

Headquarters  
US Army Garrison Command  
Fort Knox, Kentucky 40121-5719  
14 February 2011

\*Fort Knox Regulation 1-3

## **Administration**

### **INSTALLATION MEMORIALIZATION AND FACILITIES NAMING PROGRAM**

**Summary.** This regulation covers procedures of the Installation Memorialization and Facilities Naming Program. It is to be used in conjunction with AR 1-33, The Army Memorial Program. It outlines the process and criteria 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 Knox military reservation.

**Applicability.** This policy applies to all US Army Accession Command and Fort Knox major commands, activities, directorates, staff offices/departments, and Partners in Excellence.

**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 DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DHR (IMSE-KNX-HRMD), Fort Knox, Kentucky 40121-4215.

**1. Purpose.** This policy provides guidance and procedures for memorialization, dedication, and the 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 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 regulation but should consult both AR 1-33 and the Memorial Affairs Coordinator, Adjutant General (AG) (IMSE-KNX-HRMD) list of on-post memorialized sites first. The 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.

#### **2. References.**

- a. AR 360-1, The Army Public Affairs Program, 15 September 2000.
- b. AR 1-33, The Army Memorial Program, 30 May 2006.
- c. SECARMY Directive 2008-03, The Army Memorial Program, 20 October 2008.

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\*This regulation supersedes Fort Knox Reg 1-3, 4 December 2009.

d. Fort Knox Policy Memo No. 24-09, Community Partnership Program, 18 November 2009.

e. Command Area of Responsibility (AOR) Map, dated 2010.

### **3. Explanation of Terms.**

a. 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).

b. 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.

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.

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 Knox unit or organization and the surrounding community designed to promote communication, understanding, and positive public relations.

### **4. Policy.**

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

<b>RECOMMENDED MEMORIALIZATION AND NAMING CONVENTION BY FACILITY TYPE</b>						
	<b>Commands and Units</b>	<b>Unit Mottos</b>	<b>Battles and Campaigns</b>	<b>Significant Individuals</b>	<b>Local or Historical Significance</b>	<b>Patriotic Themes</b>
<b>Complex<sup>1</sup></b>			X	X		
<b>Buildings<sup>2</sup></b>		X		X	X	X
<b>Chapels</b>			X*		X*	X*
<b>Roads</b>	X	X			X	
<b>Ranges</b>			X*			
<b>Parks or Fields</b>		X			X	
<b>Rooms</b>						X
<b>Hallways</b>				X		X
<b>Lobbies</b>				X		
<b>Gates</b>					X*	
<b>Motorpool</b>		X		X		
<b>Unit Areas</b>	X	X				
<b>Tng Areas</b>			X*		X*	

Table 1-1

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

<sup>1</sup> If a complex is to be memorialized then it must be named after an individual.

<sup>2</sup> 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 Knox heritage. The intent is to provide a means by which the present Fort Knox 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 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 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 and 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 and organizations carefully consider this option and not capriciously submit blanket requests for street renaming.

## **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 (IMSE-KNX-HRMD), using a Fort Knox Routing and Transmittal Sheet, Fort Knox Form 5, reflecting coordination within the units' chain of command and adjacent organizations. The Fort Knox 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 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 informational 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 Knox 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 Memorial Affairs Coordinator, AG (IMSE- KNX-HRMD) will coordinate with the Public Affairs Office for relevant off-post community input before forwarding the recommendation to the approval board.

## **6. 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:

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(1) Acquiring the signage information (size is to be determined by display area) and submitting a request to the Mission and Installation Contracting Command (MICC) 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 to Director, Directorate of Public Works (DPW) using DA Form 4283, Facilities Engineering Work Request. 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 (i.e., GRAHAM HALL) to DPW using a DA Form 4283, Facilities Engineering Work Request. The DPW determines size and color of lettering based on size and exterior color of building.

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

(3) For indoor signage prepare a Fort Knox Form 5098-E, Request for Supplies and Services (Appendix B of this regulation), 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 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 Center 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, as specified in Appendix D, this regulation. 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 (IMSE- KNX-HRMD).

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 Knox Form 5, staffing of recommended street name changes must include coordination with all commands located on the street, the Installation Post Master, Directorate of Emergency Services, 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, Facilities Engineering Work Request. The DPW determines the size of the signage based on existing signage or building size.

## **7. Responsibilities.**

a. Submitting organization is responsible for the following:

(1) Prepare the submission packet IAW the provisions contained in Paragraph 5 of this policy.

(2) Ensure complete staffing of the package utilizing Fort Knox Form 5 prior to submitting the package to Memorial Affairs Coordinator, AG (IMSE- KNX-HRMD).

