

# Reclamation Manual

## Directives and Standards

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## *America the Beautiful* –

### The National Parks and Federal Recreational Lands Pass Program



## Interagency Standard Operating Procedures

January 2008

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### Introduction to the America the Beautiful – The National Parks and Federal Recreational Lands Pass Program

#### Background

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

REA established 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 four pass options for the public to use at Federal recreation sites where entrance or standard amenity fees are charged. The four passes that make up the program are:

<b>Interagency Annual –</b>	Available to anyone 16 years and older at a cost of \$80
<b>Interagency Senior –</b>	Available to US residents and citizens 62 years old and older
<b>Interagency Access –</b>	Available to US residents/citizens with a permanent disability
<b>Interagency Volunteer –</b>	Available to anyone who volunteers over 500 hours at one of the participating agencies.

**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.**

The Interagency Pass Program was implemented on January 1, 2007. Sites should no longer be issuing or selling any of the old passes. Old passes must be destroyed and documented according to agency policy.

The goal of the Interagency Pass Program is to promote consistency among the participating agencies. An Interagency Pass Workgroup with representatives from each of the participating agencies develops and oversees the program and these policies. The intention is to create 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 technologies 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.

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### **What's New For 2008?**

Based on feedback from field staff and Interagency pass purchasers, there are a few changes to the program in 2008:

- 1) Midway through 2007 field sites reported that the passes were warping when displayed under the sun in vehicles. To help solve the problem, we changed to a heavier plastic stock.
- 2) We clarified the explanation of benefits on the back of Access and Senior passes to reduce confusion.
- 3) We changed the hangtags to a synthetic material that will resist tearing and last longer.

### **Product Design**

- 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 barcode on the back. The Annual and Volunteer Passes also have a place for an expiration date on the back.
- 2) A scenic image is imprinted on the front of each pass. The Annual Pass, Volunteer Pass and Decal will share the same image. The image will change each year.
- 3) A winning image for the pass is selected through the "Share the Experience" photo contest. (See "Photo Contest" section, below).
- 4) The Senior and Access Pass images will remain the same throughout the life of the program.
- 5) Annual Pass numbering in 2008 begins with 081-000001; Senior Pass numbering begins with 082-000001; Access Pass numbering begins with 083-000001; Volunteer Pass numbering begins with 084-000001; Decal numbering begins with 085-000001. Passes are bundled into units of 50.
- 6) 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 ink).
- 7) Hangtags are designed to hold and display the pass while hanging from the rearview mirror of vehicles. They are used at unstaffed recreation sites where agency staff patrol parking lots and check parked vehicles to verify that fees have been paid. One side of the hangtag is for display of the Annual pass, and the reverse side is for the Senior or Access Pass.
- 8) The brochure titled "America the Beautiful – The National Parks and Federal Recreational Lands Pass" includes basic information for visitors about the Annual Pass, the participating Federal agencies and contact information for each, stewardship and volunteer opportunities. Recreation sites may order the brochure free from USGS.
- 9) A general marketing brochure titled "Federal Recreation Pass Programs," outlines all of the available Federal recreation passes and is available to field sites in PDF or PMD formats to print as needed. Contact your Regional/State fee management office.

### **Managing the Potential For Public Confusion**

The public may be confused with the new passes and the old pass programs—the Golden Eagle Passport, National Parks Pass, Golden Age Passport and Golden Access Passport:

- 1) All National Parks Passes and Golden Eagle passes have expired and are no longer valid.
- 2) 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.
- 3) At per person fee areas:
  - a) Golden Age and Golden Access Passports will continue to cover entrance or standard amenity fees for the pass owner, spouse, children, and/or parents.
  - b) The Interagency Passes (Annual, Senior, Volunteer, 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).
  - c) In the event that this change creates confusion, good judgment and customer service should

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dictate the best way to handle a situation. For example, a fee collector might allow a family of more than 4 adults to enter using the Interagency Senior Pass, but would caution the pass holder that the policy has changed and may be enforced at other recreation sites.

### **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 valid for a lifetime. There is no need, and it is cost prohibitive, to exchange these passes. If visitors ask to trade these in, explain that the pass is still valid.

