

III CORPS AND FORT HOOD REGULATION 1-33

Administration
**INSTALLATION MEMORIALIZATION
AND FACILITIES NAMING PROGRAM**

**Department of the Army
Headquarters, III Corps and Fort Hood
Fort Hood Texas 76544
26 August 2013**

Unclassified

SUMMARY OF CHANGE

III Corps and Fort Hood Regulation 1-33
Installation Memorialization and Facilities Naming Program

This issue dated 26 August 2013

- Initial issue to bring in compliance with Army Regulation 1-33, The Army Memorial Program.

Administration
INSTALLATION MEMORIALIZATION AND FACILITIES NAMING PROGRAM

History. This is an initial issue regulation.

Summary. This regulation sets policy and procedure for the memorialization, dedication, 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 Hood military reservation.

Applicability. This regulation applies to directorates and activities at Fort Hood Garrison.

Supplementation. Local supplementation of this regulation is prohibited unless specifically approved by the Adjutant Generals Office (AG).

Suggested Improvements. The proponent of this policy is the US Army Garrison (USAG), Directorate of Human Resources (DHR). Users are invited to send comments and suggested improvements on Department of the Army Form 2028 (Recommend Changes to Publication and Blank Forms) comments and suggested improvements to Commander, USAG, ATTN: IMHD-HRD, Fort Hood, Texas 76544-5002.

FOR THE COMMANDER:

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Chapter 1 Introduction

Section I

1-1. General.

This regulation applies to all Garrison activities, directorates, and staff offices/departments supported by the Installation.

1-2. Purpose.

This policy provides guidance and procedures for memorialization, dedication, naming of enclaves, and those facilities that compose enclaves as described in paragraph 3a of this regulation. Naming of facilities should **not** be confused with memorialization. Memorialization is to honor distinguished or heroic deceased Soldiers and Civilian; as well as in exceptional cases, living persons (dedications). Memorialization requires a more formal approval process as prescribed by The Army Memorial Program Army Regulation (AR) (AR 1-33). For the initiation of a memorialization request, units and organizations will follow the same process as described in this regulation but should consult both AR 1-33 and the Memorial Affairs Coordinator, Adjutant General (AG) list of on-post memorialization sites first. AR 1-33 will show the level of authority required to approve the memorialization recommendation and the on-post memorialization list of sites will identify whether the proposed entity being memorialized, has already been memorialized and should not be considered a candidate.

1-3. References.

Required and related publications are listed at appendix A.

1-4. Policy.

- a) Commands, activities, or organizations with a permanent presence on Fort Hood may submit recommendations or nominations for memorialization, as well as the naming of a facility. An individual may also submit recommendations for memorializations naming through a command, activity, or organization that has a permanent presence at Fort Hood and ownership of the property being nominated for naming.
- b) Enclaves and/or their contents will not be named in lieu of memorialization for the purpose of honoring distinguished, heroic deceased Soldiers, civilians, or living persons. This honor is reserved solely for memorialization as defined in AR 1-33.
- c) The memorialization and naming convention to be followed is shown in Table 1-1:

**RECOMMENDED MEMORIALIZATION AND NAMING CONVENTION
BY FACILITY TYPE**

	Command and Units	Unit Mottos	Battles and Campaigns	Significant Individuals	Local or Historical Significance	Patriotic Themes		
Complex(1)			X	X				
Buildings(2)		X		X	X	X		
Chapels			X*		X*	X*		
Streets	X	X		X	X			
Ranges			X*					
Parks or Fields		X			X			
Rooms				X		X		
Hallways				X		X		
Lobbies				X				
Gates				X*	X*			
Motorpool		X		X				
Unit Areas	X	X						
Tng Areas			X*		X*			

Table 1-1

X* Denotes special enclave naming entities reserved for preserving the heritage of Fort Hood and the surrounding communities.

Complex (1) - If a complex is to be memorialized, then it must be named after an individual.

