

America the Beautiful – the National Parks and Federal Recreational Lands Pass

BLM General Program Description and Requirements

The Standard Operating Procedures for the Interagency Pass program which are at http://www.nps.gov/training/tel/Guides/NPFRL_pg_20061102.pdf, govern administration of the America the Beautiful – the National Parks and Federal Recreational Lands Pass. In addition, the Bureau of Land Management (BLM) has developed specific procedures that apply to BLM management of the program as set forth in this document.

Ordering Information

All products for the Interagency Pass program are to be ordered through the Bureau Printed Materials Distribution Service (Attention: Bob Stahl, BC652; Robert_Stahl@blm.gov or 303-236-1975). The Interagency Pass program products are accountable property and, with a couple exceptions, are issued only to State Offices for further distribution. Refer your requirements to the State Office level Printed Materials Distribution Service (PMDS) contact that is responsible for ordering forms and publications. This individual will process orders for the field offices within their state. The stock numbers for the pass program are as follows:

<u>PMDS Stock Number</u>	<u>Description</u>
B-01	Annual Pass
B-01A	Annual Pass Instruction Card
B-01D	Decal (for open-roofed vehicles, such as Jeeps or motorcycles)
B-01H	Hangtag
B-02	Senior Pass
B-03	Access Pass
B-04	Volunteer (guidance will be forthcoming)
P-333	Federal Pass Program Pamphlet. (note: this is not accountable but at the present time is being revised and not available at the time of this IM.)

Accounting and Reporting Requirements

Because the Interagency Pass program is a component of the recreation fee program, pass sales should be accounted for as funds collected at fee sites. State Offices can either assign the Interagency Pass program collections as a separate project number or use the project number of a site in their state. If a state has more than one recreation fee site, then additional project numbers can be used and the funds distributed according to priority.

The number of passes issued needs to be entered into the Recreation Management Information System (RMIS), however, the revenues will not be recorded in RMIS. The revenues are only entered into the Collections and Billings System (CBS). Recreation staff should coordinate with their Collections Officer to ensure that passport revenues are credited to the proper office, permit type, fund account, fee project, and RMIS site. RMIS tracks the number of permits issued and CBS tracks the revenues associated with the permits. These databases serve as the BLM's official accounting of the Interagency Passes program.

Expenditure of Pass Revenues

All fees from the Interagency Pass program are to be used to maintain and improve the recreation sites in the area of collection. Funds must be used to strengthen on-the-ground enhancement and maintenance of the BLM recreation sites.

The following is key information related to each of the Interagency Passes.

Annual Pass

- The Annual Pass replaces the Golden Eagle Passport.
- The price of the Annual Pass is \$80.
- The Annual Pass is a component of BLM's Recreation Fee Program.
- The Annual Pass allows entrance to Fish and Wildlife Service (FWS) and National Park Service (NPS) sites that charge an Entrance Fee; and, the Bureau of Land Management (BLM), Bureau of Reclamation (Reclamation), and Forest Service (USDA FS) sites that charge a Standard Amenity Fee.

- The Annual Pass can only be used for Federal lands or sites that charge Standard Amenity Fees as defined in the REA. The following BLM recreation areas currently accept the Interagency Pass.

<p>CA North Fork of the Kaweah River</p> <p>CO Anasazi Heritage Center Upper Colorado River Special Recreation Management Area Gunnison Gorge National Conservation Area</p> <p>ID Milner Historic Rec. Area Lud Drexler Park Payette River Complex Steck Park Rec. Area Snake River Birds of Prey</p> <p>MT Pompeys Pillar National Monument Garnet Ghost Town</p> <p>NM Three Rivers Petroglyph Site Aguirre Spring Recreation Site Dripping Springs Natural Area Rio Grande Gorge Santa Cruz Lake Valley of Fires Kasha-Katuwe National Monument Red Rock National Conservation Area</p>	<p>NV Red Rock Canyon National Conservation Area</p> <p>OR National Historic Oregon Trail Yaquina Head Outstanding Natural Area Wildwood Recreation Area Cape Blanco Lighthouse Eugene District Recreation Sites Dean Creek Elk Viewing</p> <p>UT Cleveland Lloyd Dinosaur Site</p> <p>WY National Historic Trails Center</p>
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Dated 4/07

- The Annual Pass may only be used for Standard Amenity Fees, not for Expanded Amenity Fees, such as those fees charged at campgrounds. It can not be used for or to reduce Special Recreation Permit (SRP) fees or fees charged by concessionaires.
- A lost, stolen or destroyed Annual Pass will not be replaced even if a receipt is produced.
- A damaged Annual Pass may be replaced if the visitor provides personal signature identification and the damaged pass signature is identical.

