United States Department of the Interior

NATIONAL PARK SERVICE

Alaska Region

240 West 5th Avenue, Room 114

Anchorage, Alaska 99501

IN REPLY REFER TO:
5.B. (AKRO-EC)

OCT 28 2016

Dear Current CUA Holders and Potential Applicants,

The National Park Service (NPS) is committed to the effective management of the Commercial Use Authorization (CUA) program. CUA holders provide valuable services in NPS areas across Alaska and throughout the country. As the number of permitted CUAs has increased annually, the Alaska Region has conducted a review of its current administration of the program in an effort to find opportunities to better manage and improve the process for both applicants and the NPS.

The NPS Alaska Region has determined an application submission timeline is necessary to better manage the CUA program. Application timelines are utilized by many parks throughout the NPS and have the benefit of creating enhanced structure, clearer process expectations, and improved customer service. Additionally, it can help parks better manage capacity by allowing for advanced planning of review and approval periods that fall outside of the busy summer season.

Effective immediately, all CUAs with a term beginning on January 1, 2017 and beyond are subject to a new application submission timeline:

Application Period for CUAs: November 1st through April 30th

A fully completed application packet including insurance, fee payment, and other required documentation must be received or postmarked by the April 30th deadline.

For example:
The application window for a one-year CUA covering 2017 or a two-year CUA covering 2017 and 2018 is November 1, 2016 through April 30, 2017.

The application window for a one-year CUA covering 2018 or a two-year CUA covering 2018 and 2019 is November 1, 2017 through April 30, 2018.

CUA applications received or postmarked after April 30th will not be accepted. Rare exceptions may be made if there are extenuating circumstances involved or if the application is to provide an approved service not currently offered by other commercial operators. Any request for a waiver based upon extenuating circumstances must be submitted in writing and approved by the park Superintendent(s). Note: Winter road-based vehicle tours and dog sled freight services in Denali National Park & Preserve are exempt from the application timeline and will be accepted year-round.

The application forms and related information can be found at: www.nps.gov/akso/management/commercial_authorizations.cfm. Please remember that each application must be accompanied by your insurance, fee payment and other required documentation. Applications submitted via email should be sent to: akro_cua_admin@nps.gov. If mailing your application, it must be postmarked no later than April 30th and mailed to National Park Service, Concessions, 240 West 5th Avenue, Anchorage, AK 99501. Once received, you will be sent an acknowledgement of receipt via email or regular US mail for those without email access.

The National Park Service Alaska Region authorizes commercial visitor services to be provided under a Commercial Use Authorization, pursuant to Section 418 of the National Park Service Concession Management Improvement Act of 1998 (16 U.S.C 5966 Public Law 105-81). CUAs are generally limited to no more than two years and are intended to provide a simple means to authorize suitable commercial services to visitors.

Our goal is to manage the CUA program in the most effective way possible and we strongly believe implementing this application window will provide better management of the overall CUA process. If you have any questions or concerns, please contact Brenda Coleman at brenda_coleman@nps.gov or (907) 644-3362.

Sincerely,

Kelly Chang
Alaska Regional Chief of Commercial Services