(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 bi-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 preceding 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.

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- (a) President. Commander, Fort Knox Garrison.
- (b) Members.
  - 1. Chief of Staff, or designated representative from US Army Accessions Command.
  - 2. Chief of Staff, or designated representative, Human Resources Command.
  - 3. Chief of Staff or designated representative, 3rd (Expeditionary) Sustainment Command.
  - 4. Chief of Staff or designated representative, 3d Brigade, 1<sup>st</sup> Infantry Division.
  - 5. Chief of Staff or designated representative, US Army Recruiting Command.
  - 6. Chief of Staff or designated representative, US Army Cadet Command.
  - 7. Chief of Staff or designated representative, MEDDAC/DENTAC.
  - 8. Chief of Staff or designated representative, ARRTC (upon arrival of HQ).
  - 9. Chief of Staff or designated representative, 84<sup>th</sup> Training Command.
  - 10. Chief of Staff or designated representative, 100<sup>th</sup> Division (upon arrival of HQ).
  - 11. Command Sergeant Major or designated representative, US Army Accessions Command.
  - 12. Command Sergeant Major or designated representative, Fort Knox Garrison US Army Accessions Command.
  - 13. Two area community representatives recommended by Fort Knox PAO and approved by the Garrison Commander. (Recommended and approved at least 30 days before the approval board meets.)
  - 14. Director of the Patton Museum (non-voting member).
  - 15. US Army Garrison, Directorate of Human Resources Recorder (non-voting member).
- (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 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) Seven 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.

(8) 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.

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

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 guidance.

(3) Collects nominations and ensures packets are complete and meet the requirements contained in this policy. For memorialization nominations obtains DD Form 214/215(s) from appropriate sources to verify service and 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.

d. 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.)

e. Sponsoring Agency. If a ceremony is to be conducted prepare and mail memorandum located at Appendix E, this regulation. Appoint a project officer to coordinate all aspects of the ceremony. 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 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 is 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, as specified in Appendix D, this regulation.

(15) Submit the request to conduct a dedication ceremony through the AG (IMSE-KNX-HRMD), DPTMS (IMSE-KNX-PL), and Protocol (ATAL-CX), 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).

## 8. 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 appointed 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 and appropriate to 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 costs absorbed and all resources provided by the parent organization. Ceremony planning will follow the same process as described in paragraph 7e this regulation.

OFFICIAL:

  
ERIC C. SCHWARTZ  
COL, AR  
Commanding

MICHAEL G. CARROLL  
Director, Human Resources

DISTRIBUTION:  
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**Appendix A**  
**Installation Naming Program**

**SAMPLE**

(Letterhead)

(Office Symbol)

(Date)

MEMORANDUM FOR Memorial Affairs Coordinator, AG (IMSE- KNX-HRMD)

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 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 (502) 624-XXXX.

(Name)  
(Rank and branch)  
(Title)

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**Appendix B  
Request For Supplies and Services**

<b>REQUEST FOR SUPPLIES AND SERVICES</b> <small>For use of this form see Fort Knox Reg 1-3</small>				
1. ACTIVITY:	2. REQUEST DATE:	3. UNIT DOGAAC:	4. DELIVERY DATE:	
5. LOCAL PURCHASE AUTHORITY:	6. QUANTITY:	7. UNIT OF ISSUE:	8. UNIT PRICE:	9. TOTAL PRICE:
10. DESCRIPTION OF SUPPLIES OR SERVICES:				
11. REQUIRED FOR AND/OR SPECIAL INSTRUCTIONS:				
12. RECOMMENDED SOURCE:		13. SHIP TO LOCATION:		
14. FUND CODE AND BUDGET ANALYST SIGNATURE:				
15. POINT OF CONTACT AND PHONE NUMBER:		16. COMMANDER AND/OR DIRECTOR APPROVAL (SIGNATURE):		
17. ADDITIONAL APPROVAL (SJA):		18. ADDITIONAL APPROVAL (PBC):		
19. ADDITIONAL APPROVAL (MANPOWER):		20. ADDITIONAL APPROVAL IF REQUIRED:		
21. HAND RECEIPT HOLDER'S NAME, IDENTIFICATION NUMBER, AND SIGNATURE:			22. REQUISITION NUMBER:	

