency Senior Pass, and Interagency Access Pass.**

An interagency pass work group has been working diligently over the past year and a half to create a high-quality pass program that is supported by the public and partner organizations. The passes in the new program will have a new look to distinguish them from the current Golden Passports and National Parks Pass. Supplemental materials will also be introduced as a part of the new program.

Primary objectives for the new passes include:

- Making them more convenient to purchase and use.
- Incorporating technologies to allow for improved data collection and to prevent misuse.
- Providing a durable, collectable, high quality product that promotes identity and support of Federal recreation lands.
- Providing opportunities for partnerships and education about recreational opportunities on Federal recreation lands.

## **PRODUCT DESIGN**

- All passes consist of a four-color 3 ¼" x 2 ¼" plastic card with a title and serial number on the front, and a magnetic strip, signature line/s, and barcode on the back. The Annual and Volunteer Passes also have a place for an expiration date on the back.
- A scenic image is imprinted on the front of each pass. The Annual Pass image will change each year. The image will be selected from an official annual Federal Lands photo contest. The Senior and Access Pass images will remain the same throughout the life of the program. The Volunteer Pass will have the same image as the Annual Pass.
- Decals will have the same image as the annual pass, and will include a place for an expiration date and associated vehicle tag number.
- Hangtags are designed to display the passes on the rearview mirror of vehicles at recreation sites where there is no regular fee enforcement staff. Each hangtag is designed double sided to display the annual or volunteer pass on one side and the lifetime passes on the reverse.
- Annual Pass numbering will begin with 071-000001; Senior Pass numbering will begin with 072-000001; Access Pass numbering will begin with 073-000001; Volunteer Pass numbering will begin with 074-000001; Decal numbering will begin with 075-000001.
- Passes will be shipped to sites shrink-wrapped in units of 50, smaller quantities may not be shrink wrapped.
- A brochure will be issued with each Annual Pass. It will provide the visitor with basic information on the new pass program, the participating Federal agencies, stewardship and volunteer opportunities, and contact information (phone numbers and websites) to agency sites.
- A second brochure is being developed that will replace the current Federal Recreation Pass Programs brochure (all pass options), but it will not be available by January 1, 2007.

## **GENERAL RULES**

Passes:

- Are non-transferable.
- Are non-replaceable if lost or stolen.
- Are void if altered.
- Are replaceable if damaged as long as identification is provided to validate ownership and a portion of the pass is identifiable.
- Must be serially numbered.
- Must be signed by the pass holder(s) to be valid.
- Must be punched with an expiration date when purchased/issued, whether in person or over the internet (Annual/Volunteer Passes).
- Do not provide a discount at friends/cooperating association bookstores, etc.

## **WHAT ABOUT THE POTENTIAL FOR PUBLIC CONFUSION?**

As with the introduction of any new product or service, when the new interagency America the Beautiful – the National Parks and Federal Recreational Lands Passes are released, there could be ongoing confusion with the existing passes, primarily the Golden Eagle Passport, National Parks Pass, Golden Age Passport and Golden Access Passport.

- Throughout 2007 the Golden Eagle Passport, National Parks Pass, and the new Interagency Annual Pass will be valid; the Golden Eagle Passports and National Parks Passes that were sold in 2006 will be honored until they expire.

- The Golden Age and the Golden Access Passports will continue to be honored for the lifetime of the pass holder, so both passes, along with the new Interagency Senior and Access Passes, will be valid for many years to come.

The new interagency pass program represents a commitment that the various Federal land management agencies are working together to provide a high-quality program that will be more consistent and understandable to the public. As the old passes are phased out, the new program should become clearer.

- All passes may cause confusion at per person fee areas.
- The existing passes- (Golden Eagle Passport, National Parks Pass, Golden Age Passport, and Golden Access Passport) cover entrance to per person fee areas for the pass holder, spouse, children, and/or parents.
- The new interagency passes (Annual, Senior, and Access) cover entrance to per person fee areas for the pass holder/s and up to 3 persons, not to exceed 4 persons, (16 and older).
- In the event that this change creates difficulty, good judgment and customer service should dictate the best way to handle a situation. (Example: Allowing a family of more than 4 adults to enter a site on a new Senior Pass may be warranted with a verbal understanding that the policy has changed and may be enforced the next time).

## **EXCHANGING THE GOLDEN AGE and GOLDEN ACCESS PASSPORTS FOR THE NEW SENIOR AND ACCESS PASSES**

Paper Golden Age and Access Passports should be exchanged for the new Senior and Access Passes free of charge in order to facilitate future data collection. However, if individuals do not wish to give up their old pass, they are not REQUIRED to do so.

Existing plastic Golden Age and Access Passports are valid for a lifetime and should not be exchanged. If visitors ask to trade these in, explain that their pass is still valid. If they have a Golden Access Pass and insist on trading it in, do so at no charge. If the pass is a Golden Age, they should be charged the \$10 fee for the new pass. (The passes are not free to produce and there are millions of these passes out there so it is cost prohibitive to allow exchange of these passes).

When the new Senior and Access Passes become available on January 1, 2007, all unused paper and plastic Golden Age and Access Passports must be documented and destroyed according to agency guidelines.

## **MOTORCYCLES**

In the Code of Federal Regulations (CFR), motorcycles are considered vehicles. In the past, many recreation sites have opted to charge motorcycles an individual fee rather than a full vehicle fee. For consistency, all sites should now treat motorcycles as individual vehicles.

However, due to the fact that two individuals may sign one annual pass and that it is very likely that those two individuals may travel together on separate motorcycles, they shall be admitted on separate motorcycles with one pass. Furthermore, both persons who sign a single Annual Pass are entitled to each be issued one decal (see DECAL instructions on page 23).

**INTERAGENCY ANNUAL PASS**

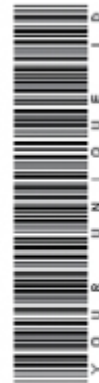


EXPIRES JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC 2008

**★ AMERICA THE BEAUTIFUL ★  
THE NATIONAL PARKS AND FEDERAL RECREATIONAL LANDS PASS**

**Valid for entrance or standard amenity fees at Federal Recreation sites**  
for pass holder and occupants of a single, private non-commercial vehicle  
OR pass holder and three persons (16 and older) where per person fees  
are charged. NOT covered: camping, tours, special recreation permits, etc.  
MAY NOT cover: organized groups or concession facilities or activities.  
NOT responsible for misplaced, lost, or stolen cards.

**U.S. Fish and Wildlife Service ★ Forest Service  
Bureau of Land Management ★ National Park Service ★ Bureau of Reclamation**



Passholder  
**VALID PHOTO ID REQUIRED**

and

Passholder Two (Optional)  
**ONLY TWO SIGNATURES ALLOWED**

**Guadalupe Mountains - Thomas Cooper    VOID IF ALTERED • NON TRANSFERABLE • NON REFUNDABLE**



## **WHAT IS THE INTERAGENCY ANNUAL PASS?**

Congress created the new interagency America the Beautiful – the National Parks and Federal Recreational Lands **Annual** Pass in Public Law 108-447, December 2004. The pass will be introduced and available for sale to the public on January 1, 2007. The new Interagency Annual Pass will replace the Golden Eagle Passport, the National Parks Pass, and the National Parks Pass with Golden Eagle Sticker. **The annual pass will be replaced each year.** A Federal Lands photo contest will be held each year. The grand prize winning image, selected by a panel of judges representing each agency, will be featured on the subsequent year's annual pass. Information on the current contest for the 2008 annual pass image can be found at <http://www.sharetheexperience.org>.

### **COST**

- The price of the Annual Pass has not yet been determined. Once a final decision is made by the Departmental Leadership the price will be announced. The announcement is expected to take place by mid November.

### **AVAILABILITY**

- The pass will be available for purchase by the general public and will be valid for one year from the month of purchase.
- The pass will be available for purchase at Federal recreation sites that charge an Entrance or Standard Amenity Fee, and that are staffed by fee collection personnel. The pass will also be available at many Federal agency offices.
- The pass will be sold by participating cooperating associations and at some national retailers. See information on third party marketing guidelines on page 33 and in the appendices.
- The pass will be available for public purchase via the internet at the USGS store – <http://store.usgs.gov/pass>. Passes sold over the internet will be punched with an expiration date prior to shipment.
- The Annual Pass may be purchased as a gift, but it must be punched with an expiration date at the time of sale.

### **BENEFITS**

- Covers entrance to Fish and Wildlife Service Refuges (FWS) and National Park Service (NPS) sites that charge an Entrance Fee.
- Covers use of Bureau of Land Management (BLM), Bureau of Reclamation (Reclamation), and Forest Service (USDA FS) sites that charge a Standard Amenity Fee.

### **VALIDATION**

- The pass must be validated at the time of purchase to expire 12 months from the actual date of purchase. (Explanation: there are a large number of unstaffed recreation sites particularly in the USDA FS. If passes are not validated at the time of sale, they may be used without being validated for an extended period of time).
- The pass will have two signature lines. The pass is not valid until it is signed, so the purchaser must sign the pass with first and last name in the presence of the seller at the point of sale. Any two individuals may sign the pass regardless of their relationship to one another.
- Passes purchased over the internet or as gifts must be punched with an expiration date at the time of sale and must be signed prior to or at or first use.

### **PASS USE**

- The pass belongs to the signer/s only and s/he must be present for the pass to be used.
- The pass admits the pass holder/s and any accompanying passengers in a private non-commercial vehicle at per vehicle fee areas, and pass holder and up to 3 persons, not to

exceed 4 persons, (16 and older) at per person fee areas. Persons 15 and younger are admitted free of charge.