- Annual Passes are non-transferable. Refunds may not be issued. The Annual Passes must be signed by the purchaser/holder.
- To avoid fraud in the use of the Annual Pass, it is a requirement for the Annual Pass holder to show identification upon use of the pass.

Senior Pass

- The Senior Pass replaces the Golden Age Passport.
- The Senior Passes may only be obtained in person upon proof of age. They are non-transferable. The Senior Passes must be signed by the purchaser/holder.
- The price of the Senior Pass is \$10 (a one-time fee) for persons 62 years of age or older.
- The Senior Passes allow entrance to FWS and NPS sites that charge an Entrance Fee; and the BLM, Reclamation, and USDA FS sites that charge a Standard Amenity Fee.
- The Senior Passes can be used at Standard Amenity Fee areas and allows for a 50 percent discount on expanded amenity fees. These passes cannot be used for or to reduce SRP fees or fees charged by concessionaires or at any campgrounds managed by concessionaires.

Access Passes

- The Access Pass replaces the Golden Access Passport.
- The Access Pass is a free, lifetime pass issued to citizens or persons regardless of age domiciled (permanent residents) in the United States, who have been medically determined to be blind or permanently disabled and are eligible to receive benefits under Federal law. Note: It is not necessary for an individual to be receiving benefits, only to qualify for benefits.
- Persons receiving the Access Pass must be “permanently” disabled. Definition of a blind or permanently disabled person is a modified version of the definition of “handicapped person” published in the Department of the Interior Regulations for Section 504 of the Rehabilitation Act (43 CFR 17.503).
- Individuals eligible to receive the Access Pass shall be any person who has a permanent physical, mental or sensory impairment that substantially limits one or more major life activities, such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning or working.

- Adequate documentation of applicant’s disability should be presented prior to issuance of an Access Pass. Such documentation can include any of the following:

1. A document issued by an office of a Federal agency providing Federal benefits, which attests that the individual has been medically determined to be eligible to receive Federal benefits as a result of permanent disability. (A Veterans Disability card at the time of discharge may not qualify for proof unless the conditions still apply.)

2. A statement signed by a licensed physician attesting to the fact that the person does have a permanent physical, mental or sensory impairment that severely limits one or more major life activities, as well as states the nature of the condition.

3. An official identification card or certificate issued by a state government entity identifying the person as blind or permanently disabled.

4. An identification card issued by a national or state organization for disabled persons identifying the applicant as blind or permanently disabled.

If the person claims eligibility but can not or refuses to produce the above mentioned forms, they are required to read or have read to them the forms, and then sign the affidavit and notice (Attachment 2).

- An Access Pass affidavit register can be created for applicants to sign. The register, at a minimum, should include the date issued, pass number, name, a signature block, initials block of issuing clerk, and the above affidavit/notice statement.
- The Access Pass replaces the Access Passport.
- The Access Passes may only be obtained in person upon proof of permanent disability. They are non-transferable. The Access Passes must be signed by the holder.
- The Access Passes allow entrance to FWS and NPS sites that charge an Entrance Fee; and the BLM, Reclamation, and USDA FS sites that charge a Standard Amenity Fee.
- The Access Passes can be used at Standard Amenity Fee areas and allows for a 50 percent discount on expanded amenity fees. These passes can not be used for or reduce SRP fees or fees charged by concessionaires or at any campgrounds managed by concessionaires.

Volunteer Pass

“The America the Beautiful – the National Parks and Federal Recreational Lands Pass”
Attachment 1 - 5

Congress authorized the Secretaries of the Department of Agriculture and the Department of the Interior to issue an annual pass to volunteers as recognition for the performance of significant volunteer services.

The BLM's Division of Education and Volunteers will issue guidance to provide clarity to the policy and procedures related to the volunteer pass.

Hangtags

Many of the BLM sites are not regularly staffed by fee collection or enforcement personnel. At these locations, pass holders must display their Interagency Pass in the window of their vehicle so the expiration date is clearly visible for compliance checks. The hangtag makes it easier for enforcement personnel in unstaffed areas to view the Interagency Pass and the expiration date. Hangtags should be ordered in quantities to accompany the Annual, Senior, Access, and Volunteer Passes.

