

Bureau of Land Management Arizona process for Safeguarding, Validating, Recording, and Distributing “America the Beautiful” Volunteer Passes

The Bureau of Land Management (BLM) Arizona (AZ) process for volunteer passes will be consistent with The America the Beautiful – The National Parks and Federal Recreational Lands Pass Program Handbook that can be found at:

http://www.nps.gov/training/tel/Guides/NPFRL_pg_20061102.pdf

PRODUCT DESIGN

- 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 Volunteer Passes also have a place for an expiration date on the back.
- A scenic image is imprinted on the front of each pass. The Annual Pass image will change each year. The Volunteer Pass will have the same image as the Annual Pass.
- Decals will have the same image as the annual pass, and will include a place for an expiration date and associated vehicle tag number.
- Hangtags are designed to display the passes on the rearview mirror of vehicles at recreation sites where there is no regular fee enforcement staff. Each hangtag is designed double sided to display the Volunteer Pass on one side.
- Volunteer Pass numbering will begin with 074-000001.
- Passes will be shipped to sites shrink-wrapped in units of 50, smaller quantities may not be shrink wrapped.

GENERAL RULES

Passes:

- Are non-transferable.
- Are non-replaceable if lost or stolen.
- Are void if altered.
- Are replaceable if damaged as long as identification is provided to validate ownership and a portion of the pass is identifiable.
- Must be serially numbered.
- Must be signed by the pass holder(s) to be valid.

- Must be punched with an expiration date when issued, whether in person or over the internet (Volunteer Passes).
- Do not provide a discount at friends/cooperating association bookstores, etc....

WHAT IS THE VOLUNTEER PASS?

Congress authorized the Secretaries of the Departments of Agriculture and Interior to issue an annual pass to volunteers in exchange for the performance of significant volunteer services.

COST

Free annual pass for volunteers who accrue 500 volunteer hours.

AVAILABILITY

- The pass will be available through BLM AZ Field Office designated volunteer supervisors or coordinators.
- The pass will be issued free of charge to volunteers who accrue 500 volunteer hours.
- Volunteers may officially begin to accrue hours on or after January 1, 2007.
- The pass will be valid for one year from the month of issuance.
- 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 pass may be issued per year.**
- Passes are not transferable.
- Service dates and hours will be documented by the Field Office designated volunteer supervisor or volunteer coordinator for volunteers wishing to participate in the Volunteer Pass program.
- At the end of the volunteer's service or when a volunteer pass is issued, the documented service dates and hours and the date of the volunteer pass, if issued, will be attached to the volunteer's agreement. This same information will be given to the volunteer in writing so that the volunteer may provide the information at the next volunteer assignment.
- Field Office volunteer supervisors or coordinators will be responsible for coordinating with the Field Office point of contact for the pass program the ordering of volunteer passes from the Arizona State Office Accounting Technician. The stock inventory number is B-04.
- A log will be kept for volunteer passes by the Field Office designated volunteer coordinator or supervisor. This log will record the volunteer name, pass number, date of issue, and signature of the recipient. A copy of the Frequently Asked Questions (FAQs)

about passes will be given with each volunteer pass. Link to FAQs:
<http://store.usgs.gov/pass/volunteer.html>

VALIDATION

- 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.
- 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.

PASS HANGTAGS

Many agency sites are not regularly staffed by fee collection or enforcement personnel. At these locations, pass holders must display their 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 pass and the expiration date.

- Hangtags will be printed two sided – one side with an expiration date for the Volunteer Pass.
- 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 passes and are not valid for entry or use.
- Hangtags are not considered accountable property.

COST

Hangtags will be issued or replaced free of charge. Hangtags will only be issued to volunteers being issued a pass, or have a valid pass.

VALIDATION

Hangtags issued for the 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.

HANGTAG USE

When a hangtag is issued, the volunteer must be told that the hangtag is only a means of displaying the pass at unstaffed sites. The hangtag itself is not valid for Entrance or Standard Amenity Fees. It is ONLY a means of displaying the actual pass.

ACCOUNTABILITY AND OTHER PROCEDURES:

Accountability and other procedures for the volunteer pass will follow the procedures described in The America the Beautiful – The National Parks and Federal Recreational Lands Pass Program Handbook as implemented by the BLM AZ Field Offices.