U.S. BOARD ON GEOGRAPHIC NAMES

PRINCIPLES, POLICIES, AND PROCEDURES

Domestic Geographic Names

Domestic Names Committee
Reston, Virginia

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Preface

The names of geographic features in the United States are a valuable reflection of the history of our Nation and its changing face. Names of Native American origin are found sprinkled generously across the face of the land. Strong traces of the national languages spoken by the early explorers and settlers are visible in many sections of the country. Frequently, geographic naming reveals the rough and brawling nature of the environment that greeted the westward expansion. It is in these ways and many others that geographic naming gives us a clear, exciting profile of the United States.

The existence of a body of standardized geographic names widely available on a national basis, but related strongly by local usage, makes a large contribution to savings and efficiency in the operation of government, business, communications, and education. The U.S. Board on Geographic Names (BGN) Domestic Names Committee (DNC) is at the hub of a national network of State and academic names authorities. The BGN works hard to improve that body of names and has prepared this document to serve a diverse audience interested in federally recognized geographic names.

For proponents of new or changed feature names, this document provides procedures for submitting a proposal, identifies how the BGN staff processes a proposal, and outlines the factors the DNC will use during its deliberations.

For our partners at the State and local government level, this document defines the standards that should be applied to evaluate feature name proposals, as well as the roles that both State and Federal naming authorities have in the approval process.

For Indian Tribes, this document defines the principles and policies that the DNC will use to evaluate feature name proposals.

For Federal agencies, this document defines the parameters and standards for official feature names so that these names can be consistently incorporated into agency products.

For educators, students, and the public at large, this document explains the BGN/DNC's operation and provides a clear statement of the principles and policies that guide the BGN/DNC's decisions. The document provides references that will help the reader find information about BGN/DNC decisions.

Table of Contents

Chapter 1. Geographic Names Overview 1
U.S. Board on Geographic Names 1
Domestic names decisions 3
Determining official names 4
Geographic Names Information System 4
Characteristics of domestic geographic names 5
Spelling of geographic names 5
Acronyms 6
Changes to Principles, Policies, and Procedures 6
Point of contact 6
Chapter 2. Domestic Geographic Names Principles 7
Principle I. Character Sets 7
Principle II. Names in Local Use 7
Principle III. Names Established by Act of Congress, Executive Order, Treaty, or Federal Proclamation 8
Principle IV. Names Established by Other Authorities 8
Principle V. One Name for One Geographic Feature 9
Principle VI. Preservation of Names and Features 9
Chapter 3. Domestic Geographic Names Policies 10
Policy I. Names Considered or Established by Congress or the President 10
Policy II. Name Changes 11
Policy III. Commemorative Names 12
Policy IV. Wilderness Area Geographic Names 14
Policy V. Derogatory and Offensive Names 15
Policy VI. Diacritics 16
Policy VII. Duplicate and Similar Names 16
Policy VIII. Variant Names 17
Policy IX. Long Names 17
Policy X. Tribal Geographic Names 18
Policy XI. Commercial Names 24
Policy XII. Animal Names 24

TABLE OF CONTENTS

Chapter 4. Domestic Geographic Names Procedures and Guidelines 26
Names under BGN purview 26
Names established by act of Congress, Executive order, treaty, or Federal proclamation 26
Recommended kinds of names 27
Generic terms in geographic names 27
Submitting a proposal 27
Public availability 27
Local support 28
Proposing names for unnamed features 28
Proposing name and application changes 29
Proposing commemorative names 29
Submitting nonrecorded names 30
Initial processing 30
Preparing a case brief 32
Publishing the Quarterly Review List 32
Soliciting input from interested parties 32
Preparing the monthly docket for a BGN decision 33
BGN decision 33
After the decision 33
Revisiting a decision 34
Chapter 5. Domestic Geographic Names Editorial Guidelines 35
Punctuation 35
Genitive apostrophes 35
Abbreviations and number names 35
Capitalization 36
Appendix A—Executive Order 28 38
Appendix B—Public Law 80−242 and as Currently Codified 39
Appendix C—Treatment of Names of Geographical Features Shared by the United States and Canada 44
Appendix D—Terms and Definitions 47
Appendix E—Acronyms Found in Text or in BGN Proposals 54
Appendix F—Executive Order 13175 Consultation and Coordination With Indian Tribal Governments 55
Appendix G—Characters Approved for Use in Geographic Name Proposals 60

TABLE OF CONTENTS

Appendix H—Federally Recognized Indian Tribe List Act of 1994 (25 U.S.C. 479a–1, 108 Stat. 4791–92) 66

Appendix I—Secretarial Order No. 3317 Amendment 1 67

Appendix J—Department of the Interior Policy on Consultation with Indian Tribes 70

Appendix K—Domestic Geographic Name Proposal Form 79

Chapter 1. Geographic Names Overview

It would be ideal if all people were to use a single name for a geographic feature and only one feature was known by that name. In practice, the extent to which this ideal can be reached varies due to sociopolitical conditions, the mobility of people and their naming habits, and the flexibility of language use. Confusion, uncertainty, and misunderstanding occurs when the name of a geographic feature is spelled in different ways, when different names are used for the same place, when the same name is used for different places, or when a name is applied to a feature in an unexpected or different way from common practice. Standardization of the written form and application of a name has become increasingly important because of reference needs associated with the development of natural sciences; sophisticated transportation and communication systems; land, mineral, and water rights; and highly accurate large-scale maps, charts, and geospatial databases.

U.S. Board on Geographic Names

The systematic standardization of geographic names in the United States began in the late 19th century. After the American Civil War, there was a surge of mapping and scientific reporting associated with the exploration, mining, and settlement of the western territories. Inconsistencies and contradictions among the many names, their spellings, and applications became a serious problem for mapmakers and scientists who required uniform, non-conflicting geographic nomenclature.

On March 18, 1890, key persons in several Federal agencies concerned about the lack of geographic names uniformity on Government maps and other publications met at the invitation of Professor Thomas Corwin Mendenhall, Superintendent of the U.S. Coast and Geodetic Survey. After several meetings during which procedures and principles of names standardization were formulated, it was realized that the program would be more effective if it had broader support. The issue was taken to President Benjamin Harrison who agreed with these objectives.

On September 4, 1890, President Harrison signed Executive Order 28 (see Appendix A), establishing the United States Board on Geographic Names (BGN). The BGN was given authority to resolve all unsettled questions concerning geographic names. Decisions of the BGN were accepted as binding by all departments and agencies of the Federal Government.

In 1906, President Theodore Roosevelt extended the responsibilities of the BGN (Executive Order 492). In addition to adjudicating conflicts, it now had authority to standardize all geographic names for Federal use, including name changes and new names.

The current period in the BGN's history began in 1947 when the United States Congress reorganized the BGN by Public Law 80−242, codified at 43 U.S.C. 364–364f (see Appendix B). The BGN, conjointly with the Secretary of the Interior, is directed to establish and maintain uniform geographic name usage throughout the Federal Government. This includes solving name discrepancies, approving new names, validating and recording existing names, and promulgating all official names.

From the beginning, in 1890, the BGN developed domestic names standardization principles that have stood the test of time. A primary principle is formal recognition of present-day local usage. To this end, the BGN Domestic Names Committee (DNC) and its support staff work closely with State geographic names authorities; Tribal, State, and local governments; land management agencies; and the general public in order to determine the choice, spelling, written form, and application of each name for official use. A list of State Names Authorities (SNAs) is available upon request from the Council of Geographic Names Authorities (COGNA) or from the COGNA website at http://cogna50usa.org/.

A new name will affect many people for a long time, so it is the BGN's responsibility to evaluate each proposal as to its appropriateness and acceptability.

Since 1947, domestic names standardization has been carried out for the BGN by the DNC. The DNC is responsible for standardizing the names of places, features, and areas within the 50 States and in other areas under the sovereignty of the United States. The DNC consists of members and deputies representing the Departments of the Interior, Commerce, Agriculture, Defense, and Homeland Security, as well as the United States Postal Service, Government Publishing Office, and Library of Congress. The Executive Secretary and staff support for BGN's domestic names activities and the maintenance of names of Antarctic features are provided by the U.S. Geological Survey, an agency of the Department of the Interior. The DNC meets monthly to decide on geographic names issues. Information about the DNC can be found at https://usgs.gov/geonames/domestic-names.

The DNC's purview also includes geographic names standardization for features within United States territorial waters. The territorial sea is an offshore area of sovereignty that extends 12 nautical miles from the U.S. coast (baseline). Within U.S. territorial waters, the DNC solicits input on name proposals from SNAs that have offshore jurisdiction. Most States, as well as the territories of American Samoa, Virgin Islands, and Guam, have jurisdiction to three (3) nautical miles. Texas, Florida (west coast only), and Puerto Rico, however, have jurisdiction to nine (9) nautical miles. For submerged feature names within the U.S. territorial sea, the DNC will consult with the BGN Advisory Committee on Undersea Features (ACUF). Beyond the territorial sea, names issues will be forwarded to ACUF for further research and a recommendation prior to a BGN vote. If a proposed name is for a feature that crosses the 12 nautical mile limit of the territorial sea, the DNC will coordinate its efforts with ACUF.

Where a proposal applies to a feature on an international boundary with Canada or Mexico, the review procedure includes consultation with the appropriate Canadian or Mexican names authorities. The BGN and the Geographical Names Board of Canada have reached agreement on a number of principles for handling issues related to geographic features located along the U.S.-Canada boundary (see Appendix C).

Also, since 1947, the standardization of foreign names for use by the departments and agencies of the Federal Government has been carried out by the BGN Foreign Names Committee (FNC). The FNC members and deputies represent departments and independent agencies that are concerned with the use of foreign geographic names. The Executive Secretary and staff support for BGN's foreign names activities and the maintenance of names of undersea features are provided by the National Geospatial-Intelligence Agency in the Department of Defense. Information about the FNC can be found at https://usgs.gov/geonames/foreign-names.

BGN members and staff have represented the United States in various international programs to standardize names.

Domestic names decisions

The BGN has delegated to the DNC the authority to render decisions on individual geographic domestic names in the name of the BGN, within its sphere of interest and within its established principles, policies, and procedures. DNC decisions are therefore BGN decisions and become official when recorded in the Geographic Names Information System (GNIS) by the DNC staff.

Domestic geographic name issues and proposals submitted to the BGN are researched by the DNC support staff. Input from State geographic names authorities, land management agencies, local governments, and Tribal Governments are actively pursued. Summaries of the staff's research and findings, along with any factors that relate to the decision process, are incorporated into a case brief and added to a Quarterly Review List. When completed, this list is posted on the BGN's website for review by all interested parties. The Domestic Names Active Quarterly Review Lists can be found at https://geonames.usgs.gov/apex/f?p=geonames_web:review_lists.

A docket of proposals that are ready for discussion and decision is prepared and distributed to the DNC members prior to each monthly meeting. At the meeting, the DNC reviews the merits of each case, decides between conflicting names, and approves or disapproves proposed names for unnamed features and name changes. Some actions may be deferred to allow more time for State and local response, or to obtain more information useful for making a decision. A record of the decisions from each monthly meeting is documented in the meeting minutes. Approved names are added to GNIS usually within three working days of the meeting. The DNC's meeting minutes can be found at https://geonames.usgs.gov/apex/f?p=geonames_web:minutes.

The DNC has identified several factors to be considered, along with its principles, policies, and procedures, when deciding on name problems and proposals. These include established usage,

historical usage, legal usage, legislated usage, local usage, spoken usage, and written usage (see Appendix D).

Determining official names

In accordance with Public Law 80–242, only official geographic names are to be used on Federal maps, publications, and other conventional and digital products, including websites. An official name is one in which the written form of that name and its application to the appropriate place, feature, or area are approved by the BGN or the appropriate administrative agency. By law, the BGN is responsible for all geographic names except those applying to offices or establishments of Federal agencies (Pub. L. 80–242, sec. 1 and 7; 43 U.S.C. 364 and 364f).

Geographic Names Information System

The Geographic Names Information System (GNIS) represents the Federal Government's only official repository for identifying official placenames. GNIS was established and is maintained by the U.S. Geological Survey in cooperation with the U.S. Board on Geographic Names. GNIS includes entries for natural features, populated places, civil divisions, areas and regions, and many types of cultural features such as schools, churches, cemeteries, hospitals, dams, mines, and airports. All names in GNIS other than variant names are considered official for Federal use, either by BGN policy or by decision, or under the procedures of the organization responsible for its administrative names. Information associated with each record includes:

- official name,
- feature classification, identifying the type of feature,
- location, and in some cases, general extent of the feature by geographic coordinates,
- name of U.S. Geological Survey 1:24,000-scale topographic map on which the feature can be located,
- elevation of the feature,
- variant names applied to the feature,
- history and description of the feature or its name, when available,
- BGN decision date, when applicable, and
- BGN subject folders and/or decision cards, if applicable.

Information in the database can be retrieved, analyzed, and organized to meet general and specialized needs. GNIS may be accessed from the public query website at https://geonames.usgs.gov/apex/f?p=gnispq.

GNIS does not include the names of roads or highways.

As a practical matter, the BGN focuses on the names of natural features, as well as canals, channels, and reservoirs, in the United States and its territories and outlying areas. It retains the

legal authority to promulgate all official geographic names. Usually, the BGN does not rule on the names of cultural or man-made features such as roads, streets, shopping centers, churches, schools, hospitals, or airports (see Principle IV. Names Established by Other Authorities). However, if specifically asked, the BGN will consider proposals to name or rename such features.

Characteristics of domestic geographic names

Geographic names normally originate in and are influenced by spoken language. However, the DNC makes no effort to standardize or dictate the pronunciation of any geographic name. The DNC is concerned with the written form of a name, including matters of spelling, capitalization, word form, and diacritical marks.

Most geographic names are binomial in that they have two parts, denoting the specific and the generic: *Mississippi River*, *Coal Hollow*, or *Sierra Nevada*. The generic part tells the kind of place, feature, or area to which the name refers, and the specific part uniquely identifies the particular place, feature, or area. The generic part of the name is usually a single topographic term such as *Bay*, *Brook*, *Hill*, *Lake*, *Mesa*, and *Peak*. The specific part may consist of one or more words such as *Big*, *Smith*, *Jenny Lind*, and *Nuestra Señora de Guadalupe*. Written usage often leads to combining words in the specific part of the name, such as *Threemile Run* and *Redhill Gulch*. The names of some features can be long, especially if the specific part is a prepositional phrase: *Cliffs of the Seven Double Pillars*, *Foot of the Mountain Run*, and *Cañon de Rajadero de los Negros*.

Some names have rare generic forms; consider, for example, colorful American names such as *Bald Alley* (ridge), *Butlers Toothpick* (pinnacle rock), *Titans Piazza* (hill), and *Devils Racepath* (ridge). Among variations of the two-part form are one-word names that require a capitalized article: *The Bend*, *La Pica*, *The Cape*, *The Nose*, and *The Maze*.

Single-word specific names such as *Boston* and *Pinhook* are common short forms for populated places and some civil divisions; the type of feature meant is implied by sentence context, and the full official form often includes *City of*, *Town of*, etc.

Spelling of geographic names

The BGN's decisions establish standard spellings of individual geographic names for use by the Federal Government. State and local governments, organizations, and individuals outside of the Federal Government are encouraged, but not required, to use BGN-approved names. When determining the spelling of names in the United States, the BGN recognizes that geographic names, as with other proper names, are not necessarily subject to the spelling rules that apply to other words in English or any other language. Although these standard spellings generally conform to English language rules, they may reflect historical spellings or forms commonly used or preferred by local citizens and may therefore include what appear to be grammatically incorrect, misspelled, improperly combined, or clipped words.

Acronyms

Common acronyms used throughout this document are found in Appendix E.

Changes to Principles, Policies, and Procedures

New or revised principles and policies, and in some cases procedures, may be taken to the full BGN membership for review before being submitted to the Secretary of the Interior, who is responsible for the standardization process (Pub. L. 80−242, sec. 3; 43 U.S.C. 364b).

Point of contact

Questions pertaining to the BGN/DNC should be addressed to:

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Domestic Names Committee
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U.S. Geological Survey
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Chapter 2. Domestic Geographic Names Principles

Principle I. Character Sets
Principle II. Names in Local Use
Principle III. Names Established by Act of Congress, Executive Order, Treaty, or Federal Proclamation
Principle IV. Names Established by Other Authorities
Principle V. One Name for One Geographic Feature
Principle VI. Preservation of Names and Features

Public Law 80–242 (see Appendix B) instructs the U.S. Board on Geographic Names (BGN), subject to the approval of the Secretary of the Interior, to formulate principles, policies, and procedures with reference to both domestic and foreign geographic names; and to decide the standard names, their orthographies, applications, and their promulgation for official use. The following domestic geographic names principles reflect the underlying philosophy and primary guidelines used in national standardization since 1890. The Domestic Names Committee (DNC) is guided by these principles when establishing policies and procedures and making decisions on domestic names. These principles may not be applicable to geographic names within Tribal lands, in accordance with the Tribal consultation policy of the Department of the Interior, as prescribed by Executive Order 13175, Consultation and Coordination With Indian Tribal Governments (see Appendix F) and in compliance with Principle IV: Names Established by Other Authorities.

