

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**



AIR FORCE INSTRUCTION 36-3108

31 AUGUST 2011

**AIR EDUCATION AND TRAINING
COMMAND
Supplement**

24 APRIL 2012

**Certified Current 12 May 2016
Personnel**

**MEMORIALIZATION PROGRAM AND
CEREMONIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: AFPC/DPSIDR

Certified by: AF/A1S
(Brig Gen Eden J. Murrie)

Supersedes: AFI 36-3108, 1 February
1999

Pages: 20

(AETC)

OPR: HQ AETC/A1KKM

Certified by: HQ AETC/A1K
(Lt Col Mark A. Gaubert)

Supersedes: AFI36-3108_AETCSUP, 10
November 1999

Pages:12

This instruction implements Air Force Policy Directive 36-31, *Personal Affairs*. It outlines Air Force responsibilities for naming installations, buildings, rooms, facilities (recreational and medical), or streets, and provides guidance for arranging and conducting ceremonies associated with memorialization actions. This instruction applies to all Air Force stateside and overseas activities, including the Air Force Reserve and Air National Guard, in the United States and all territorial area that the United States administers, including the Commonwealth of Puerto Rico. It also applies to bases acquired under the Leased Naval and Air Force Agreement signed 27 March 1941. This instruction does not apply to industrial facilities because those facilities are under the jurisdiction of their responsible officials. This AFI may be supplemented at any level, but all supplements that directly implement this instruction must be routed to HQ AFPC/DPSIDR for coordination prior to certification and approval. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication. Route AF Form 847s from

the field through Major Command (MAJCOM) publications/forms managers. Major Commands (MAJCOMs), Field Operating Agencies (FOAs), and Direct Reporting Units (DRUs) must send one copy of their published and or posted supplement to the OPR at HQ AFPC/DPSIDR, 550 C Street West, Suite 12, Randolph AFB TX 78150-4712. Other organizations send one copy of each published and or posted supplement to the next higher headquarters. Ensure all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the AF Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>.

When sending nomination packages through e-mail or postal system be vigilant to protect Privacy Act (PA) and Personal Identifying Information (PII). As a minimum, the following references should be reviewed to ensure care is taken when forwarding nomination packages containing PA/PII, sensitive or For Official Use Only (FOUO) information: DoD 5400.11-R, *Department of Defense Privacy Program*; AFI 33-332, *Privacy Act Program*; AFI 33-200, *Information Assurance (IA) Management*; AFI 33-129, *Web Management and Internet Use*; and Directive-Type Memorandum (DTM) 07-015-USD(P&R) - *DoD Social Security Number (SSN) Reduction Plan*.

(AETC) This supplement implements and extends the guidance of Air Force Instruction (AFI) 36-3108, *Memorialization Program and Ceremonies*. This supplement applies to all Air Education and Training Command installations, to include Joint Base installations hosted by an Air Education and Training Command wing, as well as Air Force Reserve and Air National Guard units located at said installations. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <http://www.my.af.mil/afirms/afirms/afirms.cfm>.

SUMMARY OF CHANGES

This revision provides general information and guidance for requesting memorializations for areas, clarifying the suspense for memorialization requests to arrive at HQ AFPC/DPSIDR, and forwarding locally-approved (MAJCOM-level and below) memorialization packages to HQ AFPC/DPSIDR and the installation historian. It also adds attachment 1, Glossary of References and Supporting Information and Adopted and Prescribed Forms, and renames Table 1 as Attachment 2, "Table of Approval Authorities".

(AETC) This document is substantially revised and must be completely reviewed. This supplement provides Air Education and Training Command leaders with command insight on memorialization policy. It also provides guidance on how to administratively process memorialization requests originating from Air Education and Training units.

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Section A—General Information

1. Policy and General Information. The intent of the Air Force Memorialization Program is to provide lasting honor and pay tribute to deceased as well as living Air Force military and civilian personnel with records of outstanding and honorable service. This program also fosters favorable relations between the public and the Air Force. All memorializations should be carefully evaluated to ensure that only the most deserving persons are selected. These selections should bring honor and goodwill to the Air Force and local communities. Commanders at all levels are responsible for ensuring and maintaining the integrity of the Air Force Memorialization Program. Joint base commanders may follow Sister Service policies for naming facilities and buildings used exclusively by the other Service. All Air Force (to include Air Force Reserve and Air National Guard) installations, facilities, buildings, rooms, and any other permanent facilities located on any Air Force-owned installation will be named only in accordance with this instruction. Facilities include unaccompanied personnel housing, dining facilities, clubs, libraries, service centers, gymnasiums, and other recreational areas. The requirements of this instruction are mandatory when considering all memorialization actions, including any that are not specifically covered in this instruction. Memorialization constitutes a permanent and lasting honor. Once in effect, the renaming of any installation, street, building, or facility is prohibited as long as the installation remains active except under unique circumstances.

