



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND-PACIFIC
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

IMHW-ZA

MEMORANDUM FOR All Military Personnel and Department of Defense (DoD)
Civilians within US Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI- 5, Policies and Procedures for Operations
of the Installation Memorial Board (IMB)

1. References.

- a. Army Regulation (AR) 1-33, The Army Memorial Program, 25 Oct 18.
- b. Joint Travel Regulations (JTR), Change 247, 1 Jul 18.
- c. Installation Management Command Memorandum, 21 Oct 06, Subject:
Delegation of Authority to Approve Memorials.
- d. Secretary of the Army Memorandum, 20 Oct 08, Subject: Army Directive 2008-03,
(The Army Memorial Program).

2. Purpose. To provide guidance and establish responsibilities and policies for the IMB
in support of memorializing distinguished deceased military persons and placement of
memorial markers not covered by AR 1-33.

3. General. AR 1-33 contains regulatory guidance for the Army Memorial Program. This
policy memorandum provides guidance for processing requests within the approval
authority of the Commander, USAG-HI, or requests that must be routed to higher
headquarters as directed by AR 1-33.

4. Applicability. This policy applies to all USAG-HI activities and tenant units for which
the Garrison Commander has approval authority to memorialize.

5. Policy. A USAG-HI IMB has been 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
by reference 1a.

- a. The IMB will consist of the following members:

- (1) Commander, USAG-HI (Approving Authority and Chairperson).

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- (2) Director, Human Resources (DHR), Member (alternate Chairperson)
- (3) Deputy CDR, US Army Garrison Hawaii (Member)
- (4) Garrison Command Sergeant Major (Member)
- (5) Commander, 8th Military Police Brigade (Member)
- (6) Director, Family and Morale, Welfare and Recreation (DFMWR), (Member)
- (7) Director, Public Works (DPW), (Member)
- (8) Director, Public Affairs Office (PAO) (Member)
- (9) United States Army, Pacific (USARPAC) Historian, Non-voting Member.
- (10) Chief, Sexual Assault Response Program (SHARP) (Member)
- (11) Deputy Chief of Staff (DCoS) (Member)
- (12) Director, Equal Employment Opportunity (Member)
- (13) United States Army, Pacific (USARPAC) Historian, Non-voting Member.
- 14) Representative of unit/organization requesting memorial (as assigned), Member.
- (15) Chief, Casualty and Mortuary Affairs, IMB Administrator, Non-voting Member.

b. Memorial Criteria.

(1) Normally, only deceased persons will be memorialized in accordance with AR 1-33, para 2-2. Exceptions can be made only under the criteria specified in Army Directive 2008-03, 20 Oct 08. (See Encl 4.)

(2) Individuals considered for a memorial action must have been assigned to, or have served with, units within the area of responsibility of the USAG-HI, or have a close family or personal association with the State of Hawaii.

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(3) Facilities should be named for persons with ranks or grades comparable to those of the main users of the building or facility.

(4) When possible, facilities should be named for persons whose careers or actions were important to, and well known in, the locality where memorialized.

(5) Commanders making nominations should keep in mind that the memorial program is designed:

(a) To honor deceased heroes or other distinguished men and women of all races in our society.

(b) To present them as inspirations to their fellow Soldiers, Family members, Civilian employees, and other citizens.

(6) Renaming actions are strongly discouraged; they are seldom appropriate and strong resistance can be expected from local residents, heirs, historical societies, and others. Renaming of streets in particular should be avoided due to the expense and time-consuming nature of the collateral actions required (revising official maps, revising U.S. Postal Service directories, etc.). However, if renaming becomes appropriate, it is done by the same authority that approved the original action.

(7) Consideration for nominating individuals for the memorial program within the policy stated in 5, above, should normally use the following order of priority:

(a) Recipients of the Congressional Medal of Honor who have not yet been memorialized.

(b) Recipients of the Distinguished Service Cross who have not yet been memorialized.

(c) All others deserving memorialization, including those killed in the Global War on Terror or other contingency operations.

6. Procedures.

a. The Board will meet quarterly or as required by the IMB administrator.