Principle I. Character Sets

Official domestic geographic names are written in a superset of the extended ASCII table found in Appendix G–Characters Approved for Use in Geographic Name Proposals. However, geographic names from federally recognized Tribes for geographic features that are entirely on their lands may use any character found in the Unicode Standard (see Policy X: Tribal Geographic Names).

Principle II. Names in Local Use

The underlying principle of the BGN for establishing official geographic names and their applications is recognition of present-day local usage or preferences. Exceptions occur when local spoken or written usage is in conflict with specific BGN policy. Existing published names, names in legal documents, and names with historical significance are given strong consideration in cases where proposed names differ from current official names.

Principle III. Names Established by Act of Congress, Executive Order, Treaty, or Federal Proclamation

Geographic names and their applications specifically established by an act of Congress, Executive order, Treaty, or Federal proclamation are official by law. This does not apply to geographic names used incidentally in the language of documents intended for other purposes.

Names established by an act of Congress or by Executive order may include, but are not limited to, any of the following entities:

> American Indian/Alaska Native/Native Hawaiian Areas, Marine National Monuments, National Fish Hatcheries, National Forests, National Game Ranges, National Grasslands, National Historic Landmarks, National Historic Sites, National Marine Managed Areas, National Marine Sanctuaries, National Monuments, National Parks, National Recreation Areas, National Seashores, National Trails, National Wild and Scenic Rivers, National Wildlife Refuges, and Wilderness Areas.

If not named by an act of Congress or Executive order, such entities generally are named by the administering agency under the authority of an act of Congress (see Principle IV. Names Established by Other Authorities). The names of some reservoirs also have been established by Congress.

Principle IV. Names Established by Other Authorities

The BGN is required to promulgate for Federal use official names, including "administrative names" that are established by other authorities. The DNC renders decisions on administrative names only in rare instances where a conflict or ambiguity exists between Federal sources. The naming of administrative features is most often deferred to the authority that administers the feature. It should be noted that the names and spellings approved by these authorities apply to the "administrative features" themselves and not to similar names of adjacent communities or geographic features. Changes to such associated names would require BGN action.

Administrative names are broadly categorized as follows:

- Facilities, offices, establishments, and bounded areas administered by Federal, Tribal, State, or local agencies

Examples are names of U.S. Department of Agriculture (USDA) Forest Service stations, ranger districts, and recreational facilities; military bases and facilities; Coast Guard lighthouses and lifesaving stations; post offices; State-managed game reserves, refuges, forests and parks; municipal buildings, airports, and public schools.

- Administrative geographic subdivisions (counties, county equivalents, cities, townships, and similar legally established units)

These entities are created under State or territorial law, which typically prescribes procedures for establishing their names. Included are entities that generally have local self-government, such as cities, towns, townships, boroughs, villages, and plantations (in Maine); districts, precincts, and similar legal entities established as administrative subdivisions of larger units; wards of cities; and municipios, barrios, and similar entities in Puerto Rico and the outlying areas.

- Local transportation, communication, navigational, and water-management features

Names of highways, streets, trails, bridges, ferries, tunnels, airports, radio and television towers, buoys, artificial fishing reefs, and dams (but not canals, channels, and reservoirs because they are retained under the purview of the BGN), that are constructed or administered by a government or quasi-government agency.

- Structures and other man-made features on private property

Examples are names of shopping malls, resorts, mines, oil rigs, churches, cemeteries, golf courses, and stations, stops, and sidings of railroads, as well as other public transit facilities.

Principle V. One Name for One Geographic Feature

The BGN identifies one name, spelling, and application as official for a geographic feature in the United States, and its territories and outlying areas. For certain geographic features, a shortened version of the official name may also be used in Federal publications, for example, *Wisconsin* for *State of Wisconsin*; *Atlanta* for *City of Atlanta.*

Principle VI. Preservation of Names and Features

Once a feature is named for Federal use, it cannot be unnamed; the name can only be changed. The former name is recorded as a variant.

Once a feature is recorded for Federal use, the record cannot be eliminated. If the feature no longer exists and/or no longer serves the function by which it was named, the feature and name are rendered historical in Geographic Names Information System (GNIS).

Examples are names of a submerged island, a melted glacier, a leveled summit, or an altered building function, such as a former school building that no longer serves an education function.

Chapter 3. Domestic Geographic Names Policies

Policy I. Names Considered or Established by Congress or the President
Policy II. Name Changes
Policy III. Commemorative Names
Policy IV. Wilderness Area Geographic Names
Policy V. Derogatory and Offensive Names
Policy VI. Diacritics
Policy VII. Duplicate and Similar Names
Policy VIII. Variant Names
Policy IX. Long Names
Policy X. Tribal Geographic Names
Policy XI. Commercial Names
Policy XII. Animal Names

The U.S. Board on Geographic Names (BGN) formulates domestic geographic feature naming policies to encourage uniformity, objectivity, and standardization. These policies have been developed over more than a century of BGN practice. Although most geographic naming conditions are addressed by these policies, there may be instances in which other factors must be considered to arrive at a suitable decision. All of the following policies are considered, and each proposal is evaluated on its own merits.

All proposals are evaluated in cooperation with State geographic names authorities, Federal, State, and Tribal agencies, local governments, other authoritative bodies, and the public. BGN policies, published usage, and State, Tribal, and local governmental needs, will also be taken into consideration.

A proponent should carefully review the proposal prior to submission to ensure that it is consistent with BGN policies.

Policy I. Names Considered or Established by Congress or the President

Geographic names and their applications specifically established by an act of Congress or Executive order are legally official, and therefore, are not bound by BGN principles, policies, and procedures. Occasionally, a name or name-change proposal submitted to the BGN concurrently becomes a matter of proposed congressional legislation. Accordingly, the BGN adheres to the foregoing policy to prevent confusion that would arise from conflicting action by Congress.

Sec. 1 Geographic names and their applications established by the United States Congress or the President of the United States are the official names, and take precedence over BGN principles, policies, and procedures.

Sec. 2 The BGN will not render a decision on a name or its application if the matter is also being considered by the United States Congress. If Congress does not act on the legislation by the end of its second session, the BGN will act on the proposal no sooner than 90 days after the beginning of the following congressional session. If Congress declines to act on the legislation, the BGN will wait another 90 days before deciding on the proposal, unless new legislation is introduced during that period.

Policy II. Name Changes

Geographic names provide important spatial, cultural, and historical references. Each name identifies a particular geographic feature, place, or area, and may be a distinct feature or part of another feature such as individually named peaks on a named mountain. This requires a high degree of stability in the written form of a name and its application. Consequently, changes in existing names should not be made without a compelling reason. Proposed changes must be submitted to the BGN for review and approval before being used in Federal publications.

"Name change" means formally revising the official name of a geographic feature in the United States or its territories and outlying areas. The BGN recognizes two classes of name changes:

- those made to bring official Federal usage into agreement with well-established local usage and/or with present-day local support and
- those made to eliminate particular name problems as in proposals involving names asserted to be offensive, duplicate names, or names originally established on the basis of incorrect information.

Sec. 1 Existing names, especially personal commemorative names, which honor an individual, and those names in longstanding public usage, should not be changed unless the proponent presents a compelling reason to do so. Even when the historical basis for an existing name is unknown, the BGN will still treat it with deference (see also Policy III. Commemorative Names, Sec. 4).

Sec. 2 The BGN prefers to recognize present-day local use or acceptance. The BGN will consider proposals to change official names that the proponent believes are inconsistent with well-established local use.

Sec. 3 The BGN prohibits the inclusion of derogatory words in a proposed geographic name (see Policy V. Derogatory and Offensive Names).

Sec. 4 Common names are sometimes applied to two or more features in close proximity. Where it can be demonstrated that duplication has led to confusion, the BGN will consider a proposal to change an existing name (see Policy VII. Duplicate and Similar Names). The BGN may disapprove a name change proposal that duplicates another nearby name.

Sec. 5 The need to correct a name for historical accuracy may not always be sufficiently compelling to change the existing name. However, proposals to correct a misspelling of a historic or personal commemorative name will generally be given favorable consideration if the proponent presents convincing evidence that the name has been misspelled and should be changed.

Sec. 6 The BGN initiates name changes only in rare cases such as those involving certain derogatory names and changes in name applications.

Guidelines

When a name change proposal is received, the BGN investigates the background of the current name and solicits recommendations from any individual or Federal, Tribal, State or local authority that it determines might have an interest in the feature. The BGN carefully considers all relevant factors when reviewing a name change proposal, including the extent and distribution of usage, historical context, and lexical meanings.

In the event of a name change, the prior form appears in the permanent Geographic Names Information System (GNIS) record as a variant name (see Policy VIII. Variant Names).

Policy III. Commemorative Names

Human influence on the land has taken many forms. One of the more prominent forms has been the association of people's names with the landscape. This has resulted in the adoption of many personal names and nicknames for identifying geographic features, such as mountains and streams.

Sec. 1 The BGN will consider proposals to apply names or nicknames of deceased persons to geographic features in the United States and areas under its jurisdiction. The BGN will only accept proposals for names that are intended to honor a person or persons deceased at least five years. The BGN will disapprove names that could be construed to honor living persons.

Sec. 2 The person being honored should have had either some direct or long-term association with the feature, or have made a significant contribution to the area, community, or State in which it is located.

Sec. 3 A proposal commemorating an individual with outstanding national or international recognition may be approved even if the person was not directly associated with the geographic feature.

Sec. 4 A proposal to revise or eliminate an existing personal commemorative name will usually be disapproved unless the proponent presents a compelling justification.

Sec. 5 The BGN discourages the use of an individual's full name in a feature name. Exceptions are occasionally made to avoid ambiguity (see Policy IX. Long Names, Sec. 2).

Sec. 6 Commemorative name proposals must meet the same basic criteria required of other name proposals.

Guidelines

A proposal to commemorate an individual should include evidence of local support for the proposed name and its application. Such evidence may be in the form of letters from the appropriate governing authorities and local residents, as well as, where appropriate, from historical societies, service organizations, etc.

The proponent must provide biographical information about the intended honoree(s), including his/her full name(s), death date(s), and evidence of any association with the feature proposed for naming (e.g., any evidence of local civic contribution). If the intended honoree has not been deceased at least five years, the proposal will be returned to the proponent with a request that it be resubmitted once the waiting period has passed.

Examples of past decisions by the BGN have indicated "direct association" or "significant contribution" when the person being commemorated was:

- an early or long-time resident,
- a developer, restorer, or maintainer of the feature,
- a donor of land to local, State, Tribal, or Federal governments, and
- a person who played a large part in protecting the land for public benefit.

A person's death on or at a feature, such as in a mountaineering accident or automobile or plane crash, does not necessarily meet the "direct association" criterion.

The BGN recognizes that personal names are often linked to an individual or family whose name has come to be associated with the feature. Commemoration in these cases may be appropriate. Ownership or management of the land or the feature may not meet the "significant contribution" criterion.

This policy does not apply to proposals for pets (nonhumans) (see Policy XII. Animal Names).

Policy IV. Wilderness Area Geographic Names

In the Wilderness Act of 1964 (Pub. L. 88−577, codified at 16 U.S.C. 1131–1136), Congress established the National Wilderness Preservation System composed of federally managed areas to be administered

> for the use and enjoyment of the American people in such manner as will leave them unimpaired for future use and enjoyment as wilderness, and so as to provide for the protection of these areas, the preservation of their wilderness character, and for the gathering and dissemination of information regarding their use and enjoyment as wilderness . . . . [16 U.S.C. 1131(a)]

The act characterizes a wilderness as "an area where the earth and its community of life are untrammeled by man [and] where man himself is a visitor who does not remain." (16 U.S.C. 1131(c))

Although wilderness designations are a modern invention, a fundamental characteristic of elemental wilderness is that the cultural overlay of civilization is absent. Placenames in a wilderness area might diminish the sense of discovery that those who visit ought to be able to experience. No wilderness area today is totally free of placenames and cultural artifacts, but a goal of Federal wilderness area administration is to minimize the impacts and traces of people. Congressionally designated wilderness areas are managed to preserve their unique natural, scenic, educational, scientific, and primitive values.

> **Sec. 1 The BGN will not approve proposed names for unnamed features within wilderness areas, including unpublished names in local use, unless an overriding need can be demonstrated by the proponent.**
>
> **Sec. 2 This policy also applies to names in areas being considered for possible designation by Congress as wilderness.**
>
> **Sec. 3 Name proposals involving wilderness areas must meet the same basic criteria required of any other name proposal.**

Guidelines

Persons proposing to name an unnamed feature in a wilderness area should coordinate their proposal with the BGN member whose agency is responsible for the administration of the area. The administering agency will review new name proposals, and advise the BGN whether there is an overriding need. A final decision on the proposal will be made by the BGN.

Policy V. Derogatory and Offensive Names

The BGN's guiding principle for the names of places, features, and areas in the United States and its territories is to approve for official Federal use the names found in present-day local usage (see Principle II. Names in Local Use). An exception to this principle may occur when a name is derogatory or is shown to be offensive to a particular racial or ethnic group, gender, or religious group.

Because geographic names are part of the historical record of the United States, the BGN prefers to proceed cautiously with regard to the use of names in everyday language, as attitudes and perceptions of words considered to be offensive can vary among individuals and communities and can change connotation over time. Accordingly, the BGN will act on a case-by-case basis.

Two words, however, are considered derogatory by the BGN in all occurrences. In 1963, the Secretary of the Interior mandated the word "Nigger" in geographic names on Federal maps and other products be changed to "Negro." In 1974, the BGN mandated the word "Jap" in geographic names on Federal maps and other products be changed to "Japanese."

Sec. 1 The BGN will not consider a name proposal that includes the derogatory word "Jap" or the derogatory word "Nigger."

Sec. 2 The BGN will not make official for Federal use a locally used name that is determined by the BGN to be offensive to a particular racial or ethnic group, gender, or religious group.

Sec. 3 Proposals to change names considered to be offensive must meet the same basic criteria required of any other name proposal, and will be processed using the same procedures as any other name change (see Policy II. Name Changes).

Guidelines

Any individual or agency may submit to the BGN a proposal to change an existing name that they consider offensive. Such proposals should include reasons why the proponent believes the existing name is offensive. The proponent must offer an alternative name as part of the proposal, following BGN guidelines for name proposal submittals.

In proposing an alternate name, a conscientious effort should be made to offer an alternative name that does not eliminate or obscure the original intent of the geographic name as a historical record on the cultural landscape, taking into account the historical, cultural, or ethnic significance of the original name.

Policy VI. Diacritics

In the past, the BGN did not customarily recognize diacritics as part of geographic name spelling in the United States. Many geographic names adopted from non-English languages have been assimilated into English language usage and lack the diacritics from the original spelling. Although diacritics are infrequently used in English, they constitute an integral part of the spelling and meaning of words in many other languages, notably Spanish, French, Hawaiian, and many Native Alaskan and Native American languages, from which numerous United States placenames are derived. Diacritics are especially important if their omission would result in a significant change in pronunciation or meaning. Therefore, the BGN will accept for consideration names containing diacritics.

Sec. 1 The BGN may approve a geographic name that includes diacritics.

Sec. 2 Proposals that include diacritics must meet the same basic criteria required of any other name proposal.

Guidelines

Appendix G provides a link to a BGN website on character sets providing a listing of approved diacritics.

Policy VII. Duplicate and Similar Names

Geographic names provide unambiguous labels that identify geographic features. Local duplication of names (i.e., the use of identical names), or even the use of very similar names (i.e., names spelled differently but pronounced the same), often causes confusion and misunderstanding. Name duplication and the use of very similar names, however, are common within a county, State, or nation because naming is a natural process. While name duplication and very similar names in close proximity is undesirable, well-established geographic names should not be changed unless there is evidence of strong public support for the change.

Sec. 1 The BGN will normally disapprove a name proposed for a geographic feature that is already applied to another nearby feature.

Sec. 2 The BGN will normally disapprove a name proposed for a geographic feature when, in the BGN's opinion, the name is so similar to that of a nearby named feature that it will cause confusion.

Sec. 3 The BGN encourages efforts by Tribal, State, and local governments, land management agencies, and local citizens to propose changes or modifications to one or more duplicate or very similar names wherever ambiguity occurs.

Guidelines

Name duplication occurs when two or more places or features of the same kind, in close proximity to each other, have the same name in local or published usage. Name duplication may not be perceived to occur when places or features of different kinds have the same name, such as a stream named *Long Creek* and a community named *Longcreek* or *Long Creek*. Similarly, names are not considered to be duplicated if the specific parts are the same and the generic parts are different. For example, *Long Creek* and *Long Branch* are not duplicate names. Examples of very similar names to be avoided in close proximity would include *House Mountain* and *Haus Mountain* or *Wilson Creek* and *Willson Creek*.

Policy VIII. Variant Names

A variant name is any current or historical name or spelling for a geographic feature other than its official name. Known variant names and applications are specified in BGN decisions, and are listed in the GNIS record. However, the BGN does not make it a practice to approve variant names.