- o Plastic Golden Access Passports – If they wish to exchange the pass do so at no charge and collect the old pass.
- o 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**

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

Two individuals may sign the Annual Pass. 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 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. Each person who signs a valid Annual Pass (maximum 2) is entitled to a free Interagency Decal. (See "DECAL" section, below).

At both staffed and unstaffed sites, only one motorcycle will be admitted per Interagency Senior Pass, Interagency Access Pass, and Interagency Volunteer Pass. One decal may be issued for each Interagency Volunteer Pass. Decals are not available for Interagency Senior or Access Passes because:

- Decals are exposed to the elements and are prone to deterioration
- Lifetime pass owners may change vehicles over the lifetime of the pass

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

### **Photo Contest**

The image changes each year on the Annual and Volunteer Passes, as well as the Decal. The image is selected through the annual Share the Experience photo contest which begins each year approximately Memorial Day and runs through to December 31. A panel of judges with representatives from each agency selects the Grand Prize winning image that will be featured on the next year's Annual and Volunteer Pass and the Decal. Information on the contest is available at <http://www.sharetheexperience.org>. Rack brochures and posters that promote the contest are shipped to each field location. Field sites may re-order brochures and posters as needed throughout each contest.

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### GENERAL RULES AND BENEFITS FOR INTERAGENCY PASSES

#### **All Interagency Passes:**

- 1) Are non-transferable. The pass belongs only to the signer(s).
- 2) 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.
- 3) Must be displayed in the vehicle windshield at unstaffed recreation areas where an entrance or standard amenity fee is charged. (A hangtag will be provided to all pass purchasers planning to visit unstaffed locations).
- 4) Are not valid for expanded amenity fees such as camping, tours, boat launches, or concession fees, except that Interagency Access and Senior passes may provide some discounts.
- 5) 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.)
- 6) Are void if altered.
- 7) Are replaceable if damaged as long as identification is provided to validate ownership and a portion of the pass is identifiable.
- 8) Are serially numbered.
- 9) Must be signed by the pass owner(s) to be valid.
- 10) Are punched with an expiration date at the time they are issued (whether in person or over the internet).
- 11) Do not provide a discount at cooperating association bookstores, etc.

Anytime a pass holder presents an Interagency Annual or Volunteer Pass the expiration date 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.

#### **Interagency Pass Benefits**

- 1) All Interagency Passes cover entrance to FWS and NPS sites that charge an entrance fee.
- 2) All Interagency Passes cover standard amenity fees at BLM, Reclamation, and USDA FS sites.
- 3) Interagency Access and Senior Passes may provide some discounts on expanded amenity fees.



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### 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% 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

### 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 B).

### 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 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.



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### INTERAGENCY ANNUAL PASS - continued

#### 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. At this time, the other agencies do not upgrade daily entrance receipts nor Federal Recreation site-specific annual passes to the Interagency Annual Pass. See the Upgrade section below.

**REMEMBER: Refer to the *General Pass Rules and Benefits* on Page 7 that apply to ALL Interagency passes**

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### INTERAGENCY SENIOR PASS



### 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 and older that provides a convenient and affordable way to visit numerous recreation areas managed by five Federal agencies. It also provides the pass owner a discount on some expanded amenity fees such as camping (see *50% 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

### Availability

- 1) 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.
- 2) 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.
- 3) The Interagency Senior Pass may only be purchased in person at Federal recreation sites or offices due to the eligibility requirements stated above.

### 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.

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### INTERAGENCY SENIOR PASS - continued

#### Validation

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.

#### Benefits

In addition to covering entrance and standard amenity fees at recreation areas managed by five Federal agencies, the 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.

#### 50% 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 fees are charged separately there is no discount. 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.

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### INTERAGENCY SENIOR PASS - continued

#### **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 62<sup>nd</sup> 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.

**REMEMBER: Refer to the *General Pass Rules and Benefits* on Page 7 that apply to ALL Interagency passes**

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### INTERAGENCY ACCESS PASS



#### 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 *50% 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

#### Availability

- 1) 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.
- 2) 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. 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.
- 3) The Interagency Access Pass can only be obtained in person at Federal recreation sites due to the eligibility requirements stated above.