Buildings (2) - If a building is to be memorialized, then it must be named after an individual

d) Gates, training areas, ranges and chapels are set-aside as naming candidates in order to provide a historical link to Fort Hood heritage. The intent is to provide a means by which the present Fort Hood community can honor the proud history and traditions of past occupants of the installation while reserving other potential naming entities for specific association with new organizations and functions.

e) The United States (US) Postal Service (USPS) mail management and addressing policies require two additional submission considerations for street naming changes:

1) To simplify addressing and mail delivery, the name change for a particular street must follow the entire length of the street until its natural conclusion.

2) Every March, USPS updates its data banks with new street addresses. For that reason, all submissions requesting a street name change must be submitted between 1 April and 1 December; for processing and boarding in time for the USPS March update.

Submissions received after 1 December will be returned for re-submission sometime after 31 March of the following year.

f) When memorializing, naming or re-naming streets, units/ organizations need to consider not only the costs involved for the manufacturing of new street signs, but also the ancillary costs and resources required to reprint maps. Update GPS systems, inform emergency/ law enforcement organizations, and disseminate this information. The intent is not to discourage the memorialization and/or renaming of streets, but to ensure that units/organizations carefully consider this option and not capriciously submit blanket requests for street renaming.

1-5. Candidate Submission Process.

a) Organizations desiring to memorialize or name an entity (building, room, park, hallway, motor pool, etc..) within their enclave will submit a recommendation packet to the Memorial Affairs Coordinator, AG, using a Routing/ Transmittal Sheet reflecting coordination within the units' chain of command and adjacent organizations. The Fort Hood Routing/Transmittal Sheet must also be accompanied by a memorandum of recommendation signed by the parent organizational commander or senior civilian supervisor. (See Appendix A, this regulation)

b) The accompanying memorandum of recommendation must include the following information, as a minimum:

1) Command enclave involved.

2) Facility to be named.

3) If named after a person, submit the following:

a. Biographical sketch.

b. Outstanding achievements that form the basis for the recommendation, e.g., awards granted, contributions made to the Army or command, and/or other outstanding achievements, e.g., unselfish efforts and/or contributions made for the good of the community and or the country.

c. The link between the entity being named and the person being recommended for naming.

- 4) If recommended naming is for a non-person, the recommendation must address the following requirements:
 - a. Proposed name.
 - b. Rationale for the recommended name (no more than 200 words).
 - c. Relationship between the recommended name and the organization submitting the recommendation. The name should reflect some form of historical association, or intrinsic characteristic of the recommending organization.

c) **No** two facilities on Fort Hood will bear the same name. Facilities may be renamed in the event of a change in ownership. Existing memorialized facilities will **not** be re-memorialized by the same unit. IAW AR 1-33 para 2-2h, renaming actions are strongly discouraged, and seldom appropriate. Expect strong resistance from local residents, heirs, historical societies, and others from an attempt to rename.

a) Temporary facilities will **not** be named.

b) If the naming or re-naming of an entity may hold historic or traditional interest to the off-post community, the Memorial Affairs Coordinator, AG will coordinate with the Public Affairs Office ((PAO); Community Relations) for relevant off-post community input before forwarding the recommendation to the approval board.

Chapter 2

2-1. Signage.

a) The parent headquarters of the nominating organization will appoint a project officer to coordinate the installation of the signage. The project officer will be responsible for the following:

- 1) Acquiring the signage information (size is to be determined by display area) and submitting a request to the Mission and Installation Contracting Command Center at least 120 days before the proposed installation date. Signage will be purchased with appropriated funds based upon the following:

- a. For outdoor signage (less street signs), prepare a request for the Director of Directorate of Public Works (DPW) using Facilities Engineering Work Request (DA Form 4283).

Coordinate the location and the installation of the sign with DPW at least 14 days before installation.

- b. Submit the request for a facility sign to DPW using a DA 4283. DPW determines size and color of lettering based on size and exterior color of building.

- 2) Notify the Director of Directorate of Emergency Services (DES), DPW, and Post Office of the name change in writing (e-mail will suffice).

- 3) For indoor signage prepare a Request for Supplies/

Services at least 30 days before the scheduled mounting date; coordinate with the building manager for location and installation of the sign at least 14 days before mounting.

