



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

REPLY TO
ATTENTION OF:

IMGO-ZA

NOV 12 2013

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Installation Memorialization Policy Memorandum No. 20 – Fort Gordon
Memorialization Program

1. Reference:

a. AR 1-33, The Army Memorial Program, 30 May 2006.

b. Installation Management Command Memorandum, 21 October 2006, subject:
Delegation of Authority to Approve Memorials.

2. Applicability. This policy applies to all units and personnel assigned to Fort
Gordon.

3. General. Memorialization is conducted to recognize and honor deceased persons
who have distinguished themselves through service to the armed service and the
Nation. This is a formal means of remembering and honoring their lives to provide
inspiration to fellow service members, employees, and other citizens.

4. Policy. The Garrison Commander (GC) is the approving authority for
memorialization.

a. The GC, USAG, Fort Gordon, will establish a Memorialization Board.
Membership will be comprised of representatives from the following agencies.

- (1) Religious Service Office (RSO)
- (2) Staff Judge Advocate (SJA)
- (3) Equal Opportunity Office (EOO)
- (4) Public Affairs Officer (PAO)
- (5) Directorate of Public Works (DPW)
- (6) Signal Branch Historial (Office Chief of Signal, SIGCoE)

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b. The Directorate of Human Services (DHR) has specific responsibility for:

- (1) Establishing directives necessary for processing actions.
- (2) Providing administrative advice on correct procedures and format.
- (3) Scheduling Memorialization Board meetings.
- (4) Obtaining Senior Commander's Endorsement.
- (5) Forwarding board recommendations to the GC for approval.
- (6) Announcing approved memorialization actions.
- (7) Maintaining record files pertinent to memorialization.
- (8) Forwarding all approved memorializations to Historian, USASCoE&FG.

c. Directorate of Plans, Training, Mobilization, and Security (DPTMS) will advise and assist the sponsoring activity in the conduct of any ceremonies connected with the memorialization action.

d. Directorate of Public Works (DPW) will advise and assist the sponsoring activity to ensure memorial plaque/marker meets the Installation Design Guide specification and requirements.

e. Sponsoring activity is responsible for costs incurred for memorial markers/plaques.

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 request for street remaining. Request for naming streets will be coordinated with Directorate of Public Works (DPW) prior to submission of memorialization request. DPW recommendations and/or instructions will be submitted as part of the memorialization request.

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g. Each unit nominating a deceased Soldier or Civilian for memorialization should be prepared to send a representative to speak on behalf of that individual. The representative would serve as a spokesperson only and not as a voting member.

h. Memorialization criteria.

(1) Individuals being considered for memorialization must have been assigned to or have served/worked at Fort Gordon.

(2) Temporary facilities will not be named.

(3) No two facilities on Fort Gordon will bear the same name.

(4) When possible, facilities will be named for persons whose careers or actions were important to, and well known in, the activity where memorialized.

(5) Renaming actions are strongly discouraged and seldom appropriate and may result in strong resistance from local community, remaining family members and others.

(6) Family members may not sponsor nominees; it must be done by a unit or organization representing the government agency.

(7) Memorialization board members may not sponsor nominees so to avoid conflict of interest.

(8) If memorialization site is one of common use by all activities on Fort Gordon, (ie Gyms, Ranges, Libraries, etc) then an announcement will be made to the Fort Gordon community NLT 180 days before anticipated date of memorialization to accommodate the widest possible candidates IAW criteria in para, 4h.

i. Memorialization Nomination Packet. Fort Gordon activities will submit nominations in memorandum format at least 180 days before proposed ceremony date through their chain of command. Address memorandum to the Directorate of Human Resources, ATTN: Memorialization Board Recorder. Nominations will include the following:

(1) Memorandum signed by O-5 level or higher. The memorandum must endorse the rationale in accordance with AR 1-33 guidelines with specific details to articulate the accomplishments and achievements surrounding the service

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member/nominee to justify the facility being recommended for memorialization.

(2) Biographical data and photo of each nominee.

(3) 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.

(4) The link between the entity being named and the person being recommended for naming.

(5) First hand Testimonies (i.e., letters or emails) from Soldiers, leaders, and people that contribute to the memorandum from the Commander or surrounding the account of what the Soldier or person did that would warrant this prestigious honor.

(6) Proposed Plaque/Memorial with inscription (or wall display, if inside a gym or facility).

(7) Picture of the facility being requested for memorialization.

(8) Names and contact information of any living relatives or next of kin who may participate in the memorialization event.

5. The proponent for this Policy Letter is the Directorate of Human Resources at (706) 791-9325.



SAMUEL G. ANDERSON
COL, SC
Commanding

This memorandum supersedes Installation Memorialization Policy Memorandum No. 20 – Fort Gordon Memorialization Program, dated 17 October 2011.