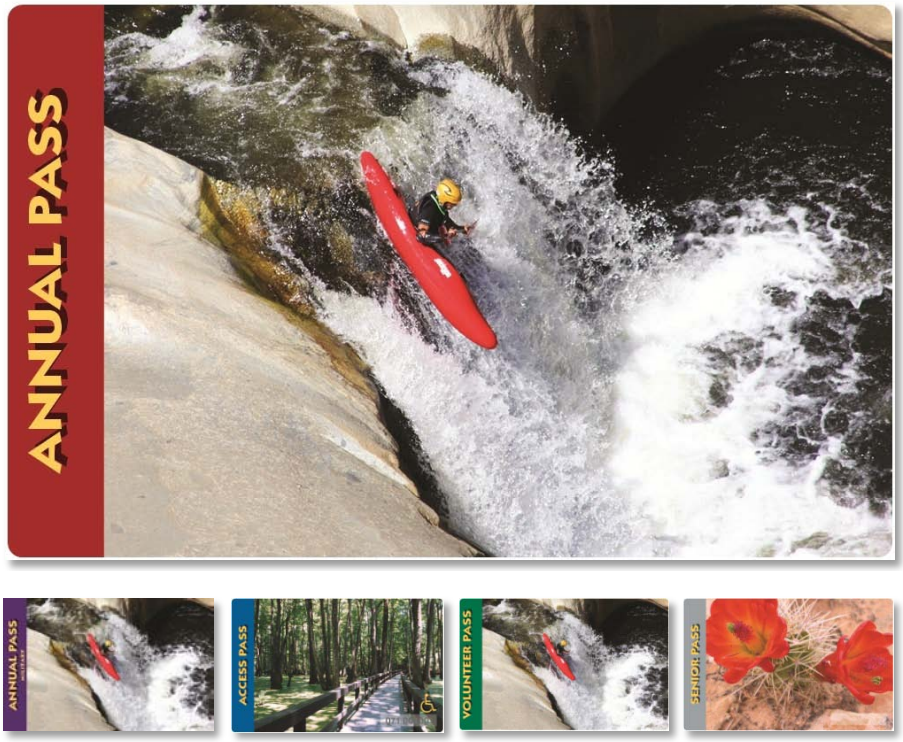
AMERICA THE BEAUTIFUL

THE NATIONAL PARKS AND FEDERAL RECREATIONAL LANDS PASS

Interagency Standard Operating Procedures



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WHAT'S NEW FOR 2013?

The "What's New" items referenced below are highlighted in Yellow on the pages referenced.

1) Added a frequently asked question regarding scanned copies of passes (See Page 11)
2) Clarification on eligibility and other sections of the Annual Pass for Military. (See Pages 15 – 21)

PASS PROGRAM BACKGROUND

Law

Congress passed the Federal Lands Recreation Enhancement Act (REA), Public Law 108-447, in December 2004. The law authorizes the Forest Service (USDA FS) within the Department of Agriculture, the National Park Service (NPS), Fish and Wildlife Service (FWS), Bureau of Land Management (BLM), and Bureau of Reclamation (Reclamation) within the Department of Interior to charge fees at 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 and the Land and Water Conservation Fund Act, 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.

The Pass Program

The "America the Beautiful – the National Parks and Federal Recreational Lands Pass" Program is a suite of annual and lifetime passes that provides U.S. citizens and visitors an affordable and convenient way to access Federal recreation lands. Up to 100% of the Pass program's proceeds are used to improve and enhance visitor recreation services.

REA established the "America the Beautiful – the National Parks and Federal Recreational Lands Pass" (Interagency Pass Program) to replace the Golden Eagle, Golden Eagle Hologram, Golden Age, and Golden Access Passports and the National Parks Pass ("old passes"). The Interagency Pass Program provides five pass options for the public to use at Federal recreation sites where entrance or standard amenity fees are charged. The five passes and collateral materials that make up the program are:

1)	**Annual Pass**:	$80.00; anyone can purchase this pass
2)	**Military Pass:**	Free; U.S. military members and their dependents
3)	**Senior Pass:**	$10.00; valid for the lifetime of the pass owner; must be 62 or older and a U.S. citizen or a permanent resident
4)	**Access Pass:**	Free for lifetime with documentation of permanent disability for U.S. citizens or permanent residents
5)	**Volunteer Pass:**	Earned with 250+ hours of volunteer service on public lands
6)	**Hangtags:**	Used to display passes at areas without entrance booth staff
7)	**Annual Decals:**	For open-top vehicles to display at areas without entrance booth staff

The Interagency Pass Program was implemented January 1, 2007. Sites may not issue or sell any of the old passes. Old passes must be destroyed and documented according to agency policy.

The Interagency Pass Program promotes consistency among the participating agencies. An Interagency Pass Workgroup with representatives from each of the participating agencies develops and oversees the program and related policies. The intention is to maintain a high-quality pass program that is supported by the public and partner organizations.

The overall objectives of the program include:

1) Making the passes more convenient to purchase and use.
2) Incorporating technology to allow for improved data collection and to prevent misuse.
3) Providing a durable, collectable, high quality product that promotes identity and support of Federal recreation lands
4) Providing opportunities for partnerships and education about recreational opportunities on Federal recreation lands.

Official Name

REA legislation established the name of the program 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.

Frequently Asked Questions - Background

1) Which agencies participate in the program?

a. Bureau of Land Management (BLM) http://www.blm.gov
b. Bureau of Reclamation (Reclamation) http://www.usbr.gov
c. Fish & Wildlife Service (FWS) http://www.fws.gov
d. USDA Forest Service (USDA FS) http://www.fs.fed.us
e. National Park Service (NPS) http://www.nps.gov

A representative from each of the five agencies, plus the Department of Interior's Office of Policy Analysis, comprise an Interagency Workgroup that oversees the program.

2) Why don't all Federal recreation sites accept or issue the passes?

a. Not all Federal recreation sites charge entrance or standard amenity fees.
b. The passes cover *entrance or standard amenity fees*, not parking, expanded amenity, tour or other types of fees.
c. Not all Federal recreation agencies participate in the program. For example, the U.S Army Corps of Engineers and Tennessee Valley Authority sites do not issue the passes, yet, they might honor the Senior and Access Passes for camping discounts.
d. Some facilities and activities on Federal recreation lands are managed by private concessionaires. The concessionaires charge for their services as any private company does. Their contract with the individual agency dictates if the concessionaire has to accept the Interagency Passes. Concessionaires might operate parking lots, campgrounds, boat ramps, lodging and more on behalf of the agencies.
e. The majority of recreation sites on Bureau of Reclamation lands are managed by non-Federal partners.

3) What is USGS and what is its role in the Pass Program?

The USGS, or U.S. Geological Survey, is a Department of Interior Agency that is the contracted fulfillment provider for the program. USGS handles the functions of: inventory storage, fulfillment to field sites, retail partners and the public; and managing the program's call center.

4) How is the Pass program funded?

Revenue generated through “Central Sales” (internet sales and national retail partners) covers program costs including product design, production, fulfillment and marketing. Field sites, retail partners and individual consumers are responsible for their own shipping costs.

5) How is revenue from the Pass program distributed among the participating agencies?

Revenue from field pass sales remain within the agency. Proceeds from Central Sales will be shared among the five agencies after program expenses are paid.

PASS PROGRAM - GENERAL TOPICS

Signs and Other Materials

All signs and other materials (newspapers, self-pay envelopes, etc) must reflect the correct names and prices of the Interagency passes as follows:

- Interagency Access Pass - Free
- Interagency Senior Pass - $10
- Interagency Annual Pass - $80
- Interagency Annual Pass - Military - Free
- Interagency Volunteer Pass – Free (including this pass on signs is optional)

Product Design

Passes:

1) 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 a 128 barcode on the back.
2) Annual, Annual - Military and Volunteer Passes include the expiration date on the back.
3) A scenic image is imprinted on the front of each pass. Annual, Annual - Military and Volunteer Passes and Decal share the same image that changes each year. The Senior and Access Pass images will remain the same throughout the life of the program.
4) The first two digits of the pass number represent the last two digits of the year the pass is printed. The third digit is an identifier of the pass type.
   a. Annual Passes will have a "1." Sample sequence = 121000001 (year 2012 Annual Pass)
   b. Senior Passes "2." Sample sequence = 122000001 (year 2012 Senior Pass)
   c. Access Passes "3." Sample sequence = 123000001 (year 2012 Access Pass)
   d. Volunteer Passes "4." Sample sequence = 124000001 (year 2012 Volunteer Pass)
   e. Decals "5." Sample sequence = 125000001 (year 2012 Decal)
   f. Annual Pass - Military "9." Sample sequence = 129000001 (year 2012 Annual Pass - Military)

Collateral Materials:

1) Decals have the same image as the Annual pass and include a place for an expiration date and a vehicle license plate number (sites should not keep vehicle license plate numbers on a log/register; they are only to be written on the decal in waterproof or permanent ink).
2) Hangtags are designed to display a pass while hanging from a vehicle rearview mirror. On the old hangtags one side of the hangtag displays the Annual pass, and the reverse side is for the Senior or Access Pass. New hangtags beginning in 2013 are one-sided, used for all passes and are clear plastic.
3) The Brochure titled "America the Beautiful – the National Parks and Federal Recreational Lands Pass" includes basic information about the Interagency Pass Program, the participating Federal agencies and, stewardship and volunteer opportunities. This brochure should be offered to all visitors that are issued a pass. Recreation sites may order the free brochure from USGS.
   See Appendix E for a copy of the brochure.

Hole Punch

The hole punch must be 1/8th of an inch to assure that the hole is not too big and covers only one month. This hole punch can be purchased through GSA Advantage (Part #MCG301C).

