

Administration

Installation Memorialization Program

**Department of the Army
Headquarters United States Army Garrison
Fort Knox, Kentucky 40121–5719
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UNCLASSIFIED

Summary of Change

Fort Knox Regulation 1–33
Installation Memorialization Program

This major revision dated, 15 JULY 2020 –

- Changes the title of the regulation from Installation Memorialization and Facilities Naming Program to Installation Memorialization Program (cover).
- Updates the explanation of abbreviations and terms for Naming an entity (paragraph 1-3).
- Updates definitions related to the Installation Memorialization Program (paragraph 2–3).
- Updates to Table 3-1.
- Adds commanders responsibility for (DA) Form 3161 of artifacts in assigned buildings

Administration

Installation Memorialization Program

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History. This publication is a major revision.

Summary. This regulation outlines the process and criteria for the memorialization and naming of permanent or semi-permanent buildings, group of buildings, structures, rooms, streets, roadways, ranges, or general areas that are on or part of the Fort Knox military reservation. It is to be used in conjunction with Army Regulation (AR) 1–33, The Army Memorial Program.

Applicability. This regulation applies to all major commands, activities, directorates, staff offices/departments, and Partners in Excellence located on Fort Knox.

Proponent and Exception Authority. The proponent for this regulation is the Directorate of Human Resources (DHR). The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling laws, regulations, and Fort Knox policies. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent.

Army Management Control Process. This regulation does not contain management control provisions.

Supplementation. Supplementation of this regulation by subordinate commanders is prohibited without prior approval from this headquarters.

Suggested Improvements. Personnel are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) through command channels to the Chief, Military Personnel Division (MPD) (IMKN–HRM) Building 1378, 70 Pershing Drive, Fort Knox, Kentucky 40121–4215.

Distribution. Distribution of this regulation is intended for major units, subordinate units, directorates, agencies, and Partners in Excellence on the installation. This regulation is available in electronic format on the Fort Knox Homepage at <https://home.army.mil/knox/index.php/about/Garrison/directorate-human-resources/administrative-services-division/fort-knox-regulations>.

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*This regulation supersedes FK Regulation 1–3, 20 July 2016

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Chapter 1

Introduction

1–1. Purpose

This regulation prescribes the policies, procedures, and responsibilities to establish a memorialized or dedicated entity such as a permanent or semi–permanent building, group of buildings, structure, room, street, roadway, range, or general area on Fort Knox.

1–2. References

Required and related publications and prescribed referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

- a. Abbreviations used in this regulation are explained in the glossary.
- b. Explanation of terms.

(1) Artifact. Manmade objects (e.g., brass plaques, photographs, awards, military uniforms, statues, monuments, or other associated items) that belong to, or created to, pay tribute to an honoree and are displayed as an entity.

(2) Dedication. Dedicating an entity on Fort Knox in honor of eligible deceased Army military and civilian personnel that provided a significant contribution to Fort Knox and distinguished Army units with documented history on Fort Knox. In exceptional cases, dedicating an entity for living Army military and civilian personnel with a record of outstanding service that provides a significant contribution to Fort Knox.

(3) Entity. A permanent or semi–permanent building, group of buildings, structure, room, street, roadway, range, or general area on Fort Knox.

(4) Honoree. Eligible Army military and civilian personnel or distinguished units selected for memorialization on Fort Knox.

(5) Memorialization. Permanently memorializing an entity in honor of eligible deceased Army military and civilian personnel that provided a significant contribution to Fort Knox.

(6) Naming. Naming is the non-permanent naming of Army real property after famous battles and 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.

1–4. Responsibilities

- a. Garrison Commander (GC) will –

- (1) Serve as the Memorialization Board President.
- (2) Conduct Memorialization Boards in accordance with (IAW) chapter 3 below.
- (3) If designated as the approving authority will approve the boards

recommendation or forward the recommendation to the approval authority listed in table 3–1.

- b. Garrison Command Sergeant Major will –

- (1) Serve as a Memorialization Board Member.
- (2) Review nomination requests IAW paragraph 3–2c.