- At unstaffed sites, the pass holder/s must display the pass in the window of their vehicle.
- Hangtags- with expiration date noted- will be provided to the pass holder/s to visibly display the pass on a rear view mirror or by other means.
- Motorcycles: At sites with per vehicle entrance fees the Annual Pass will cover entrance for the pass holder/s on two motorcycles.
- The pass is not valid for Expanded Amenity Fees such as camping, tours, boat launches, or concession charges.
- At staffed Federal recreation sites when an Annual Pass is presented for entrance or use the pass should be checked for valid date and signature.
- Since passes are nontransferable the verification of ownership is a legitimate component of the program. Photo identification should be requested to verify pass ownership.
- If a visitor has not received a pass ordered on the internet prior to leaving on trip, a purchase confirmation letter is not valid for entry, nor is a credit card statement or receipt showing purchase of a pass. The visitor may choose to purchase another pass and when the one they ordered over the internet arrives they can return it to USGS for a refund (as long as the pass has not been used).

**INTERAGENCY SENIOR PASS**



**★ AMERICA THE BEAUTIFUL ★  
THE NATIONAL PARKS AND FEDERAL RECREATIONAL LANDS PASS**

**U.S. Citizen or permanent resident, 62 years or older only.**

Must be presented in person. Valid for entrance or standard amenity fees at Federal recreation sites for pass holder and occupants of a single, private non-commercial vehicle OR pass holder and three persons (16 and older) where per person fees are charged. NOT covered: camping, tours, special recreation permit fees, etc. MAY NOT cover: organized groups or concession facilities or activities. MAY entitle holder to 50% discount on certain fees. NOT responsible for misplaced, lost or stolen cards.

**U.S. Fish and Wildlife Service ★ Forest Service  
Bureau of Land Management ★ National Park Service ★ Bureau of Reclamation**



\_\_\_\_\_  
Signature Required

**VALID PHOTO ID REQUIRED**



Grand Staircase Escalante - Cheryl Decker

**VOID IF ALTERED • NON TRANSFERABLE • NON REFUNDABLE**

## **WHAT IS THE INTERAGENCY SENIOR PASS?**

Congress created the new interagency America the Beautiful – the National Parks and Federal Recreational Lands **Senior** Pass in Public Law 108-447, December 2004. The pass will be introduced and available for sale to the public on January 1, 2007. The new Senior Pass will replace the Golden Age Passport. Existing Golden Age Passports will continue to be honored.

### **COST**

- \$10 Lifetime

### **AVAILABILITY**

- The pass will be available for purchase at Federal recreation sites that charge an Entrance or Standard Amenity Fee, and that are staffed by fee collection personnel. The pass will also be available at many Federal agency offices.
- The pass may be purchased by U.S. Citizens or permanent residents of the U.S. that are 62 years of age or older.
- Due to the eligibility requirements stated above, the Senior Pass may only be purchased in person at Federal recreation sites.

### **PROOF OF RESIDENCY AND AGE**

- To verify proof of age and residency the visitor must show a driver's license, passport, birth certificate, or permanent resident card (green card).
- To confirm residency a few questions may need to be asked. To help determine if a person is a permanent resident use the definition below for *Domicile*.

*Domicile* – the permanent residence of a person or the place to which s/he intends to return even though s/he may reside elsewhere.

- The country in which a person is eligible to draw Federal health and retirement benefits is usually the country in which s/he is domiciled.
- A person may have more than one residence, but only one domicile.

### **BENEFITS**

- Covers entrance to Fish and Wildlife Service (FWS) and National Park Service (NPS) sites that charge an Entrance Fee.
- Covers use of Bureau of Land Management (BLM), Bureau of Reclamation (Reclamation), and Forest Service (USDA FS) sites that charge a Standard Amenity Fee.
- The pass may provide a discount on some Expanded Amenity Fees such as camping, and guided tours.

### **VALIDATION**

- The pass will have one signature line. The pass is not valid until it is signed, so the purchaser must sign the pass with first and last name in the presence of the seller at the point of sale.

### **PASS USE**

- The pass belongs to the signer only and s/he must be present for the pass to be used.
- The pass admits the pass holder and any accompanying passengers in a private non-commercial vehicle at per vehicle fee areas, and pass holder and up to 3 persons (16 and older) at per person fee areas. Persons 15 and younger are admitted free of charge.
- At unstaffed sites, the pass holder must display the pass in the window of their vehicle.
- Hangtags will be provided to the pass holder to visibly display the pass on a rear view mirror or by other means.
- Motorcycles: At sites with per vehicle entrance fees the Senior Pass will cover entrance for the pass holder on one motorcycle only.

- At staffed Federal recreation sites, when a Senior Pass is presented for entrance or use, the pass should be checked for validity.
- Since passes are nontransferable the verification of ownership is a legitimate component of the program. Photo identification should be requested to verify pass ownership.
- If the pass holder is deceased, their pass may not be transferred to someone else e.g. spouse.

### **50% DISCOUNT GUIDELINES**

- Individual Campsites: The discount only applies to the fee for the campsite physically occupied by the pass holder, not to any additional campsite(s) occupied by members of the pass holder's party.
- Sites with Utility Hookups: If utility fees are charged for separately there is no discount. The discount only applies if the utility fee is combined (seamless) with the campsite fee.
- Group Campsites and Facilities (including, but not limited to, group facilities, picnic areas or pavilions): There is no discount for group campsites and other group facilities that charge a flat fee. If the group campsite has a per person fee rate, only the pass holder receives a discount; others using the site pay the full fee.
- Guided Tours: Only the pass holder receives a discount for guided tours.
- Transportation Systems: There is no discount when an optional transportation service is offered. However, the pass should be honored:
  - If the transportation system is mandatory to access the primary resource of the recreation site, OR
  - if the transportation fee is collected in combination with the Entrance or Standard Amenity Fee.
- Concessionaire Fees, Special Recreation, and Special Park Use Permit Fees: Discounts do not apply to concessionaire/contractor fees unless it is required as part of their concession/contractor authorization. Discounts do not apply to special recreation or special park use permits.
- Although the U.S. Army Corps of Engineers (USACE) and Tennessee Valley Authority (TVA) were not included in REA, they will accept Senior Passes consistent with current policy. However, they will not sell the passes.

**INTERAGENCY ACCESS PASS**

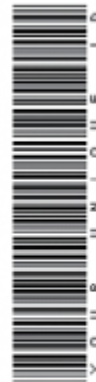


**★ AMERICA THE BEAUTIFUL ★  
THE NATIONAL PARKS AND FEDERAL RECREATIONAL LANDS PASS**

**U.S. Citizen or permanent resident medically determined to have a permanent disability that severely limits one or more major life activities.**

Must be presented in person. Valid for entrance and standard amenity fees at Federal recreation sites for pass holder and occupants of a single, private non-commercial vehicle OR pass holder and three persons (16 and older) where per person fees are charged. NOT covered: camping, tours, special recreation permit fees, etc. MAY NOT cover: organized groups or concession facilities or activities. MAY entitle holder to 50% discount on certain fees. NOT responsible for misplaced, lost or stolen cards.

**U.S. Fish and Wildlife Service ★ Forest Service  
Bureau of Land Management ★ National Park Service ★ Bureau of Reclamation**



\_\_\_\_\_  
Signature Required

**VALID PHOTO ID REQUIRED**

Natchez Trace - Amanda Grieco

**VOID IF ALTERED • NON TRANSFERABLE • NON REFUNDABLE**

## WHAT IS THE INTERAGENCY ACCESS PASS?

Congress created the new interagency America the Beautiful – the National Parks and Federal Recreational Lands **Access** Pass in Public Law 108-447, December 2004. The pass will be introduced and available to the public on January 1, 2007. The new Access Pass will replace the Golden Access Passport. Existing Golden Access Passports will continue to be honored.

### COST

- Free Lifetime

### AVAILABILITY

- Most Federal recreation sites that charge an Entrance or Standard Amenity Fee, and that are staffed by fee collection personnel will issue the pass. It will also be issued from many Federal agency offices.
- The pass may be issued to U.S. Citizens or permanent residents of the U.S., regardless of age, that have been medically determined to have a permanent disability that severely limits one or more major life activities.
- Due to the eligibility requirements stated above, the Access Pass can only be obtained in person at Federal recreation sites.

### PROOF OF RESIDENCY AND DISABILITY

- To verify proof of residency the visitor may show a driver's license, passport, birth certificate, or permanent resident card (green card).
- To confirm residency a few questions may need to be asked. To help determine if a person is a permanent resident use the definition below for *Domicile*.

*Domicile* – the permanent residence of a person or the place to which s/he intends to return even though s/he may reside elsewhere.

- The country in which a person is eligible to draw Federal health and retirement benefits is usually the country in which s/he is domiciled.
- A person may have more than one residence, but only one domicile.
- A *permanent disability* is a permanent physical, mental, or sensory impairment that substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. See 7 C.F.R. §15e.103; see also 29 U.S.C. § 705(20).
- Required Documentation: To be eligible for the Access Pass, an applicant must present documentation of permanent disability. If the applicant cannot produce documentation as listed below, he or she must read, sign, and date the Statement of Disability Form in the presence of the staff member issuing the pass. If the applicant cannot read, someone else accompanying the individual may read, date, and sign the Statement of Disability Form on their behalf in the presence of the applicant and the staff member issuing the pass. Copies of documentation presented must not be kept since it contains medical and other sensitive and personal information. Return all documentation to the applicant.
- The applicant must submit one of the following documents (a, b or c) or the applicant can complete the Statement of Disability Form as described in (d).
  - a. A statement signed by a licensed physician attesting that the applicant has a permanent physical, mental, or sensory impairment that substantially limits one or more major life activities, and stating the nature of the impairment;

OR

- b. A document issued by a Federal agency, such as the Veteran's Administration, which attests that the applicant has been medically determined to be eligible to receive Federal benefits as a result of blindness or permanent disability. Other acceptable Federal agency documents include proof of receipt of Social Security Disability Income (SSDI) or Supplemental Security Income (SSI);

OR

- c. A document issued by a State agency such as the 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 medically determined blindness or permanent disability. **Showing a State motor vehicle department disability sticker, license plate or hang tag is not acceptable documentation;**

OR

- d. If a person claims eligibility for the Access Pass, but cannot produce any of the documentation outlined in a through c, that person must read, sign and date the Statement of Disability Form in the presence of the officer issuing the pass. If the applicant cannot read and/or sign someone else may read, date, and sign the statement on his/her behalf in the applicant's presence and the presence of the officer issuing the pass.
- The staff member issuing the Access Pass must not evaluate whether an applicant is permanently disabled. The issuing officer may only assess whether adequate documentation or signature for the pass has been submitted by the applicant.