Share the Experience Photo Contest

The image for the Annual, Annual - Military and Volunteer Passes, and Decal is selected through the annual *Share the Experience* photo contest which begins each year approximately Memorial Day and runs through to December 31. The contest is open to the public and is based on amateur photography,

not professional. A panel of judges with representatives from each agency selects the Grand Prize winning image that is featured on the subsequent years Annual, Annual - Military and Volunteer Pass and the Decal. Information on the contest is available at http://www.sharetheexperience.org. Rack brochures and posters promoting the contest are shipped to field locations each April/May. Field sites may re-order brochures and posters as needed throughout the duration of the contest each year.

Golden Age and Golden Access Passes

Golden Age and Golden Access Passports will continue to be honored for the lifetime of the pass owner. Both passes, along with the new Interagency Senior and Access Passes, will be in circulation for many years.

1) At per person fee areas:
    a. Golden Age and Golden Access Passports cover entrance or standard amenity fees for the pass owner, spouse, children, and/or parents.
    b. The Interagency Passes (Senior and Access) cover entrance or standard amenity fees for the pass owner and up to 3 adults, not to exceed 4 adults (Children under 16 are always admitted free).

Exchanging the Golden Age and Golden Access Passports for the Interagency Senior and Access Passes

Paper Golden Age and Access Passports may be exchanged for the Interagency 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. Paper Golden Age Passports are valid for the lifetime of the pass owner.

Plastic Golden Age and Access Passports are also valid for the lifetime of the pass owner. There is no need, and it is cost prohibitive for the agencies to exchange these passes. If visitors ask to trade these in, explain that the pass is still valid.

- Plastic Golden Access Passports – If they wish to exchange the pass do so at no charge and collect the old pass.
- Plastic Golden Age Passports – If the visitor would like the new Senior Pass they must purchase one for $10. They are not required to surrender the old pass.

Check photo identification and signature to ensure the visitor is the Golden Age or Access Passport holder before exchanging these passes.

Motorcycles

The Code of Federal Regulations (CFR), refers to motorcycles as vehicles. In the past, many recreation sites have opted to charge motorcycles a per person or other fee rather than a full vehicle fee. For consistency in pass acceptance, **all sites should now treat motorcycles as a vehicle**.

Two individuals may sign the Annual Pass and Annual Pass - Military. At NPS, BLM, FWS, USDA FS, or Reclamation sites that charge an entrance or standard amenity fee as vehicles enter the site, the two individuals that sign an Interagency Annual Pass and Annual Pass – Military are allowed entrance on two separate motorcycles. Identification must match the signatures of the pass owner(s).

When entering sites that are unstaffed but where parked vehicles are regularly checked for compliance (i.e. USDA FS and BLM), each motorcycle must display a valid Interagency Decal. (See “DECAL” section, below).

At regularly staffed locations only one motorcycle will be admitted per Interagency Senior, Access, and Volunteer Passes.

An easy way to remember is: one signature, one motorcycle; two signatures, two motorcycles.

Pass Options – What is Right for the Visitor?

Asking a few key questions can help the visitor make an informed decision, and minimize the need to upgrade later. Taking a few extra seconds can improve the public's understanding and support of the fee program and can enhance your agency's image. It is important that visitors know they have options, whether it is paying a day use fee, purchasing a site specific annual pass, or buying an Interagency Annual Pass.

To provide quality customer service and help determine the visitor's needs, fee collection staff should ask the following types of questions:

1) Are you or anyone with you at least 62?
2) If the visitor's car has a license plate indicating a disability you might ask, "does someone in the vehicle have a permanent disability?"
3) Do you recreate only a few times per year? In the same location or region?
4) Are you visiting several Federal recreation sites? Across the nation?
5) Will you be visiting several Federal recreation sites this year OR on your trip?
6) Would you like the convenience of a pass?

GENERAL RULES AND BENEFITS FOR INTERAGENCY PASSES

General Rules and Benefits

All Interagency Passes:

1) Cover entrance to FWS and NPS sites that charge an Entrance Fee and Standard Amenity Fees at USDA FS, BLM and Reclamation sites. Admit the pass owner(s) and any accompanying passengers in a private non-commercial vehicle at per vehicle fee areas, or at per person fee areas, the pass owner(s) and up to 3 adults, not to exceed 4 adults. Children 15 and younger are admitted free of charge.
2) Are not valid for Expanded Amenity Fees such as camping, tours, boat launches, or concession fees, however the Interagency Access and Senior passes may provide some discounts for the pass owner.
3) Must be displayed in the vehicle windshield at unstaffed recreation areas where an entrance or standard amenity fee is charged. (A hangtag should be provided to all pass purchasers).
4) Annual passes are punched with an expiration date at the time they are sold/issued (whether in person or over the internet).
5) Must be signed by the pass owner(s) to be valid.
6) Are non-transferable. The pass belongs only to the signer(s).
7) Are non-replaceable if lost or stolen. (At this time, passes cannot be replaced because we have no way of tracking or canceling a pass to prevent misuse.)
8) Are void if altered.
9) Are replaceable if damaged as long as identification is provided to validate ownership and a portion of the pass is identifiable.
10) Are serial numbered and bar-coded for purposes of inventory tracking and accountability.
11) Do not provide a discount at cooperating association bookstores, etc.

Anytime a pass holder presents an Interagency Annual, Annual - Military, or Volunteer Pass the expiration date and signature must be checked.

Since passes are non-transferable, the verification of ownership is a legitimate component of the program. As stated on the back of the Pass, valid photo ID is required, and pass signatures will be compared to verify ownership.

Note: Visitors are responsible for bringing passes with them. Order confirmation letters, credit card receipts, credit card statements, or hangtags without passes are not valid. If a visitor forgets to bring a pass, he or she must pay the entrance or standard amenity fee. The pass holder cannot later photocopy the pass and mail it in with fee receipts for a refund.

Frequently Asked Questions – General Pass Program

1) How do I order passes and collateral materials?

USGS is the fulfillment provider for all program supplies and materials.

a. Phone: 888-275-8747, option 1
b. Fax: 303-202-4693
c. Email: fedrecpass@usgs.gov
d. Internet: http://store.usgs.gov click “logon” hyperlink in upper right-hand corner (provide your master SAP account and password)

Note: Refer to your agency specific guidance for ordering product. Only persons listed as official contacts on an account with USGS can place orders. More than one person can be listed as an official contact based on agency location/preference. Should you forget or lose your password, please contact USGS to reset it.

2) Are the passes sold through third-party, retail vendors?

a. The Annual Pass is sold through vendor partners such as REI, Sierra Trading, etc.; no discounting is allowed.
b. The Senior and Access Passes are NOT sold/issued through retail vendor partners, but CAN be obtained through the mail.

3) What do I do if someone shows up with an unsigned pass?

If a visitor presents an unsigned pass have the visitor sign the pass before allowing entry to the site.

4) Can we accept a scanned copy of a pass?

No. Only the original issued pass is accepted. Digital images and photo copies are not accepted.

5) Can lost or stolen passes be replaced? Is there a way that the serial numbers can be tracked?

No. Passes cannot be replaced if lost or stolen; a new pass must be purchased. We do not currently have the capability to track pass serial numbers across all five Federal land management agencies.

6) What should I do if a visitor forgets to bring his or her pass?

Visitors are responsible for bringing their passes with them. If they forget, they must pay the entrance or standard amenity fee. They will not be issued a refund for the entrance or standard amenity fee if they mail in the receipt and a copy of their pass back to the site.

7) If a pass is tattered and worn, can the pass owner be issued a replacement?

Yes, generally as long as the month punched portion is identifiable on the Interagency Annual, Annual - Military or Volunteer Pass, and the signature is identifiable on the Interagency Senior or Access Pass, it may be exchanged for a new one, with proof of identification (e.g. driver's license, birth certificate). Always err on the side of good customer service.

8) Will upgrades be provided?

The NPS has elected to upgrade NPS entrance receipts and Site Specific Annual passes. Some FWS sites may also provide this upgrade. At this time the other 3 agencies have elected not to provide upgrades. The NPS and FWS will only upgrade receipts or passes from their own agencies.

9) Does the pass cover entrance for a school bus that has been converted into a motor home?

Yes, if it can be verified by asking the owner/driver that the vehicle is now a private motor home.

INTERAGENCY ANNUAL PASS

What is the Interagency Annual Pass?

The Interagency Annual Pass provides a convenient and affordable way to visit numerous recreation areas managed by five Federal agencies. Eighty to 100 percent of the proceeds from pass sales are used to improve and enhance visitor recreation services.

(The Interagency Annual Pass replaced the Golden Eagle Passport, National Parks Pass and National Parks Pass with Golden Eagle Hologram in January 2007).

Cost

$80.00 USD / Annual

Availability

The Interagency Annual Pass is available for purchase:

1) In person at participating Federal recreation sites that charge an entrance or standard amenity fee, as well as at many Federal agency offices.
2) Via the internet at the USGS store, http://store.usgs.gov/pass or through the toll free line 1-888-275-8747, option 1.
3) At participating cooperating associations and at some national retailers. (See the *Marketing Policy*, Appendix A).

Validation

Interagency Annual Passes:

1) Are valid for one year from the month of purchase.
2) Must be punched at the time of purchase to expire 12 months from the month of purchase.
3) Are not valid until signed. The Annual Pass has two signature lines; the first pass owner should sign the first signature line upon purchase/receipt; the second signature line is optional and may be signed at any time. The relationship of the pass owners does not matter.
4) Sold over the internet and are punched with an expiration date at the time of sale and must be signed prior to or upon first use.
5) May be purchased as a gift, but will be punched with an expiration date at the time of sale.

