



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON ITALY
UNIT 31401, Box 41
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AMIM-ITG-ZA

22 June 2023

MEMORANDUM FOR All Units and Organizations within the U.S. Army Garrison (USAG), Italy area of responsibility

SUBJECT: USAG Italy Memorial Program and Board (IMB) Policy and Procedures

1. REFERENCE.

a. Army Regulation (AR) 1-33, The Army Memorial Program, dated 25 October 2018.

b. Joint Travel Regulations (JTR)

c. Installation Management Command Memorandum, 5 July 2022, Subject: Delegation of Approval Authority#7- Memorialization Requests

2. PURPOSE. The purpose of the USAG Italy Memorial Program is to provide a permanent, lasting honor to deceased Department of the Army (DA) military and civilian personnel who served with valor or distinction for the inspiration of present and future members of the community. This policy applies to all USAG Italy activities and tenant units for which the Garrison Commander has approval authority to memorialize.

3. POLICY. IMCOM Garrison Commanders have been delegated the authority 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:

a. Requests for memorialization of deceased Presidents, deceased Chiefs of Staff, U.S. Army, and deceased 5-star generals of the U.S. Army.

b. Requests for naming of Army installations or activities in the U.S., its territories and its possessions in honor of deceased distinguished individuals.

c. Requests requiring Secretary of the Army approval will be processed through 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.

NOTE: Memorializations/Dedications located on an installation consigned to the United States by the host nation is not permanent and will not remain when the installation is returned to host nation control.

4. CRITERIA.

a. **Memorialization.** The permanent memorialization of Army real property in honor of a distinguished deceased individual is normally accompanied by some type of ceremony to include the presentation of a plaque, framed picture, or other type of permanent fixture associated with the memorialization.

(1) Only deceased individuals will be memorialized.

(2) Memorializations will honor deceased heroes and other deceased distinguished individuals of all races in our society, and will present them as inspirations to their fellow Soldiers, employees, and other citizens.

(3) An installation set up for the use of a specific branch of Service or activity normally will be memorialized for a distinguished member of that branch or Service while serving there.

(4) Facilities should be memorialized for individuals with ranks or grades comparable to those of the main users.

(5) When possible, facilities will be memorialized for individuals whose careers or actions were important to, and well known in, the locality where memorialized.

(6) Approval authorities who exercise authority under this regulation must establish and consider the advice and recommendations of the memorialization boards. The proponent of the committee will follow all the requirements of AR 15-1 for establishing and continuing the group as a committee. All decisions to memorialize personnel will be made with the understanding that the Army Memorial Program is designed to honor those who served with valor or distinction.

b. **Dedication.** Soldiers and/or their spouses may be honored during their lifetimes, based on exemplary Service career and continuing support to the Army, by dedicating facilities to them under the following narrow conditions:

(1) Only living individuals will have dedications in their honor.

(2) All requests for any dedication of Army real property for a living individual will be submitted to the SECARMY in a timely manner for review, action, and final approval. The individual must be—

(a) Retired from military service with 20 or more years of honorable service or medically retired with any number of years because of wounds sustained in combat operations; 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 an extraordinary military career of exemplary service;

(c) Closely connected with the entity being named; and

(d) A continuing role model supporting Soldiers, their Families, and Army programs.

(e) Spouses of a Soldier meeting the criteria in AR 1-33, paragraphs 2-2b(1) through 2-2b(4) and who themselves meet the criteria in paragraphs 2-2b(3) and 2-2b(4) are eligible to have an entity dedicated jointly to the Soldier and spouse or to the spouse alone when the spouse's contributions are truly extraordinary.

(3) All dedications will be forwarded to the SECARMY for approval. This action is normally accompanied by some type of ceremony to include the presentation of a plaque, framed picture, or other type of permanent fixture associated with the dedication.

(4) Misconduct subsequent to the SECARMY's dedication decision or the discovery at any time of other information of a nature to bring discredit on the Armed Forces may justify revocation of any dedication.

(5) A facility for the use of a specific branch is normally dedicated for a distinguished member of that branch or Service who served there and must honor living heroes and other distinguished men and women of all races in our society and present them as inspirations to their fellow Soldiers, employees, and other citizens.

(6) When possible, facilities will be dedicated for individuals whose careers or actions were important to, and well known in, the locality where dedicated.

c. **Naming.** The non-permanent naming of Army real property after famous battles and events. Army entities that are named after famous battles (for example, the Battle of Anzio, the Battle of Ia Drang, and the Battle of Ramadi) or events Naming is not a permanent action and will not be accompanied by any type of ceremony, plaque, framed picture, or any type of permanent fixture associated with the name. Plain signs designed

to simply show the location of the entity are acceptable for naming actions. Any Army entity that is named after a person will be considered a memorialization or dedication.

