



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
UNITED STATES ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, PRESIDIO OF MONTEREY
1759 LEWIS ROAD, SUITE 210
MONTEREY, CA 93944-3223

SEP 02 2020

IMPM-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 39, Memorialization Standard Operating Procedure (SOP)

1. REFERENCE.

- a. AR 1-33, The Army Memorial Program, 25 October 2018
- b. Memorandum, IMCG, 7 July 2017, subject: Delegation of Approval Authority on Memorialization Requests.

2. PURPOSE. The purpose of the USAG POM Memorialization Program is to honor deceased individuals affiliated with the Defense Language Institute Foreign Language Center (DLIFLC) and POM for the inspiration of present and future members of the POM community.

3. PROGRAM MANAGEMENT.

a. Direction: Subject to the limitations stated within AR 1-33, the Garrison Commander is the final approving authority for all DLIFLC & POM memorialization actions, and will direct the Memorialization Program.

b. Memorialization Committee: The Memorialization Committee is divided into two categories: core (voting) and ex officio committee members. Those committee members who are unable to attend meetings shall send a representative in their place.

(1) Core members.

- (a) Garrison Commander (GC)
- (b) Garrison Command Sergeant Major (GCSM)
- (c) Deputy to the Garrison Commander (DCG)
- (d) Commandant, Defense Language Institute Foreign Language Center (Commandant, DLIFLC)

IMPM-ZA

SUBJECT: Command Policy # 39, Memorialization Standard Operating Procedure (SOP)

(e) Command Sergeant Major, Defense Language Institute Foreign Language Center (CSM, DLIFC)

(f) Deputy Chief of Staff of Personnel and Logistics (DCSPL, DLIFLC)

(g) Commander, 517th Training

(h) Commander, 229th Military Intelligence Battalion

(i) Commander, US Marine Corps Detachment (MCD)

(j) Commander, Information Warfare Training Command (IWTC)

(k) Commander, California Medical Detachment (CALMED)

(2) Ex Officio Members.

(a) Commander, 311th Training Squadron

(b) Commander, 314th Training Squadron

(c) Director of Human Resources (DHR)

(d) Foreign Area Officer Chief (FAO)

(e) Staff Judge Advocate (SJA)

(f) Garrison Public Affairs Office

(g) Resource Management Office (RMO)

(h) Installation Command Historian

(i) Cultural Resources Officer

(j) Other representatives as directed by the Garrison Commander, such as Alumni associations.

c. Duties and Responsibilities.

(1) The DHR is the primary proponent responsible for the Quarterly Memorialization Committee meeting.

IMPM-ZA

SUBJECT: Command Policy # 39, Memorialization Standard Operating Procedure (SOP)

(2) Responsibilities for Garrison and Installation proponents are discussed in subparagraphs d, e, and f.

d. Memorialization Selection.

(1) During the first quarter of each fiscal year, the Garrison Commander will issue guidance for the upcoming year. This includes the number of actions to be considered, eligible buildings, auditoriums, conference rooms, streets, and any special guidance, such as significant upcoming events. There may also be nomination opportunities that arise from current events (see Appendix A).

(2) During the second quarter, the DHR office solicits nominations from units/tenants/organizations through the Memorialization Committee. The Public Affairs Office will announce the nomination process through the command information program in order to inform individuals of the opportunity to participate in the naming process. Those who desire to nominate should develop the required information (see paragraph 5) and then formally submit nominations in writing to the Garrison Commander through the DHR office.

e. Budget.

(1) The Committee will discuss the requirements for the succeeding years Command Operating Budget (COB) submission during the second quarter committee meeting. Determination of funding (DLIFLC and/or USAG POM) will occur during this meeting.

(2) Requirements for outdoor plaques and signs will be directed thru DPW for inclusion in its submission to the COB.

(a) Memorial markers can assume various forms. However, they must be suited to the structure or land area. Typically, a plaque with a brass or bronze plate is affixed to a building, stone or other marker. A sign, stone or marble slab (either engraved or with plate attached), or other outdoor device can be used to mark a street or open area. Plaques or engraved plates which are to be permanently affixed to a building or structure are categorized as memorials.

(b) Requisition plaques or other bases to which a plate can be attached through normal supply channels. The commander who will select the design will charge the associated costs to the OMA funds.

(c) Plates will be of engraved brass, unless the supplying authority recommends bronze for some larger devices.

