



DEPARTMENT OF THE NAVY  
COMMANDER, NAVY INSTALLATIONS COMMAND  
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WASHINGTON NAVY YARD, DC 20374-5140

CNICINST 5032.1  
N00  
6 Dec 15

CNIC INSTRUCTION 5032.1

From: Commander, Navy Installations Command

Subj: CNIC GUIDANCE FOR FACILITY NAMING REQUESTS

Ref: (a) OPNAVINST 5030.12G  
(b) Section 2661 of Title 10, United States Code

1. Purpose. To provide guidance and clarity to Commander, Navy Installations Command (CNIC) Regions and Installations upon submission of requests to name streets, facilities, and areas after persons.

2. Background

a. One method of honoring the significant achievements, contributions, or sacrifices of service members is to dedicate a facility in their name. Requests to establish such a lasting recognition must be supported with detailed documentation. Nominees must demonstrate Navy Core Values throughout their careers, not just through heroic actions or significant accomplishments, and they must serve as proper examples to those who use the facility on a daily basis.

b. In accordance with reference (a), preference is given to deceased personnel over those still living. Living personnel can still be nominated in exceptional cases, but the installation must include justification to support this.

3. Policy

a. In accordance with reference (a), requests for naming facilities after persons are endorsed up the installation chain of command. Regions and Installations may originate and endorse naming packages and are responsible for ensuring they are fully staffed and meet the requirements of reference (a). Facility naming requests are ultimately approved by the Chief of Naval Operations (CNO). The product CNIC Regions and Installations submit should reflect the level of scrutiny and detail expected at the CNO level.

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b. The originator of a naming package may be an installation, tenant, or external organization. Whether the installation develops the package or endorses a package submitted by another entity, the Installation Commander is responsible for ensuring the package meets the requirements of reference (a) and this instruction.

c. There are many options for honoring personnel that do not require high level approval. Installation Commanders can authorize naming internal portions of buildings or spaces at their discretion. Installations can also work with the local community to dedicate and name public facilities when appropriate.

d. This instruction only applies to requests for naming facilities after persons submitted in accordance with reference (a).

e. In accordance with reference (b), DoD facilities may not be named for members of Congress holding office at the time the facility is named.

#### 4. Responsibilities

a. Installation Commanders shall ensure that all naming packages include the following:

(1) DD-214 indicating service dates and personal awards.

(2) Appropriate portions of service records (including field code 38) showing disciplinary record and criminal history.

(a) Please note, for many personnel, obtaining the service record and biographical information will be difficult, if not impossible. Installation Commanders must use all due diligence in ensuring that nominees exemplify the values of the Navy

(3) History of assignments.

(4) Biography of nominee.

(5) Thorough description of specific accomplishments, demonstrating recognized major accomplishments of benefit to the Navy, and clearly stating how the nominee's acts and skills exceeded the highest traditions of the Navy.

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(6) Awards and citations for specific heroic actions or significant accomplishments.

(7) Description, use, current condition, and current photo of the facility to be named for the nominee.

(8) Desired date for dedication ceremony.

(9) List of existing facilities (if any) named after the nominee. If such facilities exist, justification must be provided stating how an additional named facility is warranted.

(10) Statement of how the preponderant users of the facility have a connection with the nominee (similar rank, rating, etc.).

b. Region Commanders shall:

(1) Ensure installations have prepared complete and accurate proposals in accordance with reference (a), including facility elevation photographs and plan views, as well as a listing of other Navy facilities named after the candidate.

(2) Ensure that the use and condition of the facility to be named is appropriate for the honor.

(3) Endorse and forward only those packages that meet the requirements detailed in Section 4a.

(4) Return endorsement packages that do not meet the requirements of reference (a) and this CNIC instruction to the installation/originator. Returned packages should include recommendations for improvement or provide other alternatives for honoring the nominee.

5. Actions. Regions will disseminate this notice to all CNIC installations.

6. Records Management. Records created as a result of this notice, regardless of medium and format, shall be managed in accordance with SECNAV M-5210 of January 2012



D. R. SMITH

Vice Admiral, U.S. Navy

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