5. PACKET PROCEDURES. Request(s) for memorialization, dedication and naming will be forwarded to the IMB administrator. See Appendix A Checklist. Packet will include:

- a. Memorandum signed by the Commander, battalion level or higher, and written in accordance with AR 1-33, para 2-6, as follows:
- b. The name, grade or rank, branch of service and last four of the social security number of the recommended person.
- c. The exact title for entity being requested.
- d. Data to support relationship between the entity and the person being dedicated or memorialized.
- e. Point of contact (name, email, and phone number).
- f. Biographical data and photo for each nominee.
- g. Outstanding achievements which will form the basis for the recommendation to include firsthand "testimonials" (e.g., letters or emails) from Soldiers or leaders surrounding the account of what the Soldier or person did that would warrant this prestigious honor.
- h. Type of memorial recommended, including location, dimensions and construction material. (See para 2-10, AR 1-33.)
- i. Specific building, facility, or project recommended as a proper memorial.
- j. Map or overview of the exact location of entity.
- k. Proposed plaque/memorial inscription (and wall display, if inside of a facility).
- l. Concurrence from Installation Base Commander.
- m. A written legal review by the Staff Judge Advocate or other legal advisor servicing the submitting command or organization assessing the request's compliance with applicable law, regulation and policy.

6. BOARD PROCEDURES. The USAG Italy IMB has been established for the purpose of reviewing and making recommendations to the Garrison Commander regarding requests for memorializing/dedicating buildings, rooms, grounds,

facilities or other eligible areas.

a. The IMB will consist of the following members:

- (1) Commander, USAG Italy (Approving Authority and Chairperson).
- (2) Deputy to the Garrison Commander, USAG Italy (Alternate Chairperson).
- (3) Garrison Command Sergeant Major, USAG Italy (Voting Member).
- (4) Director, S3/5/7, USAG Italy (Voting Member).
- (5) Director, Human Resources, USAG Italy (Voting Member).
- (6) Director, Public Works, USAG Italy (Voting Member).
- (7) Director, Transition and Stationing Management Office, USAG Italy (Voting Member).
- (8) Director, Equal Employment Opportunity, USAG Italy, if Civilian Memorial (Non-Voting Member).
- (9) Military Equal Opportunity Advisor, USAG Italy, if Military Memorial (Non-Voting Member).
- (10) Representative(s) of unit/organization requesting memorial (Non-Voting Member).
- (11) Retirement Services Officer, Directorate Human Resources, IMB Administrator (Non-Voting Member).

7. RESPONSIBILITIES.

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, Retirement Services Officer (RSO) has been designated as the proponent for coordinating memorial matters for the installation and to administer correspondence outside the command. Neither the DHR, RSO nor the IMB have funding (Appropriated/Non-appropriated) 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, RSO will accept completed packets from requesting organizations.
- (2) The DHR, RSO will assist with obtaining concurrence from Italian Base Commander.
- (3) The DHR, RSO will coordinate IMB and submit packet for Garrison Commander's approval/disapproval.
- (4) The DHR, RSO will submit approved/disapproved packets for dedicating/memorializing to IMCOM HQ through IMCOM-E.
- (5) The DHR, RSO will forward approved/disapproved packets to recommender.
- (6) The DPW will coordinate changes to the Master Street Addressing Guide database as required by each newly approved memorial action.
- (7) 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) The recommending unit will submit photographs to DHR, RSO upon completion of memorialization/dedication.
- (9) The DHR, RSO will maintain archival records of past memorial actions.

8. POC for this policy is the Chief, Military Personnel Division, at DSN 314-646-5571 or kenya.w.adams.civ@army.mil.

Encl:
APPENDIX A


SCOTT W. HARRIGAN
COL, IN
Commanding

APPENDIX A**MEMORIALIZATION CHECKLIST**

Memorialization or dedication requests to name facilities, buildings, groups of buildings, rooms, streets, or areas only. <u>Garrison Approval Authority for those not living.</u>	
	A letter from the command requesting action.
	Name, grade/rank, branch of service, and DODID number/last four.
	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 achievement which form the basis for the recommendation.
	Type of memorial recommended.
	Specific installation or project recommended as a proper memorial. Concurrence from DPW.
	Map or overview of the exact location of the entity.
	Concurrence from Italian Base Commander for legal review (email with suffice).
	A written legal review assessing compliance with applicable law, regulation, and policy.
	Minutes from the memorialization board.
	Review/concurrence by Garrison leadership and Senior Commander.
Higher Approval Authority for any requests in honor of living persons.	
	The respective Garrison Commander
	The respective Senior Commander's endorsement
	The respective IMCOM Director's endorsement
	The respective IMCOM Director's legal review