1.1. When an installation closes, all memorializations that were put into effect during the history of that installation cease to exist. In unique circumstances, however, reinstating the names of certain individuals may be acceptable in order to preserve and continue the Air Force's history and heritage. All requests to reinstate the names of individuals previously memorialized at closed installations will be considered on a case-by-case basis. Staff all such requests to the appropriate approval authority outlined in Table of Approval Authorities ([Attachment 2](#)).

1.2. In cases where a building is condemned, torn down, or is renovated and reused for another function, the following actions may be taken: the name may be discontinued when no next of kin (NOK) can be located and no opposition is received from the public. If the NOK can be located, it is desirable and appropriate to secure favorable reaction to the discontinuance from the closest relative in the following order of precedence: spouse, children, parents, and then siblings, providing there is no opposition from the public; such might be the case where the memorialized individual was a favorite son or daughter and prominent in the history of the community. If the discontinuance is not compatible with the NOK and/or the public, the installation commander should retain the honoree's name for the redesignated building. In this case, a courtesy letter from the commander to the NOK and/or the interested parties, notifying them of the change, is in order. A formal dedication ceremony is at the discretion of the commander; however, it is not required.

1.3. The Air Force does not memorialize facilities that are not yet built or completed nor does it support ground-breaking dedications for future memorializations.

2. Guide to Selecting a Name. Consider only Air Force military members, Department of the Air Force civilians (DAFC), and private sector citizens as outlined in the Table of Approval Authorities ([Attachment 2](#)) when naming any Air Force real estate. Individuals who were assigned to an air component of the United States Army (Army Air Corps) before the United

States Air Force became a separate military service are eligible for memorialization honors if they had outstanding and honorable records. In unusual circumstances, it may be appropriate to honor deceased military members other than Air Force personnel (Army, Navy, or Marine Corps). In such instances, the Air Force Chief of Staff (CSAF) is the approval authority.

2. (AETC)Guide to Selecting a Name. Nominating a living person is highly discouraged and should be a very rare exception. Therefore, commanders must be very judicious when recommending a living person and such a nomination must clearly address why a living nominee merits this distinction instead of a deceased person of equal or greater status.

2.1. Use only the surname of the individual being honored unless it is a name that might be confused or mistaken for another individual; e.g. "Smith" or "Jones". Do not duplicate or use names that are already assigned or used on the installation. As an example, if a street is named for a particular individual, do not name a building or facility for that same individual. When naming a medical facility, use only the names of members or individuals who were connected with the Air Force Medical Service.

2.1.1. The only exception to duplication of a name is if a facility, room, or street is being named after the named base (i.e.: Randolph Bowling Center located on Randolph AFB). A formal dedication ceremony is at the discretion of the installation commander; however, it is not required.

2.2. Submit all memorialization requests through command channels to the approval authority listed in the Table of Approval Authorities ([Attachment 2](#)). Include a biography on the individual, supporting data reflecting association of the person with the installation or real estate that is being named, a base map indicating the real estate that is being considered for naming, and a letter signed by the requesting office outlining what is being named, for whom, and what connection the person being memorialized has with the installation or real estate being considered for naming. Do not make disclosure of nominations prior to receiving approval. After receiving approval, but before announcement of a dedication ceremony, notify the NOK to ensure the memorialization action meets with their approval. In this respect, make no public announcements or other publicity prior to receiving concurrence from the memorialized individual or respective NOK.

2.2. (AETC) All memorialization requests requiring MAJCOM or higher approval must be submitted to AETC/A1KKM in the Task Management Tool (TMT). Refer to TMT Tasker ID AETC1125713914 for a package template.

2.3. Select individuals of prominence or those whose careers or actions were important to and well known in the locality where memorialized. Conduct quality force reviews or background checks to ensure only deserving individuals are being honored. Possible sources to review when determining individual's suitability for memorialization are:

2.3.1. Military personnel records prior to October 2004 (retired and deceased military members) are located at the National Personnel Records Center (NPRC), Air Force Reference Branch, 9700 Page Avenue, St. Louis, MO 63132-5100. Military personnel records after October 2004 (active duty, retired and deceased military members) are located at HQ AFPC/DPSIRP, 550 C Street West, Ste 19, Randolph AFB, TX 78150-4723.