Additional Information

1) End of the month sales: If a visitor purchases a pass on March 31, it must be punched to expire in March. It should not be punched to expire in April, or the visitor will get one full extra month of use. Regardless of the day of the month a pass is purchased, it remains valid through the last day of that month of the following year.
2) Slow Shipment of Passes: If a visitor orders a pass through the USGS Store prior to leaving on their trip but does not receive it, 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 pass ordered from the USGS Store arrives, the visitor may return it to USGS for a refund (as long as the pass has not been used).
3) Motorcycles: At sites that charge per vehicle entrance fees, the Annual Pass will cover entrance for the two pass owners on two motorcycles or scooters. Signatures of both people must be on the Pass and must match identification.
4) Upgrades: The NPS will upgrade daily entrance receipts and park-specific annual passes to the Interagency Annual Pass. The FWS may also allow these upgrades at some of their sites and visitors should inquire at specific FWS sites for more information. At this time, the other 3 agencies do not upgrade daily entrance receipts or Federal Recreation site-specific annual passes to the Interagency Annual Pass. See the Upgrade section below.
5) Gifts, Awards and Raffles: Annual Passes may be purchased by the public or by the Government for use as employee awards, as prizes in raffles or as gifts. To maintain accountability and nationwide consistency the full price of the pass must be paid.

Frequently Asked Questions – Annual Pass

1) If a visitor shows up at a site with a confirmation letter stating that they ordered an Annual Pass through the Internet (USGS or other national retail partner), should we accept it?

No. If a visitor did not receive an Annual Pass that was ordered via USGS or another partner website prior to leaving on their trip, they must purchase another pass or pay the fee. A confirmation letter, credit card statement or receipt showing the purchase of a pass is not valid for entry. If the visitor chooses to purchase another pass they can return the pass ordered through USGS for a refund (as long as the Pass is returned unused and unsigned).

2) Can a visitor upgrade daily entrance receipts to an Interagency Annual Pass?

The NPS will upgrade entrance fee receipts or site specific annual passes in person at any NPS site that sells the Interagency Annual Pass.

NPS will ONLY upgrade entrance receipts from other National Parks to an Annual Pass. They will NOT UPGRADE entrance or use receipts from other land management agencies. Any upgrades must be done IN PERSON AT AN NPS SITE THAT SELLS THE INTERAGENCY ANNUAL PASS. Further guidance is available in NPS RM 22.

Some FWS sites may also upgrade entrance fee receipts or site specific annual passes to the Interagency Annual Pass. Visitors should check at their local FWS site for more information.

Currently, the other three land management agencies (USDA FS, BLM, Reclamation) do not upgrade receipts to Annual passes.

3) If a visitor forgets to bring his/her pass to a site and pays the entrance or use fee, can he/she mail in the receipt and a photocopy of their pass and get a refund?

Refunds are not issued. Pass order confirmation letters, credit card receipts, and hangtags without Passes are not valid for entrance or use.

4) **What if someone shows up with an un-punched Annual Pass?**

Punch the current month; make sure the pass owner's signature is on the back of the card and verify that the signature matches identification.

REMEMBER: Refer to the *General Pass Rules and Benefits* on Page 10 that apply to ALL Interagency passes

ANNUAL PASS FOR MILITARY

What is the Annual Pass for Military?

The Annual Pass for Military is a free pass for U.S. military personnel and their dependents with proper identification. This pass will be available through December 31, 2013 and accepted for use through the end of December, 2014. The program will be evaluated during 2013 and further information will be provided at the end of 2013 on the future of the free pass.

Cost

Free

Availability

The Annual Pass - Military is available in person at National Park or Fish & Wildlife entrance stations as well as many other NPS, FWS, USDA FS and BLM offices and visitor centers. Military members and their dependents should contact local offices before visiting to determine whether passes are available at their destination.

Qualifications

U.S. Military personnel and their dependents with proper military identification qualify for this benefit. The military has many classifications of personnel. Below is a brief list of those that DO and DO NOT qualify for this benefit. Because of the complexity of the titles and classifications within the military, do not use these listings alone to decide whether or not to issue a pass. Use the ID requirements shown on the pages below to verify eligibility.

Military Members that Qualify

- Current members of the U.S. Army, Air Force, Navy, Marines, Coast Guard, and National Guard
- Dependents of current U.S. military members
- U.S. Military Cadets
- U.S. Active Reservists (Do not need to be deployed)

The Following <u>DO NOT</u> Qualify

- Foreign military members (Including those station in the U.S. and have a CAC card)
- National Oceanic and Atmospheric Administration (NOAA) employees
- Public Health Service (PHS) members
- Inactive U.S. Reservists
- Civilian military contractors
- Civilian military employees

- U.S. military veterans
- U.S. military retirees

The DoD has identified the 2 forms of ID (CAC card and Form 1173) outlined below as the only way to determine if someone qualifies for this benefit.

Proof of U.S. Military Service

Military Members

In order to qualify for the Annual Pass – Military, the military member must present the following:

- A Department of Defense ID (CAC Card**)** verifies that the person is an member of the U.S. military. (See page 16 for examples of an acceptable Military ID.)

Dependents

In order to qualify for the pass the dependent of a military member must present the following:

- A Department of Defense ID (DD Form 1173) that identifies the dependent and his/her sponsor. Dependents may not use any other type of ID to obtain a pass. (See page 16 for examples of an acceptable Military ID.)
- The dependent may be any age. If the dependent is not able to sign their pass, a parent or guardian may sign the pass for them.
- Some dependents of military members may not have the proper ID. Advise them that they may be the second signer on their sponsors pass.

Special Cases

Dependents of Active Reserves and National Guard members may not have the Form 1173 ID card. Advise them that they may sign their sponsor's Military Pass.

Dependents of foreign military members may have the Form 1173 ID card which is the same that is issued to dependents of U.S. military members. They may be issued a pass.

For More Information on Military IDs

If you wish to learn more about the intricacies of the Military ID program, go to http://cac.mil/. You will find a variety of information including the 127 page Instruction Manual #1000.13.

Military Passes Issued in Error

When a fee collector discovers that a Military Pass being presented was issued in error, DO NOT confiscate the pass. Explain the qualifications for the pass and inform the visitor that they may not be issued a pass in the future. As a courtesy, the visitor may continue to use the pass.

Acceptable Military ID Cards

Department of Defense Military ID (CAC Card)

This is the expiration date. Confirm that card is not expired.

For military ID cards (CAC) verify that the Affiliation is **Uniformed Services or Academy**.

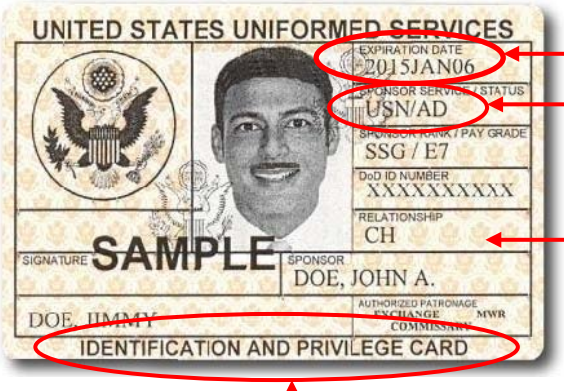
Agency/Department should read: **Army, Navy, Air Force, Marines, or Coast Guard.**

Note: PHS (Public Health Service), NOAA (National Oceanic and Atmospheric Administration), and foreign military members **DO NOT** qualify for this benefit.

For military ID cards (CAC) verify it states "**Geneva Conventions Identification Card**". This is the **ONLY** CAC card that qualifies the military member for the Annual Pass – Military.

Cards that **do not** qualify include: "Geneva Convention Accompanying Forces ID", "Identification and Privilege Card", and "Identification Card."

Department of Defense (DD Form 1173) – Dependent



Confirm that card is not expired.

For Dependent Cards (DD Form 1173), look for the sponsor service/status here. This will state the branch of service such as **"USN", "USA", "USMC", "USAF", or "USCG"**.

This will be followed by "/" and either **"AD" or "DEC"**. Other designations DO NOT qualify for the pass.

The card will have a **tan pattern** background as shown.

For Dependent Cards (DD Form 1173) the card will state "**Identification and Privilege Card**".

Military ID Cards NOT Accepted

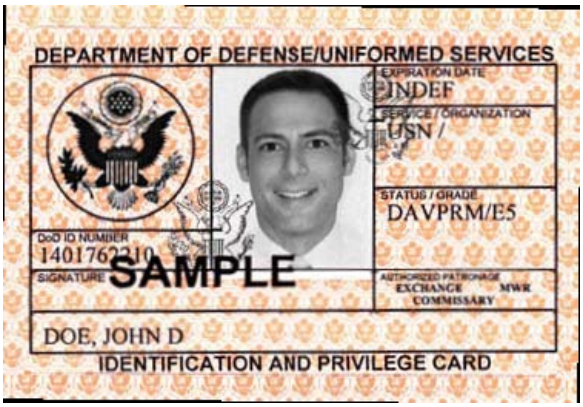
The following ID cards are not accepted for issuing the Annual Pass – Military. Note that these cards may have the DD Form # printed on the back of the card.

DD Form 2

DD Form 2 (Retired)

DD Form 2 (Reserve Retired)

DD Form 1173-1



DD Form 2765

DoD Civilian Retiree Card

Validation

Annual Pass - Military:

1) Is valid for one year from the month of issuance.
2) Must be punched at the time of purchase to expire 12 months from the month of purchase.
3) The Pass has two signature lines. The pass is not valid until it is signed, so the visitor must sign the pass with first and last name in the presence of the seller at the point of sale. The second signature Line is optional and can be signed by another qualified military member or dependent at any time.
4) After the pass is sold, pass owner does not need to show their military ID; any photo ID is acceptable to validate pass ownership.
5) If it appears that a Military pass was previously issued in error, DO NOT void the pass or have it confiscated. Let the visitor know that the Military Pass is for current U.S. Military members and their dependents. When their pass expires, they will not be issued another. Then let them in your site.

