

Secretary of the Interior's *2023 Historic Preservation Award*

CALL FOR NOMINATIONS



Recognizing the Outstanding Contributions of
Employees in a

Federal Preservation Office
State Historic Preservation Office
Tribal Historic Preservation Office, or
Certified Local Government

to the
Preservation of Historic Places

REVISED DEADLINE – FRIDAY, JUNE 7, 2024

SECRETARY OF THE INTERIOR'S
HISTORIC PRESERVATION AWARD
2023 NOMINATION

INTRODUCTION

Section 110(h) of the National Historic Preservation Act (54 U.S.C. 306110) directs the Secretary of the Interior to establish an annual award program to recognize the outstanding contributions in historic preservation. The Secretary's award is distinguished from other historic preservation award programs because it is statutorily mandated as a Cabinet-level recognition; focuses on the accomplishments of individual employees whose work enhanced and/or improved historic preservation in their agency, state, tribal, or local government; and recognizes the contributions of employees at multiple levels of government. The award comes with a special citation and a monetary award of \$1,000.

ELIGIBILITY

Officers and employees of Federal Preservation Offices, State Historic Preservation Offices, Tribal Historic Preservation Offices, and Certified Local Governments are eligible for the award. The officer or employee must have worked in the office for which they are being nominated at least part of the 2023 calendar year. The nominated work need not be limited to 2023.

All nominations submitted require a letter verifying that the candidates are not subject to any disciplinary action by their employer for violation of conduct standards, ethical standards, or any other applicable policies and/or Federal laws, rules or regulations. Sample language is provided below for reference.

CRITERIA

The award recognizes special achievements by employees of federal, state, tribal, and local preservation programs who have made outstanding contributions to the preservation of historic places. Nominees must be individuals whose contributions surpass the expected scope of their position, and whose creativity and expertise have significantly fostered the overall goals of the National Historic Preservation Act. In your nomination, please describe the significant achievements for which the employee is being nominated and how their accomplishments have helped the Federal Agency, State Historic Preservation Office, Tribal Historic Preservation Office or Certified Local Government fulfill and improve their preservation program responsibilities and/or requirements.

Below is information on where to find preservation program responsibilities and requirements for each category and the 4 questions used to evaluate each nomination.

- **Federal Preservation Offices:** *The Secretary of the Interior’s Standards and Guidelines for Federal Agency Historic Preservation Programs Pursuant to the National Historic Preservation Act* can be found at <https://www.nps.gov/fpi/Section110.html>. Also, please see 54 U.S.C. 306101-306131.
- **State Historic Preservation Offices:** The National Park Service’s “Procedures for State, Tribal, and Local Government Historic Preservation Programs” can be found at http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=12a065772470d399cfccaf1cbd40e34f&mc=true&n=pt36.1.61&r=PART&ty=HTML#se36.1.61_14. Also, please see 54 U.S.C. 302303.
- **Tribal Historic Preservation Offices:** “Appendix A, Historic Preservation Officer Responsibilities That May Be Assumed by Indian Tribes” on page 10 of the National Park Service’s “Tribal Historic Preservation Officer Application Instructions” can be found at https://www.nps.gov/articles/upload/THPO-Application-Update_Including-Outline_Updated-09092019.pdf. Also, please see 54 U.S.C. 302702.
- **Certified Local Governments:** The National Park Service’s “Procedures for State, Tribal, and Local Government Historic Preservation Programs” can be found at http://www.ecfr.gov/cgi-bin/retrieveECFR?gp=&SID=12a065772470d399cfccaf1cbd40e34f&mc=true&n=pt36.1.61&r=PART&ty=HTML#se36.1.61_16. Also please see 54 U.S.C. 302502-302505.