2.3.2. Civilian personnel records (retired and deceased DAFC), which are located at the NPRC, Civilian Personnel Records Branch, 111 Winnebago Street, St. Louis, MO 63118 or at the NPRC Annex, 1411 Boulder Boulevard, Valmeyer IL 62295.

2.3.3. Public libraries for archived newspaper articles.

2.3.4. Local newspapers.

2.3.5. Local courthouse records.

2.3.6. Local Air Force Office of Special Investigations or Security Police.

2.3.7. Family members, friends, acquaintances, and co-workers.

Section B—Naming an Installation

3. Policy. When naming an Air Force installation, ensure that only the most deserving individuals are selected for memorialization actions. Selections should bring honor to the Air Force and reflect the goodwill of the local community. Only a few major installations remain unnamed. It is not possible to commemorate all Air Force heroes or persons who might be eligible. Therefore, local civic groups and citizens should not be encouraged to advance names for memorialization. Consider individuals in the following order of precedence when naming an installation:

3.1. National military heroes; that is, those who displayed conspicuous gallantry or heroism at the risk of life above and beyond the call of duty such as Medal of Honor recipients, and so forth.

3.2. Individuals who performed highly responsible duties in an outstanding manner for the Air Force.

3.3. Those individuals that have made a major contribution to the development or mission of the Air Force.

4. Processing Procedures for Naming Installations. Some Air Force installations continue to retain their geographical identity. The geographical name may be used indefinitely or until a suitable name is approved for public acceptance. If a proposal is made to rename such an installation, the installation commander takes the following actions:

4.1. From all names that are recommended, the wing commander advises, in writing, of the contemplated renaming action and the name being considered to:

4.1.1. State and local government officials.

4.1.2. City or town councils or similar organizations.

4.1.3. Chambers of Commerce.

4.1.4. Local postal officials.

4.2. After obtaining the written concurrence from organizations listed above, the wing commander or vice commander sends the recommended name and supporting documentation to the Major Command (MAJCOM) Director of Manpower, Personnel and Services (A1). The MAJCOM/A1 forwards the proposal, with recommendations and supporting documentation, through the MAJCOM commander (CC), vice commander (CV), or staff

director (CD) to HQ AFPC/DPSIDR for administrative review and consideration by the CSAF and the Secretary of the Air Force (SECAF). The recommendation must be staffed well in advance (usually six months) of a desired ceremony date to allow for processing, approval, and any other actions.

4.2. (AETC) All memorialization requests requiring MAJCOM or higher approval must be submitted to AETC/A1KKM in the Task Management Tool (TMT). Refer to TMT Tasker ID AETC1125713914 for a package template.

4.3. AFPC's Recognition Programs Section (AFPC/DPSIDR) notifies the MAJCOM/CC whether the proposal is approved or disapproved. The MAJCOM, in turn, informs the wing commander, who obtains the concurrence of the NOK. If the NOK nonconcur, inform the appropriate offices in the chain of command and discontinue the memorialization action.

4.4. If approved, the wing commander refers the approved name to the Secretary of the Air Force Office of Legislative Liaison (SAF/LL) so they may advise interested congressional delegations and other citizens of national prominence so invitations may be extended for them to attend or take part in the dedication or memorialization ceremony. The wing commander also advises the Secretary of the Air Force Office of Public Affairs (SAF/PA) via its MAJCOM so that public announcements may be made.

5. Dedication Ceremonies. MAJCOMs should assist the installation in carrying out dedication ceremonies for installations under their purview. After the SECAF approves the naming of an installation, the MAJCOM commander, vice commander, or their designee:

5.1. Sends a letter to the Air Force Real Estate Agency (AFREA/MI), 112 Luke Avenue, Room 104, Bolling AFB DC 20332-8020, and to HQ USAF Deputy Chief of Staff for Installations and Logistics, Bases, and Units (AF/A4/7), 1030 Air Force Pentagon, Washington DC 20330-1030, advising of the base's name change.

5.2. Coordinates directly with SAF/PA on a date for the ceremony. The effective date is usually set for 3 months after the date the Secretary of the Air Force approves the memorialization request.