Sec. 1 The BGN prohibits the independent use of any variant, but a variant may be shown in parentheses following the official name. Possible reasons for variant name use include: (a) to show a less frequently applied name in current or past local use; (b) to show a former name that has been changed; (c) to show a foreign name for a feature crossing an international boundary; or (d) to show a local name that applies only to part of a feature.

Sec. 2 Variant names containing either of the two derogatory words will not be used in Federal publications (see Policy V. Derogatory and Offensive Names).

Guidelines

Use of a variant name in parentheses following an official name on a Federal product is at the author's or issuing agency's discretion. A variant name enclosed in parentheses may appear either following or below the official name.

Policy IX. Long Names

The BGN has historically avoided long geographic names. Although the BGN does not specifically define what constitutes an unacceptably long name, if the name's length makes it difficult or cumbersome to convey, then the BGN will usually disapprove it. For reference, other Federal agencies do have specific policies, such as the U.S. Postal Service, which limits the

names of post offices to 28 characters.

Sec. 1 In general, the BGN will disapprove overly long names.

Sec. 2 The BGN discourages the use of an individual's full name in a feature name. Exceptions are occasionally made to avoid ambiguity.

Sec. 3 To avoid overly long stream names, the BGN will approve names of tributaries as official names without reference to their parent stream. Exceptions are occasionally made to avoid ambiguity.

Guidelines

When the BGN considers a proposed name to be overly long, the BGN will confer with the proponent and request a shorter form. For example, in 2008 the BGN received a proposal for the name *Rear Admiral Richard E. Bennis Reach* for an unnamed channel in South Carolina. This name was deemed important for navigation purposes, but its length would obscure other critical information portrayed on nautical charts. As a result, the BGN requested that the proponent submit a shorter form. To accommodate both the commemorative intent of the name as well as its practical application, the revised name *Bennis Reach* was accepted by the BGN as the official name for Federal use.

As examples of exceptions, in accordance with Sec. 2, the BGN has approved long names to commemorate individuals, using more than the surname so as to avoid ambiguity and make the referent person unmistakable. Examples include *Walter E. Long Lake* (TX), *Claude Birdseye Point* (AZ), and *George R. Stewart Peak* (CA).

As examples of exceptions in accordance with Sec. 3, the BGN has approved long names of stream forks or branches that might be regarded as incomplete unless the names of their main streams were included. Examples include *East Fork North Fork North Fork American River* (CA) and *North Fork of Middle Fork American River* (CA).

Policy X. Tribal Geographic Names

This policy applies to Indian Tribes (Tribes). For the purposes of this policy, "Tribe" means an Indian Tribe that the Secretary of the Interior acknowledges to exist as an Indian Tribe pursuant to the Federally Recognized Indian Tribe List Act of 1994, as amended (25 U.S.C. 479a−1) (see Appendix H).

The Federal Government's unique relationship with Tribes is embodied in the U.S. Constitution, treaties, court decisions, Federal statutes, and Executive orders. This relationship is deeply rooted in history, dating back to the earliest contact between colonial and Tribal governments. The United States acknowledges federally recognized Tribes as sovereign nations; thus, their interaction with the Federal Government takes place on a "government-to-government" basis. In light of this unique relationship, when undertaking decisions pertaining to the naming of

geographic features in which a Tribe may have an interest, the Board on Geographic Names (BGN) will:

- Honor the government-to-government relationships that exist between Tribes and the Federal Government.
- Acknowledge the rights of Tribes to self-governance and the exercise of inherent sovereign powers over their Tribal lands.
- Be cognizant and respectful of the historical, cultural, and spiritual relationships that Tribes have with the American landscape.
- Provide opportunities for Tribes to participate in the BGN's efforts to standardize geographic names for Federal use.
- Upon request, provide guidance to Tribes on establishing a geographic names authority.

Pursuant to and in accordance with Executive Order 13175 (Appendix F), Secretarial Order 3317 (Appendix I), and the Department of the Interior Policy on Consultation with Indian Tribes (Appendix J), the BGN has developed a policy that addresses Tribal Geographic Names, and has invited Tribes to engage in government-to-government consultation on this policy.

Feature Names Proposed by Proponents Other Than Tribal Authorities: In the case of geographic name proposals that originate from proponents other than Tribal

Sec. 1 Features Located Entirely on Tribal Lands

a. General: With regard to the naming of geographic features located entirely on lands under the jurisdiction of Tribes, it is the policy of the BGN to:

1) Honor the prerogatives and authority of Tribes to determine the names of geographic features by deferring to Tribal preferences.

2) Encourage Tribes to develop and apply naming standards and protocols that promote the acceptance of their geographic feature names and support the BGN mission to standardize names for Federal agencies that produce or utilize maps, reports, datasets, and other publications.

3) Accept one official name for each geographic feature. Any additional names in local or historic usage will be recorded as variants.

4) Refer to reliable, authoritative sources of information to determine the location of Tribal lands.

b. Feature Names Provided by Tribal Authorities: In the case of establishing geographic names that originate from Tribal authorities for features that are located on Tribal lands, the BGN will:

1) Encourage Tribes to inform the BGN about names that they apply to geographic features, so that the BGN may record them as the official geographic names for Federal use.

2) Under certain circumstances, request that the Tribe provide an alternate but equivalent form of the official name. Reasons for requesting an equivalent form might include:

a) Difficulty of rendering special characters.

b) Difficulty in pronouncing the name due to the use of special linguistic characters.

3) Where an equivalent form exists, encourage Federal agencies to use both the official name and equivalent form if possible.

c. Feature Names Proposed by Proponents Other Than Tribal Officials: In the case of geographic name proposals that originate from proponents other than Tribal officials for features that are located entirely on Tribal lands, the BGN will inform the proponent to submit the proposal to the Tribe with governmental authority over the area in which the feature is located.

Sec. 2 Features Located Entirely on Non-Tribal Lands

Features that are located entirely on lands not under the governmental authority of Tribes may be of cultural and/or historical interest to one or more Tribes. To determine Tribal cultural and/or historical interest in name proposals for geographic features located entirely off Tribal lands, the BGN will:

a. Upon release of each new Review List, inform Tribes of its availability and invite them to comment on any of the proposals in which they have an interest.

b. Consider Tribal comments along with those received from Federal departments and agencies, State and local governments, and other interested parties.

Sec. 3 Features Located on Both Tribal and Non-Tribal Lands

If a feature (such as a stream or ridge) is located on both Tribal and non-Tribal

lands, or on the lands of more than one Tribe, the BGN will coordinate among all parties to seek a mutually agreeable solution guided by BGN principles, policies, and procedures.

Guidelines

Quarterly Review Lists

A Quarterly Review List contains all proposals for new geographic names and name changes received by the BGN for geographic features that are not located entirely on Tribal lands, and for features located on both Tribal and non-Tribal lands. Tribes are encouraged to review these lists and provide comments so that the BGN may consider them along with all other comments received. Instructions for providing comments are found in the introduction to each review list.

Upon release of a new Quarterly Review List, the BGN will send Tribes a notice that provides a link to it on the BGN website. Upon request, hard copies of the Quarterly Review List will be sent to Tribes unable to access the link.

Because the BGN policy is to accept as official the names submitted by Tribes for geographic features located entirely on lands under their governmental authority, the Review Lists will not contain submissions for geographic features on Tribal lands.

However, all names submitted by Tribes will be entered into the Geographic Names Information System (GNIS), the repository for official geographic names.

Features located entirely on Tribal lands

Geographic names provided by Tribal officials will be accepted as official for Federal use, except in the following circumstances: the name conflicts with a name established by an act of Congress, Treaty, or Executive order or proclamation (Principle III: Names Established by Act of Congress, Executive Order, Treaty, or Federal Proclamation); the name conflicts with a name administratively established by a non-Tribal authority; the name is derogatory (Policy V: Derogatory and Offensive Names); or the name refers to a civil feature.

- In cases where a name is administratively established by a non-Tribal authority, the Tribe should coordinate with the appropriate authority to change the name. Once these changes have been confirmed by the administering authority, they will be made official. As an example, a Tribe should work with the U.S. Postal Service to change the name of a post office.

- Two derogatory names are specifically excluded from use by the BGN and cannot be accepted for Federal use. These are the pejorative forms of the words “Japanese” and “Negro.”

- The BGN will not accept name changes for civil features. Civil feature names are not subject to the purview of the BGN. They are names of legally defined places (e.g., counties, minor civil divisions, incorporated places, etc.) and the only way to change them is to change the law that created them. Before they are entered into the GNIS and made official they are thoroughly reviewed and documented by the U.S. Census Bureau.

Geographic names will be accepted in the form submitted, including names containing characters which are not in the Roman alphabet. Specifically, the names must be able to be represented in Unicode as specified in Principle I: Character Sets. If the submitted name includes characters that are not in the Roman alphabet or the name is considered by the BGN to be difficult to pronounce properly because of the use of special linguistic characters, the BGN will:

- accept the name as official in the form submitted, and

- request that the Tribe submit an equivalent form that will more likely be accepted for use in Federal publications.

An equivalent form is a category of name with a status that is less than official, but is authorized for use in Federal products, including official maps, documents, websites, signs, and other publications.

The equivalent form may be a transliterated form of the Tribal name, a transcription or phonetic spelling, or a translation.

- *Transliteration* is the practice of converting a text from one writing system into another in a systematic fashion. For example, the Cherokee name RW TV is transliterated to English as e-la i-tse.

- *Transcription* is the conversion of a representation of language into another representation of language. The transliterated English language name, e-la i-tse, is transcribed to English for pronunciation as Ayla Eejay.

- *Translation* is the conversion from one language to another language. The Cherokee name RW TV is translated as Green Earth.

Tribes are encouraged to provide equivalent forms with generic descriptors. Most names in the United States include two parts, a specific part and a generic part. For example, in the name "Grand Canyon," "Grand" is the specific part and "Canyon" is the generic descriptor, providing additional information on the feature type.

Sometimes, English names derived from foreign languages contain the same generic word twice, once in the foreign language and once in English. For example, the name "Rio Grande River" contains the Spanish generic word for river, "Rio," in the specific part of the name, "Rio Grande," as well as the English generic, "River." This is not considered an issue by the BGN.

Federal agencies should use the official name whenever possible. If an equivalent form exists, agencies may use the equivalent form, with or without the official name. Use of both names is encouraged, because it promotes mutual cultural respect and understanding.

In cases where the official and equivalent forms are used, the official name will be listed first, followed by a forward slash, and then the equivalent form.

If a Tribe wishes to submit a name as a variant of an existing name, the name will be accepted in the form provided and entered into the GNIS.

Federal agencies have the option whether or not to apply any official names to Federal products. This rule applies to all official names, not just those submitted by Tribes. However, if the official name is not used, only the equivalent form may be used in its place. Variant names cannot be used in place of official names.

Features located entirely on non-Tribal lands

If a Tribe wishes to name or rename a feature located entirely on non-Tribal lands, they should submit a name proposal to the BGN. The application will be considered like any name proposal on non-Tribal lands.

If a Tribe wishes to submit a name as a variant of an existing name, the name will be accepted in the form provided and entered into the GNIS, as long as it is not specifically excluded under Policy V: Derogatory and Offensive Names.

Features located on both Tribal and non-Tribal lands

Tribes may submit a proposal to name or rename a feature that is located on both Tribal and non-Tribal land, or in an area under the jurisdiction of more than one Tribal authority. The BGN will consider such proposals so long as the proposed name is not specifically excluded under Policy V: Derogatory and Offensive Names. The opinions of Tribal authorities, Federal departments and agencies, State and local governments, and other interested parties will be considered by the BGN. In cases where there are differences of opinion on name proposals, or more than one Tribal name is submitted, the BGN will seek to find a mutually agreed upon solution. If there is no agreement among the interested parties, the BGN will consider all input and make a decision.

Sensitive cultural information

The BGN is cognizant and respectful of the sensitive cultural and spiritual information that is associated with many geographic features of significance to Tribes. The BGN strongly discourages the disclosure of any such sensitive information in Tribal submissions of Native names for geographic features because information submitted to the BGN is typically publicly available. The BGN finds that basic information about a geographic feature's significance is sufficient.

Policy XI. Commercial Names

Many geographic names reflect a feature's early or longstanding association with a commercial enterprise or a prominent business person. Examples include *Harpers Ferry* (WV), *Gaines Mill* (VA), and *Astoria* (NY). However, the BGN's mission does not include the endorsement or promotion of commercial activities.

Sec. 1 The BGN will usually reject a proposed name when the primary purpose of the name is construed to promote a commercial product or enterprise.

Sec. 2 The BGN may approve a name for a feature that has a longstanding association with a commercial enterprise.

Guidelines

Proposed names that the BGN construes to be commercial will be returned to the proponent for additional evidence that the name is not being used for publicizing a particular commercial product or business firm.

Policy XII. Animal Names

Two types of animal names are found on the American landscape: (1) general names for a given type of animal, e.g., *Mustang Peak* (CA), *Rattlesnake Creek* (AZ), or *Butterfly* (KY); and (2) proper names or nicknames given to specific animals, e.g., *Barnabe Mountain* (CA) named for a pet mule, or *Comanche* (MT) named for a military horse. General names are usually acceptable to the BGN.

Sec. 1 Although the BGN strongly discourages proposals to apply proper animal names or nicknames to geographic features, it will consider proposals on a case-by-case basis.

Sec. 2 The BGN will not consider proper names that commemorate a living animal; the animal must be deceased at least five years.

Sec. 3 The animal being honored by the naming of a natural feature should have had either some direct or long-term association with the feature, or have made a significant contribution to the community, area, or region in which the feature is located.

Sec. 4 The BGN will not approve proper animal names that could be construed to honor a living person.

Guidelines

Proposals to name features using proper animal names or nicknames should contain evidence of

local support for the proposed name and its application. Such evidence may be in the form of letters from appropriate governing authorities and local residents, as well as from historical societies and service organizations where appropriate.

The proponent must provide background information about the specific animal's history, including documentation of their association with the feature proposed for naming. An animal's death on or at a feature does not necessarily meet the criteria for direct association.

Chapter 4. Domestic Geographic Names Procedures and Guidelines

The U.S. Board on Geographic Names (BGN) recognizes that there can be a need, for reference or commemorative purposes, to name unnamed geographic features. The BGN also recognizes that there may be a compelling reason to change an existing name, spelling, or application. The BGN does not initiate the naming or renaming of features but considers proposals for new names and name changes. Any name must be approved before it can be applied to Federal publications. Any person or organization may submit a proposal to the BGN.

Because a name will affect many people for a long time, it should be acceptable to the community in which the feature is located and to Federal departments and agencies, Tribal, State and local governments, and other interested parties that have an interest in the feature. The BGN's responsibility is to evaluate each name proposal for appropriateness, acceptability, and need. This is done in cooperation with Federal and State agencies, State Names Authorities, Tribes, local governments, and the public.

Names under BGN purview

The BGN is responsible for all geographic names except those applying to offices or establishments of Federal agencies (see Determining official names in Chapter 1). As a practical matter, the BGN focuses on the names of natural features, as well as canals, channels, and reservoirs in the United States and its territories and outlying areas. It retains the legal authority to promulgate all official geographic names.

The only official source for names for Federal use is the Geographic Names Information System (GNIS). GNIS contains all geographic names that the BGN accepts as official for use on Federal maps, charts, websites, and other publications. The GNIS website can be found at https://usgs.gov/geonames/domestic-names; select Search from the Main Menu.

Usually, the BGN does not rule on the names of cultural or man-made features such as roads, streets, shopping centers, churches, schools, hospitals, and airports (see Principle IV. Names Established by Other Authorities). However, if specifically asked, the BGN will entertain proposals to name or rename such features.

Names established by act of Congress, Executive order, treaty, or Federal proclamation

Geographic names established by an act of Congress, Executive order, Treaty, or by proclamation are added directly to GNIS and noted with a Decision Date of US YYYY.

Recommended kinds of names

The BGN prefers names that are relatively distinctive to the area in which they will be used. Names descriptive of topographic form or suggested by local history, folklore, or incident, or by associated natural life or other phenomena are preferred.

Generic terms in geographic names

Geographic names typically include both specific and generic elements. The generic term (e.g., *Creek*, *River*, *Cerro*, *Ridge*, *Mount*, *Lake*, etc.) should be appropriate to the feature and consistent with terms already used and understood in the area in which the feature is located. If the proposed name does not include a generic term, or if the provided generic term appears to conflict with the type of geographic feature, the BGN staff will seek clarification.

Submitting a proposal

All proposals must be submitted in writing to the Executive Secretary of the BGN's Domestic Names Committee. This may be done by letter, by email, or by completing the Domestic Geographic Name Proposal (DGNP) form, available in Appendix K or online. The online DGNP form can be found at https://geonames.usgs.gov/apex/f?p=DGNPPublic. Proposals or inquiries should be directed to:

Executive Secretary
Domestic Names Committee
U.S. Board on Geographic Names
U.S. Geological Survey
523 National Center
Reston, VA 20192-0523
Tel./Fax: (703) 648-4552 / (703) 648-4549
Email: BGNEXEC@usgs.gov

Public availability

BGN staff must have a way of contacting a proponent in the event there are any questions concerning a proposal. Before including an address, phone number, email address, or other personal identifying information in a proposal, the proponent should be aware that the entire proposal—including personal identifying information and any associated correspondence—may be made publicly available at any time.