#### **BENEFITS**

- Covers entrance to Fish and Wildlife Service (FWS) and National Park Service (NPS) sites that charge an Entrance Fee.
- Covers use of Bureau of Land Management (BLM), Bureau of Reclamation (Reclamation), and Forest Service (USDA FS) sites that charge a Standard Amenity Fee.
- The pass may provide a discount on some Expanded Amenity Fees such as camping, and guided tours.

#### **VALIDATION**

- The pass will have one signature line. The pass is not valid until it is signed, so the visitor must sign the pass with first and last name when the pass is issued. If the visitor is unable to sign the pass themselves a parent or guardian may sign it for them.

#### **PASS USE**

- The pass belongs to the signer only and s/he must be present for the pass to be used.
- The pass admits the pass holder and any accompanying passengers in a private non-commercial vehicle at per vehicle fee areas, and pass holder and up to 3 persons (16 and older) at per person fee areas. Persons 15 and younger are admitted free of charge.
- At unstaffed sites, the pass holder must display the pass in the window of their vehicle.
- Hangtags will be provided to the pass holder to visibly display the pass on a rear view mirror or by other means.
- Motorcycles: At sites with per vehicle entrance fees the Access Pass will cover entrance for the pass holder on one motorcycle only.
- At staffed Federal recreation sites when an Access Pass is presented for entrance or use the pass should be checked for validity.



- Since passes are nontransferable the verification of ownership is a legitimate component of the program. Photo identification should be requested to verify pass ownership.
- If the pass holder is deceased their pass may not be transferred to someone else e.g. spouse, children, parents.

### **50% DISCOUNT GUIDELINES**

- Individual Campsites: The discount only applies to the fee for the campsite physically occupied by the pass holder, not to any additional campsite(s) occupied by members of the pass holder's party.
- Sites with Utility Hookups: If utility fees are charged for separately there is no discount. The discount only applies if the utility fee is combined (seamless) with the campsite fee.
- Group Campsites and Facilities (including, but not limited to, group facilities, picnic areas or pavilions): There is no discount for group campsites and other group facilities that charge a flat fee. If the group campsite has a per person fee rate, only the pass holder receives a discount; others using the site pay the applicable fee.
- Guided Tours: Only the pass holder receives a discount for guided tours.
- Transportation Systems: There is no discount when an optional transportation service is offered; however, the pass should be honored:
  - If the transportation system is mandatory, to access the primary resource of the recreation site, OR
  - if the transportation fee is collected in combination with the Entrance or Standard Amenity Fee.
- Concessionaire Fees, Special Recreation, and Special Park Use Permit Fees: Discounts do not apply to concessionaire/contractor fees unless it is required as part of their concession/contractor authorization. Discounts do not apply to special recreation or special park use permits.
- Although the U.S. Army Corps of Engineers (USACE) and Tennessee Valley Authority (TVA) were not included in REA, they will accept Access Passes consistent with current policy. However, they will not issue the passes.

VOLUNTEER PASS

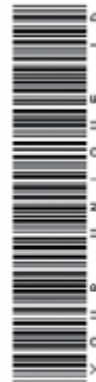


EXPIRES JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC 2008

★ AMERICA THE BEAUTIFUL ★  
THE NATIONAL PARKS AND FEDERAL RECREATIONAL LANDS PASS

Valid for entrance or standard amenity fees at Federal Recreation sites for pass holder and occupants of a single, private non-commercial vehicle OR pass holder and three persons (16 and older) where per person fees are charged. NOT covered: camping, tours, special recreation permits, etc. MAY NOT cover: organized groups or concession facilities or activities. NOT responsible for misplaced, lost, or stolen cards.

U.S. Fish and Wildlife Service ★ Forest Service  
Bureau of Land Management ★ National Park Service ★ Bureau of Reclamation



★ \_\_\_\_\_  
Signature Required

VALID PHOTO ID REQUIRED

Guadalupe Mountains - Thomas Cooper VOID IF ALTERED • NON TRANSFERABLE • NON REFUNDABLE

## **WHAT IS THE VOLUNTEER PASS?**

Congress authorized the Secretaries of the Departments of Agriculture and Interior to issue an annual pass to volunteers in exchange for the performance of significant volunteer services.

### **COST**

- Free annual pass for volunteers who accrue 500 volunteer hours.

### **AVAILABILITY**

- The pass will be available through agency specific volunteer program coordinators.
- The pass will be issued free of charge to volunteers who accrue 500 volunteer hours.
- Volunteers may officially begin to accrue hours on or after January 1, 2007.
- The pass will be valid for one year from the month of issuance.
- There is no specific time frame in which the volunteer hours must be accrued. Once the 500 hour requirement is reached and a pass is issued the volunteer's hours are reset to zero and the count begins again. **Only one pass may be issued per year.**
- Passes are not transferable.
- Each site and/or office should have a designated person, such as a Volunteer Coordinator track hours and issue the Volunteer Passes.
- Volunteer coordinators will be responsible for coordinating with appropriate agency points of contact to order the volunteer passes.

### **BENEFITS**

- Covers entrance to Fish and Wildlife Service (FWS) and National Park Service (NPS) sites that charge an Entrance Fee.
- Covers use of Bureau of Land Management (BLM), Bureau of Reclamation (Reclamation), and Forest Service (USDA FS) sites that charge a Standard Amenity Fee.

### **VALIDATION**

- The pass must be punched with an expiration date at the time it is issued. The pass should be punched for the month in which it is issued.
- The pass will have one signature line. The pass is not valid until it is signed, so the volunteer must sign the pass with first and last name when the pass is issued.

### **PASS USE**

- The pass belongs to the signer only and s/he must be present for the pass to be used.
- The pass admits the pass holder and any accompanying passengers in a single, private non-commercial vehicle at per vehicle fee areas, and pass holder and 3 persons (16 and older) at per person fee areas. Persons 15 and younger are admitted free of charge.
- At unstaffed sites, the pass holder must display the pass in the window of their vehicle.
- Hangtags- with expiration date noted- will be provided to the pass holder to visibly display the pass on a rear view mirror or by other means.
- Motorcycles: At sites with per vehicle entrance fees the Volunteer Pass will cover entrance for the pass holder on one motorcycle only.
- The pass is not valid for Expanded Amenity Fees such as camping, tours, boat launches, or concession charges.
- At staffed Federal Recreation sites when a Volunteer Pass is presented for entrance or use the pass should be checked for valid date and signature.
- Since passes are nontransferable the verification of pass ownership is a legitimate component of the program. Photo identification should be requested to verify pass ownership.

## SUPPLEMENTAL MATERIALS

Along with the introduction of new Passes the “America the Beautiful – the National Parks and Federal Recreational Lands Pass” program will also introduce some new supplemental materials.

### HANGTAG

FACE OUT

HANGTAG MUST BE VISIBLE FROM OUTSIDE VEHICLE

★ AMERICA THE BEAUTIFUL ★  
THE NATIONAL PARKS AND  
FEDERAL RECREATIONAL LANDS

**ANNUAL**

HANGTAG IS NOT VALID FOR ENTRY

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Write in Federal Recreational Lands Pass Number

VALID PASS MUST BE INSERTED HERE

DISPLAY PASS WITH EXPIRATION  
DATE AND SIGNATURE VISIBLE

YEAR	PUNCH OUT THE SAME EXPIRATION MONTH/YEAR AS DISPLAYED ON THE ABOVE FEDERAL PASS												YEAR
08													10
09													11
MONTH													
JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC		



## WHAT IS A HANGTAG?

Many agency sites are not regularly staffed by fee collection or enforcement personnel. At these locations, pass holders must display their pass in the window of their vehicle so the expiration date is clearly visible for compliance checks. The hangtag makes it easier for enforcement personnel in unstaffed areas to view the pass and the expiration date.

- Hangtags will be printed two sided – one side with an expiration date for the Annual and Volunteer Pass and the other for the Senior and Access Passes.
- At unstaffed sites, the pass holder/s must display the pass in the window of their vehicle.
- Hangtags will be provided to pass holders to visibly display their passes utilizing a rear view mirror or other means.
- Hangtags alone are not passes and are not valid for entry or use.

- Hangtags are not considered accountable property.

### **COST**

- Hangtags will be issued to visitors and can be replaced free of charge. Hangtags will only be issued to individuals who are purchasing or being issued a pass, or have a valid pass.

### **AVAILABILITY**

- Most Federal recreation sites that charge an Entrance or Standard Amenity Fee, and that are staffed by fee collection personnel, and most Federal agency offices, will have the hangtags available to issue.
- Some sites may only need to stock a limited supply of hangtags if they do not anticipate giving a hangtag to each and every visitor who purchases a pass. Additional hangtags may be ordered through the year as needed.
- When passes are sold or issued, if time permits, the visitor should be asked if they think they plan to visit unstaffed Federal recreation sites such as US Forest Service or BLM sites. If so, they should be issued a hangtag.

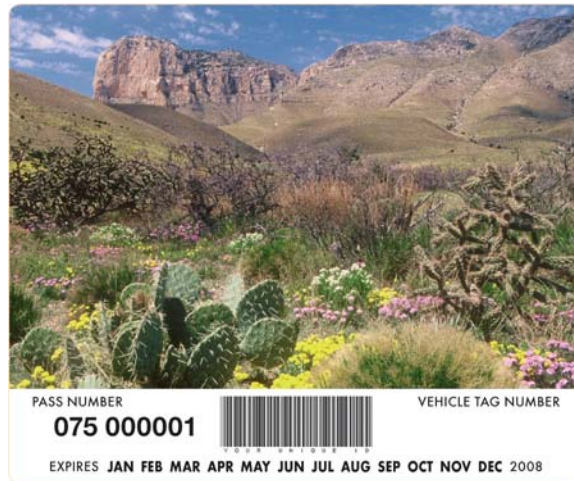
### **VALIDATION**

- Hangtags issued for the Annual and Volunteer Pass must be marked with the same expiration date as the pass. The expiration date on the hangtag will be more visible to enforcement personnel than the one on the pass.
- Hangtags issued for the Senior and Access Passes do not require validation, as they are lifetime passes.