- b)** With the exception of streets, signage will conform to standards established by the installation, use identical branding patterns, icons, colors, and theme fonts.
- c)** For buildings and complexes to be memorialized, the organization will acquire a bronze plaque (size to be determined by display area). Submit a request for the plaque to Mission and Installation Contracting Command (MICC) Center at least 120 days before proposed ceremony date. Plaques will be purchased with appropriated funds using specifications in Appendix B of this regulation. For physical security and protection from weather, plaques may be mounted inside the facility to be memorialized. Plaques mounted on the exterior of government facilities will be placed on the right front of the facility at the same height as the building number. The cost of the plaque, per this regulation, will be borne by the nominating organization or the first level in that organization having Operations and Maintenance Army (OMA) funding resources. For examples of bronze memorialization plaques organizations should contact the Memorial Affairs Coordinator, AG.
- d)** With the exception of streets, signage will be limited to one sign located at the entrance of the entity to be named.
- e)** Enclave street signage will conform to installation street sign specifications. The Fort Hood staffing of recommended street name changes must include coordination with all commands located on the street, the Installation Post Master, DES, and DPW prior to submission of the recommendation package to the approval board.
- f)** The cost of new street signage will be borne by the installation.
- g)** The size of interior signage will conform to established standards for the entity being named. It will neither be larger nor smaller than the signage it replaces or the signage used for a similar nature. The cost for interior signage will be borne by the nominating organization or the first level in that organization having OMA funding resources.
- h)** For exterior signage, submit request to DPW using a DA Form 4283. DPW determines the size of the signage based on existing signage or building size.

2-2. Responsibilities.

- a)** Submitting organization is responsible for the following:
 - 1)** Prepare the submission packet In Accordance With (IAW) the provisions contained in paragraph 1-5 of this policy.
 - 2)** Ensure complete staffing of the package prior to submitting the package to Memorial Affairs Coordinator, AG.
 - 3)** With the exception of street signage, assume all costs for signage production and installation.
 - 4)** Organize and fund any ceremonies associated with the naming, dedication or memorialization.

- b) Approval Board will complete the below:**
- 1) The Installation Memorialization and Naming Approval Board will meet semi-annually during the first week in December and June of each year. At each of these meetings, they will review and consider all nominations submitted for the proceeding 6 month period.**
 - 2) The composition of the Installation Memorialization and Naming Approval Board is as follows: both the primary representative and the designated representative must be on appointing orders signed by the senior commander of the organization they represent. The board may convene if a quorum is present.**
 - a. President. Commander, Fort Hood Garrison.**
 - b. Members.**
 - 1) Chief of Staff or designated representative, III Corps**
 - 2) Chief of Staff or designated representative, 1st Cavalry Division**
 - 3) Chief of Staff or designated representative, 3d Cavalry Regiment**
 - 4) Chief of Staff or designated representative, 13th Sustainment**
 - 5) Sustainment**
 - 6) Chief of Staff or designated representative, Division West**
 - 7) Chief of Staff or designated representative, Carl R. Darnall Army Medical Center**
 - 8) Command Sergeant Major or designated representative, Fort Hood Garrison**
 - 9) Director, Directorate of Human Resources (DHR), Fort Hood Garrison (non-voting member)**
 - 10) Director, DPW, Fort Hood Garrison (non-voting member)**
 - 11) Director, 1st Cavalry Division Museum (non-voting member)**
 - 12) Director, 3d CR Museum (non-voting member)**
 - 13) Historian, III Corps (non-voting member)**
 - 14) PAO, Fort Hood Garrison (non-voting member)**
 - 15) Recorder, DHR, Fort Hood Garrison (non-voting member).**
 - c. Board recorder is responsible for the following:**
 - 1) Provides administrative staff advice.**
 - 2) Sets dates/times for the board to convene based upon Board President's guidance.**
 - 3) Collects nominations and ensures packets are complete and meet the requirements contained in this policy. For memorialization nominations obtains Certificate of Release or Discharge from Active Duty/Correction to Certificate of Release or Discharge from Active Duty (DD Form 214/215(s)) from appropriate sources to verify service, awards, and decorations when not received with a memorialization request.**
 - 4) Prepares all nomination packets and distributes them to members of the board.**

