



United States Department of the Interior

NATIONAL PARK SERVICE

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Washington, D.C. 20240



In Reply Refer To:

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To: Interagency Points-of-Contact and NPS Regional Fee Managers

From: NPS Fee Program Manager // signed // Chris Williamson
National Interagency Pass Program Office

Subject: Interagency Pass Bulk Ordering Instructions for 2019 Passes and 2018 Stock Disposal

Ordering 2019 Annual Interagency Passes in Bulk

Beginning today, November 5, 2018, the 2019 annual passes and the decal are available to order in bulk, which includes Annual, Military, Volunteer, and Senior Annual interagency passes. Note: Decals will not ship until December 10 or after. Use the official *Recreational Site Bulk Order Form 2019*, to place orders through USGS, the Interagency Pass Program fulfillment provider, using any of the following options:

- By email to IAPass@USGS.gov and include the 2019 order form
- Call toll-free: 888-275-8747, select #1
- Fax the 2019 order form to 303-202-4710
- Online via the USGS website: <https://store.usgs.gov/user/login> (user ID and password required)

If you forgot your account information, need help resetting your password, or would like to place an order for any of the 2018 interagency passes, please contact USGS Customer Service using the contact information above. You may replenish stock and place pass orders with USGS throughout the year.

Other Interagency Materials Available to Order through USGS

- Senior Lifetime Pass
- Access Lifetime Pass
- 2018-2019 4th Grade Pass
- Interagency Pass Brochure
- *Every Kid in a Park Program* Brochure
- Pass Hangtags

New Design for 2019



All 2019 interagency annual passes (i.e., Annual Pass, Military Pass, Senior Annual Pass, Volunteer Pass and Decals) feature an Acadia National Park image, the winning photograph from the annual,

amateur Share the Experience Photo Contest. The Senior Lifetime Pass and Access Lifetime Pass images will stay the same for 2019.

Disposing of 2018 Stock

Please keep a small supply of 2018 Interagency annual passes and decals in inventory going into the new calendar year in case customer service issues arise warranting the need for 2018 stock (e.g., replace damaged pass, NPS upgrades).

After December 31, 2018, document and destroy 2018 interagency annual passes and decals with the green frog image. Expired 2017-2018 Fourth Grade Passes may be destroyed immediately (image with fourth grader holding binoculars). Document pass type and serial numbers associated with all destroyed stock and keep records according to agency retention guidelines. Interagency annual passes and decals are accountable government property and must be destroyed in accordance with your agency's official government property destruction guidelines.

Hangtags are valid for multiple years and do not need to be destroyed. Interagency Lifetime Senior and Access Passes are valid for the pass owner's lifetime. Do not destroy valid lifetime pass stock.

Holiday Promotion for 2019 Annual Pass Sales

Beginning November 23, 2018, holiday shoppers may purchase the new 2019 Interagency Annual Pass through USGS as part of the 2019 Holiday Pass Kit promotion. A bright sticker will be affixed to all holiday kits reminding customers that the 2019 Annual Pass cannot be used until January 1, 2019.

Reminder: Field sites may not sell 2019 passes until January 1, 2019. USGS is the only outlet that offers visitors an opportunity to purchase 2019 passes before January 1, 2019.

Locations that Issue Passes

On the USGS Store website you can find a comprehensive [list of participating agency sites that issue the interagency pass](#).

Standard Operating Procedures Manual

The 2019 Interagency Pass Program Standard Operating Procedures (SOPs) will be distributed in an electronic format to interagency points of contact and NPS Regional Fee Managers by the end of November. The version dated October 31, 2017, is valid until the new version is available.

For more information about the Interagency Pass Program, contact your agency fee program manager or Lisa Bourne McCaslin, email: Lisa_Bourne@nps.gov, telephone (202) 306-1160.