### **HANGTAG USE**

- When a hangtag is issued, the visitor must be told that the hangtag is only a means of displaying the pass at unstaffed sites.
- The hangtag itself is not valid for Entrance or Standard Amenity Fees. It is ONLY a means of displaying the actual pass.

## DECAL



## WHAT IS A DECAL?

Many agency sites are not regularly staffed by fee collection or enforcement personnel. At unstaffed sites, pass holders are required display proof of payment by leaving their pass in their vehicle windshield. For persons driving open topped vehicles (e.g. jeeps, motorcycles, etc), this is not possible as the pass could easily be stolen. Therefore a decal will be available for issue to individuals owning open topped vehicles. The decal will allow visitors to display proof of payment without leaving their Annual Pass unsecured in their vehicle. At this time, only Annual Pass decals are available (may also be used with Volunteer Pass).

### COST

- Decals will be issued free of charge. Decals may only be issued to individuals who are purchasing an Annual Pass or who have a valid Annual Pass; or individuals who are being issued a Volunteer Pass or have a valid Volunteer Pass.
- The decal will expire at the same time as the pass.

### AVAILABILITY

- Most Federal recreation sites that charge an Entrance or Standard Amenity Fee, and that are staffed by fee collection personnel, and most Federal agency offices, will have the decals available to issue.
- Sites will need to stock a limited supply of decals; they do not need to have an equal number of decals and passes. Additional decals may be ordered through the year as needed.
- When an Annual Pass is sold or a Volunteer Pass issued visitors/volunteers driving open topped vehicles should be asked if they anticipate visiting unstaffed Federal recreation sites such as US Forest Service or BLM sites. If so, they should be issued one.

### VALIDATION

- Up to two decals may be issued per annual pass. (This is to allow two individuals who have both signed the same annual pass to each purchase a decal for their individual motorcycles).

- Vehicle registration is required and must match the names of the pass holders who have signed the pass. The issuing officer must write the pass holder's license plate number/s on the face of the decal/s in the space provided under Vehicle Tag Number.
- The decal/s must be punched with the same expiration date as the pass, regardless of when the decal is issued.
- The Annual Pass shall be punched to indicate the number of decals issued (maximum of two). There are two stars to the left of the signature line. Punch one star for each decal issued.
- The Volunteer Pass shall be punched to indicate the number of decals issued (maximum of one). There is one star to the left of the signature line. Punch the star for when a decal is issued.
- For automobiles decals must be placed on the lower right hand side of the windshield, and for motorcycles on the front in a clearly visible place.

### **DECAL USE**

- **IMPORTANT!!!** When a decal is issued the visitor must be told that the decal is *only* valid at unstaffed sites for open topped vehicles- **at staffed Federal recreation sites the decal alone will not be sufficient for entrance or use; a valid Annual Pass or Volunteer Pass *must* be shown.**
- At unstaffed Federal recreation sites, each motorcycle must display a valid decal.
- Decals are designed to self destruct if tampered with, so they are essentially non-transferable.

### **BROCHURES**

A brochure has been developed that will provide the visitor with basic information on the new pass program, the Federal agencies, stewardship and volunteer opportunities. It will also have contact information (phone numbers and websites) to agency sites. A brochure should be offered to all visitors that purchase the Annual Pass or are issued the Volunteer Pass.

A second brochure is being developed that will replace the current Federal Recreation Pass Programs brochure (all pass options), but it will not be available by January 1, 2007.

### **HOLE PUNCHES**

The new Annual Pass and Volunteer Pass are made of plastic card stock. The passes must be punched with an expiration date at the time of purchase/issuance. This process will require a special hole punch. Field locations will be responsible for ordering and maintaining a supply of hole punches, however, the hole punches currently being used by National Park Service sites will be sufficient. USGS will have a limited number of hole punches available, free of charge, on a first-come-first-serve basis. Visit <http://holepunch.com/> for information on hole punches.



## **WHERE ARE THE PASSES ACCEPTED?**

### **BUREAU OF LAND MANAGEMENT (BLM)**

Oversees the Nation's largest Federal land mass – more than 262 million unbounded acres – with abundant outdoor recreational activities. These lands include congressionally designated wild and scenic rivers, wilderness areas, and high deserts.

For information on BLM sites visit <http://www.blm.gov>

### **BUREAU OF RECLAMATION (Reclamation)**

Manages and develops water and related resources. There are more than 300 recreation areas on these water projects, many of which are operated by other Federal agencies; state, county, and city governments.

For information on Reclamation sites visit <http://www.usbr.gov>

### **FISH & WILDLIFE SERVICE (FWS)**

Manages 100 million acres of land and water consisting of more than 546 national wildlife refuges, 37 wetland management districts with waterfowl production areas, 46 administrative sites, and 69 national fish hatcheries. Many refuges are open to hunting and fishing.

For information on FWS sites visit <http://www.fws.gov>

### **FOREST SERVICE (USDA FS)**

Offers a variety of outdoor recreational opportunities and special areas on 193 million acres of national forests and grasslands. Approximately 18% of national forestland is congressionally designated wilderness, providing opportunities for primitive recreation experiences and spectacular scenery.

For information on USDA FS sites visit <http://www.fs.fed.us>

### **NATIONAL PARK SERVICE (NPS)**

Protects the Nation's natural, historical, and cultural resources, while providing opportunities for recreation. NPS manages more than 390 national parks, battlefields, seashores, monuments, and historic sites nationwide.

For information on NPS sites visit <http://www.nps.gov>

### **Additional information:**

Federal Recreational Lands - <http://www.recreation.gov>

Federal Lands Recreation Enhancement Act -  
[http://www.doi.gov/initiatives/recreation\\_feeprogram.html](http://www.doi.gov/initiatives/recreation_feeprogram.html)

## **ORDERING STOCK FOR FEDERAL RECREATION SITES**

A contractor for the new pass program will not be in place in time for the January 1, 2007 launch. The printing of the new passes and supplemental materials will be done through GPO. The United States Geological Survey (USGS) will store all passes and supplemental materials in their warehouse and process orders as they come in. You may begin ordering passes and supplemental materials on November 15, 2006, though they will not be shipped until December.

## **ORDERING PRODUCTS**

For the first year of the program all passes, hangtags, decals, and brochures can be ordered from USGS by email at [fedrepass@usgs.gov](mailto:fedrepass@usgs.gov), by fax at **303-202-4693**, or by phone at **1-888-ASK-USGS (1-888-275-8747)**; press option number 1. **For email and faxed orders the standard ordering form must be used.** To place orders you must be a designated point-of-contact (or alternate) at your site and have a user-id and password. Points of contact should receive their user-id and password information via email after November 8, 2006. Contact Carolyn Hill at [chill@nationalparks.org](mailto:chill@nationalparks.org) if you do not receive a user-id and password by November 10, 2006.

All agency points of contact will be required to provide a FedEx or UPS account number with each order. Agencies/sites will be responsible for paying shipping charges associated with orders. Passes will be shipped to sites shrink-wrapped in units of 50, smaller quantities may not be shrink wrapped. The minimum order amount is 5, however larger orders are preferred.

In order to maintain control of inventory and minimize the potential for over-production, limited quantities of the annual pass will be produced for the first 6 months of CY2007. Points of contact must carefully order and monitor the number of passes they need to have on hand at each field location. Please keep in mind that the new annual pass will be redesigned and produced each year therefore; there will not be "leftover" stock to use as we had with the Golden Eagle Passport. The cost of production, fulfillment, shipping and destruction of the Annual Pass will be significant. For these reasons, it is imperative that all field locations carefully evaluate the number of passes needed.

The numbers of passes and supplemental materials that were supplied in response to the point of contact memo that was sent out previously were used only to estimate the number of passes that needed to be printed. Passes and supplemental materials will need to be ordered by using one of the methods listed above. Orders do not need to be placed for a whole year supply. Orders may be placed throughout the year, and supplies replenished as needed.

It is anticipated that a contractor will be in place in the future and that they will then be responsible for the passes and supplemental materials in subsequent years. Once a contractor is in place new information will be sent out on the ordering procedures.

## **DAMAGED OR MISSING STOCK**

All orders will be shipped by a traceable method. Orders that arrive damaged or with missing passes should be brought to the immediate attention of USGS.

## **SETTING UP FOR SALES**

### **SIGNS AND OTHER MATERIALS**

All signs and other materials (newspapers, self-pay envelopes, etc) will need to be updated to reflect the names and prices of the new passes. The following names should be used for consistency across agencies and sites.

- Interagency Access Pass - Free
- Interagency Senior Pass - \$10
- Interagency Annual Pass - \$TBD

### **PASS USE STATISTICS**

According to REA, each agency will establish a pass use data collection procedure by January 2007. The procedures may vary across agencies or site characteristics. However, the agencies will work to establish consistency in data collection methods and data elements collected.

- Statistics should be gathered by those sites that have the ability to gather and transmit pass sale and usage statistics. The following products for sales and re-entry pass usage should be captured.
  - Sales of:
    - Interagency Annual Pass, and Media (Cash or Credit Card - Optional)
    - Interagency Senior Pass, and Media (Cash or Credit Card - Optional)
    - Interagency Access Pass
  - Re-Entry Using:
    - Interagency Annual Pass
    - National Parks Pass
    - Golden Eagle Passport
    - Interagency Senior Pass (including Golden Age Passport)
    - Interagency Access Pass (including Golden Access Passport)
  - For each of the above additional information should be captured:
    - Product type (Annual Pass, Senior Pass, Golden Eagle, etc)
    - Location of sale or usage
    - Date & Time of sale or usage
    - Serial number of the pass
    - Number of people who are 16 and older getting in on pass.

