DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND, PACIFIC REGION
HEADQUARTERS, UNITED STATES ARMY GARRISON, HAWAII
745 WRIGHT AVENUE, BUILDING 107, WHEELER ARMY AIRFIELD
SCHOFIELD BARRACKS, HAWAII 96857-5000

REPLY TO
ATTENTION OF

AUG 2 6 2016

IMHW-ZA

MEMORANDUM FOR All Military Personnel and Department of Defense (DoD) Civilians within US Army Garrison, Hawaii (USAG-HI) Installations

SUBJECT: Policy Memorandum USAG-HI- 5, Policies and Procedures for Operations of the Installation Memorial Board (IMB)

1. References.

a. Army Regulation 1-33, The Army Memorial Program, 30 May 06.

b. Joint Federal Travel Regulation (JFTR), Change 247, 1 Jul 07.

c. Installation Management Command Memorandum, 21 Oct 06, Subject: Delegation of Authority to Approve Memorials.

d. Secretary of the Army Memorandum of 20 Oct 08, Subject: Army Directive 2008-03 (The Army Memorial Program).

2. Purpose. Provide guidance and establish responsibilities and policies for the IMB in support of memorializing distinguished deceased military persons and placement of memorial markers not covered by AR 1-33.

3. General. AR 1-33 contains regulatory guidance for the Army Memorial Program. This policy memorandum provides guidance for processing requests within the approval authority of the Commander, USAG-HI, or requests that must be routed to higher headquarters as directed by AR 1-33.

4. Applicability. This policy applies to all USAG-HI activities and tenant units for which the Garrison Commander has approval authority to memorialize.

5. Policy. A USAG-HI IMB has been established for the purpose of reviewing and making recommendations to the Garrison Commander regarding requests for memorializing buildings, rooms, grounds, facilities or other eligible areas as authorized by reference 1a.

a. The IMB will consist of the following members:

(1) Commander, USAG-HI (Approving Authority and Chairperson).

(2) Director, Human Resources (DHR), Member (alternate Chairperson).

(3) Director, Family and Morale, Welfare and Recreation (DFMWR), Member.

(4) Director, Public Works (DPW), Member.

(5) Director, Logistics (DOL), Member.

(6) Resource Manager, Resource Management Office (RMO), Member.

(7) Director, Emergency Services (DES), Member.

(8) Director, Plans, Training, Mobilization and Security (DPTMS), Member.

(9) Director, Public Affairs Office (PAO), Member.

(10) Director, Plans, Analysis, and Integration Office (PAIO), Member.

(11) Director, Installation Safety (DIS), Member.

(12) United States Army, Pacific (USARPAC) Historian, Non-voting Member.

(13) Representative of unit/organization requesting memorial (as assigned), Member.

(14) Chief, Casualty and Mortuary Affairs, IMB Administrator, Non-voting Member.

b. Memorial Criteria.

(1) Normally, only deceased persons will be memorialized in accordance with AR 1-33, para 2-2. Exceptions can be made only under the criteria specified in Army Directive 2008-03, 20 Oct 08. (See Enclousure 4.)

(2) Individuals considered for a memorial action must have been assigned to, or have served with, units within the area of responsibility of the USAG-HI, or have a close Family or personal association with the State of Hawaii.

(3) Facilities should be named for persons with ranks or grades comparable to those of the main users of the building or facility.

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

(5) Commanders making nominations should keep in mind that the memorial program is designed:

(a) To honor deceased heroes or other distinguished men and women of all races in our society.

(b) To present them as inspirations to their fellow Soldiers, employees, and other citizens.

(6) Renaming actions are strongly discouraged; they are seldom appropriate and strong resistance can be expected from local residents, heirs, historical societies, and others. Renaming of streets in particular should be avoided due to the expense and time-consuming nature of the collateral actions required (revising official maps, revising U.S. Postal Service directories, etc.) However, if renaming becomes appropriate, it is done by the same authority that approved the original action.

(7) Consideration for nominating individuals for the memorial program within the policy stated in 5, above, should normally use the following order of priority:

(a) Recipients of the Congressional Medal of Honor who have not yet been memorialized.

(b) Recipients of the Distinguished Service Cross who have not yet been memorialized.

(c) All others deserving memorialization, including those killed in the Global War on Terror or other contingency operations.