5.3. Sends a completed AF Form 1192, *USAF Installations Characteristics Report*, to HQ AFREA/MI, as shown in AFI 32-9005, *Real Property Accountability and Reporting*.

5.4. Sends a completed AF Form 532, *Programming Actions Involving Units, Installation and Unit Equipment*, to HQ USAF/A4/7, 1030 Air Force Pentagon, Washington DC 20330-1030, as shown in AFI 16-403, *Updating the USAF Program Installations, Units, and Priorities and Movement of Air Force Units*.

5.5. Appoints a project officer for the ceremony. In conjunction with the MAJCOM protocol office, the project officer:

5.5.1. Coordinates all arrangements for the dedication ceremony.

5.5.2. Consults with the guest of honor or NOK, and according to existing policies, strives to satisfy their wishes regarding the ceremony.

5.5.3. Ensures an escort or aide is appointed to the guest of honor or NOK on matters pertaining to the ceremony.

5.5.4. Coordinates with the host wing commander to ensure transportation for the guest of honor and NOK (see paragraph 5.5.5.4.5).

5.5.5. Invites interested congressional delegations to attend or take part in the ceremonies. Citizens of national prominence may also be invited. Discretion and good judgment are critical when extending invitations. The wing commander is required to advise SAF/LL when planning to invite members of Congress to a ceremony or official function. SAF/LL advises the members of Congress of the ceremony before it is publicly announced. Specifically, the wing commander:

5.5.5.1. Prepares a written invitation with reply requested to each member of an interested congressional delegation. Refer to AFI 90-401, *Air Force Relations with Congress*, for additional guidance in extending invitations. Send the invitations directly to SAF/LL, 1160 Air Force Pentagon, Washington DC 20330-1160, for approval and dispatch at least 60 days before the ceremony.

5.5.5.1. (AETC) Send the notification through Public Affairs (HQ AETC/PA) at least 75 days before the ceremony.

5.5.5.2. After approval is received from SAF/LL, makes public announcement about the ceremony.

5.5.5.3. Advises SAF/PA when planning a ceremony or other official function to which citizens of national prominence, such as elected representatives, senior federal officials, Presidential appointees, state officials, and so forth, will be invited.

5.5.5.3. (AETC) Send the proposed guest list through HQ AETC/PA at least 75 days before the ceremony.

5.5.5.4. The host (wing) commander:

5.5.5.4.1. Sends the proposed guest list directly to SAF/PA at least 60 days before the ceremony.

5.5.5.4.2. Holds all the invitations until SAF/PA has approved the proposed guest list.

5.5.5.4.3. Sends an invitation to each guest after SAF/PA approves the proposed guest list.

5.5.5.4.4. After these persons have been invited, makes a public announcement about the ceremony.

5.5.5.4.5. Arranges transport for the honoree (if living) and one member of the honoree's immediate NOK (surviving spouse, if not remarried), eldest child, mother and/or father (in this order), eldest sibling, or other beneficiary, if no close relatives are available. Refer to Joint Travel Regulation, Volume II, paragraphs C6000 and C6002-F, and AFI 33-328, *Administrative Orders*, for guidance on preparing invitational travel orders. Other guests desiring to attend the ceremony must travel at their own expense.

Section C—Naming a Street, Building, Room, Facility, Recreational Facility/Area, or Medical Facility

6. Policy. CSAF, MAJCOM, and wing CCs or CVs have the authority to name areas, streets, buildings, rooms and facilities in accordance with the Table of Approval Authorities ([Attachment 2](#)). When naming areas, streets, buildings, or facilities, do not duplicate or use names that are already in use on the installation or in the local community. When naming any medical facility, use only the names of medical service personnel. All requests to name medical facilities must be staffed to the CSAF for approval.

6. (AETC)Policy. Avoid unnecessary changes to street names because of the numerous expenses associated with such a change (for example, maps, letterhead, etc.). It is best to memorialize streets currently unnamed, newly constructed, or projected for construction. Rooms within a memorialized facility or real property may also be memorialized.

7. Processing Procedures for Naming Areas, Streets, Rooms, Buildings, and Facilities.

7.1. Wing and MAJCOM CCs or CVs will ensure all memorialization requests are staffed and approved to the appropriate approval authority before obtaining the concurrence of either the NOK or the individual being considered for memorialization.

7.2. Include in all memorialization requests, a letter signed by the wing CC or CV, stating what sources were reviewed to verify the individual's background and that no derogatory information was found which would preclude the individual's selection for memorialization honors.

