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Decorations, Awards, and Honors

MEMORIALIZATION OF FACILITIES



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History. This publication contains minor revisions. The portions affected by this revision are listed in the summary of changes.

Summary. This regulation prescribes policies and procedures for the memorialization of facilities on Fort Huachuca.

Applicability. This regulation is applicable to all elements of the U.S. Army Intelligence Center of Excellence (USAICoE) and partner activities, including tenant organizations.

Proponent and exception authority. The proponent of this regulation is the U.S. Army Garrison Fort Huachuca (FH) Commander (GC). The proponent has the authority to approve exceptions or waivers to this publication that are consistent with controlling law and regulations.

Supplementation. Supplementation of this regulation is prohibited, except upon approval by the GC.

Suggested Improvements. Users are invited to send comments and suggested improvements on DA For 2028 (Recommended Changes to Publications and Blank Forms) to Commander, US Army Garrison, ATTN: IMHU-ZA, Fort Huachuca, AZ 85613-7000.

Availability. This publication is available solely on the Fort Huachuca internet at <https://army.deps.mil/netcom/sites/106HUA/necpub/visitors/docs/SitePages/Home.aspx>, or from the Directorate of Public Works (DPW) action officer at 520-533-4428.

***This regulation supersedes FH Memorandum 672-6, 9 May 2011**

Summary of Changes

1. In Section 5.b, the Command Historian replaces the Fort Huachuca Museum Director on The Committee.
 2. In Section 5.c, either the DPW Environmental and Natural Resources (ENRD) Conservation Branch Chief (CBC) or the Cultural Resources Manager (CRM) can be the action officer for the memorialization process, instead of just the latter (identified as the Historic Properties Manager in previous guidance).
 3. In Section 7.a(2), the requirements for dedicating a facility to a living person is expanded per AD 2008-03.
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1. Purpose. This regulation establishes procedures and policies concerning the memorialization of living (limited circumstances) or deceased persons for all facilities on post. It identifies the DPW, ENRD as the proponent for processing nominations to the Memorialization Committee (The Committee) members for review and approval.

2. Responsibilities.

a. The GC chairs The Committee and has final authority for approving memorialization nominations for all facilities on post.

b. The Committee signatory members who review and comment on all memorialization packets are the Chief of Staff, USAICoE; Chief of Staff, Network Enterprise Technology Command (NETCOM); Chief, Public Affairs Office; Command Historian, USAICoE; Chief, ENRD; and the action officer.

c. The CBC or the CRM is the action officer responsible for processing memorialization packets and maintaining files on named facilities.

d. Individuals or groups who wish to submit nomination will do so according to procedures outlined in this regulation.

3. Background. In the past, The Committee arranged physical meetings as necessary to review and approve facility memorialization. This was deemed inefficient as nominations were received at various times throughout the year and nominators typically had deadlines of their own to meet. In 2011, this process was changed to electronic routing of the memorialization package to The Committee members for review and approval, which has been very efficient and timely.

4. Guidelines. The intent of the Army Memorialization Program is to provide lasting honor and pay tribute to deceased Army military and civilian personnel with records of outstanding and honorable service.

a. Naming facilities for individuals, groups of people, or organizations, or removal of a memorial from a facility, must be approved by The Committee.

(1) A memorialization is to honor a single deceased individual or group of people (unit or organization) for distinguished acts of service. This includes perpetual memorials honoring groups of deceased service members (such as NETCOM's Cove of Remembrance and the memorial plaque at the Army Intelligence Aviation Memorial Park)

(2) According to AR 1-33 and AD 2008-03, a dedication to honor living persons may only be used at the United States Military Academy (USMA) in accordance with a condition of a gift given to USMA or a foundation/association for the benefit of USMA, or under the following narrow conditions at the sole discretion of the Secretary of the Army:

(a) Retired military with 20 or more years of honorable service or medically retired due to wounds sustained in combat; or recipient of the Medal of Honor, Distinguished Service Cross, Distinguished Service Medal, or Silver Star;

(b) An example for current Soldiers to emulate based on extraordinary military career of exemplary service;

(c) Closely connected to entity being named;

(d) Continuing role model supporting Soldiers, their Families, and Army programs;

(e) Spouses of Soldiers meeting the criteria in (a) through (d) who themselves meet the criteria in (c) and (d) are eligible to have entity dedicated jointly to the Soldier and spouse or singly to the spouse alone when the spouse's contributions are truly extraordinary.

b. Facilities must be on FH and include:

(1) Building complexes, and individual buildings and structures

(2) Areas, fields, ranges, courts, plazas, malls, gardens, parks, recreational areas, trails, and parade grounds

(3) Entrances, gates, roads, streets, drives, circles, and loops

(4) Individual rooms within buildings

c. A nominee for memorialization must meet the following criteria:

(1) Deceased (unless meeting the criteria for a living person in para 6a[2] above), with a record of outstanding and honorable service, and includes (but is not limited to):

(a) Medal of Honor recipients,

(b) Personnel killed in action (KIA) and decorated for gallantry or meritorious service in past and current conflicts,

(c) Personnel who have made significant contributions to the modernization of USAICoE, FH, or its tenant organizations (NETCOM, Signal Corps, etc.),

(d) Personnel who have made significant contributions to installation preservation activities (natural and cultural resources and environmental stewardship),

(e) Personnel with national or historical fame in Military Intelligence,

(f) Others as appropriate.

