



DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT COMMAND PACIFIC  
HEADQUARTERS, UNITED STATES ARMY GARRISON DAEGU  
UNIT #15746  
APO AP 96218-5746

19 APR 2023

AMIM-DAG-ZA (690-300g)

MEMORANDUM FOR Military Personnel and Department of Defense Civilians within  
USAG Daegu Installations

SUBJECT: Garrison Standard Operating Procedure - Memorialization

1. REFERENCES.

- a. Army Regulation 1-33, The Army Memorial Program, 25 October 18
- b. HQ IMCOM Policy Memorandum, 5 July 2022, subject:  
Delegation of Approval Authority # 7 Memorialization Requests
- c. Joint Travel Regulations (JTR), Chapter 3, 04 April 2023
- d. Army Regulation 15-1, Department of the Army Federal Advisory Committee  
Management Program, 13 July 2018

2. PURPOSE. To state the USAG Daegu policies and procedures for the permanent memorialization of Army real property in honor of a distinguished deceased individual, and to establish responsibilities and procedures for the Installation Memorial Board (IMB) that considers and advises the approval authority on memorialization acts in support of memorializing distinguished deceased military and civilian persons and placement of memorial markers.

3. APPLICABILITY. All USAG Daegu activities and tenant units for which the Garrison Commander has approval authority to memorialize. The Army Website Memorials and Dedications are not covered in this SOP.

4. RESPONSIBILITIES. All memorialization requests and approvals within USAG Daegu are in compliance with regulatory guidelines for each submitted recommendation.

5. POLICY AND PROCEDURES.

a. Authorization. Reference 1.b. delegated the authority to IMCOM Garrison Commanders/Managers to approve requests to name facilities, buildings, groups of buildings, rooms, streets, or areas on or part of IMCOM garrisons in honor of deceased distinguished individuals, deceased Medal of Honor recipients, and deceased former members of other Armed services, excluding:

(1) A written request for memorialization of deceased U.S. Presidents; deceased Chiefs of Staff, U.S. Army; and deceased 5-Star generals of the U.S. Army, which the Assistant Secretary of the Army (Manpower and Reserve Affairs) is the approval authority.

(2) Requests for memorialization of living persons require Secretary of the Army approval. These requests will be processed through the Commander, U.S. Army Installation Management Command (IMHR-M), 2405 Gun Shed Road, Joint Base San Antonio, Fort Sam Houston, Texas 78234-1223 to Assistant Secretary of the Army (Manpower and Reserve Affairs), 111 Army Pentagon, Washington, DC 20310-0111.

(3) Approval Authority to name US Medical facilities are through the Commander, MEDCOM.

b. The Director, Human Resources (DHR) has been designated as the proponent for coordinating memorial matters for the area IV, USAG Daegu and to coordinate correspondence outside the command.

c. Installation Memorialization Board (IMB). Approval authorities who exercise authority under AR 1-33 must establish and consider the advice and recommendations of the memorialization boards. A USAG Daegu IMB is established for the purpose of reviewing and making recommendations to the Garrison Commander regarding requests for memorializing buildings, rooms, grounds, facilities or other eligible areas as authorized in reference 1.a.

d. IMB Voting Members.

(1) Chairperson: Deputy to the Garrison Commander

(2) Executive Secretary: Director, Human Resources

(3) Other Voting Members: Director, Directorate of Public Works

Director, Resource Management Office

Director, Plans, Analysis, and Integration Office

Director, Family, Morale, Welfare, and Recreation

Director, Plans, Training, Mobilization and Security

Director 403<sup>rd</sup> LRC

Garrison Public Affairs Officer

Garrison Command Sergeant Major

Command Sergeant Major, 19<sup>th</sup>ESC

Command Sergeant Major MSC-K

Note: A quorum consists of 6 voting members.

e. Procedures.

(1) A written Memorialization request will be sent to the Garrison Commander, through the Garrison Directorate of Human Resources with the following information (checklist provided in enclosure 1):

- A formal memorialization request.
- Name, grade/rank, branch of service and SSN (last four) / service number.
- The exact title for the entity being requested.
- Data to support relationship between the entity and the person being dedicated or memorialized.
- Point of Contact (name, email, and phone number).
- A biographical sketch.
- Outstanding achievements which form the basis for the recommendation.
- Type of memorial recommended.
- Specific installation or project recommended as a proper memorial.
- Map or overview of the exact location of entity.
- A written legal review
- Review/concurrence by garrison leadership and senior commander

**Note: Due to PII, forward your request for processing via encrypted email.**

(2) The USAG Daegu Directorate of Human Resources prepares a Staff Action Memorandum to be circulated to each member of the Installation Memorial Board for comments and recommendations. The Installation Memorial Board has the option to convene in-person. A quorum requires six Board members. DHR requests legal opine on final proposed action. The action is then sent to the Garrison Commander for final decision.