7.3. Staff the proposed memorialization action through the FSS/CC before sending it to the MAJCOM/CC or CV (if the approval authority lies at MAJCOM or CSAF level, as outlined in the Table of Approval Authorities ([Attachment 2](#))).

7.3. (AETC) All memorialization requests requiring MAJCOM or higher approval must be submitted to AETC/A1KKM in the Task Management Tool (TMT). Refer to TMT Tasker ID AETC1125713914 for a package template.

7.3.1. For those memorialization actions requiring CSAF approval, staff the proposal through the MAJCOM commander or vice commander. The MAJCOM A1 staffs the request to AFPC's Recognition Programs Section (AFPC/DPSIDR), who staffs the request through Air Staff channels to the CSAF. Include in the request recommendation letters signed by the wing and MAJCOM commander or vice commander stating the achievements or contributions and association the individual had with the real estate contemplated for naming, and a biography on the individual.

7.3.2. The recommendation must be staffed well in advance (usually six months) of a desired ceremony date to allow for processing, approval, and any other actions.

7.4. After approval, a dedication ceremony may be conducted. Make arrangements for the dedication ceremony at least 3 months before the planned date. Requests for non-local travel authorization by commercial or government transportation may be authorized for the honoree (if living) and one member of the honoree's immediate NOK (surviving spouse, if not remarried), eldest child, mother or father (in this order), eldest sibling, or other beneficiary, if no close relatives are available, to attend the dedication ceremony. Refer to paragraph

5.5.5.4.5 for guidance on preparing invitational travel orders. Other guests who desire to attend the ceremony will travel at their own expense.

7.5. If inviting members of Congress notify SAF/LL at least 60 days before the ceremony (see paragraph 5.5.5).

7.5. (AETC) Send the notification through HQ AETC/PA at least 75 days before the ceremony.

7.6. When inviting citizens of national prominence (Cabinet members, heads of federal agencies and departments, Presidential appointees, and state governors), forward the proposed guest list to SAF/PA at least 60 days before the ceremony (see paragraph 5.5.5).

7.6. (AETC) Send the proposed guest list through HQ AETC/PA at least 75 days before the ceremony.

7.7. Do not make public announcement until SAF/LL and SAF/PA notify interested parties.

7.8. Place a metal plaque identifying the person memorialized at the entrance of the building, facility, or room named. Refer to Unified Facilities Criteria (UFC) 3-120-01, *Air Force Sign Standard*, for standardization of sign material, color, style, and placement. An electronic copy of UFC 3-120-01 can be found at the Whole Building Design Guide website (http://www.wbdg.org/ccb/DOD/UFC/ufc_3_120_01.pdf).

7.9. Send a letter to the installation historian and to HQ AFPC/DPSIDR, 550 C. Street West, Suite 12, Randolph AFB TX 78150-4714, within 30 days after the approval date of the memorialization.

7.9. (AETC) In addition, send a copy of the notification to Military Personnel Programs (HQ AETC/A1KKM) within 30 days after the ceremony.

8. (Added-AETC) Responsibilities of the Memorialization Initiator (Individual, Units, Groups, or Wings). The memorialization initiator will:

8.1. (Added-AETC) Identify the extraordinary individual for memorialization.

8.2. (Added-AETC) Identify what sources were reviewed to determine the candidate's background did not contain derogatory information that would prohibit memorialization honors.

8.3. (Added-AETC) Identify the facility and (or) real property for memorialization. See Attachment 2 (Added)(AETC), this supplement, for suggested criteria.

8.4. (Added-AETC) Determine if the selected facility or real property is deserving of memorialization. See Attachment 2 (Added)(AETC), this supplement.

8.5. (Added-AETC) Notify the Military Personnel Section (MPS) customer service of memorialization intentions. See Attachment 3 (Added)(AETC), this supplement, for package requirements.

8.5.1. (Added-AETC) Review AFI 36-3108 to determine approval authority.

8.6. (Added-AETC) Contact the base civil engineer to determine if facility and (or) real property is already memorialized.

8.6.1. **(Added-AETC)** Ask the base civil engineer to help determine the square footage of the facility or real property.

8.7. **(Added-AETC)** Assemble the memorialization package according to Attachment 3 (Added). In addition, a Task Management Tool (TMT) template can be found at TMT Tasker ID AETC1125713914.