**SEE INDIVIDUAL AGENCIES APPENDICES FOR ADDITIONAL INFORMATION ON SET UP PROCEDURES, PROCEDURES FOR COLLECTING PASS USE STATISTICS AND OTHER INFORMATION.**

## **PASS SALES**

- Passes will be available for purchase at Federal recreation sites that charge an Entrance or Standard Amenity Fee, and that are staffed by fee collection personnel. Passes will also be available at many Federal agency offices.
- Agencies may enter into fee management agreements, including a contract with a government or nongovernmental entity, including those in a gateway community for pass sales services.
- The government may establish sales and marketing relationships with third party entities that wish to participate in the program and will encourage vendors to sell the annual pass as a convenience to their customers. See information on third party marketing guidelines on page 33 and in the appendices.

## **PASS OPTIONS – WHAT IS RIGHT FOR THE VISITOR**

To provide quality customer service and to help alleviate future problems, agency staff should determine the visitor's needs by asking a few basic questions e.g. are you planning to visit any other Federal recreation sites? This will assist in providing the visitor with recommendations for a specific pass that would best fit their needs e.g. a one time visit to one location will only require the purchase of a daily entrance receipt; a cross country trip with many stops planned at Federal Recreation sites may best be served by the Annual Pass.

It is important that visitors know they have options whether it be paying a day use fee, purchasing a site specific annual pass, or the interagency annual pass.

When an Entrance, Standard Amenity Fee, or Pass is sold the visitor must receive a proof of payment whether it is a hand written receipt, an envelope stub, or a cash register receipt.

Pass sales must be tracked by the pass serial numbers.

## **UPGRADES**

Interagency upgrades of Entrance or Standard Amenity Fees, Site Specific Passes, and Regional Passes will not be permitted, except in limited circumstances. However, individual agencies are delegated the authority to determine appropriate circumstances for refunds and upgrades within their own agency.

**If an agency chooses to do upgrades, ALL fee and office sites within the agency will be required to follow the policy.** For the first year of the program, on a trial basis, the National Park Service will honor upgrades of all NPS site Entrance Fee receipts ONLY.

An upgrade will occur at a National Park site if a visitor pays an Entrance Fee and later decides they should have purchased an Interagency Annual Pass. The entrance receipt may be turned in at the site where it was purchased or any other NPS site, and the cost will be deducted from the cost of the Annual Pass.

- Example: A visitor purchases a \$25 entrance receipt at Grand Canyon National Park, and later visits Petrified Forest National Park. They may apply the \$25 Grand Canyon National Park entrance receipt toward the purchase of an Annual Pass within the allowed time frame. Petrified Forest National Park would collect the additional \$TBD to complete the sale.
- Receipts up to the value of the Annual Pass may be accepted for exchange. No cash refund of receipts presented in excess of the Annual Pass value is allowed.
- Upgrades of Entrance Fee receipts must take place within a reasonable time frame, which is usually 14 days or for the duration of the visitor's travel itinerary.

- All upgrades must be tracked and reported to NPS Regional Fee Managers on a quarterly basis. The report should include total number of annual passes sold, total number of upgrades, and total dollar amount of upgrade receipts.

## **VOIDS/REFUNDS/RETURNS**

VOIDS generally occur if a pass has been punched or sold and signed incorrectly. The pass will need to be voided and another correct item resold. Voided passes must be kept by agencies for a specified period of time for accountability purposes (see agency specific guidelines).

As a general rule, refunds/returns are not allowed and will be initiated only in limited situations. If a visitor unknowingly purchases an Annual Pass when they were eligible for a Senior or Access Pass the Annual Pass may be returned and a refund for the difference may be given. Returned/Refunded Passes must be kept by agencies for a specified period of time for accountability purposes (see agency specific guidelines).

If a visitor purchases an Annual Pass and returns a few minutes later asking to return the pass and purchase the daily pass instead, the Annual Pass may be returned and a refund for the difference given. Returned/Refunded Passes must be kept by agencies for a specified period of time for accountability purposes (see agency specific guidelines).

## **EXCHANGING OLD PASSES FOR NEW PASSES AND RECEIPTS FROM AUTOMATED FEE MACHINES**

Golden Eagle Passports, National Parks Passes, National Parks Passes with the Golden Eagle Sticker, and plastic versions of the Golden Age and Golden Access Passports should NOT be exchanged for, or upgraded to, any of the new passes.

- If a visitor shows up at a National Park site with an unpunched National Parks Pass, the pass cannot be exchanged as it is only valid for the term of the pass (visitor may get less than 1 year of use). If the pass is from 2006 it should be punched for December, so it will then be valid through December 2007. If the pass is from a previous year it is void and can no longer be used.
- A Golden Eagle Passport or National Parks Pass that is valid through 2007 cannot be exchanged or upgraded to the new Interagency Annual Pass.

If a visitor purchases a Golden Eagle Passport or National Parks Pass through an Automated Fee Machine prior to December 31<sup>st</sup> and brings a receipt in to exchange for the product after January 1<sup>st</sup> they will only get the product they purchased. Each Federal recreation site will need to keep a limited supply of the old passes on hand for these exchanges.

## **DAMAGED PASSES**

Damaged passes may be replaced if the visitor provides identification to validate ownership and presents the pass with at least a portion of the pass identifiable. The damaged pass must be kept by agencies for a specified period of time for accountability purposes (see agency specific guidelines). Each Federal recreation site will need to keep a limited supply of the old passes on hand for these replacements.

## **LOST OR STOLEN PASSES**

**Passes cannot be replaced if lost or stolen.** A new pass must be purchased. Although the goal is to acquire the technology to be able to track, cancel, and or replace passes, we are unable to do so at this time.

## **FRAUDULENT PASS USE**

Since all passes are nontransferable the verification of pass ownership is a legitimate component of the program. Photo identification should be requested to verify pass ownership. When passes are sold visitors should be informed that they may be required to show identification when they use their pass.

- When a visitor presents a pass for entrance, a valid form of photo identification should be requested, such as a passport or driver's license, with the visitor's signature.
- Visually verify that the name on the identification matches the name on the pass.
- Compare the signatures on the pass and the photo identification. The signature on the pass should match the signature on the identification. If the visitor is unable to produce valid signature identification, the visitor may be asked to sign a piece of paper, so their signature may be verified. All signature verification papers are destroyed at the end of each shift and any personal information obtained through the identification process is not maintained as part of permanent records.
- Identification should be checked consistently. Checks should be conducted only to verify pass ownership and must not be based on visitor ethnicity, race, or appearance.

Agencies may want to consider developing a pass misuse policy. Currently the National Park Service has a pass misuse policy that consists of marking passes that have been misused with a red check mark; passes that are misused twice and have two red check marks are considered void. A useful part of a pass misuse policy is an information sheet informing the visitor of the proper way to use passes. A policy on the confiscation of misused passes is up to agencies, or individual site locations to decide. If misused passes are confiscated the process must be done in a professional non-confrontational manner.

### ***Examples of fraud include:***

- Local businesses keeping a supply of weekly passes on hand that they recycle and pass out to visitor after visitor.
- Visitors exiting a fee area who hand off their receipts to visitors waiting to enter the fee area.
- Local residents who rent out their homes and leave their annual passes for the occupants to use (this can be remedied by checking identification with pass use).
- Rental companies that supply an annual pass with a rental vehicle and recycle it to be used again the next time the vehicle is rented.

## **ACCOUNTABILITY**

Maintaining strict control of accountable inventory is of utmost importance to the new program. All passes and decals have serial numbers printed on them for this purpose. All unsold Annual Passes and decals must be returned and accounted for by the site that ordered them at the end of each calendar year. Along with this, all sites will be required to reconcile passes sold or distributed and revenue collected for all types of passes each year. Each agency will have established points of contact that will be responsible for ordering, distributing, returning and reconciling all pass sales each year. It is much easier to have accountability procedures in place up front, so last minute scrambles will not be needed at the end of the year.

Note: The Interagency Annual Pass may be issued as an employee award, but must be purchased at full price by the government entity issuing the pass as an award.

## **RECORD OF ACCOUNTABLE STOCK**

When passes are received the agency point of contact must verify shipments with packing slips. This process includes verifying that all serial numbers are correct and accounted for, and that packing slips are accurate.

A Record of Accountable Stock Form is an invaluable tool for tracking the movement of passes. When an order is received and verified it is logged in, and subsequently passes are logged out as they are issued to other locations. Every location should have a Record of Accountable Stock Form to track passes coming and going. Additionally, when passes are moved from one location to another they must be accompanied by a Receipt for Property Form.

## **TRACKING UPGRADES, REFUNDS, AND VOIDS**

In order to reconcile pass sales at the end of each year, it is vital that upgrades, refunds, and voids be tracked. Each agency contact will receive a report at the end of each year that will show the number of passes sent and the amount of revenue deposited. If the number of passes sent does not match the revenue the difference must be accounted for. For example, 10 Senior Passes sent; \$100 should have been deposited; only \$90 was deposited; \$10 needs to be accounted for; a report of 1 voided Pass explains the difference. 100 Annual Passes sent; \$TBD should have been deposited; only \$TBD was deposited; \$TBD difference needs to be accounted for; a report of 1 voided pass and 1 \$TBD upgrade receipt explains the difference.

Each Federal agency site will be responsible for developing a tracking system that works for them. It may consist of a computer program or a handwritten log. Various methods are acceptable as long as the information is readily available when needed. All upgrade receipts, void and refund receipts must be kept on file for a specified period of time for accountability purposes (see agency specific guidelines).

## **REMITTANCE PAPERWORK**

A remittance consists of gathering revenues from one or more locations, reconciling revenue with paperwork, completing deposit paperwork, and transferring the funds to the U.S. Treasury. When fees of any kind are collected at an entrance station, visitor center, office, from a pipe safe, or other location a shift report, or similar document should be completed. Passes must be accounted for on a daily report by serial number.