#### 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.

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### INTERAGENCY ACCESS PASS - continued

#### **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, which attests that the applicant has been medically determined to be eligible to receive Federal benefits as a result of blindness or permanent disability. Other acceptable Federal agency documents include proof of receipt of Social Security Disability Income (SSDI) or Supplemental Security Income (SSI);

OR

  - c. A document issued by a State agency such as the vocational rehabilitation agency, which attests that the applicant has been medically determined to be eligible to receive vocational rehabilitation agency benefits or services as a result of medically determined blindness or permanent disability. Showing a State motor vehicle department disability sticker, license plate or hang tag is not acceptable documentation;

OR

  - d. If a person claims eligibility for the 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.

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### INTERAGENCY ACCESS PASS – continued

#### Validation

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.

#### 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 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.

#### 50% 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 fees are charged separately there is no discount. 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.



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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.

**REMEMBER: Refer to the *General Pass Rules and Benefits* on Page 7 that apply to ALL Interagency passes**

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### 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 500 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 no specific time frame in which the volunteer hours must be accrued. Once the 500 hour requirement is reached and a pass is issued, the volunteer's hours are reset to zero and the count begins again. Only one Interagency Volunteer Pass may be issued per 12-month period.
- 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 arranging to order 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.

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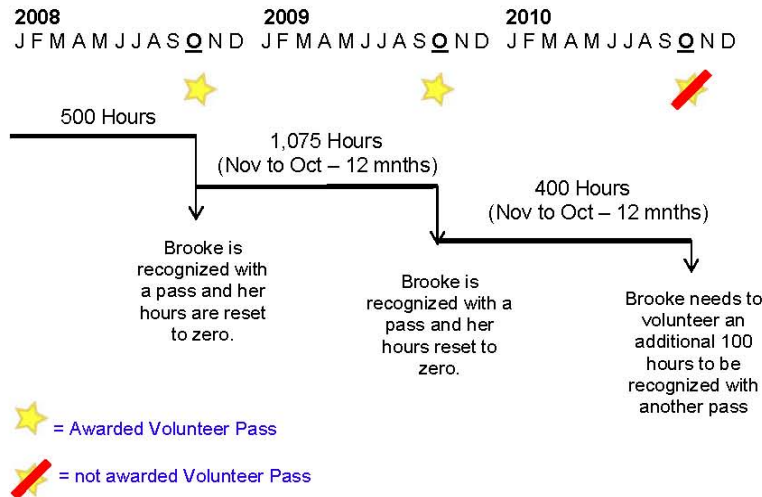
**VOLUNTEER PASS - continued**

**Understanding the 500 Hour Requirement to Earn a Pass**

Volunteers may only be recognized with one pass every 12 months. Once the 500 hour requirement is reached and a pass is issued, the volunteer's pass credit hours reset to zero. If a volunteer gives more than 500 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 500th hour in October 2008. In October 2008 she was recognized with a pass that expired October 31, 2009 and her pass hours reset to zero. During the following 12 months, from November 2008 to October 2009, Brooke volunteered 1,075 hours, reaching the 500 hour mark in May 2009. However, because Brooke still had a valid pass from the previous year, she could not be recognized with another pass until November 2009 (after her first pass had expired). In November 2009, when she was recognized with her second pass, her Volunteer Pass hours reset to zero.

Circumstances in Brooke's life changed after November 2009, and she was only able to volunteer 400 hours during the following 12 months, from November 2009 to November 2010. Therefore, Brooke found she would have to volunteer an additional 100 hours to reach a total of 500 hours worked since issuance of her previous pass.



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### **VOLUNTEER PASS - continued**

#### **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 500 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 500 hours is the person responsible for issuing the Volunteer Pass.

**REMEMBER: Refer to the *General Pass Rules and Benefits* on Page 7 that apply to ALL Interagency passes**

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### SUPPLEMENTAL MATERIALS

#### HANGTAG



#### 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.

- Hangtags are double-sided; one side has an expiration date for the Interagency Annual / Volunteer Passes and the other side for the Interagency Senior / Access Passes.
- 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) When Interagency passes are issued, the visitor should be offered a hangtag.

