**For Calendar Year:**

**DUE BY:** **November 15th**

1. CUA INFORMATION:

 *CUA Number:*

*Services Provided: (As it appears on your authorization.)*

2. CONTACT INFORMATION:

 *Owner Name:* *Authorized Agent*:

 *Legal Business Name:* *Email (business):*

 *Mailing Address* *(Street Address)*: *Email (contact person):*

 *(City, State, Zip Code):*

 *Phone:*  *Fax:*

**VISITOR USE INFORMATION**

3. VISITORS AND/OR TRIPS:

Enter the number of clients for whom you provided service within the park or served as a result of park-based operations over the past year:

 Enter the number of trips your company made to the park over the past year:

 **Note:** If issued a Commercial Use Authorization in more than one park unit, fill out the attached SUPPLEMENTAL REPORT.

4. LENGTH OF STAY:

 Enter the average length of time your clients were in the park as a result of the service you provided *(if applicable)*. For day trips, show the average number of hours that you spend in the park per trip. For overnight trips show the average number of nights that you spend in the park per trip from the first travel day to the last day exiting the park.

 Average hours per trip:

*(Trips that use lodging outside of the park are considered day trips.)*

 Average number of nights per trip:

*(If provided, use table below to report total visitor use numbers and additional details.)*

5. What percentage of the service you provide takes place in the park?

**FINANCIAL INFORMATION**

6. Enter the total gross receipts for your operation:

7. Enter the portion of the total gross receipts earned that resulting from visiting the park:

**INJURY INFORMATION**

8. Did any reportable injuries occur during your trips this year? [ ]  Yes [ ]  No

**If “Yes”**, please use a separate sheet of paper to report the date of the incident and a brief statement of the incident. Include a description of the activity taking place at the time of the injury, the type of injury, and the action taken to provide patient care. Please include the sex and age of the patient (omit the patient’s name). A reportable injury involves any medical incident or injury requiring medical aid beyond Basic First Aid and/or when a request for medical aid/rescue assistance is made. You do not need to send in a report if you have already done so.

**RETURNING**

9. [ ]  Our company plans to return next year. [ ]  Our company does not plan to return.

10. **SIGNATURE:** **False, fictitious or fraudulent statements or representations made in this report may be grounds for denial or revocation of the Commercial Use Authorization and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001). Authorized Agents must attach proof of authorization to sign below.**

 *By my signature, I hereby attest that all my statements and answers on this form and any attachments are true, complete, and accurate*.

Signature Date

 Printed Name Title

**NOTICES**

**Privacy Act Statement**

**Authority:** The authority to collect information on the attached form is derived from 16 U.S.C. 5966, Commercial Use Authorizations.

**Purpose:** The purposes of the system are (1) to assist NPS employees in managing the National Park Service Commercial Services program allowing commercial uses within a unit of the National Park System to ensure that business activities are conducted in a manner that complies with Federal laws and regulations; (2) to monitor resources that are or may be affected by the authorized commercial uses within a unit of the National Park System; (3) to track applicants and holders of commercial use authorizations who are planning to conduct or are conducting business within units of the National Park System; and (4) to provide to the public the description and contact information for businesses that provide services in national parks.

**Routine Uses:** In addition to those disclosures generally permitted under 5 U.S.C.552a(b) of the Privacy Act, records or information contained in this system may be disclosed outside the National Park Service as a routine use pursuant to 5 U.S.C. 552a(b)(3) to other Federal, State, territorial, local, tribal, or foreign agencies and other authorized organizations and individuals based on an authorized routine use when the disclosure is compatible with the purpose for which the records were compiled as described under the system of records notice for this system.

**Disclosure:** Providing your information is voluntary, however, failure to provide the requested information may impede the processing of your commercial use authorization application.

**Paperwork Reduction Act Statement**

In accordance with the Paperwork Reduction Act (44 U.S.C. 3501), please note the following. This information collection is authorized by The Concession Management Improvement Act of 1998 (54 U.S.C. 101911). Your response is required to obtain or retain a benefit in the form of a Commercial Use Authorization. We will use the information you submit to evaluate your impact to park resources and compliance with park regulations and limitations. We may not conduct or sponsor and you are not required to respond to a collection of information unless it displays a currently valid Office of Management and Budget control number.