Local support

Because local use and acceptance of a name is important to the Board, a proponent of a new name or name change is encouraged to provide evidence of support for the proposal as well as evidence of any published or verbal usage of the proposed name. Such evidence may include copies of maps, government records, or any other documents and publications. Letters or emails supporting the proposal may be solicited from:

- Federal, State, or local (county or municipal) agencies,
- Indian Tribes,
- State or Tribal geographic names authorities,
- civic organizations, historical societies,
- owner(s) of the property on which the geographic feature is located, and/or
- others familiar with the geographic feature and the appropriateness of the proposal.

News articles and letters to the editor showing public awareness and endorsement of the proposed name will be added to the case file. Petitions signed by local residents and others who support the proposal may be included. However, because the BGN is unable to verify their authenticity, petitions are typically considered less relevant to the naming decision. References to websites showing usage of the name should also be included. This information is typically considered less authoritative, unless the website is that of a Federal, Tribal, State, or local agency.

Proponents should review the BGN's Principles (Chapter 2) and Policies (Chapter 3) before proceeding with a name proposal.

Proposing names for unnamed features

These guidelines apply only to naming features that have never been included in GNIS. Names already established in spoken or written form, even though they do not appear on present-day Federal publications, are given preference. A person who wishes to propose a name for an unnamed feature should make every effort to verify that the feature is actually unnamed. Proponents should consult GNIS as well as available non-Federal maps and other published sources to determine whether there might be a name in local or published use that is not recorded in GNIS.

At a minimum, a proposal to name an unnamed feature should provide the following:

- full form of the geographic name being proposed,
- action requested (name an unnamed feature),
- descriptive information, including State and county, and a clear location of the feature to be named, preferably on an annotated map, with geographic coordinates, or through a detailed description including a photograph,

- meaning or significance of the proposed name, and
- basis of knowledge that the feature is unnamed.

If the proposed name is for a feature located in a federally designated wilderness area, or an area under consideration for wilderness designation, the proponent should justify why he or she believes an exception to Policy IV. Wilderness Area Geographic Names is warranted.

The address for submitting a proposed new name is provided under the section entitled "Submitting a Proposal" earlier in this chapter. The BGN's procedures for processing a proposal for an unnamed feature are outlined later in this chapter.

Proposing name and application changes

Proposed changes to names in GNIS are generally based on evidence of a conflict between the official name and local or predominant published usage. If the proponent believes an existing name is correct but that it is applied to the wrong feature, he or she should propose an application change.

In the case of typographical or data entry errors, the staff will determine whether a correction can be made to the GNIS record or if the change warrants a proposal to the BGN.

A proposal to change a name or its application should provide the following:

- full form of the geographic name being proposed,
- action requested (change an existing name or application),
- the existing name of the feature, along with its GNIS Feature ID, available by searching GNIS at https://geonames.usgs.gov/apex/f?p=gnispq,
- evidence that the existing name, spelling, or application is incorrect, confusing, or otherwise warrants being changed, and
- origin and/or meaning of the proposed name.

The address for submitting a proposed change is provided under the section entitled "Submitting a Proposal" earlier in this chapter. The BGN's procedures for processing a proposal to change an existing name or application are outlined later in this chapter.

Proposing commemorative names

If the proposal, whether for an unnamed feature or to change an existing name, is intended to commemorate a person or persons, it must meet the requirements of Policy III. Commemorative Names, and the following additional information is required:

- full name(s) of the intended honoree(s),
- death date(s) of the intended honoree(s), and

- a short biography of the intended honoree(s), indicating their association with the feature or area in which the feature is located, and/or contributions to the feature or area.

Additional evidence may include obituaries, news articles, and other accounts that describe the honoree's contributions to the feature or area in which the feature is located.

Submitting nonrecorded names

A nonrecorded name is one that is not currently in GNIS, but which the BGN staff determines should be official for Federal use by virtue of its being published on a source that the BGN recognizes as authoritative. Provided there is no conflict with an existing name, and provided the name does not violate any of the BGN's policies, it can be added to GNIS without formal BGN review. These names will not be added to a Quarterly Review List and will be entered into GNIS within a reasonable timeframe. The new entry will include an appropriate bibliographic citation. The person or agency submitting the name will be notified of the action taken.

If a nonrecorded name is submitted to the BGN for a feature that is already officially named, it will be entered into GNIS as a variant name, with an appropriate bibliographic citation. If the submitter believes the nonrecorded name should be recognized as the official name, he or she will be asked to submit a name change proposal to the BGN.

If a feature no longer exists and/or no longer serves the function by which it was named, the feature and name are rendered historical in the Geographic Names Information System.

Initial processing

Upon receipt of a proposal, whether it is to apply a new name or to change an existing name, spelling, or application, the BGN staff will conduct a preliminary investigation. The staff will determine whether the proposal includes the necessary details, and will request any additional information (e.g., locative, biographical) that is needed to begin processing.

If the staff determines that the proposal might conflict with one or more of the BGN's principles or policies, the proponent will be asked to address those concerns. If the proposed name clearly violates one or more of the BGN's policies, it will be returned to the proponent with an explanation.

In accordance with Principle I. Character Sets, the proposed name should be limited to those characters and writing marks listed in Appendix G. A proposed name that includes any other character will be returned to the proponent with an explanation. The proponent will be given an opportunity to amend the proposal.

Note: An exception is permitted if the feature is located entirely on Tribal lands (see Policy X: Tribal Geographic Names (Sec. 1).

If the proposed name is commemorative, the staff will ensure that the proponent has provided sufficient biographical details. If the name could be construed to honor a living person, the staff may suggest that the proponent amend the proposal to honor another individual who satisfies the requirements of Policy III. Commemorative Names.

If the geographic feature in question is located within a federally designated wilderness area or area under consideration for wilderness designation, the staff will ask the proponent to justify why he or she believes the proposal warrants an exception to Policy IV. Wilderness Area Geographic Names. The proponent will be informed that the proposal will not be processed until a reason is provided. Proposals to change existing names in wilderness areas are not subject to the same criteria, because the feature already has a name. However, the proponent will be asked to provide a reason why an existing name should be changed.

In accordance with Policy V. Derogatory and Offensive Names, the BGN will not accept proposals that include either of the two words it considers derogatory. Such proposals will be returned to the proponent with an explanation.

The staff will check GNIS to determine whether the proposed name duplicates or is similar enough to that of another feature in close proximity (see Policy VII. Duplicate and Similar Names). If the staff believes the new name could cause confusion, it will ask interested parties to consider the matter as part of their review of the proposal. Similarly, if a name change proposal is submitted in an effort to eliminate duplication between two or more features, the staff will ask whether the existing names have resulted in confusion in the community.

If the proposed name is overly long, the staff may request that the name be shortened (see Policy IX. Long Names). However, if the proponent prefers the longer name, the staff will ask that he or she explain why an exception is justified.

The staff will determine whether the feature proposed to be named or renamed is on Tribal lands. Because of the Federal Government's unique relationship with federally recognized Indian Tribes, and in accordance with Policy X: Tribal Geographic Names, the BGN will not consider proposals to apply new names to unnamed features or to change names of features located entirely on Tribal lands unless the name is provided by the Tribal Government with jurisdiction over the area in which the feature is located. The staff will advise any other proponent to submit the proposal to the Tribal Government. The BGN will consider the name official for Federal use only after the Tribal Government with jurisdiction has indicated support for the proposed name. Names provided by Tribal authorities for features located entirely on their land are added directly to GNIS.

If the BGN staff believes a name could be construed to be commercial, the proponent will be asked to provide additional evidence that the name is not being used for publicizing a particular commercial product or business (see Policy XI. Commercial Names). If the staff determines the proposed name contains a word or phrase that may be trademarked, registered, copyrighted, or otherwise protected, the proponent will be asked to provide evidence that it is not trademarked,

registered, or copyrighted or to obtain permission from the owner of the word or phrase allowing it to be applied to a geographic feature.

Preparing a case brief

Upon receipt and validation of a proposal, the BGN staff will prepare a case brief that summarizes the evidence submitted. The staff will conduct additional research, including consulting maps, books, websites, and other available sources to enable the BGN to render an informed decision. The case brief will note whether the proposed name is duplicated in close proximity. In the case of commemorative names, and if it can be determined, the case brief will note whether the intended honoree is already honored with an existing name. The staff will compile evidence indicating local use and/or support for the name. The staff will coordinate its research with the appropriate State Names Authority (SNA).

Publishing the Quarterly Review List

The completed case brief is added to the BGN's Quarterly Review List, which is posted online at the Domestic Names—Active Quarterly Review Lists at https://geonames.usgs.gov/apex/f?p=geonames_web:review_lists. Each Quarterly Review List includes all proposals received and processed by the staff during the preceding quarter. A notice is sent to interested parties alerting them to the Quarterly Review List's availability.

Soliciting input from interested parties

Anyone wishing to comment on any proposal on the Quarterly Review List may do so at any time before the BGN's vote. Instructions for submitting comments are provided in the introduction to the Quarterly Review List.

Because local acceptance of a proposed name or name change is important to the BGN, the staff will invite input from the appropriate SNA and interested Federal, State, and local agencies and federally recognized Indian Tribes. Where appropriate, the staff may also seek comments and additional information from local organizations such as civic groups, historical societies, and others that it determines might have an interest in the issue. The staff also encourages proponents to solicit support from neighbors, property owners, local businesses, and others who are familiar with the feature and the name proposal. This process may occasionally generate a counterproposal to the original proposal.

SNAs are encouraged to solicit input from Federal, State, and local land management agencies as well as Indian Tribes, Alaska Native Villages, and Alaska Native Regional Corporations before issuing their recommendations to the BGN. A list of SNAs is maintained by the Council of Geographic Names Authorities (COGNA) on the webpage at https://cogna50usa.org/state-geographic-names-authorities.

In the case of proposals for features on land administered by a Federal agency, the staff will coordinate its research with the BGN member who represents that agency. Although many Federal agencies have geographic names liaisons or other regional or local representatives who are familiar with the BGN's principles and policies, the only recommendation that is considered authoritative is the one provided by the agency's BGN representative.

A name proposal for a feature that crosses the international boundary with Canada or Mexico is likely to require additional processing time because the BGN must coordinate such proposals with the appropriate foreign names authority. The BGN has a policy regarding The Treatment of Names of Geographical Features Shared by the United States and Canada (see Appendix C). There is no equivalent agreement with Mexico.

If a proposed name is for a feature that crosses the 12-nautical-mile limit of the territorial sea, the staff will coordinate its research with and request a recommendation from the BGN's Advisory Committee on Undersea Features.

Preparing the monthly docket for a BGN decision

Once the staff's research is complete and all interested parties have had an opportunity to provide input, the proposal is placed on the next monthly docket for BGN discussion and decision. The entire process from submission to a decision may take several months or longer, depending on the completeness of the proposal, the nature of the request, the number of organizations to be contacted, and the timeliness of the responses from interested parties. The monthly docket is distributed to the BGN members a few days before the meeting at which the proposals are to be considered.

BGN decision

At the meeting, the BGN will evaluate the evidence provided in the docket and render its decision on each proposal in accordance with its principles and policies. Approval or disapproval is the result of a vote by a simple majority of the members and deputy members in attendance. If a proposal is disapproved, the reason(s) will be recorded in the meeting minutes. A member may choose to provide the rationale behind his/her dissenting vote.

After the decision

Following the decision, the newly approved name or name change is recorded in GNIS with a decision date of BGN YYYY, thus making it official for Federal use. The proponent and other interested parties are notified by letter or email of the decision.

All Federal agencies are required to accept the BGN's decisions and to update their maps, charts, websites, and other products before publication, or if already published, at the time of the next revision. If an agency anticipates that the name in question will appear on a forthcoming product, it is important that the proposal be submitted to the BGN well in advance of the

publication date to allow adequate time for the review process. If approval is not received before the publication deadline, the existing name and application as indicated in GNIS should continue to be used, or removed from the publication until the issue is resolved.

If a name change is not approved, yet the proposed name or spelling is determined to have been published or used verbally, the name will be recorded in GNIS as a variant name. The variant will include an appropriate bibliographic citation.

The minutes of the monthly meetings are presented for review at the following meeting. Upon approval, they are posted at the BGN's Domestic Names—Monthly Meeting Minutes at https://geonames.usgs.gov/apex/f?p=geonames_web:minutes.

Revisiting a decision

Because of the thorough and deliberate review that all name proposals receive, the BGN will not usually revisit a decision. However, if an interested party believes a decision should be revisited, the BGN will determine whether there is sufficient new evidence to do so. In such cases, all parties will be asked to comment on the new evidence. Revisiting a BGN decision does not assure that the previous decision will be overturned.

Chapter 5. Domestic Geographic Names Editorial Guidelines

Punctuation

Punctuation such as hyphens and apostrophes are occasionally used in domestic geographic names. Usage varies and care should be taken to use the standard form for a particular feature name. Hyphens are sometimes used in names consisting of a phrase (*Hole-in-the-Wall*, *Go-Forth Creek*) and in names having a dual-form specific (*City of Winston-Salem*, *Little Wilkes-Barre Mountain*). Hyphens may also be used to separate syllables in Tribal geographic names. See Appendix G for a listing of punctuation.

Genitive apostrophes

Apostrophes suggesting possession or association are discouraged within the body of a proper geographic name (*Henrys Fork*: not *Henry's Fork*). The word or words that form a geographic name change their connotative function and together become a single denotative unit. They change from words having specific dictionary meaning to fixed labels used to refer to geographic entities. The need to imply possession or association no longer exists. Thus, we write "Jamestown" instead of "James'town" or even "Richardsons Creek" instead of "Richard's son's creek." The whole name can be made possessive or associative with an apostrophe at the end as in "Rogers Point's rocky shore." Apostrophes may be used within the body of a geographic name to denote a missing letter (*Lake O' the Woods*) or when they normally exist in a surname used as part of a geographic name (*O'Malley Draw*).

Abbreviations and number names

Official names or parts of names are never abbreviated; however, the names of States can be abbreviated or coded according to Government Publishing Office standards. Geographic names are not abbreviated in sentence context except that *Mount*, *Saint(e)*, *Santo*, and *Santa* may be abbreviated as *Mt.*, *St(e).*, *Sto.*, and *Sta.*, respectively. On maps and other illustrations, the generic part of a name and also some modifiers may be abbreviated (*North*, *South*, *East*, *West*, *Left*, *Right*, *Saint*, or *Sainte*), but if space is available, it is always preferable to spell them completely.

Numbers appearing in names should be spelled out except in rare cases approved by the U.S. Board on Geographic Names. Arabic numerals are number symbols, not words.

Two and Three Quarter Mile Creek
Fortynine Lake
Fourmile Run

Capitalization

With some exceptions approved by the U.S. Board on Geographic Names, most words considered part of a proper geographic name are capitalized, including all adjectives, common nouns, and the definite article.

Adams Apple
Alva B. Adams Tunnel
Big Hill
Cuchilla Buena Vista
Dark Hollow Brook
Farm River Gut
Little Captain Island
Los Canos
Old Fundamental Church
Pee Dee Ditch
The Hogback
Upper Sulphur Creek
West Side Pond

Exceptions to the rule of capitalization include articles and prepositions within multiple-word names.

Alto de la Cruz
Cañada de Ojo del Agua
Fond du Lac
Gap in Knob
Lake of the Ozarks
Posta de Roque
Red River of the North
Rock of Ages
Scarce of Fat Ridge
Spread Eagle Chain of Lakes

As noted earlier, when the generic part of a name is purposely omitted, as in “the Potomac,” “the Mojave,” and “the Atlantic,” the definite article preceding the specific name is not capitalized. Proper names of geographical entities such as regions, political divisions, populated places, localities, and physical features are capitalized in both the singular and plural.

Allegheny Front
Andromeda Cone
Atlantic Coastal Plain
Bighorn Basin
Blue Ridge
Catahoula Parish
Colorado Plateau
Continental Divide
Dennison Township
Eastern Shore
Front Range
Great Lakes
Half Dome
High Plains
Isle of Pines
Lower Town Landing
Monarch Geyser
Mount Rainier
Niagara Falls
North Slope
Pine Ridge Reservation
The Chute
Tidal Basin

Qualifying words used in a general sense for parts of named areas are not capitalized. Care should be taken to prevent misunderstanding; for example, “western Virginia” or “the western part of Virginia” is preferable to “west Virginia.” In borderline cases, however, local residents and news media may consistently use a qualifying word to modify the meaning of an existing geographic name in order to refer to a part of a State or other area. The modifying word then may become part of the proper name, to be uniformly capitalized with the remainder of the name.