IMPM-ZA

SUBJECT: Command Policy # 39, Memorialization Standard Operating Procedure (SOP)

(d) Inscriptions, as a minimum, should include the name and grade of the person memorialized. Other data, such as birth and death dates, major decorations, or a brief outline of achievements, are optional.

(e) Plates may be purchased through local sources.

(f) Requirements for travel associated with memorialization actions, wall plaques, and miscellaneous expenses will be directed thru the appropriate budget office for inclusion in the Fiscal Year's budget. Both RMO and RMD will establish separate Accounting Processing Codes to track memorialization expenses.

f. Memorialization Ceremony Planning and Execution.

(1) During the third quarter, the Memorialization Committee convenes and considers all nominations following the criteria in AR 1-33 and paragraph 4 below. The Command Historian assists the Committee with determining the historical significance of the nominees and facilities selected. The Committee will select the location and individual to memorialize; nominate an Action Office; and provide recommendations to the Garrison Commander for approval.

(a) Upon conclusion of the selection and approval vote by the Memorialization Committee, DPTMS will issue an Operations Order to DLIFLC, identifying which organization will execute and fund the ceremony.

(b) The primary tenant of the building (Mission, Garrison, Medical, etc.) will appoint an Action Officer for the planning and execution of the building's dedication ceremony. Garrison staff members will serve in an advisory capacity and provide assistance. However, the proponent agency remains the organization with primary responsibility.

(2) During the fourth quarter, the Action Office serves as the coordinating office to plan and coordinate the memorialization action, including obtaining consent from the Next of Kin; designing and ordering the memorial plaque or sign; planning the ceremony; and arranging travel for the Next of Kin and distinguished visitors.

(a) Protocol will assist with the event, and appropriate budget office will provide funding for the reception. During this implementation phase, other commands and offices will assist as required.

(b) The Next of Kin will be determined in the following order: Spouse (even if a minor); Children (natural, adopted, step and illegitimate); Parent(s); Person standing in "loco parentis"; Person granted legal custody of the Service Member by court decree or statutory

IMPM-ZA

SUBJECT: Command Policy # 39; Memorialization Standard Operating Procedure (SOP)

provision; Siblings (brothers/sisters – to include half-blood and those acquired through adoption); and Grandparent(s).

(3) During the first quarter of the following year, the Garrison Commander issues guidance for the following year's cycle. The Action Office conducts the memorialization ceremony determined on completion of location. Minor ceremonies can be completed throughout the year, provided funds are available.

4. MEMORIALIZATION CRITERIA.

- a. Only deceased personnel will be memorialized.
- b. Any former student, staff, or faculty member decorated for heroism in battle, and/or whose conduct serves as inspiration to others may be memorialized.
- c. Other personnel considered for memorialization require a significant contribution to DLIFLC & POM, or related programs and activities and careers which are widely recognized and distinguished both at DLIFLC & POM and in the local community.
- d. Facilities should be named for persons with ranks, grades, or specialties comparable to those of the main users. Renaming actions are strongly discouraged, and seldom appropriate. Temporary buildings or older buildings that have traditionally been identified by other names generally should not be memorialized.
- e. The program will honor deceased distinguished men and women from all races in our society. To the extent possible, memorialization actions should reflect a balance of all the Armed Services; Military and Civilian personnel; the many foreign languages instructed; and the various conflicts in which personnel stationed at POM or trained at DLIFLC were engaged.

5. NOMINATIONS.

- a. Anyone in the DLIFLC & POM community, whether they be Service Members or Civilian, active or retired, may submit written nominations to the Garrison Commander through the Garrison DHR office. Nominations considered will include individual and/or a building/room deemed appropriate for memorialization.
- b. The recommender must present a biography on the candidate including date of death; circumstances of death; association with DLIFLC & POM; contribution deserving of memorialization; next of kin current address/phone number; and other facts about the individual 's life.

IMPM-ZA

SUBJECT: Command Policy # 39, Memorialization Standard Operating Procedure (SOP)

c. All Medal of Honor recipients, requests are processed through the Installation Management Command (IMCOM) to Human Resources Command (HRC) for approval.

d. All nominations for Veterans Administration, Medical, and Dental Clinics will be approved by the Commander of the United States Army Medical Command (MEDCOM).

e. Follow nomination format at Appendix A.

d. Follow Checklist for Memorialization/Dedication Requests (Appendix B).

6. INSTALLATION CLOSURE. When an installation closes, the Installation Commander is responsible for the disposition of memorial plaques. He or she should offer the plaque to the next of kin of the person memorialized. If the next of kin cannot be located or refuses the plaque, it will be sent to the U.S. Army Historical Clearing House.

