

10 (2608)

Memorandum

To: Interagency Points-of-Contact

From: Interagency Pass Program Manager

Subject: 2012 Standard Operating Procedures, 2012 Pass Program Training, and Free Annual Pass for Military Ordering

Free Annual Pass for Military Members, 2012 Standard Operating Procedures

The 2012 Standard Operating Procedures (SOPs) are now available. The primary update is information about a free Annual Pass for active duty members of the military and their dependents. This benefit for military personnel (expected to be implemented in mid-May, 2012) is a way to thank them for service to our country. Sites should begin preparations to issue the free pass immediately, however, an additional memo will be issued with information regarding the exact rollout schedule.

Sites may not release any information to the public, post any signs about the free pass, or issue any of the new passes until notified to do so in a future memo.

All other updates and changes in the SOPs can be implemented immediately. Important changes include:

1. The hours required to earn a Volunteer Pass have been **reduced from 500 to 250**.
2. While the requirement to be a U.S. citizen to purchase these passes has not changed, the following has been added to the Validation section to clarify checking ID for the Senior and Access Passes: "After a Senior/Access Pass has been issued, the pass owner does not need to show a U.S. issued ID when using the Pass. Any photo ID, including ID issued by another country, is acceptable to verify pass ownership."
3. Clarification has been provided concerning the acceptance of documentation from the Veterans Administration for an Access Pass.

2012 Interagency Pass Training

A live satellite/webcast Interagency Pass training will be held on **April 18, 2012, at 2:00 PM Eastern Time**. This 50-minute training will cover updates to the pass program, including the addition of the free Annual Pass for select members of the military. There will be an opportunity for questions and answers. All personnel in fee collection and other visitor contact positions are encouraged to attend this training.

The training will be broadcast on the National Park Service (NPS) TEL system, Bureau of Land Management (BLM) Satellite Network, Fish and Wildlife Service (FWS) Conservation Training Network and through the Forest Service VTC.

For locations of the NPS TEL system visit:
http://www.nps.gov/training/tel/tel_sites.htm

For locations on the BLM Satellite Network visit:
http://www.blm.gov/ntc/st/en/blm_satellite_network/00.html

For anyone interested in participating in the training who does not have access to the NPS TEL, BLM Satellite Network or Forest Service VTC, the FWS will be streaming the training via the Internet on the Conservation Training Network at: <http://distancelearning.fws.gov/CTN.html>

Beginning April 4, 2012, the training materials, including the SOPs and a copy of the PowerPoint presentation, will be available to download at:
http://www.nps.gov/training/tel/participant_guides.htm

Ordering the Free Annual Pass - Military

USGS will begin accepting orders for the free Pass for select military members on April 23, 2012. **Sites may order no more than 20 percent of the number of standard Annual Passes they ordered the year before** (e.g., a site that ordered 500 Annual Passes last year may order no more than 100 free Annual Passes). As a reminder, sites may reorder passes as needed throughout the year.

Reporting on Annual Pass – Military Sales

For calendar years 2012 and 2013 all sites that issue the Annual Pass – Military will be required to report the number of passes they issue. A call for 2012 information will be issued in February 2013.

Attachments