The remitter must carefully check the pass numbers verifying that all passes are accounted for whether they were sold, voided, refunded, etc. Any upgrades or passes that were voided or refunded can be logged during the remit process.

The deposit information must accurately reflect the monies being deposited by agency specific accounting processes. This will ensure that pass money gets to the proper accounts making the reconciliation process at the end of the year accurate and easier.



### ***THIRD PARTY SALES AGREEMENTS (SEE APPENDICES FOR ADDITIONAL INFORMATION)***

According to REA, the government may establish sales and marketing relationships with third party entities that wish to participate in the program and will encourage vendors to sell the Annual Pass as a convenience to their customers. Management of large or national third party agreements will be the responsibility of the National Pass Program Office. Management of local third party agreements will be the responsibility of the Federal recreation site.

- All passes must be sold at face value (no discounting).
- Passes will be purchased up front, except as listed in last bullet below.
- There will be no refunds or exchange of unsold stock.
- Vendors will be encouraged to purchase the pass at full face value, however a discount or wholesale rate of -10% may be allowed.
- 3<sup>rd</sup> parties will be responsible for validating all passes at the time of purchase.
- 3<sup>rd</sup> parties will not be allowed to sell passes that do not have a full year of validated use.
- Only small cooperating association/affiliated groups will be allowed to sell passes on a consignment basis on behalf of a recreation site. No wholesale rate will be allowed for consigned stock. The recreation site will be responsible for all reconciliation and accountability of stock.

There are many reasons that sites might choose to enter into a third party agreement with an entity for pass sales. Agreements can enhance customer service, increase cost efficiency, improve employee safety, or aid in building relationships with partners and stakeholders.

Instruments available for obtaining pass sales services include contracts, supplemental cooperating association agreements, interagency agreements, cooperative agreements, and the memoranda of understanding and agreement (MOU and MOA).

## ***DESTRUCTION OF STOCK***

### **ANNUAL PASS END OF YEAR DESTRUCTION**

The new Interagency Annual Pass will be replaced each year; therefore it will not be used for multiple years as the Golden Eagle Passport was in the past. The cost of production, fulfillment, shipping and destruction of the Annual Pass will be significant. For these reasons, it is imperative that all field locations carefully evaluate the number of passes needed.

All sites will be responsible for documenting and destroying all Interagency Annual Pass stock that they have on hand at the end of each year following agency guidelines.

Interagency Annual Passes are controlled items and cannot be thrown in the trash or sold after December 31<sup>st</sup> of each year. Left over passes must be destroyed by either cutting or shredding and disposed of properly. Agency specific Accountable Property Destruction Standard Operating Procedures must be followed.

## ***FREQUENTLY ASKED QUESTIONS***

### **GENERAL QUESTIONS ABOUT THE NEW FEDERAL RECREATIONAL LANDS PASS PROGRAM**

**1. What is the America the Beautiful – the National Parks and Federal Recreational Lands Pass Program?**

The [Federal Lands Recreation Enhancement Act of 2004](#) (REA) created the America the Beautiful – the National Parks and Federal Recreational Lands Passes, which will replace the National Parks Pass, the Golden Age, Golden Access, and Golden Eagle Passports on January 1, 2007. Until the new passes are introduced, all existing passes will continue to be sold and honored. Once the new passes are introduced the existing passes will no longer be sold, but will continue to be honored until they expire.

**2. Which Agencies will honor the new America the Beautiful - the National Parks and Federal Recreational Lands Passes?**

The new passes will be honored by the National Park Service, Forest Service, Fish and Wildlife Service, Bureau of Land Management, and Bureau of Reclamation. The Corps of Engineers and Tennessee Valley Authority were not included in the REA legislation, but these agencies will honor the new Senior and Access lifetime passes as they currently honored the Golden Age and Access Passports.

**3. When will the America the Beautiful - the National Parks and Federal Recreational Lands Passes be introduced?**

The new passes will be introduced January 1, 2007.

**4. Why are the new passes being developed? Aren't these new passes just the same as the Golden Eagle, Golden Age, and Golden Access Passports?**

The new passes were mandated by Congress. They will be similar to the old passes, but we hope to build on the lessons learned in all of our previous Federal recreation pass programs. We expect that the new passes will incorporate technological characteristics that will make the passes convenient to use and purchase.

**5. Who coordinated the development of the new passes?**

The Interagency Fee Council, co-chaired by the DOI Deputy Secretary and the USDA Under Secretary for Natural Resources and Environment, established an Interagency Pass Work Group to implement the provisions of the law and to develop the new passes. The Interagency Work Group consists of representatives from each of the Federal agencies covered by the legislation.

**6. Did the Interagency Pass Work Group consult with other stakeholder groups?**

Yes. The Pass Work Group received feedback on development of the new passes from numerous external stakeholder groups. Several "Listening Sessions" have been held. Examples of stakeholder groups who participated in these sessions include the American Recreation Coalition, National Park Foundation, Paralyzed Veterans of America, Western States Tourism Policy Council, gateway communities, National Parks and Hospitality Association, Travel Industry Association, American Hiking Association, National Recreation and Park Association, etc. The interagency pass work group continues to seek input and feedback in a number of forums that are announced through the Departments of Interior and Agriculture.

**7. Did the Interagency Pass Work Group receive input from the field on development of the new passes?** Yes. The passes were developed with on-going consultation with employees at Federal recreation sites. The work group continues to build on experience from previous programs such as the NPP, Golden Eagle Passport, the Federal Duck Stamp, regional passes, and site-specific annual passes. In March 2005, an America the Beautiful – the National Parks and Federal Recreational Lands Pass Program Workshop was held at the National Conservation Training Center in Shepherdstown, West Virginia. Forty field representatives from the different Federal agencies met to make recommendations on pass design, pricing, marketing, policies, and procedures. Field representatives are able to have on-going input to the ideas and processes associated with the new pass program.

**8. How was the price of the Annual Pass determined?** In FY 2005, the Interagency Pass Work Group began working with researchers from the University of Wyoming Survey and Analysis Center to analyze the implications of various prices. The price analysis was based on pass-use data, comparison of state park entrance and Parks Canada; pass prices, surveys of Federal recreation-pass purchasers and recreation-site users and non-users, and other information.

**9. What will the new passes cover?** The passes will be good for access to or use of participating agencies' sites that charge an Entrance or Standard Amenity Fee. At sites where a vehicle fee is charged the passes will admit the pass holder and any accompanying passengers in a single private non-commercial vehicle. At sites where per person fee is charged the passes will admit the pass holder and three persons (16 and older). The Senior and Access Passes will provide the pass holder a 50 percent discount on some Expanded Amenity Fees.

**10. Will there be any changes in the way that the new passes are honored?** Yes. The Departments have determined that pass holders will be allowed to access a recreation site that charges a per person fee with a specified number of persons, rather than specified family members (spouse, parents, children). Additionally, according to the Code of Federal Regulations (CFR) motorcycles are vehicles. At sites with per vehicle entrance fees the Annual Pass will cover access or use for the pass holder/s (individuals who signed the pass) on two motorcycles. The Lifetime Passes will cover access or use for the pass holder for one motorcycle.

**11. Will the old passes continue to be honored as stated e.g. for family while the new passes will cover a specified number of persons?** Yes, but in the event that a difficult situation arises, good judgment and customer service should dictate the best way to handle the situation. (Example: Allowing a family of more than 4 adults to enter a site on a new Senior Pass may be warranted with a verbal understanding that the policy has changed and may be enforced the next time).

**12. What materials will be provided with the new passes?** There will be a brochure issued with the Annual Pass. A hangtag and decal may also be provided from field sites as appropriate.

**13. How will the new passes be sold?** The new passes will be sold at most Federal recreation sites that honor the passes. The Annual Pass will be available to the public through the Internet. It is expected that the passes will also be widely available through third-party partner agreements negotiated by the National Pass Program Office.

**14. How will the new pass program be funded?** It is anticipated that the revenues collected centrally (i.e., Internet, third-party sales) from the sale of the Annual Pass will be used to cover the production, fulfillment, and other administrative costs of the pass program.

**15. How will the new pass program revenue be distributed?** The Departments have determined that all pass revenue collected at Federal recreation sites for the first 3 – 5 years will remain within the agency that sold it. Proceeds from the sales of the pass that occur through central sales outlets (i.e., Internet or third-party sales) after administrative and start up costs are paid, will be shared among the five agencies.

**16. How do I order the new passes and supplemental materials?** Order passes, hangtags, decals, and brochures from the USGS by email at [fedrecpass@usgs.gov](mailto:fedrecpass@usgs.gov), by fax at 303-202-4693, or by phone at 1-888-ASK-USGS (1-888-275-8747); press option number 1. **For email and faxed orders the standard ordering form must be used.** To order passes you must be a designated point-of-contact (or alternate) at your site.

**17. Can lost or stolen passes be replaced? Is there a way that the serial numbers can be tracked?** No. Annual and Lifetime Passes cannot be replaced if lost or stolen. The visitor must purchase a new pass. Although the goal of the new pass program is to acquire the technology at each site to be able to track, cancel, and replace passes, we are unable to do so at this time.

**18. What should I do if a visitor forgets to bring a pass to the site? If the visitor mails in a copy of the entrance or standard amenity fee receipt and a photocopy of their pass, can a refund be issued?** No, the fee must be paid for entrance or use. Visitors are responsible for bringing their pass with them. Order confirmation letters, credit card receipts, credit card statements, or hangtags without passes are not valid. Site-specific guidelines should address the limited situations in which refunds may be allowed. If you have further questions, check with your supervisor or agency fee program coordinator.

**19. Will upgrades be provided?** The Departments of Agriculture and Interior have decided that individual agencies will determine whether Entrance or Standard Amenity Fees (i.e., paper cash register receipts) or Site Specific Annual Passes will be accepted toward the purchase of a new Annual Pass. At this time the only agency we know will be doing upgrades, is the National Park Service and they will be upgrading Entrance receipts only.

