



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT JACKSON
2400 JACKSON BOULEVARD
FORT JACKSON SC 29207-5015

IMFJ-ZA

14 August 2017

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters
Commanders, Fort Jackson Partners in Excellence
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Jackson Policy Memorandum – Army Memorial Program

1. References.

- a. AR 360-1, The Army Public Affairs Program, 25 May 2011.
- b. AR 1-33, The Army Memorial Program, 30 May 2006.
- c. Army Directive 2008-03, The Army Memorial Program, 20 October 2008.

2. Applicability. This policy applies to all Fort Jackson major commands, activities, directorates, staff offices/departments, and Partners in Excellence.

3. General. This policy provides guidance and procedures for memorialization, dedication, and the naming of enclaves and those facilities that composed enclaves as described in paragraph 5a of this policy. Naming of facilities should not be confused with Memorialization. Memorialization is to honor distinguished or heroic deceased Soldiers and Civilians, and in exceptional cases, living persons (dedications). Memorialization requires a more formal approval process as prescribed by AR 1-33. For the initiation of a memorialization request, units and organizations will follow the same process as described in this policy, but should consult both AR 1-33 and the DPTMS Memorialization Coordinator. AR 1-33 will show the level of authority required to approve the memorialization recommendation, and the on-post memorialized list of sites will identify whether the proposed entity being memorialized has already been memorialized, and should not be considered a candidate.

4. Policy.

a. Commands, activities, or organizations with a permanent presence on Fort Jackson may submit recommendations or nominations for memorialization, dedication and the naming of a facility. An individual may also submit recommendations for the memorialization naming through a command, activity, or organization that has a

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permanent presence at Fort Jackson, 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 or heroic deceased Soldiers, Civilian, or living persons. This honor is reserved solely for memorialization as defined in AR 1-33. (See Appendix A).

c. The memorialization and naming convention is shown below.

RECOMMENDED MEMORIALIZATION AND NAMING CONVENTION BY FACILITY TYPE						
	Commands and Units	Unit Mottos	Battles and Campaigns	Significant Individuals	Local or Historical Significance	Patriotic Themes
Complex			X	X		
Buildings		X		X	X	X
Chapels			X		X	X
Roads	X	X			X	
Ranges			X	X		
Parks or Fields		X			X	
Rooms				X		X
Hallways				X		X
Lobbies				X		
Gates					X	
Motor Pool		X		X		
Unit Areas	X	X				
Tng Areas			X		X	

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d. Gates, training areas, ranges, and chapels are set-aside as naming candidates in order to provide a historical link to Fort Jackson heritage. The intent is to provide a means by which the present Fort Jackson community may 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 US Postal Service (USPS) mail management and addressing policies require two additional submission considerations for street naming changes:

(1) For simplifying, 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 the 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 and organizations need to consider not only the cost involved for the manufacturing of new street signs, but also the ancillary costs and resources required to reprint maps, update GPS systems, inform emergency and law enforcement organizations, and dissemination of this information. The intent is not to discourage the memorialization and/or renaming of streets, but to ensure that units and organizations carefully consider this option, and not capriciously submit blanket request for street renaming.

5. Explanation of Terms.

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

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

c. Proponent agency. An organization which has overall responsibility for the facility; normally the higher-level command or parent organization of the sponsoring agency.

d. 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.

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e. Ceremony. Any public or social gathering where the name of a facility is announced in an official manner.

f. Community Partnership Program. Any outreach program between a Fort Jackson unit or organization and the surrounding community designed to promote communication, understanding, and positive public relations.

6. Candidate Submission Process.

a. Organizations desiring to memorialize or name an entity (building, room, park, hallway, motor pool, etc.) within the enclave will submit a recommendation packet to the DPTMS Memorialization Coordinator, (IMFJ-PL), using a Fort Jackson Routing and Transmittal Sheet, Fort Jackson Form 1-1, reflecting coordination within the units' chain of command and adjacent organizations. The Fort Jackson Routing and Transmittal Sheet must also be accompanied by a memorandum of recommendation signed by the parent organizational commander or senior civilian supervisor. (See Appendix B).

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.

(d) A copy of DD214 or ERB/ORB for memorialization nominations.

(4) If recommended naming is for a non-person, the recommendation must address the following information requirements:

(a) Proposed name.

(b) Rationale for the recommended name (no more than 200 words).

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(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 Jackson will bear the same name.

d. Facilities may be renamed in the event of a change in ownership. Existing Memorialized facilities will not be re-memorialized.

e. Temporary facilities will not be named.

f. If the naming or re-naming of an entity may hold historic or traditional interest to the off-post community, the DPTMS Memorialization Coordinator, (IMFJ-PL) will coordinate with the Public Affairs Office for relevant off-post community input before forwarding the recommendation to the approval board.