8.8. **(Added-AETC)** Coordinate the memorialization package through the MPS customer service and up the chain of command.

8.9. **(Added-AETC)** After approval of the package, make all arrangements and conduct the memorialization ceremony. Coordinate with the base public affairs office so the appropriate internal and external media coverage and community relations activities can be arranged.

8.10. **(Added-AETC)** Accomplish follow-up with and provide documents to the MPS customer service, base civil engineer, and historian.

9. (Added-AETC) Responsibilities of the Base Civil Engineer Squadron. Squadron responsibilities include having the:

9.1. **(Added-AETC)** Community Planner assist in the sighting of memorials and selection of appropriate facilities for memorialization.

9.2. **(Added-AETC)** Programs Flight provide cost estimates and ensures installation and maintenance costs are reasonable and appropriate.

9.3. **(Added-AETC)** Real Estate Office maintain a current listing of all facilities and real properties that have been memorialized.

9.4. **(Added-AETC)** Real Estate Office provide details of the size, etc., of existing facilities nominated for memorialization. See the sample statement in Attachment 4 (Added)(AETC), this supplement.

10. (Added-AETC) Responsibilities of the MPS Customer Service. This function will:

10.1. **(Added-AETC)** Act as base OPR for the memorialization program.

10.2. **(Added-AETC)** Conduct ongoing publicity for the memorialization program.

10.3. **(Added-AETC)** Document who is initiating the memorialization and which facility or real property is being memorialized.

10.4. **(Added-AETC)** Advise the memorialization initiator of content requirements for the memorialization package according to Attachment 3 (Added)(AETC), this supplement.

10.5. **(Added-AETC)** Conduct a review of the memorialization package.

10.6. **(Added-AETC)** Coordinate the memorialization package through the chain of command up to and including wing level. Packages requiring MAJCOM or higher level approval must be forwarded to AETC/A1KKM in the Task Management Tool (TMT) for review and forwarding to the AETC Commander. A TMT template can be found at TMT Tasker ID AETC1125713914.

10.7. **(Added-AETC)** Follow up with and provide documents to higher headquarters, real property office, and wing historian.

10.8. **(Added-AETC)** Obtain a current list of memorialized facilities and real properties annually from the real property office.

11. (Added-AETC) Responsibilities of Group and Squadron Commanders. The group or squadron commander will:

11.1. **(Added-AETC)** Recommend the individual who is the focus of the memorialization.

11.2. **(Added-AETC)** Recommend the facility or real property to receive the memorialization according to Attachment 2 (Added)(AETC), this supplement.

11.3. **(Added-AETC)** Review and coordinate the memorialization package.

11.4. **(Added-AETC)** Ensure all details for an appropriate memorialization ceremony are arranged and carried out.

12. (Added-AETC) Responsibilities of the Unit Historian. The historian will assist in identifying worthy individuals for memorialization and will update records, files, etc, in the History Office archive.

13. (Added-AETC) Responsibilities of the Wing Commander. The wing commander will:

13.1. **(Added-AETC)** Recommend the individual for memorialization. See Attachment 5 (Added)(AETC), this supplement.

13.2. **(Added-AETC)** Recommend the facility or real property for memorialization according to Attachment 2 (Added)(AETC), this supplement.

13.3. **(Added-AETC)** Review and coordinate on the memorialization package.

13.4. **(Added-AETC)** Approve or disapprove the memorialization request according to the basic AFI and this supplement.

13.5. **(Added-AETC)** Provide an endorsement memorandum for each memorialization package going to higher headquarters. See the sample in Attachment 5 (Added)(AETC), this supplement.

13.6. **(Added-AETC)** Ensure packages requiring MAJCOM or higher approval are submitted to AETC/A1KKM in the Task Management Tool (TMT) for review and forwarding to the AETC Commander. A Task Management Tool (TMT) template can be found at TMT Tasker ID AETC1125713914

13.7. **(Added-AETC)** Ensure the details for an appropriate memorialization ceremony are arranged and carried out.

13.8. **(Added-AETC)** After approval is final, invite the next of kin or honoree to the memorialization ceremony. See Attachment 6 (Added)(AETC), this supplement, for a sample letter of invitation.