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### HANGTAG - continued

#### Validation and Use

- 1) Hangtags issued for the Interagency Annual and Interagency Volunteer Pass must be marked with the same expiration date as the pass. The expiration date on the hangtag is more visible to enforcement personnel than the one on the pass.
- 2) Hangtags issued for the Interagency Senior and Interagency Access Passes do not require an expiration date, as they are lifetime passes.
- 3) 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.

### **DECAL**



Image and decal serial numbers change each year

#### **What is a Decal?**

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 Annual Pass owners with open-topped vehicles. The decal allows visitors to display proof of payment on the vehicle without leaving the Annual Pass unsecured.

Presently, Decals are only available for the Interagency Annual and Volunteer Passes. A decal is not available for lifetime Pass owners because:

- Decals are exposed to the elements and are prone to deterioration
- Lifetime pass owners may change vehicles over the lifetime of the pass

#### **Cost**

Decals are issued free of charge as follows:

- Decals may only be issued to individuals who purchase or who already own a valid Annual or Volunteer Pass.
- The decal expires at the same time as the Interagency Annual or Volunteer Pass.

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### DECAL - continued

#### Availability

- 1) The decal is available at Federal recreation sites that charge an entrance or standard amenity fee and many Federal agency offices.
- 2) All sites that issue the Interagency Annual or Volunteer Pass must stock the Decals. 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 Annual or Volunteer Pass is issued to someone driving an open top vehicle if he or she anticipates visiting unstaffed Federal recreation sites such as USDA FS or BLM sites.

#### Validation / Issuance

- 1) Two decals may be issued per Interagency Annual Pass. This allows two individuals who have both signed the same annual pass to each affix a decal to their individual open-top vehicles or motorcycles.
- 2) One decal may be issued per Interagency Volunteer Pass.
- 3) Issuance of a decal requires:
  - a. Valid Interagency Annual or Interagency Volunteer Pass
  - b. Vehicle registration that matches the name(s) of the pass owner(s).
  - c. Open-top vehicle that matches vehicle registration and pass owner signature(s).
  - d. The issuing officer to write the pass owner's license plate number/s on the face of the decal/s in the space provided under Vehicle Tag Number.
- 4) The decal(s) must be punched with the same expiration date as the pass, regardless of when the decal is issued.
- 5) Punch the Interagency Annual Pass to indicate the number of decals issued (maximum of two). There are two stars to the left of the signature line. Punch one star for each decal issued.
- 6) Punch the Interagency Volunteer Pass to indicate that one decal was issued. Punch the one star to the left of the signature.
- 7) 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 or Interagency Volunteer Pass must be presented to enforcement personnel upon request.
- 2) At unstaffed Federal recreation sites, each motorcycle must display a valid decal.
- 3) Decals are designed to deteriorate if tampered with, so they are inherently non-transferable.



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### **BROCHURES**

**Two Federal Recreation Pass brochures are available:**

- 1) America the Beautiful – The National Parks and Federal Recreational Lands Pass Brochure. This brochure, also known as "the orange brochure," contains information about the Annual Pass, the Federal agencies, and stewardship and volunteer opportunities. This brochure should be offered to all visitors that purchase the Annual Pass or are issued the Volunteer Pass. It should not be issued to Senior and Access pass owners.
- 2) Federal Recreation Pass Programs Brochure. This marketing brochure describes all Federal pass options. It is available in a digital format that may be reproduced at field sites or by the individual agencies as needed. Contact your agency or regional point of contact for the file and more information.

**See *Brochures - Samples*, Appendix F for examples**

### **HOLE PUNCH**

Field locations will be responsible for ordering and maintaining a supply of hole punches which will be used to validate passes. The hole punch will be 1/8<sup>th</sup> of an inch to assure that the hole is not too big and covers only one month. Any Heavy-Duty 1/8 inch 1-Hole Utility Hand Punch is acceptable; one option is available through GSA Advantage (Part #MCG301C).