Special Note: Remember that a visitor's Military ID only needs to be valid at the time of pass issuance. The Military Pass may be valid after the military member has been discharged.

Additional Information

1) End of the month sales: If a visitor purchases a pass on March 31, it must be punched to expire in March. It should not be punched to expire in April, or the visitor will get one full extra month of use. Regardless of the day of the month a pass is purchased, it remains valid through the last day of that month of the following year.
2) At sites that charge per vehicle entrance fees, the Annual Pass - Military will cover entrance for the two pass owners on two motorcycles or scooters. Signatures of both people must be on the Pass and must match identification.
3) Do not offer refunds for previously purchased passes. However, fee managers may offer exceptions as appropriate.

Frequently Asked Questions – Annual Pass - Military

1) How do I know if a particular military member qualifies for this pass?

There are many designations within the military which can make this very difficult to determine. The Department of Defense has advised us to use the CAC Card and the DD Form 1173 to confirm that the military member qualifies for this benefit. **Only use these 2 forms of ID to determine if the visitor qualifies for the Annual Pass – Military.** See the "Acceptable Military ID Cards" section above for detailed information.

2) Do members of the National Guard, Military Reserve and their dependents qualify for this pass?

Yes, National Guard and Active Reservists qualify (they do not need to have been deployed. They must have the ID card (CAC card) noted above. These ID cards are the only way that we can determine if they qualify, regardless of title, or other classification.

Dependents of National Guard and Active Reserve members may not have the Form 1173 ID card. Advise these visitors that they may sign their sponsor's Military Pass on the second signature line. However, dependents of some deployed National Guard and Active Reserve members may be eligible to receive the Form 1173 ID card. You may suggest that they speak to their military contacts to see if they are eligible to receive this ID.

3) **A NOAA or PHS member has a CAC card and says they qualify for a free pass, is that correct?**

No, while these people are in the "Uniformed Services," they are not part of the military and do not qualify for a free pass.

4) **If a visitor forgets to bring his/her pass to a site and pays the entrance or use fee, can he/she mail in the receipt and a photocopy of their pass and get a refund?**

Refunds are not issued. Pass order confirmation letters, credit card receipts, and hangtags without Passes are not valid for entrance or use.

5) **Do foreign military members stationed in the U.S., who have a U.S. issued CAC card qualify for a pass? What about their dependents?**
No. The Military Pass is only offered to U.S. Military members. CAC cards issued to foreign military will look different for those issued to US military members. However, dependents of foreign military members are issued an ID card (DOD 1173) that is identical to those issued to US military dependants. Because of the similarity in the ID fee collectors may err on the side of the visitor and issue the pass to the dependent.

6) **What if someone shows up with an un-punched Annual Pass - Military?**

Punch the current month; make sure the pass owner's signature is on the back of the card and verify that the signature matches identification.

7) **What if someone wants to obtain an Annual Pass - Military but doesn't have a valid Military ID?**

The purchaser must present a valid Military ID to verify that the purchaser is a member of the U.S. military or a dependent.

8) **Can my site just let military members in for free instead of issuing the pass?**

Generally, they may not. All sites that sell and accept the Interagency Annual Pass must also issue the Annual Pass – Military and accept it the same way as the Annual Pass.

9) **What if a military veteran states that he is disabled due to their military service?**

If they have a permanent disability they qualify for an Interagency Access pass. Follow the procedures for the issuance of an Access pass.

10) **Why is this benefit being offered?**

This benefit is being offered as a way to thank the members of the U.S. military who defend our country during this time of war.

11) **What if a military member presents a military ID that you are not sure qualifies them for a pass?**

Carefully review the ID against the definitions noted above. If you are still uncertain, describe the qualifications for this benefit and ask if they qualify based on the description. If they state that they qualify, you may allow the visitor in the site (this may not be an option for unstaffed sites) as a onetime courtesy.

12) What is the status of bills introduced in Congress to create a Veteran's Pass?

Two bills have been introduced in Congress to create a more expansive Military Pass. Neither of these bills has been acted upon at this time. Veterans and military retirees DO NOT qualify for the current military pass. But, many may qualify for the Senior or Access pass.

13) Who is a sponsor and what does it mean?

DoD offers some benefits to the families of military members. The sponsor is the military member. The family member eligible to receive the benefits is the dependent.

14) A visitor tells me that his dad is in the military and deployed, how do I determine if he is a dependent and eligible for a pass?

To qualify for a pass a dependent must have a DoD issued ID card as noted above.

15) If a visitor forgets their Annual Pass - Military, what should I do?

Issue them another Annual Pass – Military according to standard procedure. Sites may also choose to let the visitor in without issuing a pass as a one-time courtesy.

16) Do Army Corps of Engineer sites accept the Annual Pass – Military?

The U.S. Army Corps of Engineers (Corps) may offer free entry or other benefits to pass holders. Visitors should check with individual Corps sites for more information.

REMEMBER: Refer to the *General Pass Rules and Benefits* on Page 10 that apply to ALL Interagency passes

INTERAGENCY SENIOR PASS

Senior Passes issued by USGS through the mail-in application process will have the pass owner's name pre-printed on the signature line.

What is the Interagency Senior Pass?

The Interagency Senior Pass is an affordable, lifetime pass available to U.S. citizens and permanent residents who are 62 years of age. In addition to covering entrance and standard amenity fees at recreation areas managed by five Federal agencies, the Senior Pass may provide a discount on some expanded amenity fees such as camping, and guided tours (see *Discount Guidelines* section below). The Interagency Senior Pass replaced the Golden Age Passport which will continue to be honored for the lifetime of the Pass owner.

Cost

$10.00 USD / lifetime

Availability

The Interagency Senior Pass may be purchased by U.S. citizens or permanent residents of the U.S. that are 62 years of age or older and may be obtained through one of two ways:

In Person
The Interagency Senior Pass is available for purchase at participating Federal recreation sites that charge an entrance or standard amenity fee, and at many Federal agency offices. No application is required to obtain a Senior Pass in person at a field site. Visitors should be asked to present proof of residency and age only as outlined below. If a visitor presents a completed application at the field site instead of sending it in to USGS, the visitor should be informed that the application is not necessary and asked to present proof of residency and age. Field sites MAY NOT collect or retain any applications for any reason.

Through the Mail
The Interagency Senior Pass may be obtained through the mail from USGS. Applicants must submit a completed application, proof of residency and age, the $10.00 fee for the Senior Pass, and an additional document processing fee ($10) to obtain a pass through the mail. Once the application package is received the documentation will be verified and a pass, with the pass owner's name pre-printed on it, will be issued to the applicant. The application will be available online at http://store.usgs.gov/pass and RECREATION.gov.
Field sites MAY NOT process mail applications. Any applications received through the mail by a field site should be forwarded to USGS as directed on the application.

Proof of Residency and Age

1) To verify proof of age and U.S. residency the visitor must show a valid driver's license, passport, birth certificate, or permanent resident card (green card).
2) To confirm U.S. 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 he or she 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 he or she is domiciled.
   - A person may have more than one residence, but only one domicile.

   For example, the Interagency Senior Pass cannot be sold to a resident of Canada (or any other country outside the US) who is visiting or who has a vacation home in the U.S. unless they are U.S. citizen or permanent resident.

Validation

1) The Interagency Senior Pass has 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.
2) If a visitor presents a Senior Pass with a pre-printed name in the signature line, the name must match the name on their identification.
3) After a Senior Pass has been issued, the pass owner **does not** need to show US issued ID when using the Pass. Any photo ID, including ID issued by another country, is acceptable to verify pass ownership.

Benefits

In addition to covering entrance and standard amenity fees at recreation areas managed by five Federal agencies, the Senior Pass may provide a discount on some expanded amenity fees such as camping, and guided tours. Visitors should be advised to check with any recreation sites they plan to visit to determine whether any pass discounts are offered.

Discount Guidelines

1) Individual Campsites: The discount only applies to the fee for the campsite physically occupied by the Senior Pass owner, not to any additional campsite(s) occupied by members of the pass owner's party.
2) Sites with Utility Hookups: If utility hookup fees are charged separately from the campsite fee there is no discount on the hookup fee. The discount only applies if the utility fee is seamless (combined with) the campsite fee.
3) 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 Senior Pass owner receives a discount; others using the site pay the full fee.
4) Guided Tours: Only the Interagency Senior Pass owner receives a discount for guided tours.
5) Transportation Systems: There is no discount when an optional transportation service is offered. **However, the Senior Pass should be honored:**
   a. If the transportation system is mandatory to access the primary resource of the recreation site, **OR**
   b. If the transportation fee is collected in combination with the entrance or standard amenity fee.

6) Concessionaire Fees, Special Recreation, and Special Park Use Permit Fees: Discounts do not apply to concessionaire or contractor fees unless required as part of the agreement, permit or contract. Discounts do not apply to special recreation or special park use permits.
7) The U.S. Army Corps of Engineers (USACE) and Tennessee Valley Authority (TVA) were not included in REA. However, these agencies will accept Interagency Senior Passes consistent with current policy. ***At this time these agencies do not sell the passes.***

Note: When giving Interagency Senior Pass owners information on discounts, please remember that there are many different situations where a discount may or may not be offered. Always encourage pass owners to contact the local offices/sites they plan to visit to determine how their pass will be accepted and what discounts might be offered.