7. Point of Contact for this standard operating procedure is Ms. Linda Thomas, Workforce Development, DHR, (831) 242-6960.



VARMAN S. CHHOEUNG
COL, SF
Commanding

2 Encls:

1. Appendix A
2. Appendix B

IMPM-ZA

SUBJECT: Command Policy # 39, Memorialization Standard Operating Procedure (SOP)

Appendix A

Nomination for Memorialization

The Memorial Program at DLIFLC & POM honors deceased students, faculty, and staff members who have been decorated for heroism in battle and/or whose conduct serves as an example to others. In addition, the Memorial Program honors persons who made significant contributions to POM, DLIFLC, or related programs and activities and have been widely recognized and well-regarded at DLIFLC & POM and in the local community during their careers.

Anyone in the DLIFLC & POM community, Service Members or Civilians who are active or retired may submit nominations to the GC through the DHR. Nominations should be in letter form and should briefly explain the significance of the individual's contributions to DLIFLC or POM. Include a brief biographical summary, and information on the next of kin.

Send letters to:
U.S. Army Garrison, Presidio of Monterey
DHR Attn: Memorialization Committee
Building 614, Suite 210
Monterey, CA 93944

Please include your name, address and telephone number when you submit the nomination form.

The form below provides a recommended outline of information for a letter of nomination.

Nominee

Biography (to include former position and association with DLIFLC & POM, date and place of birth, date and place of death, circumstances of death (if applicable)).

Next of kin's current address and telephone number.

IMPM-ZA

SUBJECT: Command Policy # 39, Memorialization Standard Operating Procedure (SOP)

Reason(s) nominee should be memorialized. Indicate how the nominee was related to the DLIFLC & POM community and identify the contributions which identify the nominee deserving of memorialization.

IMPM-ZA

SUBJECT: Command Policy # 39, Memorialization Standard Operating Procedure (SOP)

Appendix B

IMCOM Checklist for Memorialization/Dedication Requests

Authority: AR 1-33, The Army Memorial Program, 25 October 2018

Section I – Garrison Approval Authority	
Garrison Commanders/Managers and Joint Base Commanders may approve requests to name facilities, buildings, groups of buildings, rooms, streets, or areas on or part of an Army Installation in honor of deceased distinguished individuals, deceased Medal of Honor recipients, and deceased former members of other Armed Services. Ensure each request contains the following information per AR 1-033, Para 2-6;	
<input type="checkbox"/>	A letter from the command requesting action.
<input type="checkbox"/>	Name, grade/rank, branch of service and social security number (Last four) service number.
<input type="checkbox"/>	The exact title for the entity being requested.
<input type="checkbox"/>	Data to support relationship between the entity and the person being dedicated or memorialized.
<input type="checkbox"/>	Point of contact (Name, e-mail, and phone number).
<input type="checkbox"/>	A biographical sketch.
<input type="checkbox"/>	Outstanding achievements which form the basis for the recommendation.
<input type="checkbox"/>	Type of memorial recommended.
<input type="checkbox"/>	Specific Installation or project recommended as a proper memorial.
<input type="checkbox"/>	Map or overview of the exact location of entity.
<input type="checkbox"/>	Minutes from the memorialization board.
<input type="checkbox"/>	A written legal review assessing compliance with applicable law, regulation, and policy.
<input type="checkbox"/>	Review/concurrence by garrison leadership and senior commander.
Section II – Higher Approval Authority	
The Secretary of the Army is the approval authority for any requests in honor of living persons. The Assistant Secretary of the Army (Manpower and Reserve Affairs) is the approval authority for requests for memorialization of deceased Presidents, deceased Chiefs of Staff, U.S. Army, and deceased 5-star generals of the U.S. Army, and requests for the naming of Army Installations or activities in the U.S., its territories and its possessions in honor of deceased distinguished individuals. All such requests must be routed through IMCOM. In addition to the information in Section I above, ensure each request contains the following additional documentation:	
<input type="checkbox"/>	The respective Garrison Commander/Joint Base Commander/Manager's endorsement.
<input type="checkbox"/>	The respective Senior Commander's endorsement.
<input type="checkbox"/>	The respective IMCOM Director's endorsement.
<input type="checkbox"/>	The respective IMCOM Directorate's Legal review.
Notes	
<input type="checkbox"/>	Due to PII, forward your request for processing via encrypted e-mail to the SACO Tasking In-box at usarmy.jbsa.imcom-hq.mesg.g357-saco-dl@mail.mil