(2) Of a rank or grade comparable to the main users of the facility (such as a headquarters building named for a General Officer), and

(3) Have, where possible, a recognizable link to the facility being memorialized in his/her honor (such as a human intelligence [HUMINT] training site named for a fallen HUMINT Soldier).

d. Renaming actions are strongly discouraged and seldom appropriate. However, a memorial can be removed from a facility due to demolition or functional change, but every effort should be made to retain the name by installing a plaque in the location (if demolished), or renaming a different facility (if functional change).

5. Procedures.

a. Any person or group associated or not associated with FH may recommend a facility for memorialization. All nominators must have a FH sponsor, follow the same procedures outlined below, and the nominations must be fully vetted and approved by the organization owning or using the facility to be memorialized (who may also be the sponsor).

(1) Nominations forwarded to The Committee shall come from the established organization responsible for the facility to be memorialized,

(2) It is the responsibility of the nominator to provide full disclosure and ensure all nominations are properly researched, vetted, and approved within the chain before forwarding to The Committee.

(3) Nomination packets must include:

(a) nomination letter signed by the first O-6 (or their designee or civilian equivalent) in the nominator's chain of command or of the organization responsible for the facility,

(b) justification, to include the nominee's contributions, cause of death (if appropriate), and their association with the facility to be named,

(c) biography, to include the nominee's duty assignments, awards and decorations, any items of note, and surviving family,

(d) photograph (service photo for military personnel), if available, and

(e) description of how the nominee will be memorialized—by a bronze plaque, an interpretive sign, a framed memorial, etc. This may include a mock-up or description of the proposed memorial, including its proposed location at the facility.

b. All nominations for facilities memorialization should be sent to the action officer (ATTN: IMHU-PWB).

c. The action officer will prepare the nomination packet for routing for review and approval.

(1) Review facility list to ensure the recommended facility is unnamed. If the recommended facility has already been memorialized, the request will be returned to the nominator without action; recommendations may be provided on other courses of action (such as another appropriate facility).

(2) Coordinate with the nominator to ensure the packet is complete,

(3) Route electronic packet to The Committee for review. An electronic signature form will be sent to each signatory in order of signature. All signatures must be on one form,

(4) Coordinate the packet with the Environmental lawyer (ATZS-JAD) and Director, DPW, once all committee members have reviewed the packet.

(5) Forward packet to the GC for review and final approval or disapproval.

(6) Send completed packet electronically to nominator.

(7) Retain a copy of memorialization packet in the official file, and add the facility name to the master list.

d. The Committee will review the nomination packet, concur or nonconcur, sign the electronic signature sheet, and return it to the action officer.

(1) A meeting may be held at the request of any member and with approval by the GC.

(2) The action officer will return disapproved packets to the nominator with justification for the determination.

e. Nominators, including sponsors of individuals not associated with FH, upon notification of packet approval by the GC, are responsible for coordinating the ceremony; designing, funding, and coordinating installation of signs or plaques; and having their signs or plaques approved prior to installation.

(1) Memorialization ceremonies must be coordinated with the Directorate of Plans, Training, Mobilization, and Security (DPTMS) to ensure there is no conflict with other planned events at that location, date, and time (Phone 520-533-2291/2294). DPTMS can also provide support, if needed, for traffic control/cones, Public Affairs coverage, protocol, etc.

(2) Signs and plaques shall be designed in the manner that best blends with the facility and other nearby facilities--they should be tasteful and tactful and not impact the visual integrity of the locale.

(a) The nominator must submit a work order (DA Form 4283) through DPW that outlines the proposed sign or plaque design and location, and special requirements for installation (533-2003/3151). A mock-up of the sign or plaque should be attached.

(b) The DPW Master Planning Division will review the design and ensure it complies with the Installation Design Guide and is approved by the Sign Review Board, and ENRD will review for environmental compliance (normally associated with historic buildings).

f. Removal of a memorial from a facility must go through the same process as outlined above, except

(1) the request packet should include a justification for the removal and a proposal for retaining the name, and

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(2) if the memorial is for a deceased individual, an O-6 or higher in the organization recommending the removal shall inform the family of the individual of the change.

Appendix A
References

Referenced publications and forms are available electronically. Department of Army publications and forms are available at <http://www.apd.army.mil>.

Army Regulation 1-33, The Army Memorial Program, 30 May 2006

Army Directive 2008-03, 20 October 2008

Memorandum on Delegation of Approval Authority on Memorialization Requests, 8 January 2019

DA Form 2028 (Recommended Changes to Publications and Blank Forms)

DA Form 4283 (Facilities Engineering Work Request)

Abbreviations.

CBC

Conservation Branch Chief

CRM

Cultural Resources Manager

DA

Department of the Army

DPW

Directorate of Public Works

DPTMS

Directorate of Plans, Training, Mobilization, and Security

ENRD

Environmental and Natural Resources Division

FH

Fort Huachuca

GC

Garrison Commander

HUMINT

Human intelligence

NETCOM

Network Enterprise Technology Command

USAICoE

U.S. Army Intelligence Center of Excellence

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USMA

U.S. Military Academy