



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT DRUM  
10000 10TH MOUNTAIN DIVISION DRIVE  
FORT DRUM, NEW YORK 13602-5046

AMIM-DRG-ZA

23 July 2021

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Policy Memorandum 21-13, Site Elements

1. References:

- a. Army Regulation (AR) 420-1, Army Facilities Management, 24 August 2012.
- b. Fort Drum Installation Planning Standards, May 2017.
- c. Fort Drum Supplement 1 to AR 420-1, Post Sign Regulation, 18 November 2020.

2. Supersession: This policy supersedes and replaces Garrison Policy Memorandum 19-13, Site Elements, 8 October 2019.

3. Purpose: This memorandum establishes local policy regulating the use of site elements on Fort Drum. The primary purpose of this policy is to establish an appropriate palette of site elements and ensure that a uniform visual character is maintained throughout Fort Drum. These elements provide visual focal points when located and displayed properly, while communicating important information, and promoting a sense of pride in military service.

4. Concept: Site elements are exterior in nature and include, but are not limited to: furniture, structures, signage, lighting, landscaping, monuments, static displays of military equipment, color palettes, location, and scale of such amenities. All site elements shall be permanent fixtures that are military-related in nature. Those items not military-related in nature should have historic significance to the requesting organization. Site elements are to be freestanding and not attached to any structure unless otherwise approved. All site elements shall have appropriate ground surfacing below, providing both structural integrity and low-maintenance care (i.e. concrete pad, or crushed stone enclosed by landscaping timbers, etc.). Approvals will be governed in part by the existing conditions, conformity to current standards, environmental impact and visual impact based on size, style, color and material of site elements under review. All requests for placement of site elements must conform to Army Regulations and the Fort Drum Installation Planning Standards. Examples of site elements are as follows:

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a. Approved site elements:

- (1) A static display of military equipment in front of a Brigade Headquarters building.
- (2) A "mascot" in front of a Battalion Headquarters building.
- (3) A unit insignia attached to a Company Headquarters building.

b. Disapproved site elements:

- (1) Boulders.
- (2) Painted landscape timbers.
- (3) Extra-large or excessive signage.
- (4) Placement of flagpoles.

5. Applicability: This policy is applicable to all military and civilian organizations on Fort Drum. This policy does not apply to Fort Drum Mountain Community Homes as part of the Residential Communities Initiative (RCI) Program.

6. General: Site elements must gain approval through the Directorate of Public Works (DPW) and Garrison Commander prior to the purchase, occupation, placement, or construction of any materials in relation to the site element under review. An approval package will include a plan or aerial photo showing the location of the requested site element in relation to area facilities, an elevation or photo/drawing of the site element and the anticipated color palette and material selection of the site element. This package will be submitted to the Installation Architect, DPW, Master Planning Division. Following DPW review, the package will be forwarded to the Garrison Commander for final approval. Alterations to existing or previously approved site elements will require that a new approval package be submitted in accordance with the above guidelines. Maintenance of the site element is the responsibility of the organization or current occupant. Any site element not in compliance with this policy will be removed by the facility occupants within 30 days of written notice.

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7. The point of contact for this policy is Mr. Timothy Hubbard, Installation Architect, DPW, Master Planning Division at (315) 772-9967.

JAMES J. ZACCHINO, JR.  
Colonel, LG  
Garrison Commander

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