6. Procedures.

a. The Board will meet quarterly or as required by the IMB administrator.

b. Requests for memorialization of new construction should be submitted sufficiently in advance to ensure that suitable lettering and plaques may be incorporated into the construction project.

c. The memorialization of existing structures or facilities will be accomplished in a manner which best blends with the facility itself and other nearby facilities. The Director, Public Works will be responsible for providing advice from an architectural standpoint.

d. The organization/unit or activity seeking the memorial action will be responsible for all costs pertaining to the memorial to include the plaques, dedication ceremony, travel expenses for next of kin (no more than 2), if invited and related expenses.

e. In addition to exterior memorials (see AR 1-33, para 2-7), the interior of the building will contain an appropriate plaque bearing information about the individual being memorialized. A typical standard interior plaque specification is as follows: Serp top shape; 18' x 24" bronze; dark brown background; concealed mounting; 3-D photograph; 10" camera-ready artwork; flat band border; flat Roman letters.

f. The name of the facility to be memorialized will be approved or disapproved by vote of the board and concurrence of the Garrison Commander. The criteria by which the request/nomination will be evaluated are those set forth in AR 1-33, paragraph 2-2.

g. The IMB administrator will avoid duplicate memorials by coordinating with Headquarters, Department of the Army, (DAAG-PE) Washington, D.C. 20310.

h. Request(s) for memorials will be forwarded to the IMB administrator and will include:

(1) Memorandum signed by the Commander, battalion level or higher, and written in accordance with AR 1-33, para 2-3, as follows:

(2) The name, grade or rank, and branch of service of the deceased person.

(3) Biographical data and photo for each nominee.

(4) Outstanding achievements which form the basis for the recommendation to include first hand "testimonies" (i.e., letters or emails) from Soldiers or leaders surrounding the account of what the Soldier or person did that would warrant this prestigious honor.

(5) Type of memorial recommended, including location, dimensions and construction material. (See para 2-7, AR 1-33)

(6) Specific building, facility, or project recommended as a proper memorial.

(7) Proposed plaque/memorial inscription (and wall display, if inside of a facility).

(8) Data to support association of the person with the installation or project.

i. Staffing will be accomplished IAW Enclosure 1.

j. The distribution of approved actions will be as prescribed in AR 1-33, para 2-4.

k. To avoid any possibility of embarrassment to the command and to the visiting relatives, the DPW will ensure the IMB is informed at the earliest possible time when a named facility is to be demolished, documenting for the record the reasons for destruction of the facility.

7. Local Procedures.

a. There will be a grace period of one year from date of death or when all investigations of death are completed (whichever is later) prior to nominating an individual. This includes deaths that occurred during military training and off-duty. Memorial actions may be requested immediately after the grace period.

b. The DHR has been designated as the proponent for coordinating memorial matters for the installation and to administer correspondence outside the command. Neither the DHR or the IMB have funding (Appropriated/Nonappropriated) for these procedures, cannot commit troops or other resources for operational requirements involved in ceremonies or dedications, nor do they have the means to obtain inscriptions, portraits, signs or plaques for named facilities. These actions are the responsibility of the recommending or proponent activity. Other general responsibilities are as follows:

(1) The DHR will maintain archival records of past memorial actions and a standing list of individuals eligible to be memorialized (Medal of Honor Recipients, or other distinguished individuals meeting the required qualifications).

(2) The DPW will coordinate changes to the Master Street Addressing Guide database as required by each newly approved memorial action.

(3) The DPW will also establish policies and procedures for maintaining and accounting for memorialized areas to include accountability of plaques and other memorial markers.

8. This policy supersedes Policy Memorandum USAG-HI 9, SAB, dated 27 May 14 and remains in effect until cancelled or superseded in writing.

9. Proponent. The USAG-HI, DHR is the proponent for this policy memorandum. For additional information on this policy or assistance with any IMB matter, contact the Chief, Casualty and Mortuary Affairs Office, Military Personnel Division, DHR, at (808) 655-1199 or (808) 655-5144.

Stephen Dawson

STEPHEN E. DAWSON
COL, SC
Commanding

4 Encls
1. Processing Actions
2. Processing Exhibit Requests
3. Checklist
4. SA Memorandum of 20 Oct 2008, Subject: Army Directive 2008-03

DISTRIBUTION
Electronic Media

POLICY MEMORANDUM USAG-HI-5

ENCLOSURE 1

Installation Memorial Board
Processing of Memorial Actions

1. A formal request will be sent to the Installation Memorial Board (IMB) administrator. The request must provide sufficient information and justification for the action as outlined in paragraph 6(h) of this policy memorandum.