Additional Information

1) Motorcycles: At sites with per vehicle entrance fees the Senior Pass will cover entrance for the pass owner on one motorcycle only.
2) Eligibility: The Interagency Senior Pass cannot be sold to a visitor prior to their 62nd birthday.
3) Lifetime Pass: The Interagency Senior Pass is valid for the lifetime of the pass owner whose signature is on the pass. If the pass owner is deceased, the pass may not be transferred to someone else, such as a spouse.
4) If a visitor arrives with an Interagency Senior Pass for which they are not eligible, apologize on behalf of the agency, explain that the pass was issued in error, and ask the pass holder to turn it over to you. If they refuse to do so, refer to your site's pass misuse and fraud procedures.
5) If a visitor forgets their Interagency Senior Pass, sell them another Interagency Senior Pass according to standard procedure, OR charge them the daily entrance fee, whichever they prefer.

Frequently Asked Questions – Senior Pass

1) Are Senior passes available through the mail?

Yes. Customers can order a Senior Pass using a mail-order application. There is an additional $10 processing fee to order a pass through the mail. The total cost of obtaining a Senior Pass through the mail is $20.00 ($10.00 Pass fee, plus $10.00 application processing fee). The application can be found online at Recreation.gov and http://store.usgs.gov/pass.

Note: Senior Passes issued by USGS through mail-in application process will have the pass owner's name pre-printed on the signature line.

2) Are visitors required to fill out an application to purchase a Senior Pass if they purchase it in person?

No. Visitors only need to provide proof of age and U.S. residency or citizenship. Sites may not collect or retain any Senior Pass applications for any reason.

3) Why is the US Army Corps of Engineers accepting Senior Passes but not selling them?

The U.S. Army Corps of Engineers (Corps) was not included in the Federal Lands Recreation Enhancement Act of 2004, which gave agencies the authority to create the *America the Beautiful - the National Parks and Federal Recreational Lands Pass*. Although the Corps will not sell or issue the passes, the Corps will accept the Senior Passes or Golden Age Passports as proof of eligibility for age-related discounts. More information may be found at: http://www.CorpsLakes.us/fees.

4) If someone passes away, does the Senior Pass automatically transfer to their spouse?

No. The Senior Pass is **not** transferable.

5) **A 62 year-old visitor from Canada wants to purchase a Senior Pass. May I sell it to them?**

No. The Senior Pass is available only to U.S. citizens or permanent residents, age 62 years and older.

6) **The same visitor advises me that they have a winter home in Tucson where s/he resides six months during the year and pays US taxes. Does that make her/him eligible?**

Generally no, to be eligible the visitor must be a US citizen or permanent resident and have documentation of age and residency. To confirm U.S. residency, you may want to ask a few questions (**See Proof of Residency and Age section above**).

7) **Can I sell a visitor a Senior Pass a few weeks or days before his or her 62nd birthday?**

No. To be eligible for the pass they must be 62 or older. Issuing a visitor a senior pass before the visitor's 62nd birthday can lead to a bad experience for the visitor. There have been many instances where a visitor is issued a pass, maybe just a few days before his birthday, only to have the pass not accepted at the next site they visit because s/he is not 62. Do not put yourself or the visitor in this situation. It's the LAW - a visitor may not be issued a pass before his/her 62nd birthday.

8) **What should I do if a visitor forgets to bring his or her Senior Pass?**

Sell him or her another Senior Pass according to standard procedure, or charge them the daily entrance fee, whichever s/he prefers.

9) **A visitor with a Senior Pass shows his Canada drivers license as proof of ownership of the pass, is that acceptable or should I require US issued ID?**

The visitor does not need to present a US issued ID each time he/she uses the pass. If the name on the ID presented matches the pass the visitor is allowed to use the pass.

10) **If there is no doubt that the person wishing to obtain a Senior Pass is over the age of 62, isn't it just good customer service to issue the pass without checking ID?**

No, and it's against the law. FLREA requires that the person be 62 years old or older and a US citizen or resident. ID must be checked before a pass is issued, no exceptions.

REMEMBER: Refer to the *General Pass Rules and Benefits* on Page 10 that apply to ALL Interagency passes

INTERAGENCY ACCESS PASS

Access Passes issued by USGS through the mail-in application process will have the pass owner's name pre-printed on the signature line.

What is the Interagency Access Pass?

The Interagency Access Pass is a free, lifetime pass that is available to U.S. citizens or permanent residents that have been medically determined to have a permanent disability. The Interagency Access Pass covers entrance or standard amenity fees at sites managed by five Federal agencies. It also provides the pass owner a discount on some expanded amenity fees such as camping (see *Discount Guidelines* section, below.) The pass replaced the Golden Access Passport which will continue to be honored for lifetime of the pass owner.

Cost

Free / lifetime

Availability

The Interagency Access 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 and may be obtained one of two ways:

In Person
The Interagency Access Pass is available at participating Federal recreation sites that charge an entrance or standard amenity fee and at many Federal agency offices. No application is required to obtain an Access Pass in person at a field site. Visitors should be asked to present proof of residency and documentation of permanent disability only as outlined below. If a visitor presents a completed mail-order application at a field site instead of sending it in to USGS, the visitor should be informed that the mail-order application is not necessary and asked to present proof of residency and permanent disability. An Interagency Access Pass may be issued to a child to allow the pass owner's caregiver to enter a site for free as long as the pass owner is present. Field sites MAY NOT collect or retain any mail-order applications for any reason.

Through the Mail
The Interagency Access Pass may be obtained through the mail from USGS. Applicants must submit an application, proof of residency and documentation of permanent disability, and pay the document processing fee of $10 to obtain a pass through the mail. Once the application package is received by USGS, the documentation will be verified and a pass, with the pass owner's name pre-printed on it,

will be issued to the applicant. The application will be available online at http://store.usgs.gov/pass and RECREATION.gov.

Field sites MAY NOT process mail-order applications. Any applications received through the mail by a field site should be forwarded to USGS as directed on the application.

To clarify: the mail-order application for Access Passes is different than the *Statement of Disability Form* that field sites use when a visitor with a disability shows up at a field site without their documentation and wants to get an Access Pass in person. More information can be found on the Statement of Disability under "Additional Information (page 29, statement 4), and in Appendix E, Statement of Disability.

Proof Of Residency

1) To verify proof of U.S. residency the visitor must show a valid driver's license, passport, birth certificate, or permanent resident card (green card).
2) To confirm U.S. 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.

Proof Of Disability

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).

1) Required Documentation: To be eligible for the Access Pass, an applicant needs to present documentation of permanent disability. If the applicant cannot produce documentation as listed below, s/he 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.

2) The applicant must submit one of the following documents (a, b or c) OR the applicant can complete the *Statement of Disability Form*, Appendix E as described in question (d) below.

   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 **any** percentage of permanent disability. **Special note: The VA only gives disability benefits to those with permanent disabilities.**

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 Interagency 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*, Appendix E, 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 Interagency Access Pass must not evaluate whether an applicant is permanently disabled. The issuing officer may only assess whether adequate documentation or signature on the *Statement of Disability* (Appendix E) for the pass has been submitted by the applicant.

Validation

1) The Interagency Access Pass has one signature line. The pass is not valid until 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, a parent or guardian may sign it for them.
2) If a visitor presents an Access Pass with a pre-printed name in the signature line, the name must match the name on their identification.
3) After an Access Pass has been issued the pass owner **does not** need to show a US issued ID when using the Pass. Any photo ID, including ID issued by another country, is acceptable to verify pass ownership.

Benefits

In addition to covering entrance and standard amenity fees at recreation areas managed by five Federal agencies, the Interagency Access Pass may provide a discount on some expanded amenity fees such as those for camping and guided tours. Visitors should be advised to check with any Federal recreation site they plan to visit to find out what discounts are available.

Discount Guidelines

1) Individual Campsites: The discount only applies to the fee for the campsite physically occupied by the Access Pass owner, not to any additional campsite(s) occupied by members of the pass owner's party.
2) Sites with Utility Hookups: If utility hookup fees are charged separately from the campsite fee there is no discount on the hookup fee. The discount only applies if the utility fee is seamless (combined with) the campsite fee.
3) 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 Access Pass owner receives a discount; others using the site pay the full fee.
4) Guided Tours: Only the Interagency Access Pass owner receives a discount for guided tours.

5) Transportation Systems: There is no discount when an optional transportation service is offered. **However, the Access Pass should be honored:**
   a. If the transportation system is mandatory to access the primary resource of the recreation site, **OR**
   b. If the transportation fee is collected in combination with the entrance or standard amenity fee.
6) Concessionaire Fees, Special Recreation, and Special Park Use Permit Fees: Discounts do not apply to concessionaire or contractor fees unless required as part of the agreement, permit or contract. Discounts do not apply to special recreation or special park use permits.
7) The U.S. Army Corps of Engineers (USACE) and Tennessee Valley Authority (TVA) were not included in REA. However these agencies will accept Interagency Access Passes consistent with current policy. ***At this time they do not sell the passes.***

   Note: When giving Interagency Access Pass owners information on discounts please remember that there are many different situations where a discount may or may not be offered. Always encourage pass owners to contact the local offices/sites they plan to visit to determine how their pass will be accepted and what discounts might be offered.

Additional Information

1) Motorcycles: At sites with vehicle entrance fees the Access Pass will cover entrance for the pass holder on one motorcycle only.
2) Lifetime Pass: The Interagency Access Pass is valid for the lifetime of the pass owner whose signature is on the pass. If the pass owner is deceased, the pass may not be transferred to someone else, such as a spouse.
3) **Remember that most permanent disabilities are not visible.** The only requirement of the person issuing the pass is to determine whether or not proper documentation or proof of eligibility has been presented.
4) Statement of Disability: It is preferable that Interagency Access Pass applicants provide proper documentation; however, it is not always possible. The Statement of Disability is provided so that agency personnel are not placed in the position of evaluating whether an applicant is permanently disabled. An employee issuing the pass may assess only whether adequate documentation has been submitted by the applicant or that the Statement of Disability has been signed. If an applicant is unable to provide documentation, it may be useful to read to the applicant the definition of a permanent disability and the penalties for fraudulently signing that are stated on the form.