- 5) Prepares board minutes.
 - 6) Forwards, with recommendation, all completed packets along with board minutes to the board president.
 - 7) Prepares approval memorandum or disapproval letter of rationale for signature by the board president and Senior Commander or his designee.
 - 8) Notifies nominating organization of final decision.
 - 9) Maintains historical data of all naming actions.
 - 10) Adds approved names and locations to the facilities composite memorialization/naming list.
- 3) The board will meet at the call of the president, if the situation warrants outside the standard 6-month meeting date, to evaluate recommendations.
 - 4) The board is responsible for reviewing nomination packets and recommending approval or disapproval of personnel for memorialization, naming or dedication to the board president. Only personnel meeting the criteria of AR 1-33 and this regulation will be considered for memorialization.
 - 5) The board may convene at a single or multiple locations, as deemed appropriate by the board president. When possible, the board president may choose to convene the board using video teleconferencing.
 - 6) Five voting board members constitute a quorum.
 - 7) The board president will, (through the board's minutes and recommendations), coordinate the approved findings with the senior commander.
- c) Proponent Agency:** Upon receipt of approval action to memorialize, dedicate or name facility, appoint a sponsoring agency appropriate to the task (director, subordinate command or section etc.).
- d) Sponsoring Agency:** If a ceremony is to be conducted, prepare and mail invitation memorandum located at Appendix C of this regulation. Appoint a project officer to coordinate all aspects of the ceremony. At a minimum, the project officer will accomplish the following tasks commensurate with the level of ceremony required.
- 1) Coordinate with the facility manager.
 - 2) Obtain pertinent information about the Soldier or civilian the facility is memorializing, dedicating or being named after.
 - 3) Identify immediate next of kin's name and address.
 - 4) Establish proposed date and time of memorialization ceremony. In coordination with the proponent agency, next of kin, AG, Directorate of Plans, Training, Mobilization and Security (DPTMS), and installation Master Activities Calendar.
 - 5) Prepare a ceremony memorandum of instruction.
 - 6) Identify the host and host responsibilities.
 - 7) Develop a sequence of events.

- 8) Develop the guest list and extend invitations.
- 9) Write or obtain the citation to be read if required.
- 10) Coordinate reception arrangements if required.
- 11) Obtain required flags.
- 12) Arrange for a photographer.
- 13) Coordinate with PAO for media coverage of the ceremony.
- 14) When necessary, acquire the plaque (size to be determined by display area). Submit a request for the plaque to MICC at least 120 days before proposed ceremony date. Plaque will be purchased with appropriated funds using specifications at Appendix C, this regulation. For physical security and protection from weather, plaques may be mounted inside the facility to be memorialized. Plaques mounted on the exterior of government facilities will be placed on the right front of the facility at the same height as the facility number.
- 15) Submit the request to conduct a dedication ceremony through the AG, DPTMS, Protocol, Garrison Commander and Senior Commander. The request will include approved name, facility to be named, building number and street address, proposed date, time of ceremony, itinerary, sequence of events, and guest list (Family members and distinguished guests).

2-3. Ceremonies.

a. Ceremonies are required for memorialization and will be commensurate with/appropriate to the person being memorialized, and the cost of the entity to be dedicated. Ceremonies will **not** be scheduled until final approval of the request is received from the approval authority. The parent organization will appoint a project officer to plan and oversee the execution of the event. If the parent headquarters of the nominating organization decides to hold a ceremony, the type and extent of ceremonies will be determined by them with all costs absorbed and all resources provided by the parent organization that is allowable within the Joint Federal Travel Regulation (JTFR vol. 1), Appendix E.

b. Ceremonies are not required for dedication or naming. However, if a ceremony is to be conducted it will commensurate with and appropriate to the nature of the naming event.

1) For dedication or naming events, the parent headquarters of the nominating organization will determine whether a ceremony is appropriate. If the parent headquarters of the nominating organization decides to hold a ceremony, the type and extent of ceremonies will be determined by them. All costs absorbed and all resources provided by the parent organization that is allowable within the JFTR vol. 1 Appendix E.

2) Ceremony planning will follow the same process as described in paragraph 7d this regulation.