East Tennessee	*Northern Virginia*
Greater New York (city)	*South Pacific (Ocean)*
New England	*Southern California*
North Atlantic (Ocean)	*Upstate New York*

Appendix A—Executive Order 28

As it is desirable that uniform usage in regard to geographic nomenclature and orthography obtain throughout the Executive Departments of the Government, and particularly upon the maps and charts issued by the various Departments and bureaus, I hereby constitute a Board on Geographic Names and designate the following persons, who have heretofore co-operated for a similar purpose under the authority of the several Departments, bureaus, and institutions with which they are connected, as members of the said Board:

Prof. Thomas C. Mendenhall, United States Coast and Geodetic Survey, chairman.
Andrew H. Allen, Department of State.
Capt. Henry L. Howison, Light-House Board, Treasury Department.
Capt. Thomas Turtle, Engineer Corps, War Department.
Lieut. Richardson Clover, Hydrographic Office, Navy Department.
Pierson H. Bristow, Post-Office Department.
Otis T. Mason, Smithsonian Institution.
Herbert G. Ogden, United States Coast and Geodetic Survey.
Henry Gannett, United States Geological Survey.
Marcus Baker, United States Geological Survey.

To this Board shall be referred all unsettled questions concerning geographic names which arise in the Departments, and the decisions of the Board are to be accepted by these Departments as the standard authority in such matters.

Department officers are instructed to afford such assistance as may be proper to carry on the work of this Board.

The members of this Board shall serve without additional compensation, and its organization shall entail no expense on the Government.

Benj. Harrison
Executive Mansion
September 4, 1890

Appendix B—Public Law 80−242 and as Currently Codified

[Public Law 242—80th Congress]
[Chapter 330—1st Session]
[S. 1262]

AN ACT

To provide a central authority for standardizing geographic names for the purpose of eliminating duplication in standardizing names among the Federal departments, and for other purposes.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of the Interior, hereinafter called the Secretary, conjointly with the Board on Geographic Names, as hereinafter provided, shall provide for uniformity in geographic nomenclature and orthography throughout the Federal Government. The Secretary may exercise his functions through such officials as he may designate, except that such authority as relates to the final approval or review of actions of the Board on Geographic Names shall be exercised by him, or his Under or Assistant Secretaries.

Sec. 2. There is hereby established a Board on Geographic Names, hereinafter called the Board. The membership of the Board shall include one representative from each of the Departments of State, War, Navy, Post Office, Interior, Agriculture, and Commerce, and from the Government Printing Office, and the Library of Congress. The Board may also include representatives from such Federal agencies as the Secretary, upon recommendation of the Board, shall from time to time find desirable, even though these agencies are in the departments otherwise represented on the Board. The members of the Board shall be appointed by the respective heads of the departments or independent agencies that they represent. Each member shall be appointed for a two-year term but may be reappointed to successive terms. The members of the Board shall serve without additional compensation. The Board shall nominate a Chairman to be appointed by the Secretary, and shall establish such working committees as are found desirable.

Sec. 3. The Board, subject to the approval of the Secretary, shall formulate principles, policies, and procedures to be followed with reference to both domestic and foreign geographic names; and shall decide the standard names and their orthography for official use. The principles, policies, and procedures formulated hereunder shall be designed to serve the interests of the Federal Government and the general public, to enlist the effective cooperation of the Federal departments and agencies most concerned, and to give full consideration to the specific interests of particular Federal and State agencies. Action may be taken by the Secretary in any matter wherein the Board does not act within a reasonable time. The Board may make such recommendations to the Secretary as it finds appropriate in connection with this Act.

Sec. 4. The Secretary shall cause such studies and investigations to be made and such records to be kept as may be necessary or desirable in carrying out the purposes of this Act, and he shall provide a place of meeting and staff assistance to the Board. The staff shall be responsible to the Secretary,

who shall prescribe its relations to the Board and the committees of the Board. The Secretary may establish from time to time, upon recommendation of the Board, advisory committees of United States citizens who are recognized experts in their respective fields to assist in the solution of special problems arising under this Act.

Sec. 5. For the guidance of the Federal Government, the Secretary shall promulgate in the name of the Board, from time to time and in such form as will carry out the purposes of this Act, decisions with respect to geographic names and principles of geographic nomenclature and orthography. The Secretary shall also furnish such additional information with respect to geographic names as will assist in carrying out the purposes of this Act.

Sec. 6. With respect to geographic names the pertinent decisions and principles issued by the Secretary shall be standard for all material published by the Federal Government. The United States Board on Geographic Names in the Department of the Interior created by Executive order, is hereby abolished, and the duties of said Board are transferred to the Board herein created, and all departments, bureaus, and agencies of the Federal Government shall refer all geographic names and problems to the said Board for the purpose of eliminating duplication of work, personnel, and authority.

Sec. 7. Nothing in this Act shall be construed as applying to the naming of the offices or establishments of any Federal agency.

Sec. 8. There are hereby authorized to be appropriated such sums as may be necessary to carry out the purposes of this Act.

Approved July 25, 1947.

UNITED STATES CODE
TITLE 43—PUBLIC LANDS
Chapter 11A—Board on Geographic Names

§ 364. Uniformity in geographic nomenclature and orthography; exercise of functions of Secretary of the Interior

The Secretary of the Interior, hereinafter called the Secretary, conjointly with the Board on Geographic Names, as hereinafter provided, shall provide for uniformity in geographic nomenclature and orthography throughout the Federal Government. The Secretary may exercise his functions through such officials as he may designate, except that such authority as relates to the final approval or review of actions of the Board on Geographic Names shall be exercised by him, or his Under or Assistant Secretaries.

(July 25, 1947, ch. 330, § 1, 61 Stat. 456.)

§ 364a. Board on Geographic Names; establishment and membership; appointment and term of office

There is established a Board on Geographic Names, hereinafter called the Board. The membership of the Board shall include one representative from each of the Departments of State, Defense, Interior, Agriculture, and Commerce, and from the Government Printing Office, the United States Postal Service, and the Library of Congress. The Board may also include representatives from such Federal agencies as the Secretary, upon recommendation of the Board, shall from time to time find desirable, even though these agencies are in the departments otherwise represented on the Board. The members of the Board shall be appointed by the respective heads of the departments or independent agencies that they represent. Each member shall be appointed for a two-year term but may be reappointed to successive terms. The members of the Board shall serve without additional compensation. The Board shall nominate a Chairman to be appointed by the Secretary, and shall establish such working committees as are found desirable.

(July 25, 1947, ch. 330, § 2, 61 Stat. 456; Aug. 10, 1949, ch. 412, § 4, 63 Stat. 579; Pub. L. 91−375, §§ 4(a), 6(o), Aug. 12, 1970, 84 Stat. 773, 783.)

§ 364b. Formulation of principles, policies and procedures; action by Secretary; recommendations of Board

The Board, subject to the approval of the Secretary, shall formulate principles, policies, and procedures to be followed with reference to both domestic and foreign geographic names; and shall decide the standard names and their orthography for official use. The principles, policies, and procedures formulated hereunder shall be designed to serve the interests of the Federal Government and the general public, to enlist the effective cooperation of the Federal departments and agencies most concerned, and to give full consideration to the specific interests of particular Federal and State agencies. Action may be taken by the Secretary in any matter wherein the Board does not act within a reasonable time. The Board may make such recommendations to the Secretary as it finds appropriate in connection with this chapter.

(July 25, 1947, ch. 330, § 3, 61 Stat. 456.)

§ 364c. Studies, investigations, and records; staff assistance; advisory committees

The Secretary shall cause such studies and investigations to be made and such records to be kept as may be necessary or desirable in carrying out the purposes of this chapter, and he shall provide a place of meeting and staff assistance to the Board. The staff shall be responsible to the Secretary, who shall prescribe its relations to the Board and the committees of the Board. The Secretary may establish from time to time, upon recommendation of the Board, advisory committees of United States citizens who are recognized experts in their respective fields to assist in the solution of special problems arising under this chapter.

(July 25, 1947, ch. 330, § 4, 61 Stat. 456.)

§ 364d. Promulgation of decisions; furnishing information

For the guidance of the Federal Government, the Secretary shall promulgate in the name of the Board, from time to time and in such form as will carry out the purposes of this chapter, decisions with respect to geographic names and principles of geographic nomenclature and orthography. The Secretary shall also furnish such additional information with respect to geographic names as will assist in carrying out the purposes of this chapter.

(July 25, 1947, ch. 330, § 5, 61 Stat. 457.)

§ 364e. Standardization of geographic names; abolition of United States Board on Geographical Names in Department of the Interior; transfer of duties

With respect to geographic names the pertinent decisions and principles issued by the Secretary shall be standard for all material published by the Federal Government. The United States Board on Geographical Names in the Department of the Interior created by Executive order, is hereby abolished, and the duties of said Board are transferred to the Board herein created, and all departments, bureaus, and agencies of the Federal Government shall refer all geographic names and problems to the said Board for the purpose of eliminating duplication of work, personnel, and authority.

(July 25, 1947, ch. 330, § 6, 61 Stat. 457.)

§ 364f. Application to naming of offices or establishments

Nothing in this chapter shall be construed as applying to the naming of the offices or establishments of any Federal agency.

(July 25, 1947, ch. 330, § 7, 61 Stat. 457.)

Appendix C—Treatment of Names of Geographical Features Shared by the United States and Canada

1. Coordination in the Naming of Trans-Boundary Features

1.1 Mutual Benefit

WHEREAS: the coordination in the naming of geographic entities on or across the United States-Canada boundary is of mutual benefit to the names authorities in both countries, and to mapping and surveying agencies; and

1.2 Different Names and Different Spellings

WHEREAS: the historical development of the United States and Canada has resulted in several different names or different spellings of the same names for geographic features along their mutual border; it is

1.3 Preservation of Cultural Heritages and Histories

Recommended: that, the different names, and different spellings of the same names, be respected by the appropriate names authorities in each country, in cases where such variances reflect differences in the cultural heritages and historical perspectives of the two countries.

1.4 One Feature - One Name

WHEREAS: it is practical, where culturally acceptable, for a single official name (specific and generic) to be considered for approval by the United States and Canadian names authorities (state, Federal, provincial, where appropriate) for the same feature; it is

1.5 Mutual Effort in the Treatment of Names

Recommended: that similar and effective policies and procedures for handling names of transboundary physical geographic features be established in both countries; and it is

1.6 Cooperative Action

Recommended: that, where a name is proposed for a feature that is unnamed on both sides of the boundary, that name must be submitted to and considered for approval by the appropriate names authorities; if local usage supports the proposal, official approval of the same name may proceed in both countries.

1.7 Established Name on One Side of the Boundary

Recommended: that, where a geographic feature has an official name on one side of the boundary only, the appropriate names authorities in the other country should consider approval of the same name, provided it is supported by local usage.

1.8 Joint Approval of Names, with Unofficial Use on One Side of the Boundary

Recommended: that, where a geographic feature has a name in current but unofficial use on one side of the boundary, the appropriate names authorities in both countries should consider that name for approval, after local consultation on both sides of the boundary.

1.9 Multiple Names for a Single Feature

Recommended: that, where a geographic feature has a different name in current, but not yet official, use on each side of the boundary, and the appropriate names authorities are unable to agree on a single name, the appropriate authority in each country either (a) may make its own name official, or (b) may decide not to make any name official at that time.

2. Name Changing

2.1 Name Change Policy

WHEREAS: it is highly desirable to retain established official names; it is Recommended: that, for purpose of conformance to strong local usage or citizen preference, or on special request with strong specific reasons, or mutual standardization, with local agreement a change of an official name may be considered by the appropriate names authorities in both countries.

3. Generic and Feature Class Terminology

3.1 Mutual Understanding

WHEREAS: it is desirable for the mutual understanding of geographic terminology in use in each country, and for the facilitation of information exchange, to identify classes of named features, and to have available documentation explaining generic terms and feature classes; it is

3.2 Exchange of Documentation on Terminology

Recommended: that the appropriate names authorities in each country prepare and exchange documentation on terminology and generic terms used in their geographic names; and it is

3.3 Automated Geographic Names Databases

Recommended: that automated geographic names databases developed by names authorities in each country include appropriate information on generic terms and feature classes, for the purpose of data exchange.

4. Implementation

4.1 Agreement on Principles

WHEREAS: representatives from the United States and Canadian names authorities have reached agreement on a number of principles for handling boundary name problems; and

4.2 Agreement on Procedures

WHEREAS: procedures as set out in Appendix A (not included in this publication) are required to implement the principles, it is

4.3 Adoption

Recommended: that actions be undertaken to carry out the recommendations.

Approved by:
U.S. Board on Geographic Names
August 30, 1989

Approved by:
Canadian Permanent Committee on Geographic Names
August 11, 1989

Approved by:
U.S. Secretary of the Interior
November 10, 1989

Appendix D—Terms and Definitions

Administrative name
Refers to geographic features under the administrative control of a local, State, Federal, or Tribal entity. Also referred to as "cultural" or "man-made" features. These names are generally not under the purview of the U.S. Board on Geographic Names, although the BGN is responsible for promulgating them for Federal use. The BGN will not render decisions on administrative names unless specifically asked to do so. Feature classes which fall under the administrative category are:

Airport	Civil	Levee	Populated Place*	Trail
Bridge	Crossing	Locale	Post Office	Tunnel
Building	Dam	Mine	Reserve	
Cemetery	Forest	Oilfield	School	
Census	Hospital	Park	Tower	

* Applies only to incorporated Populated Places

Features grouped under the broad classification of Locale include: Battlefield, Camp or Campground, Crossroads, Farm, Landing, Railroad Siding, Ranch, Recreation Site, Ruins, Site, Station, and Windmill.

American Standard Code for Information Interchange (ASCII)
A 7-bit character code where every bit represents a unique character. The extended ASCII table is found at https://www.ascii-code.com.

associative name
A feature name derived from, i.e., associated with, that of another nearby feature, e.g., *Lakewood Gulch* is named in association with the community of *Lakewood*.

bylaws
The rules of governance, e.g., structure and voting procedures, of the BGN. The bylaws can be found at https://geonames.usgs.gov/docs/pubs/BGN_Bylaws_2015.pdf.

character set
Any character, diacritic, number, or punctuation mark referenced in Appendix G.

civil division
A legally defined place, such as cities, towns, townships, boroughs, villages, and plantations (in Maine); districts, precincts, and similar legal entities established as administrative subdivisions of larger units; wards of cities; and municipios, barrios, and similar entities in Puerto Rico and

the outlying areas. These entities are created under State law, which typically prescribes procedures for establishing their names.

commemorative names
Names that recognize individuals or families who have made a significant contribution to a specific geographic area or feature, or who are nationally or internationally known for their contributions to the physical or cultural landscape, or have historical significance.

counterproposal
An application to the Domestic Names Committee to submit an alternative name to a proposed name, where the proposed name has not yet been acted upon. See also proposal.

decision
Result of an act by which a domestic geographic name or its application is made official by the BGN's Domestic Names Committee. The BGN Decision Year is noted in the GNIS record.

description
Information provided for each domestic geographic name decision that describes the nature and location of the named geographic entity, and in some cases, the origin or meaning of the name.

designee of a Tribal official
A person officially designated by the Tribal official to represent the Tribe on a specific matter in the absence of the Tribal official. See also Tribal official.

diacritic or diacritical mark
A mark added to a letter, typically to show pronunciation or to stress a letter.

docket
A compilation of proposals presented to the Domestic Names Committee for discussion and a decision at its monthly meeting.

domestic geographic name
A name applied to a geographic feature within the United States of America or its territories.

Domestic Geographic Name Report (DGNR) or Domestic Geographic Name Proposal (DGNP)
The form used to annotate and submit new name proposals; name and spelling changes; and controversial name issues to the BGN for resolution.

Domestic Names Committee
Consists of members and deputies representing the Departments of the Interior, Commerce, Agriculture, Defense, and Homeland Security, as well as the United States Postal Service, Government Publishing Office, and Library of Congress. The DNC meets monthly to decide toponymic issues.

established usage
A geographic name that has appeared consistently in written usage and/or has been expressed consistently in verbal usage, and that is supported by historical and/or current written materials and/or in folklore.

feature class
A designation for a group of features in a broadly defined descriptive category. All geographic features are assigned to one and only one class, and are chosen for efficient data search and retrieval purposes. These categories do not individually identify all kinds of cultural and natural features. They largely agree with dictionary definitions, but represent more generalized categories. They are defined for the purposes of the Geographic Names Information System and have no status as standards.

Feature Identification Number (FID)
A unique, permanent, feature identifier; a system-generated number that is never changed and never reassigned. It is the primary key for relating geographic features within the Geographic Names Information System and The National Map, and with other databases. The FID is an American National Standards Institute standard (ANSI INCITS 446−2008).

Federal publication
Includes maps, books, reports, and other written communications—either conventional or electronic—prepared, commissioned, or sanctioned by the Federal Government. See 43 U.S.C. 364e (Appendix B).

gazetteer
A geographical dictionary or directory, a reference for information about places and placenames, typically used in conjunction with a map or a full atlas. Contains information concerning the geographic names of physical and administrative features, including the feature type, location, size, and sometimes historical or descriptive information concerning the feature's name.

generic term
That part of a geographic name that refers to kind or type of feature. For example, *Big Lake* where "Lake" is the generic part of the name. See also specific term.

geographic feature
Any relatively permanent part of the natural or man-made landscape or seascape that has recognizable identity within a particular cultural context.

geographic name
A name applied to a geographic feature. The proper name, specific term, or expression by which a particular geographic feature is, or was, known. May refer to any place, feature, or area on the earth's surface.