**INSTRUCTIONS FOR REQUEST FOR SUPPLIES AND SERVICES**

1. Activity: Full name of location, e.g., USAG CHR Fort Knox.
2. Request Date: Self-explanatory.
3. Unit DODAAC: Self-explanatory.
4. Delivery Date: Date product or service needed by.
5. Local Purchase Authority: Regulation, CTA, TDA that authorizes the purchase.
6. Quantity: Self-explanatory.
7. Unit of Issue: Each, pack, day, etc.
8. Unit Price: Individual price of item or service.
9. Total Price: Total price of entire requirement.
10. Description of Supplies or Services: Enter no manufacture (i.e., shirt, short sleeve, green).
11. Required For and/or Special Instructions: Explain what the requirement is for and any special instructions that are required.
12. Recommended Source: Enter name and address of recommended source and any other known sources.
13. Ship to Location: Indicate where the product will be shipped to or where the service will be performed.
14. Fund Code and Budget Analyst Signature: Budget analyst must provide a line of accounting and sign and date the form indicating that funds are available for the requirement.
15. Point of Contact and Phone Number: Individual who has the information available concerning the requirement.
16. Commander and/or Director Approval (Signature): Signature of Director, Commander, or designee required.
17. Additional Approval (SJA): Signature required for CFRR review.
18. Additional Approval (PBO): Signature required for purchase of accountable items.
19. Additional Approval (Manpower): Signature required for CAAS requirements.
20. Additional Approval if Required: Any additional signatures required by regulation.
21. Hand Receipt Holder's Name, Identification Number, and Signature: Self-explanatory.
22. Requisition Number: Requisition number will be assigned by PBO.



**Appendix C**  
**Sample Plaque**

THIS BUILDING IS DEDICATED  
IN MEMORY OF

(NAME)

(DATES OF SERVICE)

KILLED IN ACTION  
(DATE)

(SHORT SUMMARY OF CIRCUMSTANCES)

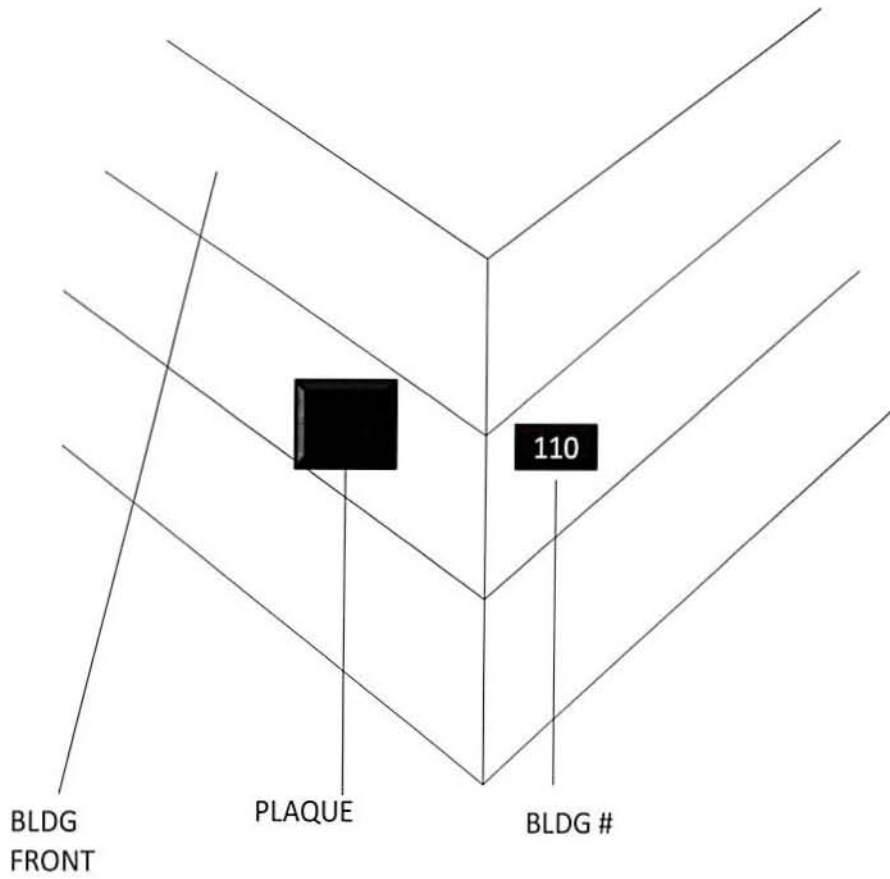
(NAME) WAS AWARDED THE (MEDALS)

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**Appendix D**  
**Plaque Mounting on Quarters**

**SAMPLE**

**PLAQUE MOUNTING  
ON FACILITY**



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**Appendix E**  
**Installation Memorialization Program**

SAMPLE

(Letterhead)

(Date)

(Name of Office)

(Mr. XXXXX X. XXXX)

(Address)

(Address)

Dear \_\_\_\_\_,

For many years, it has been a policy at Fort Knox 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 (502) 624-XXXX.

Sincerely,

(Name)

(Title)