Appendix A References

Section II

Required Publications

AR 1-33 The Army Memorial Program; summary, ch 1-2, 1-4(b)

JTFR vol.1 The Joint Federal Travel Regulation Uniformed Services Members, ch 2-3, 2-3(b,1)

DA Form 2028 Recommended Changes to Publication and Blank Forms, pg i

DA Form 4283 Facilities Engineering Work Request, ch 2-1(2), 2-1(2h)

DD Form 214 Certificate of Release or Discharge from Active Duty, ch 2-2(c-3)

DD Form 215 Correction to Certificate of Release or Discharge from Active Duty, ch 2-2(c-3)

**Appendix B
Installation Naming Program**

SAMPLE

(Letterhead)

(Office Symbol)

(Date)

MEMORANDUM FOR Memorial Affairs Coordinator, AG

SUBJECT: Submission of a Naming Recommendation for a Facility

(If named after a person.)

1. Biographical sketch.
2. Outstanding achievements which form the basis for the recommendation, awards granted, contributions made to the Army or command, and/or other outstanding achievements, e.g., unselfish efforts and/or contributions made for the good of the community.
3. The link between the entity being named and the person being recommended for naming.

(If recommended naming is for a non-person)

1. Proposed name:
2. Rationale for the recommended name (no more than 200 words).
3. Relationship between the recommended name and the organization submitting the recommendation. The name should reflect some history, association, or intrinsic characteristic of the recommending organization.
4. A rendering depicting the proposed sign or plaque and for all the dedication of an area a diagram of the area to be named or memorialized.
5. If you wish to discuss this with me, please feel free to call me at (254) 287-XXXX.

(Name)

(Rank and branch)

(Title)

**Appendix C
Sample Plaque**

THIS BUILDING IS DEDICATED
IN MEMORY OF

(NAME)

(DATES OF SERVICE)

KILLED IN ACTION
(DATE)

(SHORT SUMMARY OF CIRCUMSTANCES)

(NAME) WAS AWARDED THE (MEDALS)

**Appendix D
Installation Memorialization Program**

SAMPLE

(Letterhead)

(DATE)

(Name of Office)

(Mr. XXXXXXXXX)

(Address)

(Address)

Dear _____,

For many years, it has been a policy at Fort Hood to honor Soldiers and civilians whose careers and lives have contributed significantly to the United States Army and our country.

At a recent meeting of the Installation Memorialization Board, a recommendation was made to the Garrison Commander that (building/area/street) be named in honor of your late (relationship, grade, and name). He approved the board's recommendation.

An appropriate memorialization ceremony will be planned in the future, and you and your Family will be invited. We will be happy to assist you in making arrangements for your stay should you plan to attend. I would greatly appreciate you informing me of your plans at your earliest convenience.

If you wish to discuss this with me, please feel free to call me at (254) 287-XXXX.

Sincerely,

(Name)

(Title)

Section II Terms

AOR

Acronym for Command Area of Responsibility (AOR). A geographical area within the boundaries of a cantonment assigned by a higher command to a lower command to maintain, police, and secure (when ordered).

Enclave.

The general area around or near a unit or command that contains any permanent or semi-permanent building, group of buildings, structures, rooms, streets, hallways, roadways, ranges, parks, or areas belonging to an Army installation.

- a) Proponent agency. An organization which has overall responsibility for the facility, normally the higher-level command or parent organization of the sponsoring agency.
- b) Sponsoring agency. The organization that occupies the facility or has responsibility for the property as specified by USAG AOR assignment and is requesting the naming action.
- c) Ceremony. Any public or social gathering where the name of a facility is announced in an official manner.

Glossary

Section III

Abbreviations

AG

Adjutant General

AR

Army Regulation

DA

Department of the Army

DES

Directorate of Emergency Services

DHR

Directorate of Human Resources

DPTMS

Directorate of Plans, Training, Mobilization, and Security

DPW

Directorate of Public Works

IAW

In Accordance With

MICC

Mission and Installation Contracting Command

OMA

Operations and Maintenance Army

PAO

Public Affairs Office

US

United States

USPS

United States Postal Services