- Hangtags will be printed on two sides – one side with an expiration date for the Annual and Volunteer Pass and the other for the Senior and Access Passes.
- At unstaffed sites, the pass holder(s) must display the pass in the window of their vehicle.
- Hangtags will be provided to pass holders to visibly display their passes utilizing a rear view mirror or other means.
- Hangtags alone are not Interagency Passes; therefore, the hangtags are not valid for entry or use with out the complement of the Interagency Pass.
- Hangtags are free to the public and not considered accountable property; therefore, they do not need to be tracked in the Collections and Billings System.
- Hangtags will only be issued to individuals who are purchasing or being issued an Interagency Pass, or who already have a valid Interagency Pass.
- Hangtags issued for the Annual and Volunteer Pass must be marked with the same expiration date as the pass. The expiration date on the hangtag will be more visible to enforcement personnel than the one on the pass.
- Hangtags issued for the Senior and Access Passes do not require validation, as they are lifetime passes.

Decals

“The America the Beautiful – the National Parks and Federal Recreational Lands Pass”
Attachment 1 - 6

Many of the BLM sites are not regularly staffed by fee collection or enforcement personnel. At unstaffed sites, pass holders are required to display proof of payment by leaving their pass in their vehicle windshield. For persons driving open topped vehicles (e.g. jeeps, motorcycles, etc), this is not possible as the pass could easily be stolen; therefore, a decal will be available for issue to individuals owning open topped vehicles. The decal will allow visitors to display proof of payment without leaving their Annual Pass unsecured in their vehicle. At this time, only Annual Pass decals are available and should be ordered in the quantities to accompany the Annual Passes.

- Decals are free to the public and not considered accountable property; therefore, they do not need to be tracked in the Collections and Billings System.
- Decals may only be issued to individuals who are purchasing an Annual Pass or who have a valid Annual Pass; or individuals who are being issued a Volunteer Pass or have a valid Volunteer Pass.
- The decal will expire at the same time as the pass.
- Up to two decals may be issued per Annual Pass. (This is to allow two individuals who have both signed the same Annual Pass to each purchase a decal for their individual motorcycles.)
- When issuing the decal, vehicle registration is required and must match the names of the pass holders who have signed the pass. The issuing officer must write the pass holder's license plate number(s) on the face of the decal(s) in the space provided under Vehicle Tag Number.
- The decal(s) must be punched with the same expiration date as the pass, regardless of when the decal is issued.
- The Annual Pass shall be punched 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.
- The Volunteer Pass shall be punched to indicate the number of decals issued (maximum of one). There is one star to the left of the signature line. Punch the star for when a decal is issued.
- For automobiles, decals must be placed on the lower right hand side of the windshield, and for motorcycles on the front in a clearly visible place.
- The decal is only valid at unstaffed sites for an open topped vehicle. At staffed Federal recreation sites the decal alone will not be sufficient for entrance or use; a valid Annual Pass or Volunteer Pass must be shown.

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- At unstaffed Federal recreation sites, each open top vehicle must display a valid decal.
- Decals are designed to self destruct if tampered with, so they are essentially non-transferable.

Acceptance of Golden Eagle, Access, & Age Passports

Golden Eagle, Access, and Age Passports will be accepted at recreation areas under the terms and condition upon purchase.

Exchange of Golden Eagle/Access Passports for Plastic Golden Eagle/Passports

The DOI no longer produces the Golden Age/Access Passports. Members of the public may exchange their paper Golden Age/Access Passports for the plastic Golden Age/Access Passport as long as the current stock is available. Once this stock runs out, they must obtain the new Senior/Access Pass.

Damaged Passes

Damaged passes may be replaced if the visitor provides identification to validate ownership and presents the pass with at least a portion of the pass identifiable. The exchange of a damaged pass must be accounted for in CBS for accountability purposes.

Lost or Stolen Passes

Passes cannot be replaced if lost or stolen. A new Interagency Pass must be purchased.

Hologram Upgrades of the National Parks Pass

The BLM will not order the National Parks Pass and the BLM will no longer upgrade National Parks Passes using the hologram. (For customer services reasons, a field office may choose to upgrade National Parks Passes with existing stock of holograms, but no new holograms are being produce and this is only for the purpose of providing good customer service.)

Signage

The Interagency Pass field office signs are to be ordered from the National Sign Center. Further guidance will be issued subsequently to provide the ordering process for the Interagency Pass signage.