2. The IMB administrator will prepare a Staff Action Memo to be circulated to each member of the IMB for comments and recommendations, after which the action is sent to the Garrison Commander for approval (this process should normally take 30 days or less).

3. Once the memorial action is approved by the Garrison Commander, the organization requesting the action, or the organization responsible for the building or area being memorialized, is notified by the IMB administrator to begin preparing for the ceremony, which is their responsibility to plan and conduct.

4. If a Medal of Honor recipient or other individual outside local approval authority is to be memorialized, a memorandum signed by the Garrison Commander is forwarded through channels to HQDA for appropriate approval. Upon receipt of HQDA approval, the agency responsible for the memorial is notified by the IMB administrator to proceed with ceremony preparations (once the Garrison Commander signs the memorandum the normal turn-around time from HQDA is approximately 30 days).

5. The requesting organization or proponent activity attempts to establish contact with surviving Family members. If Family members are located, the requesting organization will make arrangements to invite a maximum of two to participate in the ceremony and will prepare the Invitational Travel Orders as needed. The organization responsible for the ceremony will also provide an escort to greet the Family member(s), guide them during their stay, and assist them with filing travel vouchers.

6. Obtaining a suitable plaque or plaques for the memorial site normally takes a minimum of 30-60 days. The organization responsible for the ceremony funds the procurement costs of designing and preparing the plaque(s).

7. The organization responsible for the ceremony is also required to coordinate all of its aspects: sequence of events; Commander's or other distinguished guest's attendance; guest speakers; PAO coverage; band participation; chaplain; invitations & RSVP; photo coverage; sound system; canopies and chairs; program design and printing; flags;

refreshments; site preparation; read-aheads and pre-briefings; and any other matters that may arise.

8. The date of the ceremony is normally dictated by the availability of surviving Family members as a matter of courtesy.

POLICY MEMORANDUM USAG-HI-5
ENCLOSURE 2

Installation Memorial Board
Processing of Memorial Marker/Exhibit Requests

1. Placement of memorial markers/exhibits is not covered under AR 1-33 but does require the approval of the Installation Memorial Board (IMB). The IMB will consider requests for placement of memorial markers for units at/above brigade level, to be placed within their area of responsibility.

2. A formal request will be sent to the IMB administrator. The request must provide sufficient information and justification for the action as outlined in paragraph 6(h) of this policy memorandum to also include a drawing and dimensions proposed. Information on how the memorial will be funded will also be provided since use of appropriated funds is not authorized.

3. The IMB administrator prepares a Staff Action Memo to be circulated to each member of the IMB for comments and recommendations, after which the action is sent to the Garrison Commander for approval (this process normally takes 30 days).

4. Once the placement of the memorial marker/exhibit is approved by the Garrison Commander, the organization requesting the action is notified by the IMB administrator. It is the organization's responsibility to purchase the memorial marker/exhibit and plan and conduct the dedication ceremony. Requisition plaques or other bases to which a plate can be attached through normal supply channels. The commander who will select the design will charge associated costs to the OMA fund.

5. If surviving Family members are located, arrangements are made to invite a maximum of two to participate in the ceremony but not at government expense. The organization responsible for the ceremony will also provide an escort to greet the Family member(s) and guide them during their stay.

6. The organization responsible for the ceremony is also required to coordinate all of its aspects: sequence of events; Commander's or other distinguished guest's attendance; guest speakers; PAO coverage; band participation; chaplain; invitations and RSVP; photo coverage; sound system; canopies and chairs; program design and printing; flags; refreshments; site preparation; read-aheads and pre-briefings; and any other matters that arise.

7. The date of the ceremony is normally dictated by the availability of surviving Family members as a matter of courtesy.

