



# United States Department of the Interior

OFFICE OF THE SECRETARY  
WASHINGTON, D.C. 20240



**AUG 14 2008**

## Memorandum

To: Solicitor  
Inspector General  
Assistant Secretaries  
Heads of Bureaus and Offices

From: *Sharlyn A. Grigsby*  
Sharlyn A. Grigsby  
Director, Office of Human Resources

Subject: Historic Preservation Award

The Office of the Assistant Secretary— Policy, Management and Budget, Office of Human Resources is issuing a Personnel Bulletin to all Departmental offices, announcing a new Departmental award, the Historic Preservation Award.

The attached Personnel Bulletin describes to all Bureaus and equivalent offices the parameters of the Historic Preservation Award.

If you have any questions, please contact Joy Buhler at (202) 219-0811 or via e-mail at <Joy\_Buhler@ios.doi.gov>.

## Attachment

cc:  
Deputy Secretary  
Chief of Staff  
Bureaus/Equivalent Office of Human Resources Officers



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## PERSONNEL BULLETIN NO. 08-12

### SUBJECT: Historic Preservation Award

1. **Purpose.** This Personnel Bulletin establishes the Historic Preservation Award as a Departmental award.
2. **Authority.** 16 U.S.C. 470h-2(h) states that the Secretary shall establish an annual preservation awards program.
3. **Nomination Authority.** Any officer or employee of a Federal agency, state, tribal, or local government, including elected officials, can nominate a person representing a deserving office/program. Any Federal agency, state, tribal, or local government may nominate a deserving person from an office/program of another agency or government entity.
4. **Nomination Requirements.** Nominations consist of an electronic submission of a cover document with a narrative statement of no more than five pages that addresses the award criteria. Nominations are submitted electronically to <NPS-FPI@nps.gov>. A copy of a sample cover form is attached.
5. **Award Criteria.** Officers and employees nominated for the award must have demonstrated that they have developed and/or carried out a program that meets the Secretary of the Interior's historic preservation standards applicable to their level of Government in an exemplary and outstanding manner, as follows:
  - a. **Federal Historic Preservation Offices.** Special achievement in fulfilling the Secretary of the Interior's Standards for Federal Historic Preservation Programs.
  - b. **Tribal Historic Preservation Offices.** Special achievement in fulfilling the National Historic Preservation Act and 36CFR Part 61, Procedures for State Tribal and Local Government Historic Preservation Programs.
  - c. **State Historic Preservation Offices.** Special achievement in fulfilling the National Historic Preservation Act and 36 CFR Part 61, Procedures for State, Tribal and Local Government Historic Preservation Programs.
  - d. **Certified Local Governments.** Special achievement in fulfilling the National Historic Preservation Act and 36 CFR Part 61, Procedures for State, Tribal, and Local Government Historic Preservation Programs.

6. **Award Recognition.** The recipients of the Historic Preservation Awards will be honored at an annual ceremony by the Secretary of the Interior with an appropriate certificate of commendation. The Secretary may make a monetary award in an amount not to exceed \$1,000 and provide citations, in accordance with NHPA, Section 110(h).


7. **Award Selection.** For the first annual announcement, announcement will be sent electronically to all Federal Preservation Officers, Tribal Historic Preservation Officers, State Historic Preservation Officers, and Certified Local Government points of contact and information will be posted on a National Park Service website.

a. All applications will be due to the National Park Service by October 20, 2008 for the first time of the awards. The National Park Service will establish a panel of peers of Federal, tribal, state, and local historic preservation officials or experts to review the applications and to make a recommendation of one award and one runner-up from each category. These selections will be transferred by the Director, National Park Service, to the Office of the Deputy Secretary for final selection.

b. After the initial year, annual announcements will be made in March of each year, nominations will be due in June, and selection and award will be made in September. The Secretary's Office may create a timeline that better suits the Secretary's schedule.

8. **Historic Preservation Award Contact.** The Historic Preservation Awards are administered by the National Park Service and the Office of the Secretary, at the Department of the Interior. The point of contact at the National Park Service is the Federal Preservation Institute, Heritage Preservation Assistance Programs. The point of contact for the Office of the Secretary is the Special Assistant for Historic Preservation, Office of the Deputy Secretary.

9. **Personnel Bulletin Contact.** The Departmental point of contact for this policy is Joy Buhler at 202-219-0811 or email <Joy\_Buhler@ios.doi.gov>.

  
Sharlyn A. Grigsby  
Director, Office of Human Resources