Frequently Asked Questions – Access Pass

1) If a person is partially disabled do they qualify for the Access Pass?

The disability requirements for the Access Pass are not based on percentage of disability. To qualify for the Pass the disability must be permanent and limit one or more major life activities.

Note: The Veterans Administration (VA) issues documents that state “percentages” of disabilities. Any percentage qualifies for this benefit and even though it is not stated on the documentation, it is only issued to persons with permanent disabilities.

2) Can an Access Pass be obtained through the mail?

Yes, customers can order an Access Pass through the mail. There is a $10.00 application processing fee. The application can be found online at Recreation.gov and http://store.usgs.gov/pass

Note: Access Passes issued by USGS through mail-in application process will have the pass owner’s name pre-printed on the signature line.

3) Are visitors required to fill out an application to obtain an Access Pass if they get it in person?

No. Visitors only need to provide proof of disability and U.S. residency or citizenship. Sites may not collect or retain any Access Pass applications for any reason.

4) Can my site choose not to use the Statement of Disability?

No, the leadership of the participating agencies has decided that a signature on the Statement of Disability is sufficient documentation to be issued an Access pass. All sites are required to make the Statement available to visitors if they do not have other documentation with them.

5) What can I do about Access Pass fraud or misuse?

The *Statement of Disability Form* was created to remove the burden from employees of having to evaluate whether an applicant is permanently disabled. The employee may assess ONLY whether adequate documentation has been submitted by the applicant. Provide the applicant with the definition of a permanent disability and the penalties for fraudulently signing the *Statement of Disability Form*.

6) How old does someone need to be to get an Access Pass?

There is no age requirement. Issuing a pass to a child allows their parents, guardians or caregivers to enter sites with them. If a person is unable to sign their own pass, a parent or guardian may sign it for them.

7) Does a military veteran qualify for the Interagency Access Pass?

Being a veteran does not automatically qualify the person for the Interagency Access Pass. If the veteran has a permanent disability that substantially limits one or more major life activities and meets all of the qualifications listed for the Interagency Access Pass then he/she could be issued a pass. The Veterans Administration issues documents that state percentages of disabilities, so always err on the side of good customer service when presented a VA document.

8) Why is the U.S. Army Corps of Engineers accepting Interagency Access Passes but not selling them?

The U.S. Army Corps of Engineers (Corps) was not included in the Federal Lands Recreation Enhancement Act of 2004, which gave agencies the authority to create the new America the Beautiful - the National Parks and Federal Recreational Lands Pass. Although the Corps will not sell or issue the new passes, the Corps will accept the new Interagency Senior and Interagency Access Passes or previously issued Golden Age or Access Passports as proof of eligibility for age- and disability-related discounts. More information may be found at: http://www.CorpsLakes.us/fees.

9) If a visitor forgets their Access Pass, what should I do?

Issue them another Access Pass according to standard procedure.

REMEMBER: Refer to the *General Pass Rules and Benefits* on Page 10 that apply to ALL Interagency passes

INTERAGENCY VOLUNTEER PASS

What is the Interagency Volunteer Pass?

Congress authorized the Secretaries of the Departments of Agriculture and Interior to issue an annual pass for entrance or standard amenity fees to volunteers in exchange for the performance of significant volunteer services. The Volunteer Pass is one of many ways to recognize a volunteer's contributions. Individuals who already possess an Interagency Access or Senior Pass do not need an Interagency Volunteer Pass. In cases where someone already possesses an Interagency Pass, supervisors are encouraged to look for other forms of recognition.

Cost

Free

Availability

1) The Interagency Volunteer Pass will be available through agency-specific volunteer program coordinators.
2) The Interagency Volunteer Pass may be issued free of charge to volunteers who accrue 250 volunteer hours provided that they do not already have a valid Interagency Pass.
3) The Interagency Volunteer Pass is valid for one year from the month of issuance.
4) Volunteers may count any hours accrued beginning January 1, 2007.
5) There is <u>no specific time frame</u> in which the volunteer hours must be accrued. Once the 250 hour requirement is reached and a pass is issued, the volunteer's hours are reset to zero and the count begins again. <u>Only one Interagency Volunteer Pass may be issued per 12-month period.</u>
6) Interagency Volunteer Passes are not transferable.
7) Each site should designate a Volunteer Coordinator or staff member to track hours and issue the Interagency Volunteer Passes.
8) Volunteer Coordinators are responsible for ordering volunteer passes through USGS or the site's Interagency pass point-of-contact.

Validation

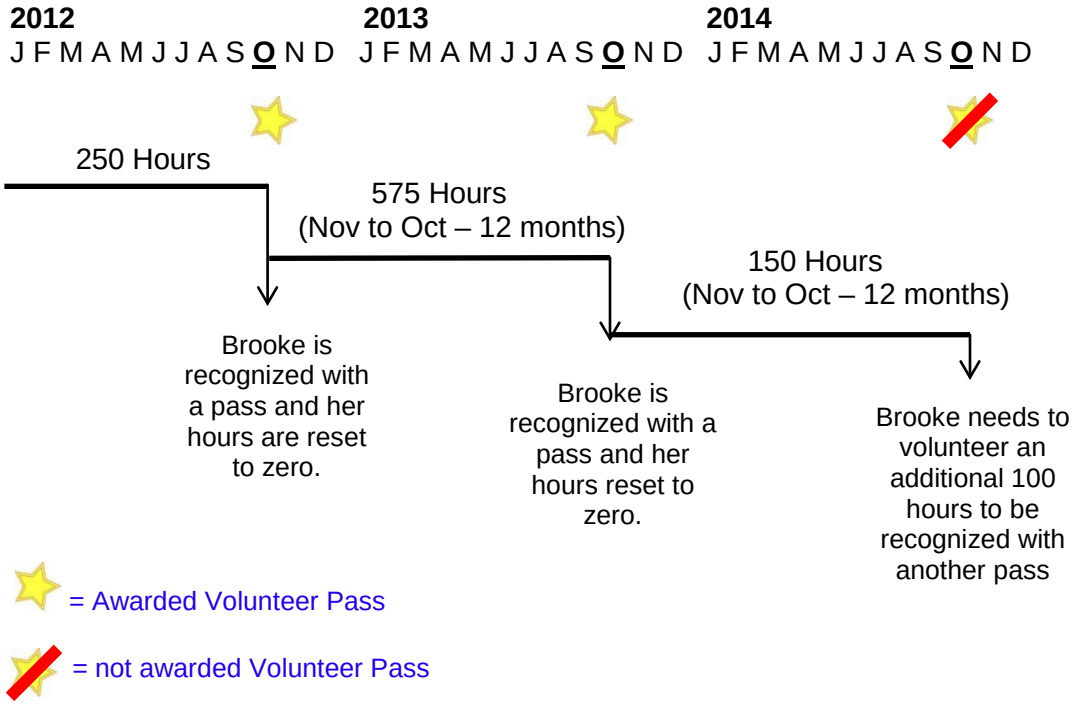
1) The pass must be punched with an expiration date at the time it is issued. The pass should be punched for the month in which it is issued.
2) The pass will have one signature line. The pass is not valid until it is signed, so the volunteer must sign the pass with first and last name when the pass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

Understanding the 250 Hour Requirement to Earn a Volunteer Pass

Volunteers may only be recognized with one pass every 12 months. Once the 250 hour requirement is reached and a pass is issued, the volunteer's pass credit hours reset to zero. If a volunteer gives more than 250 hours in any 12 month period, the pass-credit hours do not roll over into the next 12 month period. (There are many other instances when a volunteer's hours WILL roll over, but not for the Volunteer Pass).

An example: Brooke Trout reached her 250th hour in October 2012. In October 2012 she was recognized with a pass that expired October 31, 2013 and her pass hours reset to zero. During the following 12 months, from November 2012 to October 2013, Brooke volunteered 575 hours, reaching the 250 hour mark in May 2013. However, because Brooke still had a valid pass from the previous year, she could not be recognized with another pass until November 2013 (after her first pass had expired). In November 2013, when she was recognized with her second pass, her Volunteer Pass hours reset to zero.

Circumstances in Brooke's life changed after November 2013, and she was only able to volunteer 150 hours during the following 12 months, from November 2013 to November 2014. Therefore, Brooke found she would have to volunteer an additional 100 hours to reach a total of 250 hours worked since issuance of her previous pass.



Additional Information

1) Motorcycles: At sites with vehicle entrance fees the Volunteer Pass will cover entrance for the pass owner on one motorcycle only.
2) Volunteer Coordinators or designated staff members are responsible for ordering Volunteer Passes through USGS or the site's Interagency Pass point-of-contact.
3) Student Conservation Association (SCA) hours do count towards a Volunteer Pass.
4) Each agency has its own form that Volunteer Coordinators use to track volunteer hours, so there is not one official interagency form.
5) All volunteer activities count toward the 250 hours, so long as they are pre-approved by a Volunteer Coordinator and occur on Federal lands managed by one or all of the five participating REA agencies.
6) The designated Volunteer Coordinator who verifies that a volunteer has accrued 250 hours is the person responsible for issuing the Volunteer Pass.

Frequently Asked Questions – Volunteer Pass

1) What is the Volunteer Pass?

A "Volunteer Pass" is an annual pass awarded to those individuals who volunteer 250 hours at one or more recreation sites managed by five Federal agencies as a way to say "thank you!"

2) Where can volunteers accrue hours (on which agency lands)?

Volunteer hours may be accrued on lands managed by the following:

a. Bureau of Land Management (BLM) http://www.blm.gov
b. Bureau of Reclamation (Reclamation) http://www.usbr.gov
c. Fish & Wildlife Service (FWS) http://www.fws.gov
d. USDA Forest Service (USDA FS) http://www.fs.fed.us
e. National Park Service (NPS) http://www.nps.gov

3) Where can I find out about volunteer opportunities on Federal recreation lands?

http://www.volunteer.gov/gov/

4) Do we need to stock Volunteer Passes at all locations where other passes are sold?