- (3) Provide recommendation to board president.
 - c. All major Command Chiefs of Staff will –
 - (1) Serve as Memorialization Board Members.
 - (2) Review nomination requests IAW paragraph 3–2c.
 - (3) Provide recommendation to board president.
 - d. Director of Human Resources will –
 - (1) Serve as the proponent for this regulation.
 - (2) Oversee the Fort Knox Memorialization Program.
 - (3) Serve as a Memorialization Board Member.
 - e. Directorate of Plans, Training, Mobilization and Security (DPTMS) will assist organizations or agencies with planning ceremony events upon request.
 - f. Directorate of Public Works (DPW) will –
 - (1) Notify the Memorial Affairs Coordinator when entities on Fort Knox are scheduled for renovation or demolition so artifacts can be recovered and preserved.
 - (2) Process DA Forms 4283 (Facilities Engineering Work Request) to install or remove memorization or dedication artifacts or signage associated with this program.
 - g. Fort Knox Historian will –
 - (1) Serve as a Memorialization Board Member.
 - (2) Document historical information associated with the Installation.
- Memorialization Program.
- h. Public Affairs Office (PAO) will –
 - (1) Serve as a Memorialization Board Member.
 - (2) Coordinate with the off post community for two voting Memorialization Board Members.
 - (3) Obtain written approval from the GC for the selected off post community members no later than (NLT) 30 days prior to the scheduled board date. Provide the approved list of off post community members and their contact information to the Memorial Affairs Coordinator.
 - (4) Coordinate PAO support for memorialization ceremonies.
 - i. Approved off post community members will –
 - (1) Serve as Memorialization Board Members.
 - (2) Review nomination requests IAW paragraph 3–2c.
 - (3) Provide recommendation to board president.
 - j. Memorial Affairs Coordinator will –
 - (1) Maintain historical data for all entities memorialized on Fort Knox.
 - (2) Catalog and maintain accountability of all memorialization artifacts for each entity.
 - (a) Inventory and recover artifacts from entities prior to renovation or demolition.
 - (b) Properly store artifacts to ensure their preservation.
 - (c) Return artifacts to renovated entities upon completion of construction.
 - (d) Coordinate the return of artifacts to the honoree’s survivors if the entity will be demolished.
 - (3) Review nomination requests to ensure they meet the requirements IAW AR 1–33 and this regulation.
 - (4) Schedule Memorialization Boards with the GC.
 - (5) Notify board members and provide copies of nomination requests.

- (6) Serve as the Memorialization Board Recorder and prepare board minutes.
- (7) Staff approved nomination recommendations to the approval authority.
- (8) Notify requesting organization or agency of final decision.
- (9) Add approved names and locations to the Facilities Composite

Memorialization database.

k. Organizations or agencies will –

(1) Prepare and submit nomination requests to memorialize an entity on Fort Knox.

(a) Contact the Memorial Affairs Coordinator to verify the requested honoree is eligible and the proposed entity is available for memorialization.

(b) Consider the total cost incurred by the garrison to memorialize, dedicate, or rededicate streets. The cost may include manufacturing new street signs along with ancillary costs required to reprint maps or other associated items.

(c) Prepare memorialization nomination requests IAW paragraph 2–3.

(d) Staff nomination requests through each organization or agency affected by the proposed memorialization or dedication to obtain their concurrence, if applicable (e.g. a building with multiple occupants from different organizations or multiple organizations along a proposed street).

(e) Staff nomination requests through the requesting organization or agency chain of command for concurrence.

(f) Submit complete memorialization nomination requests to the Memorial Affairs Coordinator.

(2) Conduct required ceremonial event IAW chapter 4.

(3) Notify the Memorial Affairs Coordinator for inventory of all memorialization artifacts prior to completely evacuating a facility.

1–5. Program standards

a. Memorialized entities on Fort Knox will be accounted for and associated artifacts will be cataloged.

b. Organizations or agencies with a permanent presence on Fort Knox are authorized to submit a nomination request to memorialize an entity.

c. Memorialization nomination requests will be prepared IAW paragraph 2–3 to be considered for board review.

d. Memorialization Boards will convene two times each year or at the discretion of the GC and provide recommendations for all nominated requests.

e. Approved nomination requests will be submitted to the designated approval authority for final decision.

f. A formal ceremony will be conducted for approved memorialized entities.