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

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

#### **Forest Service (USDA FS)**

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

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

#### **National Park Service (NPS)**

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:**

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

The Federal Lands Recreation Enhancement Act of 2004 -  
[http://www.doi.gov/initiatives/recreation\\_feeprogram.html](http://www.doi.gov/initiatives/recreation_feeprogram.html)

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### STOCK FOR FEDERAL RECREATION SITES

#### Ordering

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 [fedrepass@usgs.gov](mailto:fedrepass@usgs.gov)
- fax at 303-202-4693
- phone at 1-888-ASK-USGS (1-888-275-8747); option number 1
- USGS web store using the "Business Partners" link ([www.store.usgs.gov](http://www.store.usgs.gov))

**A standard order form must be used for faxed orders** (provided in Appendix C, *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 will be required to provide a FedEx or UPS account number with each order. Agencies/sites will be responsible for paying shipping charges associated with orders. 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.

**To minimize costs, it is important for field sites to carefully evaluate inventory needs (based on sales history, if possible).** The costs of the Interagency Pass Program are significant. Currently field and other sales locations pay only the shipment 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, Interagency 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..

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

#### Damaged or Missing Stock

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. All orders will be shipped by a traceable method.

Due to the high volume of stock received at the USGS warehouse, and the need to ship out large quantities of bulk product to many field sites, it is not feasible for USGS to check every single 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.

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### SETUP, SALES and ACCOUNTABILITY

#### Signs and Other Materials

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

- Interagency Access Pass - Free
- Interagency Senior Pass - \$10
- Interagency Annual Pass - \$80
- (optional) Interagency Volunteer Pass - Free

#### Pass Use Statistics

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

Sites with the ability to collect and transmit pass sale and usage statistics must do so. Sites will track and compile the following information.

Sales and Issuance of:

- Interagency Annual Pass
- Interagency Senior Pass
- Interagency Access Pass
- Interagency Volunteer Pass

Re-Entries Using:

- Interagency Annual Pass
- Interagency Senior Pass and Golden Age Passport
- Interagency Access Pass and Golden Access Passport
- Interagency Volunteer Pass

For each of the above, the following additional information should be captured:

- Location, Date and Time of the sale or usage
- Serial number of the pass
- Number of persons 16 and older entering on a pass.

In addition, Upgrades, Refunds, and Voids must be documented (see the Tracking Upgrades, Refunds, and Voids section, below).

**See your individual agency's Appendix (Appendices H-L) for additional information on procedures for setup, collecting pass use statistics and other information.**

#### Pass Sales

- 1) REA requires that passes be available for purchase at Federal recreation sites that charge an entrance or standard amenity fee, and that 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 B, or contact your Regional Fee Manager for sample agreement template)

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- 2) The government may establish sales and marketing relationships with third parties that wish to participate in the program and will encourage vendors to sell the annual pass as a convenience to their customers. (see *Marketing Policy*, Appendix B)
- 3) Pass sales must be tracked by the pass serial numbers.
- 4) When an entrance, standard amenity fee, or pass is sold the visitor must receive a proof of payment whether it is a hand written receipt, an envelope stub, or a cash register receipt.

### **Pass 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 be paying a day use fee, purchasing a site specific annual pass, or buying the 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 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?

### **Upgrades**

At this time the National Park Service is the only agency that has elected to upgrade its entrance fees and site-specific and regional passes to the Interagency Pass. However, all participating REA agencies have the authority to determine appropriate circumstances for refunds and upgrades within their own agency.

If an agency chooses to upgrade its own agency's entrance or standard amenity fees, site-specific or regional passes, the upgrade policy and procedures must apply agency-wide.

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.

### **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 Pass.

Example 1: A visitor purchases a \$25 entrance receipt at Grand Canyon National Park, and later visits Petrified Forest National Park. Visitor may apply the \$25 Grand Canyon National Park entrance receipt toward the purchase of an Annual Pass. Petrified Forest National Park would collect the additional \$55 to complete the sale.