No. Volunteer coordinators should work with USGS or the site's pass POC to order Volunteer Passes as needed.

5) How will volunteer hours be recorded and tracked?

The site supervisor or Volunteer Coordinator/Manager should provide timesheets for volunteers to record their hours (maintaining copies for their own record as needed). Additionally, volunteers may log their hours into a central database found on: http://www.volunteer.gov/gov/VT/

6) Who will issue the Volunteer Pass?

The Site Supervisor/Volunteer Coordinator/Manager who authorizes that a volunteer has accrued 250 hours.

7) **Can a volunteer accrue hours on lands managed by more than one Federal agency, or can they only accrue them by volunteering with one agency?**

   A volunteer can accrue 250 hours by volunteering on Federal recreation lands managed by one or all of five agencies - NPS, BLM, USDA FS, FWS, and Reclamation. For example, they can volunteer 50 hours for each of the five agencies and earn a pass.

8) **What type of volunteer activities/projects count towards 250 Volunteer Pass hours?**

   All activities that have been pre-approved by the Site Supervisor/Volunteer Coordinator count toward the required 250 hours.

9) **If a person volunteers more than 250 hours in 12 month period, do they receive additional passes?**

   No. If a volunteer works more than the 250 hours over a 12 month period they earn only one pass.

10) **Can a volunteer give their pass to someone else if they already have an annual or lifetime pass?**

    No. Volunteer Passes are non-transferable and may not be given to someone else or traded in for cash equivalent. The Volunteer Pass is only one means of recognizing a volunteer, so if a volunteer already has a pass, other types of acknowledgement should be offered in place of a pass.

11) **What if someone shows up with an un-punched Volunteer Pass?**

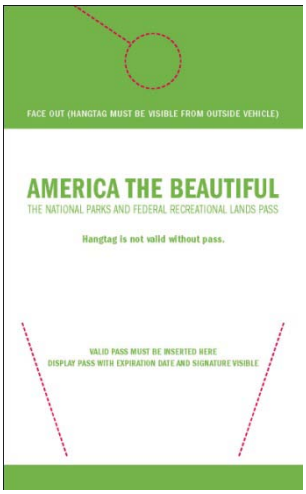
    Punch the current month; make sure the pass owner's signature is on the back of the card; and verify that the signature matches identification.

12) **What if a couple each have earned 250 volunteer hours? Can I issue both of them passes?**

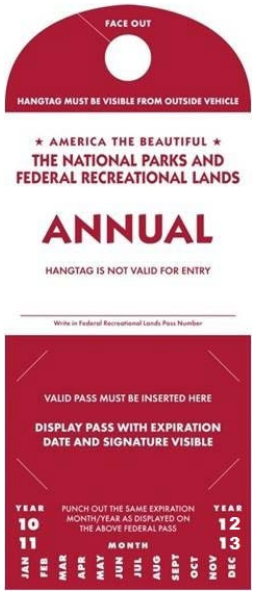
    Yes. All volunteers that have volunteered 250 hours are eligible to receive a pass.

REMEMBER: Refer to the *General Pass Rules and Benefits* on Page 10 that apply to ALL Interagency passes

SUPPLEMENTAL MATERIALS - HANGTAG



NEW



OLD

What is a Hangtag?

Many agency recreation sites are not regularly staffed by fee collection or enforcement personnel. At these sites, pass owners are required to display the pass in the vehicle window using a hangtag so that the expiration date is clearly visible for compliance checks. The hangtag makes it easier for enforcement personnel to view the pass and the expiration date.

- Original hangtags are double-sided; one side has an expiration date for the Interagency Annual, Annual - Military, and Volunteer Passes. The other side is used for the Interagency Senior / Access Passes.
- **NEW** hangtags for 2013 are clear plastic, single-sided and do not require staff to punch an expiration date or write the pass number on the hangtag. Also, a new hangtag will not be required each year. **NOTE: Old hangtags should continue being issued until inventories are depleted.**
- Hangtags alone are not passes and are not valid for entry or use.
- Hangtags are not considered accountable property.

Cost

Free to valid pass owners

Availability

1) All sites issuing passes must stock hangtags. Additional hangtags may be ordered from the USGS Store as needed.
2) Whenever an Interagency pass is issued, all visitors should be offered a hangtag.

Validation and Use

1) Hangtags issued for all Interagency passes including Annual, Annual - Military, Senior, Access and Volunteer Pass.

2) The hangtag itself is not valid for entrance or standard amenity fees. It is only a means of displaying the actual pass. When a hangtag is issued, the visitor must be told that the hangtag is only a means of displaying the pass at unstaffed sites**.**
3) Visitors should be instructed when using the hangtag that the pass should be displayed with the signature and expiration date (back of pass) visible from the front of the vehicle.

Frequently Asked Questions - Hangtag

1) Should a hangtag be given out with every pass?

All sites are encouraged to give out a Hangtag with every pass. Once the NEW clear plastic hangtag is in wide circulation, visitors should be asked if they currently have one of them. Issue them a NEW hangtag if they do not have one, or to replace a damaged or lost one.

2) 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 are not sufficient for entry. A valid pass must be shown.

SUPPLEMENTAL MATERIALS – DECAL

*****Decals may be issued to ALL pass holders!*****

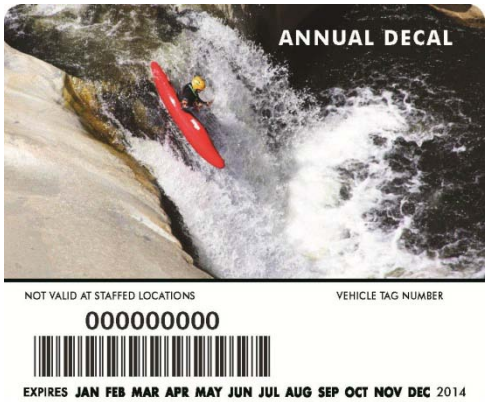


Image and decal serial numbers change each year

What is a Decal?

1) Many agency recreation sites are not regularly staffed by fee collection or enforcement personnel. At unstaffed sites, pass owners are required to display proof of payment by leaving the pass visible through a vehicle windshield. Pass holders driving open topped vehicles (e.g. jeeps, motorcycles, etc) risk the pass being stolen. Therefore a decal is offered to all Interagency Pass owners with open-topped vehicles. The Decal allows visitors to display proof of payment on the vehicle without leaving the Interagency Pass unsecured.
   Note: All sites that issue Interagency Passes must have at least a small supply of Decals available. This is an important customer service aspect of the program.
2) There are no lifetime Decals; **the same Annual Decal is used for all five passes.**
   a. Decals for Interagency Annual, Annual - Military and Volunteer passes expire when the pass expires. The image on the Interagency Annual, Annual - Military, or Volunteer Pass must match the image on the Decal being issued. (i.e. In February 2013 a visitor comes in with a valid 2012 Annual Pass punched to expire September 2013 and would like a Decal. The visitor would be issued a 2012 Decal punched to expire September 2013.)
   b. Decals for Interagency Senior and Access Passes expire one year from issuance of the decal. The current year's decal will always be issued and punched so it is valid for 12 months (i.e. In June 2012 a visitor comes in with a valid Senior Pass and would like a Decal. The visitor would be issued a 2012 Decal punched to expire June 2013, valid 1 year).
   c. Decals may be issued to Golden Age and Golden Access Passes in the same manner as the Interagency Senior and Access Passes.

Cost

Decals are free ***/*** annual basis

Availability

1) The Decal is available at Federal recreation sites that charge an entrance or standard amenity fee and many Federal agency offices.
2) <u>All sites</u> that issue the Interagency Passes must stock Decals, even if they do not have unstaffed areas. Sites may stock a small supply of Decals—it is not necessary to have an equal number of Decals and Passes. Additional Decals may be ordered from the USGS Store as needed.
3) Decals should be offered any time an Interagency Pass is issued to someone driving an open top vehicle if he or she plans to visit unstaffed Federal recreation sites.

4) Decals for Lifetime Passes are issued annually due to:
   a. Deterioration of Decals over time
   b. Transfer of vehicle ownership over time (purchase new vehicles in lifetime)

Validation / Issuance

1) Step 1: Verify Eligibility

Although there is no formal limit on the number of Decals that can be issued to a pass owner, most pass owners will be eligible for only one or two Decals because issuance of a Decal requires 3 things:

a. A valid Interagency Pass (Senior, Access, Annual, Annual - Military, Volunteer or Golden Age or Golden Access);
b. Photo ID to verify pass ownership;
c. Vehicle registration from a motorcycle or other open topped vehicle that matches the name(s) of the pass owner(s) and the photo ID.

Note: Sites may not create a log or retain any information about visitors who are issued Decals.

2) Step 2: Issue the Decal

Once eligibility has been established a Decal can be issued. To do this the issuing officer must:

a. Write the license plate number/s on the face of the Decal/s in the space provided under Vehicle Tag Number from the information on the registration provided by the pass owner.
b. Punch the Decal expiration date:
   i. For Interagency Annual, Annual - Military, and Volunteer Passes, Decal(s) must be punched with the same expiration date as the pass, regardless of when the Decal is issued. Remember the images on the pass and Decal must match.
   ii. For Interagency Senior and Access passes, the Decal must be punched with an expiration date one year from issue.
c. Inform the pass owner that Decals must be placed on the lower right hand side of automobile windshields, or on the front of a motorcycle in a clearly visible place.