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b. Requests for memorialization of new construction should be submitted sufficiently in advance to ensure that suitable lettering and plaques may be incorporated into the construction project.

c. The memorialization of existing structures or facilities will be accomplished in a manner which best blends with the facility itself and other nearby facilities. The Director, Public Works will be responsible for providing advice from an architectural standpoint.

d. The organization/unit or activity seeking the memorial action will be responsible for all costs pertaining to the memorial, to include the plaques, dedication ceremony, travel expenses for next of kin if invited (no more than 2), and related expenses.

e. In addition to exterior memorials (see AR 1-33, para 2-7), the interior of the building will contain an appropriate plaque bearing information about the individual being memorialized. A typical standard interior plaque specification is as follows: Serp top shape; 18' x 24" bronze; dark brown background; concealed mounting; 3-D photograph; 10" camera-ready artwork; flat band border; flat Roman letters.

f. The name of the facility to be memorialized will be approved or disapproved by vote of the board and concurrence of the Garrison Commander. The criteria by which the request/nomination will be evaluated are those set forth in AR 1-33, paragraph 2-2.

g. The IMB administrator will avoid duplicate memorials by coordinating as necessary with Headquarters, Department of the Army, (DAAG-PE) Washington, D.C. 20310.

h. Request(s) for memorials will be forwarded to the IMB administrator and will include:

(1) Memorandum signed by the Commander, battalion level or higher, and written in accordance with AR 1-33, para 2-3, as follows:

(2) The name, grade or rank, and branch of service of the deceased person.

(3) Biographical data and photo for each nominee.

(4) Outstanding achievements which will form the basis for the recommendation to include first hand "testimonials" (e.g., letters or emails) from Soldiers or leaders

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surrounding the account of what the Soldier or person did that would warrant this prestigious honor.

(5) Type of memorial recommended, including location, dimensions and construction material. (See para 2-7, AR 1-33.)

(6) Specific building, facility, or project recommended as a proper memorial.

(7) Proposed plaque/memorial inscription (and wall display, if inside of a facility).

(8) Data to support association of the person with the installation or project.

i. Staffing will be accomplished IAW Enclosure 1.

j. The distribution of approved actions will be as prescribed in AR 1-33, para 2-4.

k. To avoid any possibility of embarrassment to the command and to the visiting relatives, the DPW will ensure the IMB is informed at the earliest possible time when a named facility is to be demolished, documenting for the record the reasons for destruction of the facility.

7. Local Procedures.

a. There will be a grace period of one year from date of death or when all investigations of death are completed (whichever is later) prior to nominating an individual. This includes deaths that occurred during military training and off-duty. Memorial actions may be requested immediately after the grace period.

b. The DHR has been designated as the proponent for coordinating memorial matters for the installation and to administer correspondence outside the command. Neither the DHR or the IMB have funding (Appropriated/Nonappropriated) for these procedures, cannot commit troops or other resources for operational requirements involved in ceremonies or dedications, nor do they have the means to obtain inscriptions, portraits, signs or plaques for named facilities. These actions are the responsibility of the recommending or proponent activity. Other general responsibilities are as follows:

(1) The DHR will maintain archival records of past memorial actions and a standing list of individuals eligible to be memorialized (Medal of Honor Recipients, or other distinguished individuals meeting the required qualifications).

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(2) The DPW will coordinate changes to the Master Street Addressing Guide database as required by each newly approved memorial action.

(3) The DPW will also establish policies and procedures for maintaining and accounting for memorialized areas to include accountability of plaques and other memorial markers.

8. This policy supersedes Policy Memorandum USAG-HI 5, SAB, dated 26 Aug 16 and remains in effect until cancelled or superseded in writing.

9. Proponent. The USAG-HI, DHR is the proponent for this policy memorandum. For additional information on this policy or assistance with any IMB matter, contact the Chief, Casualty and Mortuary Affairs Office, Military Personnel Division, DHR, at (808) 655-1199 or (808) 655-5144.

4 Encls

1. Processing Actions
2. Processing Exhibit Requests
3. Checklist
4. SA Memorandum of 20 Oct 2008,
Subject: Army Directive 2008-03

DANIEL MISIGOY
COL, LG
Commanding

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