DARRELL D. JONES
Lieutenant General, USAF
DCS, Manpower, Personnel and Services

(AETC)

MICHAEL D. BRICE, Colonel, USAF
Director of Manpower, Personnel & Services

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-AETC) AFMAN 33-363, *Management of Records*, 1 March 2008

(Added-AETC) AFI 36-3108, *Memorialization Program and Ceremonies*, 31 August 2011

AFPD 36-31, *Personal Affairs*, 27 September 1993

AFI 16-403, *Updating the USAF Program Installations, Units, and Priorities and Movement of Air Force Units*, 25 January 2011

AFI 32-9005, *Real Property Accountability and Reporting*, 14 August 2008

AFI 33-129, *Web Management and Internet Use*, 3 February 2005

AFI 33-200, *Information Assurance (IA) Management*, 28 December 2008

AFI 33-328, *Administrative Orders*, 16 January 2007

AFI 33-332, *Privacy Act Program*, 16 May 2011

AFI 33-360, *Publications and Forms Management*, 18 May 2006

AFI 35-105, *Community Relations*, 26 January 2010

AFI 90-401, *Air Force Relations with Congress*, 1 July 1998

AFMAN 33-363, *Management of Records*, 1 March 2008

DoD Directive 5400.11-R, *Department of Defense Privacy Program*, 8 May 2007

Unified Facilities Criteria (UFC) 3-120-01, *Air Force Sign Standard*, 6 February 2003

Joint Travel Regulation, Volume II, 1 June 2009

Adopted Forms

AF Form 532, *Programming Actions Involving Units, Installation and Unit Equipment*

AF Form 847, *Recommendation for Change of Publication*

AF Form 1192, *USAF Installations Characteristics Report*

Abbreviations and Acronyms

AFRIMS—Air Force Records Information Management System

CSAF—Air Force Chief of Staff

DRU—Direct Reporting Unit

DTM—Directive-Type Memorandum

FOA—Field Operating Agency

MAJCOM—Major Command

PA—Privacy Act

(Added-AETC) **RDSTMT**—Records Disposition Schedule Task Management Tool

Attachment 2

TABLE OF APPROVAL AUTHORITIES

Table A2.1. Table of Approval Authorities.

	Area, Facility, Building, Street, Room to be named:	The person being memorialized is:	Approval Authority:
1	Installation	Living or deceased military or civilian	SECAF
2	Medical facility (any size)	Living or deceased medical service member (medical facilities are named for medical service members only)	Chief of Staff, USAF
3	Area or Building (any size)	Living Air Force member Living Department of the Air Force civilian (DAFC) Living or deceased private sector individual	Chief of Staff, USAF
4	Area, building or facility – 3,000 square feet or larger	Deceased Air Force member Deceased DAFC	MAJCOM/CC or CV
5	Area, building or facility – less than 3,000 square feet	Deceased Air Force member Deceased DAFC	Wing/CC or CV
6	Streets	Living Air Force member Living DAFC Living or deceased private sector individual	Chief of Staff, USAF
		Deceased Air Force member Deceased DAFC	Wing/CC or CV
7	Rooms	Living Air Force member Living DAFC Living or deceased private sector individual	MAJCOM/CC or CV
		Deceased Air Force member Deceased DAFC	Wing/CC or CV

Attachment 3 (Added-AETC)**SUGGESTED CRITERIA FOR IDENTIFYING DESERVING FACILITIES OR REAL PROPERTIES**

A3.1. (AETC) General. Memorializations provide a lasting honor to deceased and living Air Force military personnel, Department of the Air Force civilians, and private sector personnel. Consider the following criteria to determine if memorialization of the recommended facility or real property is appropriate:

- A3.1.1. (AETC) Condition of the facility or real property.
- A3.1.2. (AETC) Location of the facility or real property.
- A3.1.3. (AETC) Frequency of use of the facility or real property.
- A3.1.4. (AETC) Sense of pride attached to the facility or real property.
- A3.1.5. (AETC) Primary purpose or use of the facility or real property.
- A3.1.6. (AETC) Architecture or nature of the construction of the facility or real property.
- A3.1.7. (AETC) Aesthetic appeal of the facility or real property.
- A3.1.8. (AETC) History or heritage currently attached to the facility or real property.
- A3.1.9. (AETC) Future use of the facility or real property.
- A3.1.10. (AETC) Is the facility or real property slated for destruction or renovation?
- A3.1.11. (AETC) Are operations in the facility or on the real property slated for relocation?
- A3.1.12. (AETC) Nature and contributions of the individual being memorialized.
- A3.1.13. (AETC) Nominee's relationship, if any, to the facility or real property.