(3) Upon Garrison Commander approval, the requesting agency is responsible to plan, coordinate, and conduct the memorialization ceremony.

(4) The Garrison Commander will send a copy of approved and disapproved memorialization request to Commander, U.S. Army Installation Management Command (IMHR-M). The installation shall maintain a file copy IAW AR 25-400-2. Ensure the file contains all the required documents to support real property.

(5) If an entity outside the Garrison Commander's approval authority is to be memorialized, steps (1) and (2) above must be completed and sent to the Garrison Commander. The Garrison Commander subsequently routes a memorandum through appropriate channels to HQDA for approval. Upon receipt of HQDA approval, the agency responsible for the memorial is notified to proceed with ceremony preparations.

f. Ceremonies/Memorials.

(1) No announcement, consideration of dates, coordination/planning of a ceremony, or notification of proposed honoree or family members of a memorialization or dedication action will be made prior to receipt of written approval from the appropriate approval authority.

(2) The organization/unit or activity seeking the memorial action will be responsible for all costs pertaining to the memorial, to include plaques/markers, dedication ceremony, preparation of notification to surviving family members of the person(s) being memorization.

(3) It is encouraged to invite the Family(ies) of those being memorialized to the ceremony recognizing the memorialization. For a dedication, it is appropriate to invite the individual being recognized to the ceremony. Government travel is not authorized unless the memorialization ceremony is held in conjunction with a memorial service for the deceased Service member that takes place within 2 years of the member's death where Family travel has not been previously completed in accordance with chapter 3 of the Joint Travel Regulation. The agency responsible for the ceremony funds the cost of Family-member travel when authorized. The agency responsible for the ceremony will also provide an escort to greet the family member(s), guide them during their stay, and assist them with filing travel vouchers.

(4) The agency responsible for the ceremony is also required to coordinate all of its aspects: sequence of events, Commander's or other distinguished guest's attendance, guest speakers, PAO coverage, band participation, chaplain, invitations & RSVPs, photo coverage, sound system, canopies and chairs, program design and printing, flags, refreshments, site preparation, read-aheads and pre-briefings, and any other matters that arise.

g. Record Keeping.

(1) The Directorate of Human Resources Action Officer forwards a copy of approved and disapproved memorialization requests to Commander, U.S. Installation Management Command, (IMHR-M), 2405 Gun Shed Road, Joint Base San Antonio, Fort Sam Huston, Texas 78234-1223.

(2) Archival records of past memorial actions will be maintained in accordance with AR 25-400-2, The Army Records Information Management System (ARIMS).

(3) DPW ensures IMB is informed at the earliest possible time when a named facility is to be demolished, documenting the reasons for demolition.

6. PROPONENT. The proponent of this policy letter is the USAG Daegu Directorate of Human Resources at DSN 763-4331.

Encls as

  
BRIAN P. SCHOELLHORN  
COL, AR  
Commanding

DISTRIBUTION:  
USAG Daegu Directors  
USAG Daegu Tenant Units/Organizations

**Checklist for Memorialization/Dedication Requests**  
 Authority: AR 1-33, The Army Memorial Program, 25 October 2018

<b>Garrison Approval Authority</b>	
<i>Garrison Commanders may approve requests to name facilities, buildings, groups of buildings, rooms, streets, or areas on or part of an Army installation in honor of deceased distinguished individuals, deceased Medal of Honor recipients, and deceased former members of other Armed Services. Ensure each request contains the following information per AR 1-33, Para 2-6:</i>	
<input type="checkbox"/>	
<input type="checkbox"/>	A formal memorialization request
<input type="checkbox"/>	Name, grade/rank, branch of service and social security number (last four)/service number.
<input type="checkbox"/>	The exact title for the entity being requested.
<input type="checkbox"/>	Data to support relationship between the entity and the person being dedicated or memorialized.
<input type="checkbox"/>	Point of contact (name, email, and phone number).
<input type="checkbox"/>	A biographical sketch.
<input type="checkbox"/>	Outstanding achievements which form the basis for the recommendation.
<input type="checkbox"/>	Type of memorial recommended.
<input type="checkbox"/>	Specific installation or project recommended as a proper memorial.
<input type="checkbox"/>	Map or overview of the exact location of entity.
<input type="checkbox"/>	Minutes from the memorialization board.
<input type="checkbox"/>	A written legal review assessing compliance with applicable law, regulation, and policy.
	Review/concurrence by garrison leadership and senior commander.