POLICY MEMORANDUM USAG-HI-5

ENCLOSURE 3

Installation Memorial Board
Memorial Action Criteria Checklist

Checklist Item	Y	N	Comments
Is this action a memorial or an exhibit? (Exhibits not covered by AR 1-33)			
Is the individual deceased?			
Has it been one year from date of death or one year from completion of investigation of death?			
Has culpability been ruled out on the part of the deceased?			
Did the deceased ever earn the Medal of Honor?			
Did the deceased ever earn the DSC and/or SS medals?			
Did the deceased ever perform an act of heroism?			
Did the deceased's non-combat performance improve the Army?			
Did the deceased hold a position of high responsibility?			
Was the career or actions of the deceased important to the locality of the proposed memorial site?			
Was the deceased considered an inspiration to fellow Soldiers or other citizens?			
What was the rank or grade and title of the deceased?	/	/	
How many years was the deceased in the position they held at the time of death?	/	/	
Was the deceased a DoD Civilian?			
Has an appropriate memorial and site been determined?			
Does the Commander, USAG-HI have Delegation of Authority regarding the site?			
Is the deceased comparable in rank or grade to the current users of the proposed memorial site?			
Has the proposed site been previously memorialized?			
If the proposed site had a name, what authority originally approved the site?	/	/	
Is the proposed site unnamed?			
Has DPW determined whether the proposed site is scheduled for demolition or alterations?			

PREPARED BY: _____
DATE: _____

APPROVED BY: _____
DATE: _____

DEPARTMENT OF THE ARMY
HEADQUARTERS, 8TH THEATER SUSTAINMENT COMMAND
FORT SHAFTER, HAWAII 96858-5100

REPLY TO ATTENTION OF

APTS-TSC-OP

24 July 2009

MEMORANDUM THRU Installation Memorial Board, Schofield Barracks, HI 96857

8th TSC. Personnel to be recognized are as follows: MG (Ret) William H. Brandenburg and CSM Harry L. Collins.

2. MG (Ret) Brandenburg and CSM Collins became the first Command Team of the 8th TSC on 25 September 2006. The entrance to the Operations Center will have a "Brandenburg / Collins Operations Center" sign placed on the wall with 2' x 2' lettering, wrapped around the 8th TSC Shoulder Sleeve Insignia. The location of the Operations Center is the basement of the 8th TSC HQ, Bldg. 525, Fort Shafter, HI.

3. The point of contact for this action is the undersigned at (808) 438-0900.

Darryl W. Daugherty

DARRYL W. DAUGHERTY
COL, GS
Chief of Staff

POLICY MEMORANDUM USAG-HI-5
ENCLOSURE 4

SECRETARY OF THE ARMY
WASHINGTON

20 OCT 2008

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Army Directive 2008-03 (The Army Memorial Program)

1. This directive publishes a change to AR 1-33 (The Army Memorial Program). The change provides that the Secretary, at his sole discretion, may honor Soldiers and/or their spouses during their lifetimes, based on an exemplary Service career and continuing support to the Army, by dedicating facilities to them. Subsequent misconduct of a nature to bring discredit to the Army will constitute justification for the Secretary to revoke the dedication or memorialization.

2. This change will be made as follows:

a. In paragraph 2-2.a., strike the second and third sentence and add the following at the end of the first sentence:

", except under the following narrow conditions in the sole discretion of the Secretary. The living person for whom an entity is to be dedicated or memorialized must be:

(1) Retired from military service with 20 or more years of honorable service or *medically retired because of wounds sustained in combat operations; or recipient* of the Medal of Honor, Distinguished Service Cross, Distinguished Service Medal, or Silver Star;
(2) An example for current Soldiers to emulate based on an extraordinary military career of exemplary service;
(3) Closely connected with the entity being named; and
(4) A continuing role model supporting Soldiers, their Families, and Army programs.
(5) Spouses of a Soldier meeting the criteria in subparagraphs (1) through (4) above and who themselves meet the criteria in subparagraphs (3) and (4) are eligible to have an entity dedicated jointly to the Soldier and spouse or singly to the spouse alone when the spouse's contributions are truly extraordinary.

Subsequent misconduct of a nature to discredit the Army will constitute justification to revoke the dedication or memorialization."

b. Strike the last sentence of paragraph 1-4.i.(2) and replace with:

"Except as specified in paragraph 2-2a. of this regulation, memorialization or dedication of a building or room, and so forth to a living person as a condition of a

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gift given to USMA is the only instance in which naming for a living person is authorized."

3. This change will be incorporated into the next revision of AR 1-33. The other provisions of AR 1-33 remain unchanged.

4. The Deputy Chief of Staff, G--1 is the proponent for this policy.

Pete Geren

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