FOUR QUESTIONS USED TO EVALUATE ALL NOMINATIONS:

1. Did the nominee fulfill the required preservation program responsibilities in an exemplary and outstanding manner? (20 points)
2. Is the nominee credited with special achievements in fulfilling the required preservation program responsibilities? (20 points)
3. Is the nominee credited with establishing/expanding/advancing historic preservation programs in their agency/state/tribe/community? (20 points)
4. Have the nominee’s accomplishments and/or special achievements proved to be models for other preservation programs beyond their jurisdiction or served as a national model? (40 points)

NOMINATION PROCESS AND REQUIRED DOCUMENTATION

The Department of the Interior encourages Federal agencies, State Historic Preservation Offices, Tribal Historic Preservation Offices, and Certified Local Governments to nominate outstanding employees for this recognition. The Secretary may present up to four annual awards, one for each type of government agency (federal, state, tribal, and local). The Office of Acquisition and Property Management, Office of the Secretary, Department of the Interior will administer evaluation of nominations to select the winners.

Special Note to Federal Employees – Any work on a nomination must comply with applicable ethics laws and regulations. Your appropriate ethics office should be consulted for additional guidance. Also note that federal employees may also be required, at the discretion of the Department of the Interior, to recuse themselves from involvement in the review and approval process of a nomination for which they provided support or assistance.

The nomination must include:

1. Contact information (name, title, address, work phone, email address) for both the nominee and the nominator.
2. A narrative statement (no more than three pages) that addresses the award criteria (i.e., explain how the nominee's worked fulfilled and improved their preservation program responsibilities under the requirements of the National Historic Preservation Act).
3. A candidate vetting letter. This letter certifies, to the best of the nominator's ability, that the candidate's conduct is aligned with the high standards of this prestigious award and must include contact information for an individual at the nominee's place of employment who can validate the information, if necessary. The following sample language is provided to assist with preparation of the vetting letter.

SAMPLE VETTING LETTER LANGUAGE

[Nominee's Name] nomination for the Secretary of the Interior's Historic Preservation Award included a review to ensure their performance and conduct is aligned with the professional and ethical standards worthy of this prestigious award. If you have questions regarding [candidate's] nomination, please contact [nominator contact information] or [representative of nominee's place of employment contact information].

Please note that once nominees are selected for recommendation to the Secretary of the Interior for the award, they will be vetted in accordance with the same standards of conduct to which federal employees are held. The nominee's employers may be asked about any disciplinary action taken by the employer for violation of conduct standards, ethical standards or any other applicable policies and/or federal laws, rules or regulations.

Electronic nominations are required. Please send your nomination, either in the body of an email or as an attached file to DOIHistoricPreservation@ios.doi.gov. Nomination packages must be delivered to this email address on or before June 7, 2024. An awards announcement is expected in September 2024. For additional information, please contact the Department of the Interior Federal Preservation Officer at DOIHistoricPreservation@ios.doi.gov.

~~Nominations Close Friday, June 7, 2024~~

SECRETARY OF THE INTERIOR'S HISTORIC PRESERVATION AWARD

Recent Past Recipients

Federal Preservation Office Category

Scott B. Shepherd, III, Air Force
Robin D. Hawks, Ph.D., Bureau of Land Management
John S. Wilson, Fish and Wildlife Service
Beth L. Savage, General Services Administration
Brian A. Jordan, Ph.D., Bureau of Ocean Energy Management
James Van Ness, Department of Defense

State Historic Preservation Office Category

Ruth L. Pierpont, New York State Historic Preservation Office
Dan Elswick, South Carolina State Historic Preservation Office
Ann L. Swanson, Idaho State Historic Preservation Office
Dan W. Corson, History Colorado (State Historic Preservation Office)
Melvena Heisch, Oklahoma State Historic Preservation Office
Judith Deel, Missouri State Historic Preservation Office

Tribal Historic Preservation Office Category

Terry D. Cole, Choctaw Nation
Bill Helmer, Big Pine Paiute Tribe of the Owens Valley
Alan S. Downer, Ph.D., Navajo Nation
Vernelda J. Grant, San Carlos Apache Nation
Loretta Kelly-Jackson, Hualapai Tribe
Suntayea Steinruck, Tolowa Dee-ni' Nation

Certified Local Government Category

Michael Leventhal, Arlington County, Virginia
Michelle Pierce, Lake City, Colorado
Dana N. Sigmon, Okmulgee, Oklahoma
Esley Hamilton, St. Louis County, Missouri
Nancy Hiestand, Bloomington, Indiana
Monica Callahan, Madison, Georgia