**20. What will happen to all the existing passes i.e. National Parks Pass, Golden Eagle, Golden Age, and Golden Access Passports?** Once the new passes are introduced the existing passes will no longer be sold or issued, but they will continue to be honored for as long as they are valid. Old passes will be documented and destroyed according to agency guidelines, but a small supply should be kept on hand for replacing damaged passes and exchanging automated fee machine receipts.

**21. If a visitor shows up at a National Park site with a National Parks Pass that is valid through October of 2007 and they want to upgrade it to the new Annual Pass, should I do it?** No. Passes from previous pass programs cannot be exchanged or upgraded for the new passes.

**22. If a visitor purchases a Golden Eagle Passport through an Automated Fee Machine on December 30, 2006 and brings the receipt in to exchange on January 3, 2007, should I give them one of the new Annual Passes?** No. A small supply of old passes should be kept on hand by each Federal recreation site so like product can be exchanged for like product. They should get what they paid for, and the pass should be punched with a December 2007 expiration date.

## **INTERAGENCY ANNUAL PASS**

**1. What is the Annual Pass?** The new Annual Pass is replacing the Golden Eagle Passport and National Parks Pass. It provides access to or use of any Federal recreation site that charges an Entrance or Standard Amenity Fee. The pass costs \$TBD and is valid for one full year from month of purchase.

**2. Which agencies honor the Annual Pass?** The Forest Service within the Department of Agriculture, and the National Park Service, Fish and Wildlife Service, Bureau of Land Management, and Bureau of Reclamation within the Department of Interior, at sites where Entrance or Standard Amenity Fees are charged.

**3. What does the Annual Pass cover?** The Annual Pass admits the pass holder/s and any accompanying passengers in a single private vehicle at sites with a vehicle entrance fee. Where a per-person entrance fee is charged, the Annual Pass admits the pass holder/s and up to three persons, not to exceed 4 persons, 16 and older (15 and under are free). The Annual Pass is nontransferable and does **NOT** cover or reduce Expanded Amenity Fees such as charges for camping, parking, tours, and concessions. The pass is not valid for commercial groups.

## **Pass Signatures and Validation**

**4. How are Annual Passes validated?** Employees/vendors must punch the expiration date when the pass is sold. The expiration date is 12 months from the month of purchase. The pass must be signed at the point of purchase, unless it is being purchased as a gift. Both the expiration date and signature are required for the pass to be valid.

**5. If an Annual Pass is purchased as a gift does it need to be punched with an expiration date at the time of sale? When should it be signed?** Yes. All passes must be punched with an expiration date at the time of sale. There are a large number of unstaffed recreation sites particularly in the USDA FS. If passes are not validated at the time of sale they may be used without being validated for extended period of time. The pass must be signed prior to or at first use.

**6. The second signature line on the Annual Pass indicates "Second Pass holder." Who can sign the pass?** The second line can be signed by a spouse, roommate, friend, traveling companion, adult child, sibling, etc. The relationship of the two signers should never be questioned.

**7. A visitor purchases a pass on March 31. She asks me to punch it to expire in April instead of March since April is only one day away and she feels she will be**

**cheated out of a month of use. Should I punch the pass for April?** No. Punching the pass for April would give her an **extra** month of use. Her pass should be punched to expire in March. Her pass will then be valid through the **end** of March of the following year. No matter what day of the month the pass is purchased, it is always valid through the last day of that month the following year.

**8. If visitors show up a site with a confirmation letter stating they ordered an Annual Pass through the Internet, should we accept it?** No. Confirmation letters are not valid for entry or use. The confirmation letter states that it is not valid for entry or use. A credit card statement or receipt showing purchase of a pass is not valid for entry either. The visitor may choose to purchase another pass and when the one they ordered through the Internet arrives they can return it to USGS for a refund.

**9. Is the Annual Pass going to be sold through third-party partners?** Yes. Partners and local vendors may sell the Annual Pass.

**10. Will partners sell the Annual Pass at a discount?** No. The Annual Pass must be sold at face value.

### **Interagency Annual Pass Upgrades – Follow Agency Specific Guidelines**

**11. What is an upgrade?** An upgrade occurs when a visitor purchases an Entrance or Standard Amenity Fee receipt and later decides they should have purchased an Interagency Annual Pass. The Entrance or Standard Amenity Fee receipt is turned in and the cost is deducted from the cost of the Annual Pass. For example, if a visitor purchases a \$25 entrance fee at Grand Canyon National Park, and then visits Petrified Forest National Park, they may apply the \$25 Grand Canyon National Park entrance receipt toward the purchase of an Annual Pass. Petrified Forest National Park would collect an additional \$TBD to complete the sale.

**Note: The NPS is planning to continue its policy of upgrading daily entrance receipts to the new Interagency Annual Pass, but it will no longer upgrade site-specific annual passes.**

**Each agency should refer to its specific agency guidelines on how to handle upgrades.**

### **INTERAGENCY SENIOR PASS**

**1. What is the Senior Pass?** The Senior Pass replaces the Golden Age Passport. It provides access to and use of any Federal recreation site that charges an Entrance or Standard Amenity Fee and provides a discount on some Expanded Amenity Fees. The pass is for citizens or permanent residents of the United States, who are 62 years of age or older. The pass must be obtained in person. The cost of the Senior Pass is \$10, and it is valid for the lifetime of the pass holder.

**2. Which agencies honor the Senior Pass?** The Forest Service within the Department of Agriculture, and the National Park Service, Fish and Wildlife Service, Bureau of Land Management, and Bureau of Reclamation within the Department of Interior, at sites where Entrance or Standard Amenity Fees are charged. The Corps of Engineers and

Tennessee Valley Authority were not included in the REA legislation, but these agencies will honor the new Senior Pass as they currently honored the Golden Age Passport.

**3. What does the Senior Pass cover?** The Senior Pass admits the pass holder and any accompanying passengers in a single private vehicle at sites with a vehicle-entrance fee. Where a per-person entrance fee is charged, the Senior Pass admits the pass holder and three persons, 16 and older (15 and under are free).

The Senior Pass also provides a 50 percent discount on some Expanded Amenity Fees charged for facilities and services such as camping, swimming, parking, boat launching, and specialized interpretive services. In some cases where Expanded Amenity Fees are charged, only the pass holder will be given the 50 percent price reduction. The pass is nontransferable and generally does **NOT** cover or reduce special recreation permit fees or fees charged by concessionaires. Inquire locally for pass acceptance policies.

**4. A 62-year-old visitor from Canada arrives and wants to purchase a Senior Pass. Can I sell the pass?** No. The Golden Age Passport is available only to U.S. citizens or permanent residents, age 62 years and older.

**5. The same visitor advised me that she has a winter home in Tucson where she resides 6 months during the year. Does that make her eligible?** Probably not. Most requests for the Senior Pass will not be this ambiguous. However, if you should run into this situation, remember that the Senior Pass is available only to permanently domiciled residents of the U.S. Domicile is defined as “*the permanent residence of a person or the place to which he or she intends to return even though he or she may reside elsewhere.*” If you are still not sure if the applicant is eligible, you may wish to politely ask her in which country she receives her health and retirement benefits. This would be the country where she is *domiciled*. Check with your supervisor or agency fee program coordinator for guidance.

**6. If a visitor arrives with a Senior Pass for which they are not eligible, should I confiscate it?** Depending on agency policy advise them that they were issued the Senior Pass in error, and ask them to turn it over to you. If they refuse to turn the pass over to you, refer to your site’s pass misuse and fraud procedures.

**7. If a visitor forgets their Senior Pass, can I sell them another one?** Yes. They can either buy another Senior Pass or pay the regular Entrance or Use Fee. If an individual has more than one Senior Pass, as long as it is checked with pass use they will not be using more than one of them at a time.

**8. If a visitor wants to purchase a Senior Pass one week before their 62 birthday, should I sell them one?** No. To be eligible for the pass they must be 62 or older.

### **INTERAGENCY ACCESS PASS**

**1. What is the Access Pass?** The Access Pass replaces the Golden Access Passport. It provides access to and use of any Federal recreation site that charges an Entrance or Standard Amenity Fee and provides a discount on some Expanded Amenity Fees. The pass is for citizens or permanent residents of the United States, regardless of age, who



have been medically determined to have a permanent disability. The pass must be obtained in person. The pass is free, and it is valid for the lifetime of the pass holder.

**2. Which agencies honor the Access Pass?** The Forest Service within the Department of Agriculture, and the National Park Service, Fish and Wildlife Service, Bureau of Land Management, and Bureau of Reclamation within the Department of Interior, at sites where Entrance or Standard Amenity Fees are charged. The Corps of Engineers and Tennessee Valley Authority were not included in the REA legislation, but these agencies will honor the new Access Pass as they currently honored the Golden Access Passport.

**3. What does the Access Pass cover?** The Access Pass admits the pass holder and accompanying passengers in a single, private vehicle at sites with a vehicle entrance fee. Where a per-person entrance fee is charged, the Access Pass admits the pass holder and three persons, 16 and older (15 and under are free).

The Access Pass also provides a 50 percent discount on some Expanded Amenity Fees charged for facilities and services such as camping, swimming, parking, boat launching, and specialized interpretive services. In some cases where expanded amenity fees are charged, only the pass holder will be given the 50 percent price reduction. The pass is nontransferable and generally does **NOT** cover or reduce special recreation permit fees or fees charged by concessionaires. Inquire locally for pass acceptance policies.

**4. A visitor says he is a disabled veteran and wants to obtain an Access Pass. I suspect that he is not eligible. What should I do? Remember that some permanent disabilities may not be obvious.** It is not up to the person who is issuing the Access Pass to make this determination. Instead, explain to the applicant that persons with a *permanent disability* (who are U.S. citizens or permanent residents) are eligible for the Access Pass. A *permanent disability* is defined as a permanent physical, mental, or sensory impairment that substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. Provide the definition to him to make sure he understands the pass eligibility requirements. If he still says that he is eligible, the law requires that he provide documentation to show proof-of-eligibility. The employee should ask for the documentation (in most cases you should not offer the **Statement of Disability Form**, without at least a request for the documentation). If the applicant cannot produce the required documentation, he may read and sign the Statement of Disability Form to receive his Access Pass.

