

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION		Number: 5160-002
SUBJECT: Erection of Memorials, Plaques, and Cornerstones; Naming of USDA Facilities	DATE: April 4, 2002	
	OPI: Office of Procurement & Property Management, Property Management Division	

1 PURPOSE

This regulation prescribes the policy for erection of memorials, plaques, and cornerstones; and the naming of facilities and projects under sole jurisdiction of the Department.

2 SPECIAL INSTRUCTIONS/CANCELLATION

- a This regulation changes the Office of Primary Interest to Office of Procurement and Property Management, Property Management Division.
- b This regulation replaces Departmental Regulation 5160-2, Erection of Memorials, Plaques, and Cornerstones; Naming of USDA Facilities dated August 25, 1992.

3 POLICY

- a Memorials, Plaques and Cornerstones. Memorials, plaques and cornerstones may be erected on buildings or building sites under sole jurisdiction of the Department, subject to conditions and limitations in sections 4 and 5.
- b Naming of Facilities or Projects. No facility or project of the Department, such as research laboratory, national forest, resettlement project, building or station, shall be named after a living person, except as otherwise prescribed by law.

No national forest or grassland shall be named after a deceased person until 100 years have elapsed since death and unless the name is firmly established in history or legend.

4 MEMORIALS AND PLAQUES

Erection of memorials and plaques on buildings and building sites are subject to the following:

- a Limitations. Except in unusual cases, the erection of such memorials and plaques will be limited to:
 - (1) Recognition of outstanding cooperation by a group;
 - (2) The memorialization of a deceased person whose contribution to the activity and/or the Department is worthy of special recognition; or
 - (3) Detail of historical association or tradition pertaining to the site or the community in general.
- b Design, Material, Inscription. The memorial or plaque shall be of such material, proportion, and detail that it will harmonize with its surroundings in a dignified and appropriate manner. The inscription shall be held to the minimum necessary to effectively accomplish the purpose of the plaque. It may be supplemented by appropriate artistic embellishment. Living individuals may not be referred to by name, but existing organizations may be.
- c Approval. No memorial or plaque shall be erected unless the approval of the Director, Office of Procurement and Property Management (OPPM) has been obtained. Agencies in control of the premises on which it is desired to erect memorials or plaques shall submit to OPPM the following information prior to committing the Department to approve:
 - (1) Complete justification as to why the memorial or plaque is necessary or desired; and
 - (2) Sketches showing the design and location on the building or site, and photographs of the building or site.
- d Permission to erect. Permission to erect the memorial or plaque by private persons or groups may be granted only on a revocable basis.

5 CORNERSTONES

Erection of Cornerstones shall be limited to major structures. Cornerstones shall be of such material, proportion, and detail that they harmonize with the building in a dignified and appropriate manner. Cornerstones may bear only the name of the building or station; the name of the President of the United States; the name and title of the Secretary of Agriculture; the name of the architect; the name of the general contractor; and the date of the erection.

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