

Subject: 2017 Interagency Pass Ordering, Pass Program Updates, and Destruction of Previous Year Stock Procedures

2017 Pass Ordering

Beginning the week of Monday, November 7, 2016, the 2017 Interagency Annual, Military, Volunteer Passes and Decals will be available for order from USGS. All orders placed on or after November 7th will be shipped 2017 stock. You can place orders four ways: 1) by calling toll-free (888) 275-8747, Option #1; 2) by fax at (303) 202-4693; 3) by electronic mail at: fedrepass@usgs.gov; or 4) via [the USGS web site](#) (then click the logon button). If you forgot your account information, need help resetting your password, or need additional 2016 passes, please contact the USGS team at (888) 275-8747, Option 1.

To help you determine your total 2017 inventory needs, please consider how many passes you sold in 2015/2016 before placing your initial order.

2017 Pass Program Materials Available

- 2017 Annual Pass
- 2017 Military Pass
- 2017 Volunteer Pass
- Senior Pass (lifetime)
- Access Pass (lifetime)
- 2017 Decals
- Pass Brochure
- 2016/2017 4th Grade Pass
- Every Kid in a Park Brochure

Destruction of Previous Year Stock Procedures

All passes and decals must be destroyed in accordance with your agency's official *Government Property Destruction Guidelines*. These materials are accountable, Government property and must be destroyed properly, not just thrown into the trash.

Interagency Annual, Military and Volunteer Passes: Document and destroy your remaining 2015 passes. Keep an accurate count and maintain records of pass serial numbers for those passes destroyed. Passes must be destroyed by either cutting or shredding. Keep a limited number of 2016 Interagency Annual Passes on hand in order to handle customer service issues (i.e., replacement of damaged passes, NPS upgrades).

Hangtags: are valid for multiple years and should not be destroyed in 2017.

Interagency Senior and Access Passes: are lifetime passes and should not be destroyed in 2017.

Decals: Field sites must keep the 2016 decals on hand to issue to 2016 Annual, Annual-Military and Volunteer pass holders. Document and destroy any remaining 2015 Decals.

4th Grade Pass: The current 4th Grade Pass is issued September 2016 through August 2017 and is not to be destroyed at this time. There will be a memo released in the summer of 2017 instructing you when to begin ordering the 2017/2018 pass, and the procedure for the destruction of the 2016/2017 pass.

2017 Standard Operating Procedures

We updated the Standard Operating Procedures (SOP) on October 26, 2016 for the *America the Beautiful-the National Parks and Federal Recreational Lands Pass* (see attachment). Changes in the SOPs are referenced on page 4.

All agencies in the Interagency Pass Program are to implement the Red Check Mark System. This system is used to mark and identify Interagency Passes that are misused. For more information, see page 9 of the SOPs.

Additional Security Features on 2017 Passes

New for 2017 are three additional security features added to the Annual, Military, Volunteer, Senior and Access passes. These features include a holographic foil image, the use of invisible link (visible under a UV light) and micro printing. These features were added to make it easier for staff to identify counterfeit passes. More information about these features and how to use them for pass validation can be found in the 2017 Standard Operating Procedures. Please note, we should continue to distribute and honor the Senior and Access passes without these features. The new versions of these two passes will begin to be distributed to field sites as inventory of the old passes are depleted.

2016 Holiday Pass Sales

Beginning November 25, 2016, individuals may purchase a *2017 Holiday Pass Kit* through USGS. The *2017 Holiday Pass Kit* will have a bright yellow sticker on it clearly stating that the pass cannot be used until January 1, 2017. Direct your customers to USGS if you get requests for holiday pass purchases. Reminder: Field sites may not sell the 2017 passes until January 1, 2017.

Internet Sales

As a reminder, USGS is the official Internet sales provider for the *Interagency Annual Pass*. The National Interagency Pass Program Office also partners with select national retail vendors such as REI and Sierra Trading Post to make the pass available at additional locations and for promotions. Passes purchased through USGS by individuals and national vendors are considered *Central Sales*. Revenue from *Central Sales* is used to pay for: program administration, designing and printing the passes and collateral materials; storage and inventory management; order processing; and customer service. The program currently costs approximately \$2.3 million per year to operate.

In order to protect *Central Sales*, field sites may not enter into agreements with national third parties or create their own websites to sell the Interagency Annual Pass via the Internet. Any national retail or Internet vendor interested in selling the *Interagency Annual Pass* in their retail outlets or online should be directed to contact Traci Kole, via e-mail at: traci_kolc@nps.gov, or by phone at (202) 513-7096.

List of Locations that Issue Passes Available

Our complete list of all Federal recreation sites that issue the Interagency Passes is a valuable tool for visitors. You and your visitors can download the list (available in pdf format) from the USGS webpage: <http://store.usgs.gov/passsl>. We always need your help to keep this list up-to-date. Please send any list updates to Traci Kole, via e-mail at: traci_kolc@nps.gov, or by phone at (202) 513-7096.