Chapter 2

Memorialization, Dedication and Naming Policy and Request Process

2–1. Memorialization policy

a. Memorialization will honor eligible deceased Army military and civilian personnel by permanently naming an entity on Fort Knox in their name.

b. Memorialization is reserved for eligible deceased Army military and civilian personnel with records of outstanding service that provided a significant contribution to Fort Knox.

c. A distinct historical link will be established between the nominated honoree and Fort Knox.

d. Facilities should be memorialized in the name of persons with ranks or grades comparable to those of the main users.

e. When possible, facilities will be memorialized in the name of persons whose careers or actions were important to, and well known in, the locality where memorialized.

f. Multiple memorialized or dedicated entities in the name of an honoree are not authorized.

g. Temporary facilities will not be memorialized.

h. Existing memorialized entities are permanent and will not be re-memorialized.

i. Organizations or agencies will conduct a formal ceremony for an approved memorialization.

j. DPW will notify the Memorial Affairs Coordinator when a memorialized entity is identified for renovation or demolition.

k. Occupants of a memorialized facility will notify the Memorial Affairs Coordinator for inventory of all artifacts prior to evacuating the facility.

l. Organizations or agencies will not remove memorialization artifacts from a facility.

2-2. Dedication policy

a. Dedication will honor eligible Army military and civilian personnel and distinguished Army units by naming an entity on Fort Knox in their name.

b. Dedication eligibility includes –

(1) Eligible deceased Army military and civilian personnel with a record of outstanding service that provided a significant contribution to Fort Knox.

(2) Distinguished Army units with documented history on Fort Knox.

(3) In exceptional cases, living Army military and civilian personnel with a record of outstanding service that provides a significant contribution to Fort Knox.

c. A distinct historical link will be established between the nominated honoree and Fort Knox.

d. Facilities should be dedicated in the name of persons with ranks or grades comparable to those of the main users.

e. When possible, facilities will be dedicated in the name of persons whose careers or actions were important to, and well known in, the locality where dedicated.

f. Temporary facilities will not be dedicated.

g. Dedicated entities may be renamed in the event of a change in ownership.

h. Formal ceremonies are not required for approved dedications.

i. DPW will notify the Memorial Affairs Coordinator when a dedicated entity is identified for renovation or demolition.

j. Occupants of a dedicated facility will notify the Memorial Affairs Coordinator for inventory of all artifacts prior to evacuating the facility.

k. Organizations or agencies will not remove dedication artifacts from an entity.

2-3. Naming policy

- a. Naming will honor famous battles and events that were fought by Army units affiliated with Fort Knox by naming an entity on Fort Knox in their name.
- b. A distinct historical link will be established between the nominated event and Fort Knox.
- c. Temporary facilities will not be dedicated.
- d. Named entities may be renamed in the event of a change in ownership.
- e. Formal ceremonies are not authorized for approved naming's.
- f. DPW will notify the Memorial Affairs Coordinator when a named entity is identified for renovation or demolition.
- g. Occupants of a named facility will notify the Memorial Affairs Coordinator for inventory of all artifacts prior to completely evacuating the facility.
- h. Organizations or agencies will not remove artifacts from an entity.

2-4. Request process

- a. Organizations or agencies requesting to memorialize an entity will verify –
 - (1) The nomination request meets the requirements of AR 1–33 and this regulation.
 - (2) The honoree is eligible for memorialization.
 - (3) The records of Army military and civilian personnel represent outstanding service and the honoree has provided a significant contribution to Fort Knox.
 - (4) A distinct historical link will be established between the nominated honoree and Fort Knox.
 - (5) The proposed entity is available for memorialization.
- b. Organizations or agencies will prepare and staff nomination requests. Nomination requests will include –
 - (1) DA Form 5 (Army Staffing Form) reflecting concurrence from the requesting organization or agency chain of command and concurrence from each organization or agency affected by the proposed memorialization if applicable.
 - (2) Nomination request memorandum. A sample memorandum may be provided by the Memorial Affairs Coordinator upon request. The nomination memorandum will include –
 - (a) Entity to be memorialized.
 - (b) Honoree information. Provide the name, grade, rank, and branch of service of the individual honoree or the unit name for unit nominations. If the honoree is a Medal of Honor (MOH) recipient, full social security number (SSN) is required.
 - (c) Type of memorial recommended.
 - (d) Justification to include significant contributions.
 - (e) Historical link between the nominated honoree and Fort Knox.
 - (3) Nomination request supporting documents. Documents will be listed as enclosures on the nomination memorandum. Supporting documents will include -
 - (a) Biographical sketch or supporting historical documents of the nominated honoree. Include awards and outstanding achievements which form the basis for the recommendation.