**5. What sort of documentation should an applicant provide?** The applicant must submit **one** of the documents listed in a, b, or c below (the issuing officer should at least make a polite attempt to obtain the documentation before offering the *Statement of Disability Form*), **OR** the applicant can complete the *Statement of Disability Form* as described above.

a) A statement signed by a licensed physician attesting that the applicant has a permanent physical, mental, or sensory impairment that substantially limits one or more major life activities, and stating the nature of the impairment;

**OR**

b) A document issued by a Federal agency, such as the Veteran's Administration (VA), which attests that the applicant has been medically determined to be eligible to receive Federal benefits as a result of blindness or permanent disability. Other acceptable Federal agency documents include proof-of-receipt of Social Security Disability Income (SSDI) or Supplemental Security Income (SSI). A VA or Social Security enrollment card is NOT acceptable documentation;

**OR**

c) A document issued by a state agency such as the 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 medically determined blindness or permanent disability. Showing a state motor-vehicle department disability sticker, license plate, or hanqtag is NOT acceptable documentation;

**OR**

If a person claims eligibility for an Access Pass, but cannot produce any of the documentation outlined in a–c above, then that person must read, sign, and date the *Statement of Disability Form* in the presence of the officer issuing the pass. If the applicant cannot read and/or sign, someone else may read, date, and sign the statement on his/her behalf in the applicant's presence and in the presence of the officer issuing the pass.

**6. What if a visitor claims to be partially disabled, do they qualify for the Access Pass?** There is no set percentage (10%, 30%, 50%) related to the disability that is required for qualification. You can only relay to the visitor the requirement that they have a *permanent disability*, that is defined as a permanent physical, mental, or sensory impairment that substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. If they believe they qualify based on the definition and have supporting documentation they can be issued a pass.

**7. What can I do about Access Pass misuse or fraud?** Federal land agencies created the *Statement of Disability Form* to remove employees from the burden of evaluating whether an applicant is permanently disabled. **The employee may assess ONLY whether adequate documentation or signature for the pass has been submitted by the applicant.** Provide the applicant the definition of a permanent disability and **the penalties** for fraudulently signing the *Statement of Disability Form*.

**8. How old does someone need to be to get an Access Pass?** There is no age requirement for the Access Pass. If an individual is a child and is unable to sign their own pass a parent or guardian may sign it for them.

## **VOLUNTEER PASS**

**1. What is the Volunteer Pass?** The Volunteer Pass is new. It will be issued to volunteers who accrue 500 volunteer hours after January 1, 2007. There is no specific time frame in which the hours must be accrued. Only one pass per year may be earned. The pass provides access to or use of any Federal recreation site that charge an

Entrance or Standard Amenity Fee. The pass is free, and it is valid for one full year from month of issuance.

Agency/site volunteer coordinators in coordination with agency points of contact will be responsible for ordering and issuing the pass.

**2. Which agencies honor the Volunteer Pass?** The Forest Service within the Department of Agriculture, and the National Park Service, Fish and Wildlife Service, Bureau of Land Management, and Bureau of Reclamation within the Department of Interior, at sites where Entrance or Standard Amenity Fees are charged.

**3. What does the Volunteer Pass cover?** The Volunteer Pass admits the pass holder and accompanying passengers in a single, private vehicle at sites with a vehicle entrance fee. Where a per-person entrance fee is charged, the Volunteer Pass admits the pass holder and three persons, 16 and older (15 and under are free).

**4. Do we need to stock volunteer passes at all locations where other passes are sold?** No. The volunteer passes will be ordered and issued by agency points of contact in coordination with volunteer coordinators.

## **HANGTAGS**

**1. What is a Hangtag?** Many agency sites are not regularly staffed by fee collection or enforcement personnel. At these locations, pass holders must display their passes in the window of their vehicle. The hangtag is designed to do this and is required for display. The hangtag offers the visitor a new way to display their pass that meets the various agencies needs.

**2. Where can visitors get a Hangtag?** Hangtags will be available at most Federal recreation land sites that charge an Entrance or Standard Amenity Fee, and at some agency offices. The hangtags will be issued free of charge, but an individual must have a valid pass in order to be issued a hangtag. The hangtag for the Annual and Volunteer Pass will be marked with the same expiration date as the pass.

**3. Should a hangtag be given out with every pass?** No. We do not have enough hangtags for them to be given out on a one for one basis. When passes are sold or issued, if time permits, the visitor should be asked if they think they plan to visit unstaffed Federal recreation sites such as US Forest Service or BLM sites. If so, they should be issued a hangtag.

**4. What if a visitor shows up at a staffed entrance station site and presents their hangtag for entry, should they be allowed to enter?** No. Hangtags alone will not be sufficient for entry; a valid pass has to be shown.

## **DECALS**

**1. What is a Decal?** Many agency sites are not regularly staffed by fee collection or enforcement personnel. For persons driving open topped vehicles (e.g. jeeps, motorcycles, etc) a decal will be available for issue so they may display proof of payment without leaving their pass unsecured in their vehicle.

**2. Where can visitors get a Decal?** An individual must have a valid Annual or Volunteer Pass in order to be issued a decal. Decals will be available at most Federal recreation land sites that charge an Entrance or Standard Amenity fee, and at some Federal agency offices. The decal will be punched with the same expiration date as the pass. For automobiles decals must be placed on the lower right hand side of the windshield, and for motorcycles on the front in a clearly visible place.

**3. How many decals can be issued per pass?** Up to two decals may be issued per Annual Pass, but only one decal may be issued per Volunteer Pass. The Annual Pass has two stars to the left of the signature line. One star should be punched for each decal issued. The Volunteer Pass has one star to the left of the signature line. The star should be punched when a decal is issued.

**4. What if a visitor wants a decal 6 months after they purchased their pass? Do I punch the decal to expire in 6 months?** Yes. Decals must be punched with the same expiration date as the pass, regardless of when they are issued.

**5. What if a visitor shows up at a staffed entrance station site and points to their window decal for entry, should they be allowed to enter?** No. Decals alone will not be sufficient for entry; a valid Annual Pass or Volunteer Pass must be shown.

## **DEFINITIONS**

### **America the Beautiful – The National Parks and Federal Recreational Lands Pass:**

The federal lands pass program created by Congress with the passage of the Federal Lands Recreation Enhancement Act (REA) in December, 2004.

**Code of Federal Regulations (CFR):** A codification of the general and permanent rules published in the Federal Register, the Executive departments, and agencies of the Federal Government.

**Commercial Group:** One or more persons traveling on an itinerary that has been packaged, priced, or sold for leisure or recreational purposes by an organization that realizes financial gain by providing the service.

**Concession Fees:** Rates charged to the public by concessionaires for services such as lodging or food. Concessionaires are contracted by the Federal recreation sites to manage accommodations, facilities, and other operations. They may collect entrance, expanded amenity, and/or transportation fees on behalf of the Federal site when designated in their contract or done as a separate procurement contract.

**Concessionaire:** An individual or entity authorized by permit or contract to operate a business on federal land.

**Cooperative Agreement:** A written document which reflects a relationship between a Federal recreation site and a state or local government, tribal government, or other non-federal partner in which the primary purpose is to transfer money, property, or services or anything of value to stimulate or support a public purpose.

**Cooperating Associations:** Non-profit organizations, incorporated under state law, that have formal agreements with Federal recreation sites to provide program and financial assistance to activities in interpretation, education, and research through the production and sale of media that is an educational service to the public.

**Designated Fee Area:** A federally operated site that has been designated as a recreational fee area and authorized to charge fees in accordance with the Federal Lands Recreation Enhancement Act of 2004.

**Disability, permanent:** A permanent physical, mental, or sensory impairment that substantially limits one or more major life activities, such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. See 7 CFR §15e.103; see also 29 U.S.C. §705(20).

**Domicile:** The permanent residence of a person or the place to which s/he intends to return even though s/he may reside elsewhere. A person may have more than one residence but has only one domicile.

**Entrance Fee:** Fee charged to access lands managed by NPS and FWS.

**Expanded Amenity Fee:** Fee charged for specialized facilities and services beyond entrance fees and standard amenity fees. Examples include camping, boating, and tours.

**Fee Demonstration (“Fee Demo”):** A temporary legislative authority that allowed parks and other federal sites to charge reasonable fees and retain revenues generated by park entrance receipts, activities, and services. (Recreational Fee Demonstration Program Omnibus Consolidated Rescissions and Appropriation Act of 1996 PL 104-134, §315).

**Land and Water Conservation Fund Act of 1965 (LWCFA):** Federal law mandating the development of a program to charge entrance and activity (use) recreation fees, based on the premise that persons using certain federal facilities and services should pay a greater proportion of the operating costs than the general taxpayer.

**Memorandum of Agreement (MOA):** A written agreement between a Federal recreation site and local governments, nonprofit organizations, corporations, individuals, and other federal agencies used to document receipt of funds, goods, and or services by the Federal recreation site from a non-federal party.

**Memorandum of Understanding (MOU):** A written agreement between a Federal recreation site and state and local governments, nonprofit organizations, corporations, individuals and other federal agencies used to document mutual assistance relationships. This agreement should not be used to expend or collect funds.

**Non-Commercial Vehicle:** Passenger car, van, pick-up truck, converted school bus, recreational vehicle, or similar vehicle. This term does not include a motorcycle, motor scooter, motor bicycle, moped, snowmobile, or non-motorized bicycle.

**Remittance:** Documentation, prepared at the collection location, required for deposit or transmission of funds to the U.S. Treasury.

**Standard Amenity Fee:** Fee charged for use of BLM, FS, and Reclamation sites that have a combination of basic amenities – picnic tables, trash receptacles, toilets, developed parking, interpretive signing, and security.

**Upgrade:** When money spent on a previously purchased entrance fee, standard amenity fee, or pass is credited to the purchase of a higher-priced pass.

**Validation:** Expiration date punched and signature

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