Geographic Names Information System (GNIS)
The system composed of data bases, software, programs, and procedures that include geographic names and associated locative information.

guideline
Information provided to assist in understanding a principle, policy, or procedure.

historical
If a feature no longer exists and/or no longer serves the function by which it was named, the feature and name are rendered historical in the Geographic Names Information System.

historical usage
A geographic name given and used during the early history of a place or feature; the name may be either obsolete or in current use.

Indian Tribe
See Tribe.

legal usage
A geographic name that appears in a document generated as part of a legal procedure established by a government body; the document may either (1) establish the name, or (2) apply it incidentally in order to identify or locate an area, site, or feature important to the principal purpose of the document. This category includes "legislated usage" (q.v.), which because of its importance to the naming process is given special recognition.

legislated usage
A geographic name established by a legislative body—Federal, Tribal, State, or local.

local usage
A geographic name commonly and currently used for a geographic feature, in spoken and/or written form, by persons having frequent enough contact with the feature to use the name on a regular basis.

National Map
A collaborative effort of the U.S. Geological Survey and other Federal, Tribal, State, and local agencies to improve and deliver topographic information for the United States.

nonrecorded name
A noncontroversial name that is not currently in the Geographic Names Information System (GNIS) but appears on a published source determined to be acceptable by the BGN staff and as such may be added to GNIS without formal BGN review.

official name
A geographic name, and its written form and application, approved or recognized as official by the BGN for use by Federal agencies and their contractors. Established either by BGN policy or by BGN decision, by specific act of Congress, Executive order, Treaty, or Federal proclamation.

orthography
The conventional spelling system of a language; the study of spelling and how letters combine to represent sounds and form words.

placename or place name
Same as geographic name.

policy
A general or specific statement, in writing, as to the process through which BGN decisions are made, actions are accomplished, or results are achieved.

principle
A fundamental doctrine that applies to all toponymic conditions; used to guide and determine present and future BGN decisions.

procedure
A set of instructions that outline steps for submitting a new name, a name or spelling change, or an application change to the BGN.

proponent
Individual or group who advocates a new name, or a name, spelling, and/or application change, to the BGN.

proposal
An application to the Domestic Names Committee to name an unnamed geographic feature or to change the name, spelling, and/or application of an official name. See also counterproposal.

quarterly review list or review list
A compilation of all proposals submitted to the Domestic Names Committee during the preceding quarter. Upon completion, the Quarterly Review List is posted to the BGN's website.

revised decision
Result of an action by the BGN to revise the name or location of a previous decision.

specific term
That part of a geographic name that refers to the given name of the feature. For example, *Big Lake* or *Lake O' the Woods* where "Big" and "O' the Woods" are the given names for the features respectively. See also generic term.

spoken usage
A name used by people when referring to a place, feature, or area in their own language as commonly spoken.

State Names Authority
A legislated or informally established board or committee, or other interested individual, having the responsibility for reviewing geographic name proposals submitted to them, whether directly by the proponent or by the BGN. The State Names Authority solicits input from State agencies, local governments, and the general public, and provides a recommendation on behalf of the State to the BGN.

territorial sea
An offshore area of sovereignty that extends 12 nautical miles from the U.S. coast.

toponymy or toponymic
The study of, or a reference to, geographic names.

transcription
The conversion of a representation of language into another representation of language.

translation
The conversion from one language to another language.

transliteration
The practice of converting a text from one writing system into another in a systematic fashion.

Tribal lands
Defined as Tribal Trust Lands.

Tribal official
The highest-ranking individual that represents Tribal leadership, such as the Chief, President, Governor, or Tribal Council leadership of an Indian Tribe. See also designee of a Tribal official.

Tribe
An Indian Tribe that the Secretary of the Interior acknowledges to exist as an Indian Tribe pursuant to the Federally Recognized Indian Tribe List Act of 1994 (25 U.S.C. 479a−1).

Unicode Standard
A character coding system designed to support the worldwide interchange, processing, and display of the written texts of the diverse languages and technical disciplines of the modern world. The Standard is maintained by the Unicode Consortium, whose website provides a wealth of specifics about its development and implementation. The Unicode Standard can be found on The Unicode Consortium website at http://www.unicode.org/.

unnamed feature
A geographic feature that is not known to have a verbal or written name, according to sources and material available to the DNC staff.

unofficial name
A geographic name not formally recognized as official by the BGN. Typically applies to names made official by a State or other non-Federal agency that for one or more reasons does not satisfy Federal naming policies.

usage
Refers to various uses of a geographic name considered factors in a BGN decision, such as established usage, historical usage, legal usage, legislated usage, local usage, spoken usage, and written usage.

vacated decision
Result of an action of the BGN to annul a previous decision, such as when the named feature no longer exists, when it can no longer be identified, or when the type of feature is no longer under BGN purview.

variant name
Any current or historical name or spelling for a geographic feature other than its official name. May also include published typographical errors.

writing mark
A punctuation mark or system of symbols used to separate sentences and parts of sentences, and to make their meaning clear.

written usage
A geographic name in handwritten or printed form; for example, handwritten letters, diaries, and logs or names printed in newspapers or on maps or recorded in digital records.

Appendix E—Acronyms Found in Text or in BGN Proposals

ACAN—Advisory Committee on Antarctic Names
ACUF—Advisory Committee on Undersea Features
ASCII—American Standard Code for Information Interchange

BGN—Board on Geographic Names
BIA—Bureau of Indian Affairs
BLM—Bureau of Land Management
BOEM—Bureau of Ocean Energy Management

C&GS—Coast and Geodetic Survey
COGNA—Council of Geographic Names Authorities

DGNP—Domestic Geographic Name Proposal
DGNR—Domestic Geographic Name Report
DHS—Department of Homeland Security
DNC—Domestic Names Committee
DOC—Department of Commerce
DoD—Department of Defense
DOI—Department of the Interior
DOIU—Department of the Interior University
DOS—Department of State

EPA—Environmental Protection Agency

FEMA—Federal Emergency Management Agency
FGDC—Federal Geographic Data Committee
FID—Feature Identification Number
FNC—Foreign Names Committee
F&WS—U.S. Fish & Wildlife Service

GNBC—Geographical Names Board of Canada
GNIS—Geographic Names Information System
GNS—GEOnet Names Server
GPO—Government Publishing Office

LC—Library of Congress

NGA—National Geospatial-Intelligence Agency
NGP—National Geospatial Program
NHD—National Hydrography Dataset
NOAA—National Oceanic and Atmospheric Administration
NOS—National Ocean Service
NPS—National Park Service

OMB—Office of Management and Budget

PAIGH—Pan-American Institute of Geography and History
PCGN—Permanent Committee on Geographical Names for British Official Use

SHPO—State Historic Preservation Office
SNA—State Names Authority

THPO—Tribal Historic Preservation Office

UNGEGN—United Nations Group of Experts on Geographical Names
USACE—U.S. Army Corps of Engineers
USBGN—U.S. Board on Geographic Names
USCB—U.S. Census Bureau
USCG—U.S. Coast Guard

USDA—U.S. Department of Agriculture
USFS—U.S. Forest Service
USGS—U.S. Geological Survey
USPS—U.S. Postal Service

WBD—Watershed Boundaries Dataset

Appendix F—Executive Order 13175 Consultation and Coordination With Indian Tribal Governments

By the authority vested in me as President by the Constitution and the laws of the United States of America, and in order to establish regular and meaningful consultation and collaboration with tribal officials in the development of Federal policies that have tribal implications, to strengthen the United States government-to-government relationships with Indian tribes, and to reduce the imposition of unfunded mandates upon Indian tribes; it is hereby ordered as follows:

Section 1. *Definitions.* For purposes of this order:

(a) ‘‘Policies that have tribal implications’’ refers to regulations, legislative comments or proposed legislation, and other policy statements or actions that have substantial direct effects on one or more Indian tribes, on the relationship between the Federal Government and Indian tribes, or on the distribution of power and responsibilities between the Federal Government and Indian tribes.

(b) ‘‘Indian tribe’’ means an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian tribe pursuant to the Federally Recognized Indian Tribe List Act of 1994, 25 U.S.C. 479a.

(c) ‘‘Agency’’ means any authority of the United States that is an ‘‘agency’’ under 44 U.S.C. 3502(1), other than those considered to be independent regulatory agencies, as defined in 44 U.S.C. 3502(5).

(d) ‘‘Tribal officials’’ means elected or duly appointed officials of Indian tribal governments or authorized intertribal organizations.

Sec. 2. *Fundamental Principles.* In formulating or implementing policies that have tribal implications, agencies shall be guided by the following fundamental principles:

(a) The United States has a unique legal relationship with Indian tribal governments as set forth in the Constitution of the United States, treaties, statutes, Executive Orders, and court decisions. Since the formation of the Union, the United States has recognized Indian tribes as domestic dependent nations under its protection. The Federal Government has enacted numerous statutes and promulgated numerous regulations that establish and define a trust relationship with Indian tribes.

(b) Our Nation, under the law of the United States, in accordance with treaties, statutes, Executive Orders, and judicial decisions, has recognized the right of Indian tribes to self-government. As domestic dependent nations, Indian tribes exercise inherent sovereign powers

over their members and territory. The United States continues to work with Indian tribes on a government-to-government basis to address issues concerning Indian tribal self-government, tribal trust resources, and Indian tribal treaty and other rights.

(c) The United States recognizes the right of Indian tribes to self-government and supports tribal sovereignty and self-determination.

Sec. 3. *Policymaking Criteria.* In addition to adhering to the fundamental principles set forth in section 2, agencies shall adhere, to the extent permitted by law, to the following criteria when formulating and implementing policies that have tribal implications:

(a) Agencies shall respect Indian tribal self-government and sovereignty, honor tribal treaty and other rights, and strive to meet the responsibilities that arise from the unique legal relationship between the Federal Government and Indian tribal governments.

(b) With respect to Federal statutes and regulations administered by Indian tribal governments, the Federal Government shall grant Indian tribal governments the maximum administrative discretion possible.

(c) When undertaking to formulate and implement policies that have tribal implications, agencies shall:

(1) encourage Indian tribes to develop their own policies to achieve program objectives;

(2) where possible, defer to Indian tribes to establish standards; and

(3) in determining whether to establish Federal standards, consult with tribal officials as to the need for Federal standards and any alternatives that would limit the scope of Federal standards or otherwise preserve the prerogatives and authority of Indian tribes.

Sec. 4. *Special Requirements for Legislative Proposals.* Agencies shall not submit to the Congress legislation that would be inconsistent with the policymaking criteria in Section 3.

Sec. 5. *Consultation.*

(a) Each agency shall have an accountable process to ensure meaningful and timely input by tribal officials in the development of regulatory policies that have tribal implications. Within 30 days after the effective date of this order, the head of each agency shall designate an official with principal responsibility for the agency's implementation of this order. Within 60 days of the effective date of this order, the designated official shall submit to the Office of Management and Budget (OMB) a description of the agency's consultation process.

(b) To the extent practicable and permitted by law, no agency shall promulgate any regulation that has tribal implications, that imposes substantial direct compliance costs on Indian tribal governments, and that is not required by statute, unless:

(1) funds necessary to pay the direct costs incurred by the Indian tribal government or the tribe in complying with the regulation are provided by the Federal Government; or

(2) the agency, prior to the formal promulgation of the regulation,

(A) consulted with tribal officials early in the process of developing the proposed regulation;

(B) in a separately identified portion of the preamble to the regulation as it is to be issued in the **Federal Register**, provides to the Director of OMB a tribal summary impact statement, which consists of a description of the extent of the agency's prior consultation with tribal officials, a summary of the nature of their concerns and the agency's position supporting the need to issue the regulation, and a statement of the extent to which the concerns of tribal officials have been met; and

(C) makes available to the Director of OMB any written communications submitted to the agency by tribal officials.

(c) To the extent practicable and permitted by law, no agency shall promulgate any regulation that has tribal implications and that preempts tribal law unless the agency, prior to the formal promulgation of the regulation,

(1) consulted with tribal officials early in the process of developing the proposed regulation;

(2) in a separately identified portion of the preamble to the regulation as it is to be issued in the **Federal Register**, provides to the Director of OMB a tribal summary impact statement, which consists of a description of the extent of the agency's prior consultation with tribal officials, a summary of the nature of their concerns and the agency's position supporting the need to issue the regulation, and a statement of the extent to which the concerns of tribal officials have been met; and

(3) makes available to the Director of OMB any written communications submitted to the agency by tribal officials.

(d) On issues relating to tribal self-government, tribal trust resources, or Indian tribal treaty and other rights, each agency should explore and, where appropriate, use consensual mechanisms for developing regulations, including negotiated rulemaking.

Sec. 6. *Increasing Flexibility for Indian Tribal Waivers.*

(a) Agencies shall review the processes under which Indian tribes apply for waivers of statutory and regulatory requirements and take appropriate steps to streamline those processes.

(b) Each agency shall, to the extent practicable and permitted by law, consider any application by an Indian tribe for a waiver of statutory or regulatory requirements in connection with any program administered by the agency with a general view toward increasing opportunities for utilizing flexible policy approaches at the Indian tribal level in cases in which the proposed waiver is consistent with the applicable Federal policy objectives and is otherwise appropriate.

(c) Each agency shall, to the extent practicable and permitted by law, render a decision upon a complete application for a waiver within 120 days of receipt of such application by the agency, or as otherwise provided by law or regulation. If the application for waiver is not granted, the agency shall provide the applicant with timely written notice of the decision and the reasons therefor.

(d) This section applies only to statutory or regulatory requirements that are discretionary and subject to waiver by the agency.

Sec. 7. *Accountability.*

(a) In transmitting any draft final regulation that has tribal implications to OMB pursuant to Executive Order 12866 of September 30, 1993, each agency shall include a certification from the official designated to ensure compliance with this order stating that the requirements of this order have been met in a meaningful and timely manner.

(b) In transmitting proposed legislation that has tribal implications to OMB, each agency shall include a certification from the official designated to ensure compliance with this order that all relevant requirements of this order have been met.

(c) Within 180 days after the effective date of this order the Director of OMB and the Assistant to the President for Intergovernmental Affairs shall confer with tribal officials to ensure that this order is being properly and effectively implemented.

Sec. 8. *Independent Agencies.* Independent regulatory agencies are encouraged to comply with the provisions of this order.

Sec. 9. *General Provisions.*

(a) This order shall supplement but not supersede the requirements contained in Executive Order 12866 (Regulatory Planning and Review), Executive Order 12988 (Civil Justice Reform), OMB Circular A–19, and the Executive Memorandum of April 29, 1994, on Government-to-Government Relations with Native American Tribal Governments.

(b) This order shall complement the consultation and waiver provisions in sections 6 and 7 of Executive Order 13132 (Federalism).

(c) Executive Order 13084 (Consultation and Coordination with Indian Tribal Governments) is revoked at the time this order takes effect.

(d) This order shall be effective 60 days after the date of this order.

Sec. 10. *Judicial Review.* This order is intended only to improve the internal management of the executive branch, and is not intended to create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law by a party against the United States, its agencies, or any person.

William J. Clinton

THE WHITE HOUSE,
November 6, 2000.

Appendix G—Characters Approved for Use in Geographic Name Proposals

As a nation of immigrants, United States geographic names draw on the linguistic heritage of its ancestors' countries of origin. Although English is the first language for the vast majority of America's citizens, many of America's placenames stem from non-English languages. In some cases these placenames have been anglicized.

The U.S. Board on Geographic Names (BGN) Domestic Names Committee (DNC) will accept geographic names that incorporate any character found in the Unicode Standard[1] from federally recognized Tribes for geographic features that are wholly on Tribal lands. All other proposals must adhere to the following superset of the extended ASCII table[2] found in Appendix G. Appendix G may be updated between printings of the Principles, Policies, and Procedures.

The U.S. Board on Geographic Names will only accept proposals that adhere to the superset of the extended ASCII table[2] found in this appendix.

BASIC LETTERS & NUMBERS

Graphic	Name	Hex code	Unicode
0	Digit zero	30	U+0030
1	Digit one	31	U+0031
2	Digit two	32	U+0032
3	Digit three	33	U+0033
4	Digit four	34	U+0034
5	Digit five	35	U+0035
6	Digit six	36	U+0036
7	Digit seven	37	U+0037
8	Digit eight	38	U+0038
9	Digit nine	39	U+0039
A	Latin capital letter A	41	U+0041
B	Latin capital letter B	42	U+0042
C	Latin capital letter C	43	U+0043

[1] The Unicode Standard is a character coding system designed to support the worldwide interchange, processing, and display of the written texts of the diverse languages and technical disciplines of the modern world. The Standard is maintained by The Unicode Consortium, whose website provides a wealth of specifics about its development and implementation at its website at https://home.unicode.org.