- (b) Proof of military service documents for individual honoree such as Department of Defense (DD) Form 214 (Certificate of Release or Discharge from Active Duty) and/or military orders.
- (c) Photograph of individual honoree and proposed entity (e.g., building).
- (d) Proposed plaque inscription.
- (e) Aerial maps of location.
- c. Organizations or agencies will submit complete memorialization and dedication nomination requests to the Memorial Affairs Coordinator.

Chapter 3

Memorialization Board

3–1. Memorialization Board composition

- a. The Memorialization Board will consist of –
 - (1) Voting members.
 - (a) GC (President of the Board).
 - (b) Garrison Command Sergeant Major.
 - (c) Chiefs of Staff or their representative from all major commands located on Fort Knox.
 - (d) Two area community representatives recommended by PAO and approved in writing by GC.
 - (2) Non–voting members.
 - (a) Director, DHR.
 - (b) Fort Knox Historian.
 - (c) PAO representative.
 - (d) Memorial Affairs Coordinator/Board Recorder.
- b. The Memorialization Board will have at least seven voting board members present to establish quorum.

3–2. Memorialization Board procedures

- a. Memorialization Boards will –
 - (1) Convene during June and December of each year or at the discretion of the GC. Board members will review and consider all nominations submitted during the preceding six months.
 - (2) Convene at a location deemed appropriate by the board president. Boards may convene using teleconferencing or email.
- b. The Memorial Affairs Coordinator will –
 - (1) Schedule the board with the GC at least 60 days in advance.
 - (2) Notify board members of board date and location NLT 45 days before scheduled board.
 - (3) Provide a completed nomination request to each board member NLT 14 days prior to board date.
- c. The board process.
 - (1) Voting members will review and discuss each nomination request to determine if –

(a) The merits and contributions of the honoree are distinguished and warrant memorialization or dedication.

(b) A distinct historical link between the nominated honoree and Fort Knox is established.

(c) The proposed entity is appropriate for the nominated honoree (e.g. rank is comparable to those of the entities main users or honoree actions were important to, and well known in, the locality of the proposed entity).

(d) The type of memorial is appropriate (e.g., brass plaque, statue, monument, display, or distinct marker).

(2) The board president will direct a vote to recommend approval or disapproval for each nomination.

(3) Each recommendation will require a majority vote for approval.

d. Board approval procedures –

(1) The Memorial Affairs Coordinator will prepare the board minutes NLT two days after the board is adjourned.

(2) The board president will approve or disapprove the board results.

(3) Approved board results will be forwarded through the Senior Commander to the approval authority listed in table 3–1 below.

Table 3–1

Memorialization Approval Authorities

Entity to be named	Person authorized to be memorialized.	Approval authority
a. Any	For all living individuals	SECARMY
b. Any	Deceased President; deceased Chiefs of Staff, U.S. Army, and deceased Generals of the Army	Assistant Secretary of the Army (Manpower and Reserve Affairs)
c. Any	Deceased Medal of Honor recipients and deceased former members of other Armed Services, except for those cited in a above	Commander, Human Resources Command
d. U.S. Army Reserve Centers (see AR 1–33, sec IV)	Deceased distinguished individuals, except for those cited in a and b above	Commander, USARC
e. U.S. Army Medical facilities	Deceased distinguished individuals, except for those cited in a and b above	Commander, Medical Command
f. Army Web Site Memorials (see AR 1–33, section II)	Deceased distinguished individuals, except for those cited in a and b above	Commanders in the grade of colonel or above or heads of Department of the Army agencies
g. A permanent or semi-permanent building, group of buildings, structure, room, street, roadway, range, or general area on or part of the Fort Knox Installation	Memorialization Deceased distinguished individuals, except for those cited in a and b above Dedication only: Distinguished units or in exceptional cases, living individuals	Commander, IMCOM (or may be delegated to the appropriate garrison commander)
h. A permanent or semi-permanent building, group of buildings, structure, room, street, roadway, range, or general area on or part of the Fort Knox Installation	Naming only. Famous battles and events	Commander, IMCOM (or may be delegated to the appropriate garrison commander)

(4) The Memorial Affairs Coordinator will track the nomination request through the approval process and will notify the requesting organization of final approval/disapproval.