Example 2: A visitor lives in Washington, D.C. and in January purchases a \$30.00 Annual Shenandoah National Park Pass. In July they vacation out west and want to upgrade to the \$80.00 Interagency Annual Pass upon arrival at Zion National Park. The VUA at Zion would collect SHEN Pass and the additional \$50.00 and punch the \$80.00 Interagency Annual Pass in the month of January to match the pass that

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was being exchanged (since the visitor had already gotten 6 months worth of use out of Shenandoah's annual pass

- 1) A reasonable time frame for upgrades from entrance fee receipts is within 14 days, or during the visitor's travel itinerary.
- 2) All upgraded passes will be punched (or back-validated) to reflect/match the original month in which the entrance receipt or park-specific annual pass was purchased.
- 3) Exchanges/upgrades must be processed in person at a National Park that sells Interagency Annual Passes. Upgrades cannot be handled through the National Pass Program office, nor through USGS.
- 4) Receipts up to the value of the \$80.00 Interagency Annual Pass may be accepted for exchange. No cash refund of receipts presented in excess of the \$80.00 Interagency Annual Pass value is allowed.
- 5) All upgrades must be tracked and reported to the park's Regional Fee Manager as specified by the Region. The report should include total number of annual passes sold, total number of upgrades, and total dollar amount of upgrade receipts.

**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.

### **Voids/Refunds/Returns**

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

General Guidelines:

Voids generally occur if a pass has been punched, sold or signed incorrectly. The pass must be voided and the correct item sold.

As a general rule, refunds/returns will be initiated only in limited situations. For example, if a visitor unknowingly purchases an Interagency Annual Pass when they were eligible for an Interagency Senior or Access Pass, the Interagency Annual Pass may be returned and a refund for the difference may be given.

If a visitor purchases an Interagency Annual Pass and returns within the hour asking to return the pass and purchase the daily pass instead, the Interagency Annual Pass may be returned and a refund for the difference given.

### **Tracking Upgrades, Refunds, and Voids**

In order to reconcile pass sales at the end of each year, it is vital that upgrades, refunds, and voids be tracked.

Each Federal agency will develop its own method for reconciliation, tracking and accounting in relation to the pass program. Various methods are acceptable as long as the information is accurate and readily available when needed. All upgrade receipts, void and refund receipts must be kept on file for a specified period of time for accountability purposes (see agency specific guidelines).

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### **Exchanging Receipts From Automated Fee Machines**

The Golden Eagle Passport and National Parks Pass programs ended January 1, 2007. All receipts from automated fee machines for Golden Eagle Passports and National Parks Pass are expired and have no value.

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 need to 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.

### **Exchanges of Un-Punched National Parks Passes**

The National Parks Pass programs ended January 1, 2007; these passes are no longer valid. If a visitor shows up with an un-punched 2006 National Parks Pass, the Pass is no longer valid and should not be exchanged.

### **Damaged Passes**

Damaged passes may be replaced if the owner provides identification to validate ownership and presents the pass with at least a portion identifiable. The damaged pass should be exchanged. The damaged pass must be kept by agencies for a specified period of time for accountability purposes (see agency specific guidelines in Appendices H thru L). 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 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 should be requested to verify pass ownership. When passes are sold, visitors should be informed that they may be required to show identification when they use their pass.

- 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 should 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.



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### ***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**

Maintaining strict control of accountable inventory is critical to the Interagency Pass program. All passes and decals have serial numbers printed on them for this purpose. 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. Keep a few of the previous years' passes on hand for customer service issues that might arise.

All sites are 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.

### **Interagency Annual Passes as Employee Awards.**

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

### **Record of Accountable Stock**

When passes are received the agency point of contact must verify shipments against the packing slips. All serial numbers must be correct and accounted for. Follow individual agency specific guidelines for tracking and transferring accountable property.

### **Deposits and Remittances of Pass Revenue**

Pass sales must be accounted for, by serial #, 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.

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### **THIRD PARTY SALES AGREEMENTS (See *Interagency Pass Marketing Policy, Appendix C*)**

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).

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.

Field sites considering working with a third party partner should carefully review *Interagency Pass Marketing Policy, Appendix C*, and consult with their appropriate regional or national fee coordinator, solicitor and contracting officials, to ensure that the proper agreement is used.

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### 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.

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**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.