[2] ASCII stands for *American Standard Code for Information Interchange*, a 7-bit character code where every bit represents a unique character. The extended ASCII table is found at https://www.ascii-code.com.

Graphic	Name	Hex code	Unicode
D	Latin capital letter D	44	U+0044
E	Latin capital letter E	45	U+0045
F	Latin capital letter F	46	U+0046
G	Latin capital letter G	47	U+0047
H	Latin capital letter H	48	U+0048
I	Latin capital letter I	49	U+0049
J	Latin capital letter J	4A	U+004A
K	Latin capital letter K	4B	U+004B
L	Latin capital letter L	4C	U+004C
M	Latin capital letter M	4D	U+004D
N	Latin capital letter N	4E	U+004E
O	Latin capital letter O	4F	U+004F
P	Latin capital letter P	50	U+0050
Q	Latin capital letter Q	51	U+0051
R	Latin capital letter R	52	U+0052
S	Latin capital letter S	53	U+0053
T	Latin capital letter T	54	U+0054
U	Latin capital letter U	55	U+0055
V	Latin capital letter V	56	U+0056
W	Latin capital letter W	57	U+0057
X	Latin capital letter X	58	U+0058
Y	Latin capital letter Y	59	U+0059
Z	Latin capital letter Z	5A	U+005A
a	Latin small letter a	61	U+0061
b	Latin small letter b	62	U+0062
c	Latin small letter c	63	U+0063
d	Latin small letter d	64	U+0064
e	Latin small letter e	65	U+0065
f	Latin small letter f	66	U+0066
g	Latin small letter g	67	U+0067
h	Latin small letter h	68	U+0068
i	Latin small letter i	69	U+0069
j	Latin small letter j	6A	U+006A
k	Latin small letter k	6B	U+006B
l	Latin small letter l	6C	U+006C
m	Latin small letter m	6D	U+006D
n	Latin small letter n	6E	U+006E
o	Latin small letter o	6F	U+006F
p	Latin small letter p	70	U+0070
q	Latin small letter q	71	U+0071
r	Latin small letter r	72	U+0072
s	Latin small letter s	73	U+0073
t	Latin small letter t	74	U+0074

Graphic	Name	Hex code	Unicode
u	Latin small letter u	75	U+0075
v	Latin small letter v	76	U+0076
w	Latin small letter w	77	U+0077
x	Latin small letter x	78	U+0078
y	Latin small letter y	79	U+0079
z	Latin small letter z	7A	U+007A

APPENDIX G

SUPPLEMENT LETTERS

Graphic	Name	Hex code	Unicode
À	Latin capital letter A with grave		U+00C0
Á	Latin capital letter A with acute		U+00C1
Â	Latin capital letter A with circumflex		U+00C2
Ä	Latin capital letter A with diaeresis		U+00C4
Å	Latin capital letter A with ring above		U+00C5
Ā	Latin capital letter A with macron		U+0100
Ą	Latin capital letter A with ogonek		U+0104
Ç	Latin capital letter C with cedilla		U+00C7
Ć	Latin capital letter C with acute		U+0106
Č	Latin capital letter C with caron		U+010C
È	Latin capital letter E with grave		U+00C8
É	Latin capital letter E with acute		U+00C9
Ē	Latin capital letter E with macron		U+0112
Ĝ	Latin capital letter G with circumflex		U+011C
Ì	Latin capital letter I with grave		U+00CC
Í	Latin capital letter I with acute		U+00CD
Î	Latin capital letter I with circumflex		U+00CE
Ī	Latin capital letter I with macron		U+012A
Ĩ	Latin capital letter I with tilde		U+0128
Ł	Latin capital letter L with stroke	A1	U+0141
Ò	Latin capital letter O with grave		U+00D2
Ó	Latin capital letter O with acute		U+00D3
Ö	Latin capital letter O with diaeresis		U+00D6
Ō	Latin capital letter O with macron		U+014C
Ø	Latin capital letter O with stroke	A2	U+00D8
Ř	Latin capital letter R with caron		U+0158
Š	Latin capital letter S with caron		U+0160
Ù	Latin capital letter U with grave		U+00D9
Ú	Latin capital letter U with acute		U+00DA
Û	Latin capital letter U with circumflex		U+00DB
à	Latin small letter a with grave		U+00E0
á	Latin small letter a with acute		U+00E1
â	Latin small letter a with circumflex		U+00E2
ä	Latin small letter a with diaeresis		U+00E4
å	Latin small letter a with ring above		U+00E5
â	Latin small letter a with circumflex		U+00E2
ā	Latin small letter a with macron		U+0101
ą	Latin small letter a with ogonek		U+0105

APPENDIX G

Graphic	Name	Hex code	Unicode
ç	Latin small letter c with cedilla		U+00E7
ć	Latin small letter c with acute		U+0107
č	Latin small letter c with caron		U+010D
è	Latin small letter e with grave		U+00E8
é	Latin small letter e with acute		U+00E9
ê	Latin small letter e with circumflex		U+00EA
ë	Latin small letter e with diaeresis		U+00EB
ē	Latin small letter e with macron		U+0113
ĝ	Latin small letter g with circumflex		U+011D
ì	Latin small letter i with grave		U+00EC
í	Latin small letter i with acute		U+00ED
î	Latin small letter i with circumflex		U+00EE
ï	Latin small letter i with diaeresis		U+00EF
ī	Latin small letter i with macron		U+012B
ĩ	Latin small letter i with tilde		U+0129
ł	Latin small letter l with stroke	B1	U+0142
ñ	Latin small letter n with tilde		U+00F1
ò	Latin small letter o with grave		U+00F2
ó	Latin small letter o with acute		U+00F3
ô	Latin small letter o with circumflex		U+00F4
ö	Latin small letter o with diaeresis		U+00F6
ō	Latin small letter o with macron		U+014D
ø	Latin small letter o with stroke		U+00F8
ř	Latin small letter r with caron		U+0159
š	Latin small letter s with caron		U+0161
ù	Latin small letter u with grave		U+00F9
ú	Latin small letter u with acute		U+00FA
û	Latin small letter u with circumflex		U+00FB
ü	Latin small letter u with diaeresis		U+00FC
ū	Latin small letter u with macron		U+016B

APPENDIX G

DIACRITICS

Graphic	Name	Hex code	Unicode
̀	Combining grave accent	E1	U+0300
́	Combining acute accent	E2	U+0301
̋	Combining double acute accent	EE	U+030B
^	Combining circumflex accent	E3	U+0302
~	Combining tilde	E4	U+0303
̄	Combining macron	E5	U+0304
̱	Combining macron below		U+0331
̆	Combining breve	E6	U+0306
̌	Combining caron	E9	U+030C
̇	Combining dot above	E7	U+0307
̣	Combining dot below	F2	U+0323
̈	Combining diaeresis	E8	U+0308
̊	Combining ring above	EA	U+030A
̧	Combining cedilla	F0	U+0327

PUNCTUATION

Graphic	Name	Hex code	Unicode
"	Quotation mark	22	U+0022
'	Apostrophe	27	U+0027
‘	Left single quotation mark	None	U+2018
’	Right single quotation mark	None	U+2019
ʻ	Modifier letter turned comma (Okina)		U+02BB
(	Left parenthesis	28	U+0028
)	Right parenthesis	29	U+0029
,	Comma	2C	U+002C
-	Hyphen-minus	2D	U+002D
.	Full stop	2E	U+002E
/	Solidus	2F	U+002F

Appendix H—Federally Recognized Indian Tribe List Act of 1994 (25 U.S.C. 479a–1, 108 Stat. 4791–92)

479a–1. Publication of list of recognized tribes

(a) Publication of list
The Secretary shall publish in the Federal Register a list of all Indian tribes which the Secretary recognizes to be eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

(b) Frequency of publication
The list shall be published within 60 days of November 2, 1994, and annually on or before every January 30 thereafter.

Appendix I—Secretarial Order No. 3317 Amendment 1

ORDER NO. 3317 AMENDMENT 1
THE SECRETARY OF THE INTERIOR
WASHINGTON

Subject: Department of the Interior Policy on Consultation with Indian Tribes

Sec. 1 **Purpose.** The purpose of this Order is to update, expand, and clarify the Department's policy on consultation with American Indian and Alaska Native tribes; and to acknowledge that the provisions for conducting consultation in compliance with Executive Order (E.O.) 13175 (Consultation and Coordination with Indian Tribal Governments) and applicable statutes or administrative actions are expressed in the Department of the Interior Policy on Consultation with Indian Tribes.

Sec. 2 **Background.** Based on a renewed commitment to assess its practices and the opportunities to enhance consultation with Indian tribes, the Department consulted with tribal leaders, engaged Department leadership from across the organization, and convened a working group of tribal and Department officials to recommend new approaches to consultation. These efforts produced a policy document that guides how the Department engages Indian tribes when meeting the Department's responsibilities to consult Indian tribes and how the Department can maximize the benefit of consultation.

Sec. 3 **Authority.** This Order is issued in accordance with the authority provided by 25 U.S.C. sections 2 and 9; and Section 2 of the Reorganization Plan No. 3 of 1950 (64 Stat. 1262), as amended.

Sec. 4 **Policy.**

a. Government-to-government consultation between appropriate Tribal officials and the Department requires Departmental officials to demonstrate a meaningful commitment to consultation by identifying and involving Tribal representatives in a meaningful way early in the planning process.

b. Consultation is a process that aims to create effective collaboration with Indian tribes and to inform Federal decision-makers. Consultation is built upon government-to-government exchange of information and promotes enhanced communication that emphasizes trust, respect, and shared responsibility. Communication will be open and transparent without compromising the rights of Indian tribes or the government-to-government consultation process.

c. Bureaus and offices will seek to promote cooperation, participation, and efficiencies between agencies with overlapping jurisdictions, special expertise, or related responsibilities when a Departmental action with Tribal implications arises. Efficiencies derived from the inclusion of Indian tribes in all stages of the tribal consultation will help ensure that future Federal action is achievable, comprehensive, long-lasting, and reflective of tribal input.

Sec. 5 **Responsibilities.**

a. Tribal Governance Officer. A Senior Departmental Official designated by the Secretary will serve as the Department's Tribal Governance Officer and will, in coordination with the Assistant Secretary - Indian Affairs establish and oversee the activities of a Joint Federal Tribal Team, as described more fully in Section 9, below.

b. Tribal Liaison Officer. Heads of bureaus and offices will designate at least one official to serve as a Tribal Liaison Officer to carry out appropriate duties described in this Order.

c. Bureaus and Offices. Within 180 days of the effective date of this Order, bureaus and offices will review their existing practices, revise those practices as needed in order to comply with this policy, and begin a process to reference practices on tribal consultation in their appropriate bureau or office manual.

Sec. 6 **Training Plan.** Within 180 days of the effective date of this Order, the Office of Strategic Employee and Organizational Development will develop and present to the Tribal Governance Officer a plan of action to implement the provisions of this Order, including development and delivery of the training.

Sec. 7 **Reporting Requirements.** Within 180 days of the effective date of this Order, bureaus and offices will provide to the Tribal Governance Officer the results of their efforts to promote consultation with Indian tribes. Reports shall be submitted annually, thereafter, within 60 days of the end of the fiscal year.

Sec. 8 **Certification.** Heads of bureaus and offices will certify in a written statement that is part of the final publication for all regulations under their purview that the regulatory process complies with E.O. 13175.

Sec. 9 **Establishment of Joint Federal Tribal Team.** A Joint Federal Tribal Team (Team) is established beginning with the effective date of this Order. The Team will convene a minimum of two (2) times annually to identify areas and opportunities for improvements in the Department's consultation practices.

a. Membership. Within 45 days of the effective date of this order, the Tribal Governance Officer will recommend to the Secretary a list of members to serve on the Team. The recommended list of members should represent diversity for the Department and the tribes. Members will continue to serve on the Team at the discretion of the Secretary.

b. Annual Work Plan. The Team will develop an annual work plan that identifies priorities that will improve the quality of the Department's consultation practices with Indian tribes.

Sec. 10 **Establishment of an American Indian and Alaska Native Leaders List.** A single Departmental process shall be established to manage and maintain the contact list for all tribes and Alaska Native Corporation Settlement Act (ANCSA) corporations that are eligible for Federal consultation.

a. Action Plan. In compliance with Departmental consultation policy requirements for enhanced communication; the Tribal Governance Officer, the Chief Information Officer, the Director of the Bureau of Indian Affairs and the Director of the Fish and Wildlife Service will develop a plan of action to establish an electronic database that features an interactive system to update and list all appropriate points of contact for Indian tribes and ANCSA corporations that are eligible for consultation under Federal law.

b. Inter-Agency Outreach. The Assistant Secretary-Indian Affairs will solicit from applicable Federal agency heads any proposals to coordinate the use and access to any communication lists used for the purpose of Federal compliance with E.O. 13175.

Sec. 11 **Effective Date.** This Order is effective immediately. It shall remain in effect until its provisions are converted to the Departmental Manual, or until it is amended, superseded, or revoked, whichever occurs first. In the absence of any of the foregoing actions, the provisions of this Order will terminate and become obsolete on December 31, 2013. The termination of this Order will not nullify the Department's consultation policy effected herein.

//signed//
Ken Salazar
Secretary of the Interior
Date: December 31, 2012

Appendix J—Department of the Interior Policy on Consultation with Indian Tribes

I. Preamble

The obligation for Federal agencies to engage with Indian Tribes on a government-to-government basis is based on the U.S. Constitution and Federal treaties, statutes, executive orders, and policies. Federal agencies help to meet that obligation through meaningful consultation with Indian Tribes.

The Department of the Interior (Department) is committed to fulfilling its Tribal consultation obligations—whether directed by statute or administrative action such as Executive Order (EO) 13175 (Consultation and Coordination with Indian Tribal Governments) or other applicable Secretarial Orders or policies—by adhering to the consultation framework described in this Policy. Through this Policy, the Department strives to strengthen its government-to-government relationship with Indian Tribes and begin a new era of consultation. This Policy reflects the Secretary's commitment to consultation with Indian Tribes, recognition of Indian Tribes' right to self-governance and Tribal sovereignty.

The Department's Bureaus and Offices shall review their existing practices and revise them as needed to comply with this Policy. All Bureaus and Offices will report to the Secretary, through the designee, on their efforts to comply with this Policy, as described in a companion Secretarial Order.

II. Guiding Principles

This Policy broadly defines provisions for enhancing the Department's consultation processes with Indian Tribes. This Policy shall complement, not supersede, any existing laws, rules, statutes, or regulations that guide consultation processes with Indian Tribes.

This Policy requires a government-to-government consultation between appropriate Tribal Officials and Departmental officials. The appropriate Departmental officials are those individuals who are knowledgeable about the matters at hand, are authorized to speak for the Department, and exercise delegated authority in the disposition and implementation of an agency action. Departmental officials will identify appropriate Tribal consulting parties early in the planning process and provide Indian Tribes a meaningful opportunity to participate in the consultation process as described in Section VII of this Policy. Departmental officials will participate in the consultation process in a manner that demonstrates a meaningful commitment and ensures continuity in the process. The Policy thus honors the government-to-government relationship between the United States and Indian Tribes, and complies with the Presidential

Memorandum of November 5, 2009, which affirms this relationship and obligates the Department to meet the spirit and intent of EO 13175.

Consultation is a deliberative process that aims to create effective collaboration and informed Federal decision-making. Consultation is built upon government-to-government exchange of information and promotes enhanced communication that emphasizes trust, respect, and shared responsibility. Communication will be open and transparent without compromising the rights of Indian Tribes or the government-to-government consultation process. Federal consultation conducted in a meaningful and good-faith manner further facilitates effective Department operations and governance practices. To that end, Bureaus and Offices will seek and promote cooperation, participation, and efficiencies between agencies with overlapping jurisdiction, special expertise, or related responsibilities regarding a Departmental Action with Tribal Implications. Efficiencies derived from the inclusion of Indian Tribes in the Department's decision-making processes through Tribal consultation will help ensure that future Federal action is achievable, comprehensive, long-lasting, and reflective of Tribal input.

III. Definitions

Bureau or Office – As defined in the Department Manual.

Collaboration – The Department and Indian Tribes working together to implement this Policy.

Consultation Policies – Those policies established to comply with the procedures described in Section VII.

Departmental Action with Tribal Implications – Any Departmental regulation, rulemaking, policy, guidance, legislative proposal, grant funding formula changes, or operational activity that may have a substantial direct effect on an Indian Tribe on matters including, but not limited to:

1. Tribal cultural practices, lands, resources, or access to traditional areas of cultural or religious importance on federally managed lands;

2. The ability of an Indian Tribe to govern or provide services to its members;

3. An Indian Tribe's formal relationship with the Department; or

4. The consideration of the Department's trust responsibilities to Indian Tribes.

This, however, does not include matters that are in litigation or in settlement negotiations, or matters for which a court order limits the Department's discretion to engage in consultation.

Indian Tribe or Tribe – Any Indian or Alaska Native Tribe, band, nation, pueblo, village, or community that the Secretary of the Interior acknowledges to exist as an Indian Tribe pursuant to the Federally Recognized Indian Tribe List Act of 1994, 25 U.S.C. § 479a.