7. 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 Directorate of Public Works (DPW) at least 120 days before the proposed installation date. DPW may refer to the Mission and Installation Contracting Command Center (MICC). Signage will be purchased with appropriate funds based upon the following:

(a) The outdoor signage (less street signs), submit request to DPW using DA Form 4283, Facilities Engineering Work Request. Coordinate the location and installation of the sign with DPW at least 14 days before installation.

(b) Submit the request for a facility sign (i.e., MABRY MANOR) to DPW using a DA Form 4283; Facilities Engineering Work Request. The DPW determines the size and color of lettering based on the size and exterior color of building.

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

(3) For indoor signage, prepare a DA Form 4283, Facilities Engineering Work Request, 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.

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b. With the exception of streets, signage will conform to standard established by the installation and will 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 is to be determined by display area). Submit a request for the plaque to MICC at least 120 days before proposed ceremony date. The plaque will be purchased with appropriate funds using specifications at Appendix C, this policy. 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, as specified in Appendix D, this policy. The cost of the plaque, per this policy, 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 DPTMS Memorialization Coordinator, (IMFJ-PL).

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 specification. The Fort Jackson Form 1-1, 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 DA Form 4283, Facilities Engineering Work Request. The DPW determines the size of the signage based on existing signage or building size.

8. Responsibilities.

a. Submitting organization is responsible for the following:

(1) Prepare the submission packet IAW the provisions contained in Paragraph 6 of this policy.

(2) Ensure complete staffing of the package, utilizing Fort Jackson Form 1-1 prior

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to submitting the package to the DPTMS Memorialization Coordinator, (IMFJ-PL).

(3) With the exception of street signage, assume all cost for signage production and installation.

(4) Organization will fund any ceremonies associated with the naming, dedication or memorialization.

b. Approval board will complete the below:

(1) The Director, DPTMS will call a meeting (which may be done electronically) as needed to consider/vote on any memorialization issues put forward within 30 days of receipt of the entire package.

(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 appointment orders signed by the senior commander/civilian of the organization they represent. The board may convene if a quorum is present.

(3) The board will meet at the call of the president 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 policy will be considered for memorialization.

(5) The board may convene at a single or multiple location(s), as deemed appropriate by the board president. When possible, the board president may choose to convene the board using video teleconferencing.

(6) Seven voting board member constitute a quorum.

(7) Disapproval requires the board recorder to prepare a letter of rationale for the president of the board to sign and send back to the submitting organization.

(8) The board president will, through the board's minutes and recommendations, coordinate the approved findings with the senior commander or his designated representative.

(a) Approving Authority. US Army Garrison Commander

(b) President. Director, DPTMS

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(c) Members:

- (1) Director, Family and Morale, Welfare and Recreation
- (2) Director, Human Resources
- (3) Director, Public Works
- (4) Director/Deputy Director, Emergency Services
- (5) Director, Public Affairs Office
- (6) Command Sergeant Major or designated representative, US Army Garrison
- (7) Memorialization Coordinator/Board Recorder, Non-voting member
- (8) Deputy Commanding Officer, USATC
- (9) USATC, Protocol Officer

d. Board recorder is responsible for the following:

- (1) Provides administrative staff advice.
- (2) Sets date/times for the board to convene based upon board president guidance.
- (3) Collects nominations and ensures packets are complete and meet the requirements contained in this policy. For memorialization nominations obtain 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) Forward 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.

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(9) Maintains historical data of all naming actions.

(10) Adds/approved names and locations to the facilities composite memorialization/naming list.

e. 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.)

f. Sponsoring Agency. If a ceremony is to be conducted, prepare and mail memorandum located at Appendix E, this policy. Appoint a project officer to coordinate all aspects of the ceremony. (See Appendix F and G). As 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 memorialized, dedicated or 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, 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.

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(14) Submit the request to conduct a dedicated ceremony through the DPTMS (IMFJ-PL) and Protocol (ATZJ-ESO), to the Garrison Commander and Senior Commander. The request will include approved name, facility to be named, building number and street address, proposed date and time of ceremony, itinerary, sequence of events and guest list (Family members and distinguished guests).

9. Ceremonies.

a. Ceremonies are required for memorialization and will be commensurate with and appropriate to the person being memorialized and the cost of the entity to be dedicated. The parent organization will appoint a project officer to plan and oversee the execution of the event.

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

c. 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 with all cost absorbed and all resources provided by the parent organization. Ceremony planning will follow the same process as described in paragraph 8f this policy.

10. Approval Authority. The Army Memorial Program approval authority is shown in Appendix H.

11. Proponent. Directorate of Plans, Training, Mobilization & Security (DPTMS).


STEPHEN F. ELDER
COL, LG
Commanding