Decal Use

1) **IMPORTANT!** The Decal alone is not sufficient to cover entrance or standard amenity fees. 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, a valid Interagency Annual Pass, Annual - Military or Volunteer Pass must be presented to enforcement personnel upon request.
2) At unstaffed Federal recreation sites, each open-topped vehicle must display a valid decal.
3) Decals are designed to deteriorate if tampered with, so they are inherently non-transferable.

Frequently Asked Questions – Decal

1) Should I issue a Decal to every Pass owner?

If the pass owner has an open topped vehicle and requests a Decal it should be issued.

2) How many Decals can be issued per pass?

There is no limit to the number of annual Decals that may be issued to a pass owner. However, for EACH open-topped vehicle, the pass owner must present a valid pass, vehicle registration and driver's license – all of which must have matching names.

INVENTORY

Ordering Pass and Supplemental Material Stock

1) Passes, hangtags, decals, and the "America the Beautiful – the National Parks and Federal Recreational Lands Pass" brochure can be ordered from the USGS Store:
   - email at fedrecpass@usgs.gov
   - fax at 303-202-4693
   - phone at 1-888-ASK-USGS, option 1; (1-888-275-8747, option number 1)
   - USGS web store using the "Business Partners" link (http://store.usgs.gov)

2) **A standard order form must be used for faxed orders** (provided in Appendix B, *Pass Order Form*). To place orders you must be a designated point-of-contact (or alternate) at your site and have a user-id and password. Contact USGS for assistance with a user-id and password.

   All ordering sites are required to provide a FedEx or UPS account number with each order. Agencies/sites will be responsible for paying shipping charges associated with orders. Orders are encouraged to be in units of 50, however, smaller quantities may be ordered. The minimum order is 5, however larger orders are preferred.

3) **To minimize costs, it is important for field sites to carefully evaluate inventory needs.** The costs of the Interagency Pass Program are significant. Currently, field and other sales locations pay only the shipping costs. All other costs of the program such as product design, production, fulfillment, call center, overhead and marketing, are paid for with the revenue from central sales, i.e. USGS website and partner sales. The Interagency Annual Pass, Annual - Military Pass, Volunteer Pass, and Decals are re-designed and re-produced each year, therefore, "leftover" stock cannot be re-used. If central sales revenue is not sufficient to cover pass program costs, it is possible that agencies and field sites could be responsible for the costs of the program.

   Please Note: We recommend that field sites keep a limited supply of the previous year's Interagency Annual Pass, Annual - Military Pass, Volunteer Pass and Decals on hand for customer service needs (damaged pass exchange, upgrades, etc.)

Damaged or Missing Stock

1) Due to the high volume of stock received at the USGS warehouse it is not feasible for USGS to check every box for damaged or missing passes. They conduct quality control inspections on a percentage of the inventory they receive. When USGS finds a missing or damaged pass they remove the pass from the box and identify that the pass was removed.
2) Upon receiving a shipment from USGS, all sites should immediately verify that the shipment matches what was ordered. Orders that arrive damaged or with a substantial number of missing passes should be brought to the immediate attention of USGS.

SALES and ACCOUNTABILITY

Pass Sales

REA requires that passes be available for purchase at Federal recreation sites that charge an entrance or standard amenity fee and are staffed by fee collection personnel. REA also allows for sale of passes through agreements with third parties for pass sales services. These may include contracts with a government or non-governmental entity, including those in a gateway community. (See *Marketing Policy,* Appendix A, or contact your Regional Fee Manager for sample agreement template)

Pass sales must be tracked by the pass serial numbers.

Upgrades

1) The National Park Service has elected to upgrade its entrance fees and site-specific and regional passes agency-wide to the Interagency Pass. Some FWS sites may also allow these upgrades. The other participating REA agencies have the authority to determine appropriate circumstances for refunds and upgrades within their own agency.
2) If an agency chooses to upgrade its own agency's entrance or standard amenity fees, site-specific or regional passes, the upgrade policy must be communicated to the other agencies.
3) The National Park Service has established a service-wide policy of providing upgrades of National Park Service entrance fee receipts and NPS park-specific Annual passes.
4) **Following is the National Park Service upgrade policy:**
   An upgrade will occur at a National Park site if a visitor pays an entrance fee or buys a site-specific Annual Pass at a National Park and later decides he or she would prefer an Interagency Annual Pass. The National Park entrance receipt, Automated Fee Receipt, or site-specific Annual Pass may be turned in at the site where it was purchased OR at any other NPS site and the cost will be credited toward the $80.00 Interagency Annual.

   Detailed information about the NPS upgrade policy can be found in NPS Reference Manual 22 (RM 22)

   NOTE:
   Upgrades create extra work for everyone. To avoid abuse of the upgrade policy, visitors should only be informed of the NPS upgrade policy when they are having trouble deciding what they should purchase. Each visitor that enters a park does not need to be told about the upgrade option.

5) **The FWS currently allows upgrades at some sites and is in the process of reviewing an agency-wide policy.**

Voids/Refunds/Returns

Please follow individual agency guidelines for refunds for voids, refunds, returns.

Exchanging Receipts from Automated Fee Machines

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NPS uses automated fee machines (AFM) to sell the $80.00 Interagency Annual Passes. Most AFMs only issue receipts for the passes, not the actual pass. These receipts must be exchanged for an actual Pass at any NPS site that sells the Interagency Annual Pass. All NPS sites that sell the Interagency Annual Pass are required to honor valid AFM receipts for the $80.00 Interagency Annual Pass.

Damaged Passes

Damaged passes will be replaced if the owner provides identification to validate ownership and presents the pass with at least a portion identifiable. The damaged pass must be kept by agencies for a specified period of time for accountability purposes. Each Federal recreation site will need to keep a small supply of the previous year's 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 across the five Federal agencies at this time.

Pass Misuse

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

1) When a visitor presents a pass for entrance, a valid form of photo identification will be requested, such as a passport or driver's license that includes the visitor's signature.
2) Verify that the name on the identification matches the name on the pass.
3) Compare the signatures on the pass and the photo identification; they should match. If the visitor is unable to produce valid signature identification, the visitor may be asked to sign a piece of paper for verification. 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.
4) Identification must be checked routinely and must not be based on visitor ethnicity, race, or appearance.

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 (marked with two red checks) are considered void. A useful part of a pass misuse procedure is to provide an information sheet to the visitor about proper use of passes. Confiscation of misused passes varies by agency and site.

Examples of pass misuse include:

1) Local residents who rent out their homes and leave annual passes for the renters to use (this can be remedied by checking identification with pass use).
2) Rental vehicle companies that supply an annual pass with a rental that is used again the next time the vehicle is rented.
3) A Senior pass owner "loaning" his pass to a friend or relative.

Accountability

1) Maintaining strict control of pass inventory is critical to the integrity of the Interagency Pass program. All passes and decals have serial numbers printed on them for this purpose. When passes are received the agency point of contact must verify inventory against the packing slips. All serial numbers must be correct and accounted for. Follow individual agency specific guidelines for tracking and transferring accountable property.
2) Pass sales must be accounted for, by serial number, on a daily report. This is true whether the passes are sold, voided, refunded, upgraded, etc. Follow individual agency specific guidelines on deposits and remittance of pass revenue.

3) All unsold Annual Passes and decals must be destroyed at the end of each calendar year in accordance with your agency's Property Destruction Policies and Procedures. Sites must keep a few of the previous years' passes on hand for customer service issues that might arise.
4) Every site is required to annually reconcile passes sold or distributed at the site against revenue collected for all types of passes. Each agency will designate points of contact responsible for ordering, distributing, returning and reconciling pass sales each year. It is much easier to have your site's tracking and reconciliation procedures in place at the beginning and to maintain them throughout the year.

THIRD PARTY SALES AGREEMENTS

(See *Interagency Pass Marketing Policy*, Appendix A)

1) REA allows the government to establish sales and marketing relationships with third party vendors that wish to participate in the program, and will encourage vendors to sell the Annual Pass as a convenience to customers. Management of large or national third party agreements is the responsibility of the National Pass Program Office. Management of local third party agreements will be the responsibility of the individual Federal recreation site(s).
2) There are many reasons that sites might choose to enter into a third party agreement with a vendor for pass sales. Agreements can enhance customer service, increase cost efficiency, improve employee safety, or aid in building relationships with partners and stakeholders.
3) Field sites considering working with a third party partner should carefully review *Interagency Pass Marketing Policy*, Appendix A, and consult with their appropriate regional or national fee coordinator, solicitor and contracting officials, to ensure that the proper agreement is used.

WHERE ARE THE INTERAGENCY PASSES ACCEPTED?

Bureau of Land Management (BLM)

BLM oversees more than 262 million unbounded acres -- the largest of the Federal agencies — 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)

Reclamation manages and develops water and related resources. There are approximately 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)

FWS manages over 150 million acres of land and water consisting of more than 556 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)

USFS 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)

The 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:

Reservations for Federal recreation facilities - http://www.recreation.gov

The Federal Lands Recreation Enhancement Act of 2004 - http://www.doi.gov/initiatives/FLREA.pdf

DEFINITIONS

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.

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

Concessionaires may be contracted by the Federal agencies to manage accommodations, facilities, and other operations. Services they provide may include collecting entrance, expanded amenity, and/or transportation fees on behalf of the Federal government.

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. 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. See "Domicile" Page 10.

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 campgrounds, boat launches, recreation rentals and guided 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, section 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.

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.

Pass Owner: The person(s) who are issued a recreation pass and identified by the signatures on the back of the pass.

Special Recreation Permit Fee: Fee charged for special facilities and services such as rock climbing permits, commercial and vending use, off-road vehicle use, competitive and special events, organized group activities, and individual or group use of special areas.

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.

Third Party Sales Arrangements: Sales and marketing relationships, formalized as agreements or contracts with third party vendors to sell the Interagency Annual Pass on behalf of the government.

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: Pass expiration date punched and signature.