Tribal Governance Officer (TGO) – An individual designated by the Department to carry out responsibilities defined in this Policy.

Tribal Liaison Officer (TLO) – One or more individuals designated by a Bureau or Office to carry out responsibilities defined in this Policy.

Tribal Official – An elected or appointed Tribal leader or official designated in writing by an Indian Tribe to represent the Tribe in government-to-government consultations.

IV. Accountability and Reporting

Methods that ensure accountability and reporting are essential to regular and meaningful consultation. The heads of Bureaus and Offices shall include appropriate performance measures consistent with this Policy in future annual performance plans of their employees.

On an annual basis, Bureaus and Offices shall report to the Secretary the results of their efforts to promote consultation with Indian Tribes. Reporting is intended to be comprehensive and may include, but is not limited to, the scope of consultation efforts, the cost of these efforts, and the effectiveness of consultation activities. As part of its annual report, Bureaus and Offices shall provide a comprehensive listing of the topics on which consultations were held, training, innovations, and the engagement of senior leadership in these efforts. Where possible, such reports shall include feedback from Indian Tribes with whom the Bureau or Office has consulted. Reports should reference the documents and correspondence with Indian Tribes that address the Implementation of the Final Federal Action Stage described in Section VII of this Policy, a description of budget expenditures in the execution of consultation efforts, narratives describing significant consultation efforts, and forthcoming consultation opportunities.

Based on information received from the Bureaus and Offices, the Secretary will provide an annual report to Indian Tribes on implementation of the Department's Consultation Policy. The Department will use its website to share report information, where appropriate.

V. Training

The Department will design training for Department staff aimed at improving the Department's capacity for promoting collaboration with Indian Tribes and executing the consultation provisions of Section VII of this Policy. The training will:

A. Promote consultation, communication, collaboration, and other interaction with Tribes;

B. Outline and reinforce the Department's duties concerning tribal interests;

C. Describe the legal trust obligation of the Federal-Tribal relationship; and

D. Highlight and provide the knowledge, skills, and tools necessary for collaborative engagement to Tribal and Departmental staff engaged in the consultative process with attention to the unique distinctions within Indian Country.

The Department, through the Department of the Interior University (DOIU), in collaboration with Bureaus, Offices, Tribal colleges and universities, and other entities with Indian expertise, will develop and deliver training to facilitate implementation of this Policy. DOIU will develop required core competencies, which Bureaus and Offices may enhance through other appropriate sources of Tribal expertise. This training will seek to enhance mutual understanding of cultural perspectives and administrative requirements between Tribal and Federal officials and to promote inter-governmental relationships. Tribal representatives will be encouraged to participate in training along with Federal employees.

VI. Innovative and Effective Consultation Practices

The Department's leadership will strive to advance Federal consultation practices and to offer examples for innovation across the Administration. The Department will identify and seek to address impediments, both external and internal, to improving its consultation processes. In consultation with Indian Tribes, the Secretary will establish a joint Federal-Tribal Team for the purpose of making recommendations on the implementation of this Policy and for ensuring continued improvement of this Policy. The Federal Tribal Team may:

A. Host regular meetings between the Secretary and Indian Tribes;

B. Communicate through a regular gathering of Indian Tribes to discuss improving consultation practices and procedures;

C. Solicit recommendations from Indian Tribes for the initial development of performance measures described in Section IV, and thereafter for the evaluation of consultation practices.

VII. Consultation Guidelines

Consultation guidelines are meant to establish uniform practices and common standards, which all Bureaus and Offices will use except when otherwise agreed to in writing by a Bureau or Office and Indian Tribe, through an individual protocol conforming to the guidelines in this Section. Consultation and individual protocols will provide greater efficiency and transparency in Department practices in order to maximize Indian Tribes' participation. Departmental Actions with Tribal Implications that are regional or impact a limited number of Indian Tribes shall be carried out in a manner consistent with this Policy while allowing discretion to employ only appropriate parts of this Section.

A. *Initiating Consultation*. When considering a Departmental Action with Tribal Implications, a Bureau or Office must notify the appropriate Indian Tribe(s) of the opportunity to consult pursuant to this Policy. The Bureau or Office will strive to ensure that a notice is given at least 30-days prior to scheduling a consultation. If exceptional circumstances prevent notice within 30-days of the consultation, an explanation for the abbreviated notification will be provided in the invitation letter. An Indian Tribe may request an extension for timelines associated with this Policy.

Adequate notice entails providing a description of the topic(s) to be discussed, a timeline of the process, and possible outcomes. Notification of a consultation should include sufficient detail of the topic to be discussed to allow Tribal leaders an opportunity to fully engage in the consultation. The notice should also give Tribal leaders the opportunity to provide feedback prior to the consultation, including any request for technical assistance or request for clarification of how the consultation process conforms to this Policy.

Beginning at the Initial Planning Stage, see Section VII, Part E, Subsection 1, a Bureau or Office will consult with Indian Tribes on a Departmental Action with Tribal Implications.

An Indian Tribe may request that the Department initiate consultation when the Indian Tribe believes that a Bureau or Office is considering a Departmental Action with Tribal Implications. Requests should be made in writing to the Department's TGO and should describe the specific Departmental Action with Tribal Implications. However, in the event that an Indian Tribe may choose not to engage the TGO, a Bureau or Office is not relieved of its obligation to engage in consultation as described by this Policy. If the Bureau or Office initiates consultation with a Tribe but does not receive a response, the Bureau or Office should make reasonable and periodic efforts to repeat the invitation and, whenever feasible, should allow an Indian Tribe to join an ongoing consultation. These efforts of engagement shall be appropriately documented.

B. *Role of Tribal Governance Officer and Tribal Liaison Officer in Consultation Process.*

1. The Secretary shall designate a TGO, who will have access to the Secretary or Deputy Secretary, to carry out the responsibilities defined in this Policy. These responsibilities shall include:

a. Monitoring compliance with this Policy, EO 13175, and other Consultation Policies pertaining to government-to-government consultation;

b. Serving as the Secretary's representative when requested to do so in matters pertaining to consultation;

c. Promoting government-to-government consultation;

d. Communicating and coordinating with TLOs concerning Bureau and Office compliance with this Policy;

e. Encouraging Indian Tribes to request consultation directly with the appropriate Bureau or Office representative or the TLO and helping to ensure the resolution of all requests;

f. Implementing, in coordination with the TLOs, a reporting system to ensure that consultation efforts are documented and reported to the Secretary and to the Department's TGO for EO 13175; and

g. Facilitating a government-to-government relationship that is honored by all parties in Tribal consultations of national significance or involving multiple Bureaus or Offices.

2. Each Bureau or Office shall designate one or more TLOs whose responsibilities shall include:

a. Working with the Bureau or Office to achieve compliance with this Policy, the Consultation Policies of the Bureau or Office, and any future policies related to EO 13175 or other government-to-government consultation policies;

b. Promoting and facilitating consultation and collaboration between Indian Tribes and the Bureau or Office;

c. Advocating opportunities for and consideration of the positions of Indian Tribes, consistent with Bureau or Office mission;

d. Serving as the principal point of contact for the TGO concerning compliance with this Policy, including the Bureau's and Office's reporting requirements;

e. Striving to enhance a trusting and on-going relationship with Indian Tribes, consistent with applicable law and executive orders;

f. Serving as an initial contact for Indian Tribes to request or inquire about consultation when it is unclear whom to contact in the Bureau or Office; and

g. Carrying out other responsibilities as assigned by Bureau or Office Consultation Policies.

3. Identify TLOs and TGO – Each Bureau or Office shall take appropriate measures to identify and disseminate the name and contact information of the TGO and the TLO(s) to facilitate contacts by Tribal Officials.

C. *Guidelines for Response to Request for Consultation.* The TGO or appropriate representative will confirm receipt of a request for consultation from a Tribal Official. When the request is directed to the TGO, the request is to be forwarded to the appropriate Bureau or Office. The TGO or appropriate representative will treat an official request for consultation in an expedited fashion and respond in writing that the Department has received the request, using the most expedient methods to communicate to the Indian Tribe.

D. *Consultation Process Support*. The Office of Collaborative Action and Dispute Resolution can assist in planning and facilitating an effective consultation process, negotiated rulemaking, or other collaborative approach to decision-making. In planning consultation processes as outlined below in Paragraph E, Bureaus and Offices are encouraged to consider best practices for engagement, including but not limited to, the use of neutral facilitation and other collaborative problem-solving approaches to promote effective dialogue and conflict resolution.

E. *Stages of Consultation.* Bureaus and Offices shall carry out the consultation stages described below for a Departmental Action with Tribal Implications.

1. Initial Planning Stage.

Each Bureau or Office will consult with Indian Tribes as early as possible when considering a Departmental Action with Tribal Implications. A Bureau or Office may conduct a meeting or other forms of interaction with Indian Tribes in order to receive and evaluate comments received as part of the Initial Planning Stage. Bureaus and Offices will work with each other and with other Federal agencies, where appropriate, to avoid duplicative consultations.

2. Proposal Development Stage.

The Proposal Development Stage begins once the Department discloses the scope of a Departmental Action with Tribal Implications. Indian Tribes should be considered appropriate collaborative partners, particularly where negotiated rulemaking or a Tribal Leader Task Force is created.

The Bureau or Office shall develop a process for the Proposal Development Stage that maximizes the opportunity for timely input by Indian Tribes and is consistent with both Tribal and Bureau or Office schedules. The Bureau or Office will solicit the views of affected Indian Tribes regarding the process timeline to consult on a Departmental Action with Tribal Implications. The Bureau or Office should work with Indian Tribes to structure a process, to the extent feasible, that considers specific Indian Tribal structures, traditional needs, and schedules of the Indian Tribes. The Bureau or Office should make all reasonable efforts to comply with the expressed views of the affected Indian Tribes regarding the process timeline at this Stage, taking into account the level of impact, the scope, and the complexity of the issues involved in the Departmental Action with Tribal Implications, along with the other factors driving the schedule. The process will be open and transparent. The Bureau or Office then may proceed with the expectation that interested Indian Tribes will respond within a reasonable time period.

When the matter under consultation involves confidential or culturally sensitive information, the Bureau or Office will work with the Indian Tribe to develop a consultation process that addresses the sensitivity of the information to the extent permitted by Federal law. If litigation or legal requirements impact a Bureau's or Office's schedule for conducting consultation, the Bureau or Office shall explain these constraints to the Indian Tribe.

Examples of appropriate processes for the Proposal Development Stage include, but are not limited to, the following:

- Negotiated Rulemaking. Where appropriate, the Bureau or Office shall consider using negotiated rulemaking for developing significant regulations or other formal policies in accordance with the Federal Advisory Committee Act (FACA) and the Negotiated Rulemaking Act.

- Tribal Leader Task Force. A Tribal Leader Task Force may be used, in appropriate circumstances, on regional or issue-specific matters (e.g., timber). In each instance, the composition of the Task Force shall be collaboratively determined by the Indian Tribes, provided that the Task Force shall be a process open to all Indian Tribes and, to the extent possible, represent a cross-section of Tribal interests with respect to the matter at issue. The location and number of meetings to be held will conform to the expressed views of the Indian Tribes, to the extent practicable and permitted by law and in accordance with FACA.

- Series of Open Tribal Meetings. The Bureau or Office may provide open invitations for Tribal leaders to attend a series of open meetings. Open meetings can be used for national, regional or subject-matter specific issues.

- Single Meetings. The Bureau or Office may host Tribal Officials in a single meeting to discuss a Departmental Action with Tribal Implications under consideration. Single meetings are particularly appropriate for local or regional issues, or a Tribe-specific issue.

If either the Bureau or Office determines that the Administrative Procedure Act or other Federal law or regulation expressly prohibits continued discussion at a specified point in the decision-making process, the Bureau or Office should so inform the Indian Tribes at the earliest opportunity in this Stage in the process.

3. Implementation of Final Federal Action Stage.

A Bureau or Office may consider implementing a post-consultation review process where it is consistent with law, regulations, and EO 13175. The review process shall not limit the Department's deliberative process privilege regarding internal considerations or any other applicable privilege. The Department may invite feedback from the Indian Tribe of the consultation process at this Stage. The Bureau or Office also will consider the need for training or technical assistance concerning the final Federal action.

F. *Impact of Consultation Guidelines.* Consultation does not preclude requests or recommendations by Bureaus, Offices, or Indian Tribes to collaborate and foster collaborative relationships between the Department and Indian Tribes outside of the processes described in this Section.

VIII. Supplemental Policies.

Bureaus and Offices, in collaboration with the TGO, shall review existing policies affected by this Policy. All existing policies shall conform to this Policy and, where necessary, a Bureau or Office may develop a new policy in order to conform to this Policy.

Consistent with Federal law, the Department shall develop a policy for consultation with Alaska Native Corporations and other entities as appropriate following the principles set out in this Policy.

Departmental entities that are not Bureaus and Offices may develop policies consistent with this Policy and in coordination with the TGO.

IX. Disclaimer.

Except to the extent already established by law, this Policy is intended only to improve the internal management of the Department, and is not intended to create any right, benefit, or trust responsibility, substantive or procedural, enforceable at law by a party against the Department or any person. The Department also does not waive by virtue of this Policy any applicable privilege that it may hold.

THE BOARD ON GEOGRAPHIC NAMES DOMESTIC NAMES COMMITTEE PROPOSAL FORM

This document is for those interested in proposing:

1. **A new name for a currently unnamed geographic feature**, or
2. **A change to an existing name, spelling, or where a name is applied**.

By submitting this form, the proponent acknowledges the BGN Policies and agrees to work with BGN staff regarding their proposal.

VERSION 2.0
BOARD ON GEOGRAPHIC NAMES DOMESTIC NAMES COMMITTEE

Domestic Geographic Name Proposal Form

The U.S. Board on Geographic Names (BGN) is responsible for standardizing the names of geographic features within the 50 States and in other areas under the sovereignty of the United States. The BGN retains the legal authority to promulgate all official names and locations of natural features (e.g. mountains, rivers, valleys), as well as canals, channels, reservoirs, and other select feature types.

This form is to propose a new name or name, spelling, or application change for a geographic feature for Federal use. A proponent should carefully review the proposal prior to submission to ensure that it is consistent with the BGN policies. Please note all fields with a red outline are required prior to submitting this form.

The proponent should also be aware that the entire proposal—including personal identifying information and any associated correspondence—is in the public domain and may be made publicly available at any time.

Submit Proposal:

1. Email this form and supporting documentation to: BGNEXEC@usgs.gov
   i. Save PDF as 'ST_GeographicName' *for example 'CO_BearCreek'*
   ii. Email Subject: ST_GeographicName
2. Send by mail to:
   U.S. BGN Executive Secretary, Domestic Names
   12201 Sunrise Valley Drive, MS-523
   Reston, VA 20192

Please note that anything submitted by mail will be significantly delayed.

Contact Us:
BGNEXEC@usgs.gov

Naming Basics

Proposed Name:

Is this to change an existing name?
☐ Y ☐ N

What is the Feature Type?
Please Select One

Is this name in current local use?
☐ Y ☐ N

If yes, please state the official name and ID number below as it appears in the Geographic Names Information System (GNIS).

GNIS Name:

GNIS ID:

Location Basics

Where is the feature?

Latitude: *(38.948)*
Longitude: *(-77.368)*

Need Help? Search The National Map

General Location:

State: Please Select One

County:

City/Town:

Start and end of linear feature (e.g. stream or valley):

Mouth/ Confluence

Latitude: *(38.948)*
Longitude: *(-77.368)*

Source/Headwater

Latitude: *(38.948)*
Longitude: *(-77.368)*

Public Land Survey System:
Section(s), Township, Range, Meridian

Feature Description

Physical shape, length, width, etc. (Maps can be submitted by email)

Name Details

Name information:

Please provide relevant information about the proposed name, such as origin, meaning, how long it has been in current use, as well as current or historical significance. Also include why you believe the feature requires a name or name change and why the proposed name is appropriate. Describe any documents that you are including or will submit to support your proposal.

Please provide a list of supporting documentation with details below:

Examples: Published sources showing the proposed name or letters of support (local government, historical society, etc.)

Is the name commemorative? ☐ Y ☐ N

If yes, please provide the following:

Honoree's Date of Birth:

Honoree's Date of Death:

Short Biography:

Significance or Association with the Geographic Feature:

Is the feature in a Wilderness Area or Wilderness Study Area? ☐ Y ☐ N

If yes, please provide your justification for making an exception to the Wilderness Policy:

Additional Information

Is there any local opposition or conflict with the proposed name? ☐ Y ☐ N

If yes, please explain and describe any opposition:

Proponent Information

Please provide one form of contact (email preferred):

Proponent's Full Name:

Agency or Organization, if relevant:

Email:

Mailing Address:

Phone:

Are you completing this form for someone else?

☐ Y ☐ N

If yes, please fill out the following:

Submitted by:

Full Name:

Email:

Mailing Address:

Phone:

Please submit this form and supporting documentation to: 1. By email to BGNEXEC@usgs.gov 2. By mail to the address at the top of the form.