 **Estimated Burden Statement**

We estimate that it will take approximately 1.25 hours to prepare a report, including time to review instructions, gather and maintain data, and complete and review the report. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Information Collection Officer, National Park Service, 12201 Sunrise Valley Drive, MS-242 Rm. 2C114, Reston, VA 20192. Please do not submit your form to this address, but rather to the address at the top of the form.

A report is required for each Commercial Use Authorization (CUA) issued. These instructions correspond to the numbered questions in Form 10-660.

1. Enter the CUA number and the service you are authorized to provide as it appears on the CUA.
2. Enter the CUA contact information.
3. Enter the number of clients who made use of the commercial services provided under this CUA. If issued a CUA in more than one park unit, enter the total number of clients for all park units.
4. Enter the average number of hours or days a customer engaged in the service you provide spends in the park.
5. Enter the percentage of your business that takes place inside the park or is dependent on park-based operations.
6. Enter total gross receipts for the holder (applicant) for the most recent business year. This is the total gross receipts the company brought in, regardless of whether or not the gross receipts are a result of the service provided under this CUA. Enter the total amount in US dollars. Gross receipts will not be made public by the Service except in accordance with law.
7. Enter the gross receipts that are a result of providing the service authorized under this CUA. Multiply total gross receipts reported in question 6 by the percentage of your business that takes place in the park or is dependent on park-based operations (question 5). Enter the calculated amount in US dollars. Gross receipts will not be made public by the Service except in accordance with law.

 Example: $145,000.00 (question 6) x 75% (question 5) = $108,750.00

1. Provide details of any reportable injuries incurred by the holder, the employees of the holder, or clients within the park during the term of this CUA.
2. Check the box to indicate interest in applying for a CUA when this one expires.
3. Signature of business owner or authorized agent.

**Supplemental Report:** If issued a CUA in more than one park unit, fill out the Supplemental Report. For each park unit authorized on your CUA, enter the number of clients who made use of the commercial services under your CUA and the gross receipts that are a result of providing the authorized service(s) in the park unit. If you did not operate in a park unit authorized on your CUA, enter zeros.

**SUPPLEMENTAL REPORT**

DEPARTMENT OF THE INTERIOR - NATIONAL PARK SERVICE

INTERIOR REGION 11 – ALASKA

Commercial Services

240 West 5th Avenue, Anchorage, AK 99501

907-644-3364

Due by November 15th along with Annual Report Form 10-660

This supplemental form is not an OMB approved form however, it is required in addition to the attached OMB Approved Form 10-660 if you were issued a multiple-park Commercial Use Authorization.

***Business Name:***

***Year:***

**VISITOR USE - FINANCIAL INFORMATION**

**Enter your *Gross Receipts* and the *Number of Clients* for each park unit authorized on your permit.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Park Unit** | **Gross Amount** | **Total # Clients** | **Park Unit** | **Gross Amount** | **Total # Clients** |
| **ALAG** |  |  | **KEFJ** |  |  |
| **ANIA** |  |  | **KLGO** |  |  |
| **BELA** |  |  | **KOVA** |  |  |
| **CAKR** |  |  | **LACL** |  |  |
| **DENA** |  |  | **NOAT** |  |  |
| **GAAR** |  |  | **SITK** |  |  |
| **GLBA** |  |  | **WRST** |  |  |
| **KATM/Brooks** |  |  | **YUCH** |  |  |

**Key to Park Acronyms:**

|  |  |  |  |
| --- | --- | --- | --- |
| Alagnak Wild River | (ALAG) | Kenai Fjords National Park | (KEFJ) |
| Aniakchak National Monument & Preserve | (ANIA) | Klondike Gold Rush National Historical Park | (KLGO) |
| Bering Land Bridge National Preserve | (BELA) | Kobuk Valley National Park | (KOVA) |
| Cape Krusenstern National Monument | (CAKR) | Lake Clark National Park & Preserve | (LACL) |
| Denali National Park & Preserve | (DENA) | Noatak National Preserve | (NOAT) |
| Gates of the Arctic National Park & Preserve | (GAAR) | Sitka National Historical Park | (SITK) |
| Glacier Bay National Park & Preserve | (GLBA) | Wrangell-St. Elias National Park & Preserve | (WRST) |
| Katmai National Park & Preserve / Brooks | (KATM) | Yukon-Charley Rivers National Preserve | (YUCH) |

**To Submit**: Save to your computer, sign, and email to: akro\_cua\_admin@nps.gov