Chapter 4

Ceremonies and Artifacts

4–1. Ceremonies

- a. Formal ceremonies will be conducted for an approved memorialized entity.
- b. Formal ceremonies are optional for an approved dedicated entity.
- c. The organization or agency that initiated the nomination request will –
 - (1) Identify the level of ceremony required.
 - (2) Coordinate ceremony event with DPTMS ceremonies branch.
 - (3) Provide ceremony funding.
 - (4) Identify the honoree’s immediate next of kin and extend an invitation.
 - (5) Coordinate ceremony media coverage with PAO.

4–2. Artifacts

- a. The Memorial Affairs Coordinator will catalog and account for all artifacts on Fort Knox. Artifacts include all manmade objects (e.g., brass plaques, photographs, awards, military uniforms, statues, monuments, or other associated items) that belong to, or were created to, pay tribute to the honoree and are on display at the entity.
- b. Brass plaques and signs identified in paragraphs 4–3 and 4–4 are the only memorialization or dedication artifacts authorized for purchase by the government. All other artifacts will be donated or paid for from private funds.
- c. Commanders will ensure the person designated as the facility manager will account for each artifact in their assigned building on a (DA) Form 3161 and provide a copy to the Memorial Affairs Coordinator .

4–3. Brass plaques

- a. Organizations or agencies will request brass plaques through the Mission and Installation Contracting Command (MICC) for an approved memorialized entity.
- b. Garrison will provide funding for brass plaques.
- c. Requests for brass plaques will be submitted at least 90 days before the proposed installation date.
- d. Brass plaques will be mounted on the exterior of government facilities, near the front entrance, and at the same height as the facility number.

4–4. Signs

- a. Organizations or agencies will submit a DA Form 4283 through DPW to request the following signs, as applicable, for an approved memorialized or dedicated entity –
 - (1) Facility sign.
 - (2) Letters for honoree name on side of facility.
 - (3) Street signs. Street signs will conform to installation street sign specifications and will follow the entire length of the street until its natural conclusion.
 - (4) Interior signs. Interior signs used to identify memorialized or dedicated areas will not be larger or smaller than the signs used for similar areas in the facility.
- b. Garrison will provide funding for authorized signs.

4–5. Artifact disposition

- a. DPW will notify the Memorial Affairs Coordinator when an entity is identified for renovation or demolition.
- b. The Memorial Affairs Coordinator will –
 - (1) Inventory and recover artifacts from entities prior to renovation or demolition ensuring all hand receipted items are accounted for.
 - (2) Properly store artifacts to ensure preservation.
 - (3) Return artifacts to renovated entities upon completion of construction.
 - (4) Make every attempt to return personal memorialized or dedicated artifacts recovered from entities scheduled for demolition to survivors of the honoree.
 - (5) Brass plaques and government made signs are property of the Army and will not be given to survivors.

Appendix A References

Section I

Required Publications

DA publications are available on the Army Publishing Directorate Website at <http://www.apd.army.mil>.

AR 1–33

The Army Memorial Program (Cited in paras 1–4j(3), 1–5c, 2–3a(1), table 3–1.)

Section II

Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication.

AR 360–1

The Army Public Affairs Program

Section III

Prescribed Forms

DA forms are available on the Army Publishing Directorate Website at <http://www.apd.army.mil>. DD forms are available on The Official DoD Website for DoD Forms at <http://www.dtic.mil/whs/directives/forms/index.htm>.

DA Form 5

Army Staffing Form (Prescribed in para 2–3b(1).)

DA Form 4283

Facilities Engineering Work Request (Prescribed in paras 1–4f(2), 4–4a.)

DA Form 3161

Request for Issue or Turn-in (Prescribed in para 4–2c(1).)

Section IV

Referenced Forms

DD Form 214

Certificate of Release or Discharge from Active Duty (Available through forms supply channels.) (Referenced in para 2–3b(4).)

Glossary

Section I Abbreviations

AR

Army Regulation

DA

Department of the Army

DD

Department of Defense

DHR

Directorate of Human Resources

DoD

Department of Defense

DPTMS

Directorate of Plans, Training, Mobilization and Security

DPW

Directorate of Public Works

GC

Garrison Commander

FK

Fort Knox

IAW

In Accordance With

IMCOM

Installation Management Command

MICC

Mission and Installation Contracting Command

MOH

Medal of Honor

MPD

Military Personnel Division

NLT

No Later Than

PAO

Public Affairs Office

SSN

Social Security Number

Section II**Terms**

There are no entries in this section

Section III**Special Abbreviations and Terms**

There are no entries in this section