



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000

REPLY TO
ATTENTION OF:

IMME-PL

06 NOV 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum #58, Installation Memorial Program

1. References:

- a. AR 1-33, Memorial Programs, 30 May 2006.
 - b. IMA Memorandum, subject: Delegation of Authority to Approve Memorials, 25 October 2006.
2. The purpose of this memorandum is to delineate the procedure for memorializing or dedicating a Fort George G. Meade facility to an individual.
 3. Army Regulation 1-33, Memorial Programs, 30 May 2006, specifically authorizes and provides detailed guidance for the memorialization of deceased Army, other military members and Department of the Army civilians. (TAB B)
 4. The Installation Management Agency, now the Installation Management Command, delegated authority to Garrison Commanders to approve the memorials outlined in AR 1-33, Chapter 1, paragraph 1-4(j) and table 2-1(j). This authority may not be further delegated. (TAB C)
 5. Submit all nominations to the Garrison Memorialization Officer within the US Army Garrison, Directorate of Plans, Training, Mobilization and Security, Training Division, Museum Branch. A facility is defined as any building(s), portions thereof, a group of buildings housing the same function, all streets and areas including those privatized within the installation. Requests must be typed and must include detailed biographical information about the individual being nominated. Nominations or requests must include a letter of approval signed by the first GO/SES in the organization's chain of command.
 6. The memorialization procedure is a three part process. First, the nomination package will be staffed through legal, historical, and real estate officials. This is done in order to ensure there are no duplications and that the request is appropriate in nature. Second, the nomination package is reviewed by a Memorial Program Council of at least seven individuals comprised of the Garrison Deputy Commander, Garrison Command Sergeant Major, Garrison Memorialization Officer, Staff Judge Advocate, EEO Officer,

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and two Installation O-6 level Commanders or similarly qualified senior civilians. The Memorial Program Council will meet together quarterly or as needed to complete the recommendation process in a timely manner. Third, the council's final recommendation will be forwarded to the Commander, US Army Garrison, Fort George G. Meade for approval or disapproval. Only the Garrison Commander has the authority to approve or disapprove such requests for Fort George G. Meade. If approval is granted, the procurement of memorial markers and planning of appropriate ceremonies becomes the responsibility of the nominating organization.

7. In the event that your organization is considering submitting a request for memorialization, the following criteria of AR 1-33 must first be met before your request will be considered.

a. Only deceased persons will be memorialized.

b. A facility, i.e. all buildings, portions thereof, a group of buildings housing the same function, all streets, including those privatized and areas which are set up for use of a specific branch of service or activity (e.g., Army, Navy, etc.), normally will be named for a member distinguished while serving in that service.

c. Facilities should be named for persons with ranks or grades comparable to those of the main users of the facility.

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

e. For deceased members of Armed Services other than the US Army, requests for memorialization will be sent to the Commander, HRC.


f. Renaming actions are strongly discouraged, are seldom appropriate, and are less likely to be approved.

8. All decisions to memorialize personnel must recognize that the memorial program is designed to (1) honor deceased heroes and other deceased distinguished men and women of all races in our society, and (2) present them as inspirations to their fellow Soldiers, joint military service men and women, civilian employees, and other citizens.

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9. Questions or concerns pertaining to this policy may be directed to the Fort George G. Meade Memorialization Officer, Mr. Robert Johnson, at (301) 677-6966 or email at robert.s.johnson212.civ@mail.mil


EDWARD C. ROTHSTEIN
Colonel, Military Intelligence
Commanding

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