

GUIDELINES

for the

FWS RETIREES ASSOCIATION



support of

FWS HERITAGE COMMITTEE

ORAL HISTORY PROJECT

Introduction

The U.S. Fish and Wildlife Service (Service) Heritage Committee was established in 1998 with the support of the Service Directorate. The mission of the Heritage Committee is to preserve the history and cultural heritage of our natural resources and former personnel. Heritage Committee programs are designed to foster:

- 1.) Understanding and appreciation of the Service's unique history and values in natural resources conservation and management; as a source of pride and motivation for our employees; and as a context for future USFWS policy and action.
- 2.) Involvement and engagement of present and retired employees in the heritage of the USFWS.
- 3.) Preservation and interpretation of important historical treasures, documents, objects, and information to educate FWS employees and the public.
- 4.) Connections between other historical organizations and groups with an interest in American Conservation History outreach
- 5.) The preservation and continuation of the FWS culture.

The Association of Retired U.S. Fish and Wildlife Service Employees (Association) was established through the efforts of the Heritage Committee. A review of the purposes of the Association reveals the close relationship with the purposes of the Heritage Committee. Further, the Association Bylaws specifically encourage members to participate and assist in the activities of the Heritage Committee. Members of the Association Board are encouraged to educate retirees and active Service employees about the mission, activities, and importance of the Heritage Committee.

Heritage Committee Oral History Program (OHP)

The goal of the OHP is, "To preserve the heritage and culture of the U.S. Fish and Wildlife Service through the eyes of its employees".

The Board and membership of the Association can contribute to the OHP in several meaningful ways including: establishing an Oral History Committee, identifying and prioritizing candidates to be interviewed, becoming interviewers, identifying special themes and opportunities for interview sessions, and seeking grants to support the OHP.

Retirees Association Oral History Committee (OHC)

The Oral History Committee will coordinate all activities closely with the Service Historian and the Heritage Committee. The OHC will assist the Heritage Committee in making progress towards the oral history related goals in the Heritage Committee Strategic Plan. The Association is encouraged to include both retirees and active duty Service personnel on the committee. The Service Historian (currently Dr. Mark Madison) will serve as an ex-officio member.

The OHC will develop and maintain a prioritized list of potential candidates for interviews. An index of completed interviews is maintained at the National Conservation Training Center (NCTC). Prioritization of candidates will include such considerations as the age and health of the candidate and the uniqueness and historic importance of the information they have to share, however interviewers should take advantage of opportunities to record all appropriate personnel.

Any member of the Association that completes an oral history should report that to the Chairperson of the OHC for tracking and grant reporting purposes.

The OHC will develop a data base of individuals who express interest in becoming interviewers and those individuals will be contacted to further assess their interest and to provide suggestions for training of interviewers from the Service Historian (currently Dr. Mark Madison) (mark_madison@fws.gov, 304-876-7276). Audio recorders are also available from the Chairperson of the OHC (currently John Cornely (johncornely@msn.com, 303-910-9360).

Audio and video recorders are available for loan from Dr. Madison and release forms and OHP brochures are available from Dr. Madison or John Cornely. An oral history fundamentals webinar is available from NCTC. Also, guidelines on completing an oral history can be found: <http://training.fws.gov/history/OralHistoriesHandbook.html>.

When grant funds are available, the Chairperson of the OHC will assist the Association Treasurer and Chairperson in managing the funds.

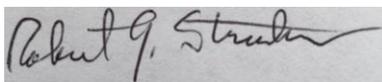
When funds are available to support travel to interview candidates:

- 1.) Expenditure of Association grant funds for travel must be approved in advance by the OHC Chairperson and the Chairperson of the Association with appropriate justification.
- 2.) Reimbursement rates for travel costs and expenses will be the same as the prevailing government rates.
- 3.) Travel approval will be influenced by the priority of the proposed interview or interviews.
- 4.) Interviewers are encouraged to take advantage of opportunities to complete interviews in conjunction with other travel to reduce costs.

Transcripts of completed interviews are in the digital library and available on-line at:
<https://training.fws.gov/history/OralHistories.html>

For additional details and information contact the Chairperson of the OHC or the Service Historian.

Approved By the Board of the Association of Retired U.S. Fish and Wildlife Service Employees:



Date: 02-02-2017

Robert G. Streeter, Chairperson