Attachment 4 (Added-AETC)**CONTENTS OF A MEMORIALIZATION PACKAGE**

A4.1. (AETC) Obtaining Approval of a Memorialization Package. Packages requiring MAJCOM or higher approval will be forwarded to HQ AETC/A1KKM in TMT for processing to the AETC Commander. **NOTE:** In order to avoid potential embarrassment and unnecessary explanations, obtain final approval from the proper channels before seeking concurrence from the next of kin or honoree.

A4.2. (AETC) Package Contents. Ensure each package includes:

A4.2.1. (AETC) Installation civil engineer, historian and FSS commander coordination.

A4.2.2. (AETC) A cover memorandum from the wing commander requesting memorialization. This memorandum must include the honoree's specific accomplishments or contributions to the Air Force in general or to a particular functional area. In addition, include a statement indicating why the chosen honoree should receive memorialization and what sources were reviewed to determine the honoree's background did not contain derogatory information that would prohibit memorialization honors. See the sample memorandum in Attachment 5 (Added)(AETC), this supplement.

A4.2.3. (AETC) A statement describing the nature, purpose, and size of the building, facility or real property being memorialized. If available, include a photograph or an artist's drawing of the building, facility or real property. See Attachment 4 (Added)(AETC) for a sample statement.

A4.2.4. (AETC) A biography of the honoree, to include his or her relationship (if any) to the installation. Indicate whether the individual is living or deceased. **NOTE:** Only under very unique circumstances should a living person be honored.

A4.2.5. (AETC) A description of the actual memorial/plaque, to include pictures, logos, wording, etc.

A4.2.6. (AETC) A map or diagram showing the location of the facility or real property in relation to surrounding properties.

A4.3. (AETC) Format:

A4.3.1. (AETC) Create text documents in Microsoft Word, 12-point font, with 1-inch margins.

A4.3.2. (AETC) Photocopies from books, magazines, microfiche, journals, etc., are permitted. Copies must be clean, without smudges, etc.

Attachment 5 (Added-AETC)**SAMPLE STATEMENT OF BUILDING SPECIFICS**

Building 2001 is 150,000 square feet. Its primary purpose supports the training of aircraft armament systems apprentices in the loading and unloading, maintenance, inspection, repair, and checkout of multiple aircraft armament release, launch, and monitoring systems.

(If available, a photograph or an artist's drawing of the facility or real property may be placed here.)

Attachment 6 (Added-AETC)
SAMPLE COVER MEMORANDUM

(Appropriate Letterhead)

MEMORANDUM FOR AETC/CV

FROM: 82 TRW/CC
419 G Avenue, Suite 1
Sheppard AFB TX 76311-2941

SUBJECT: Memorialization of Building 2001, Sheppard Air Force Base, Texas

1. Request Building 2001, Sheppard Air Force Base, Texas, be memorialized as Arnold Hall, under provisions of AFI 36-3108, *Memorialization Program and Ceremonies*, in the memory of General Hap Arnold (deceased). This building houses the Aircraft Armament Systems Training Flight and staff offices of the 363d Training Squadron, Sheppard Air Force Base, Texas.
2. *(In three to four sentences, say what the honoree did and his or her impact on the Air Force. Don't be too wordy. The contents of the package must support the memorialization request.)* General Arnold was the Commanding General of the Army Air Forces from June 1941 through February 1946. He is considered the architect of air power. His ideas and principles laid the foundation for using air power in modern warfare. Even today, his ideas continue to shape how the Air Force conducts air operations.
3. IAW AFI 36-1004, paragraphs 2.3 and 7.2, the following actions were accomplished to ensure General Arnold is deserving of this honor, and no information was found that would bring discredit to the United States Air Force: (List actions accomplished. For example, "AFOSI background check, conducted 15 January 2001; military personnel records review, conducted 2 February 2011; criminal background check by 80th SFS, conducted 13 February 2011.")
4. Please contact my POC, Lt Col Pamela Mason, DSN 736-2984, for further assistance with this project.

PETER B. MARSHALL, Brigadier General, USAF
Commander (Installation Wing CC or CV must sign this letter)

Attachment 7 (Added-AETC)**SAMPLE LETTER OF INVITATION TO THE NEXT OF KIN OR HONOREE**

(Appropriate Letterhead)

Brigadier General Peter B. Marshall
Commander, 82d Training Wing
419 G Avenue, Suite 1
Sheppard AFB TX 76311-2941

Mrs. Eula J. Peoples
1600 White House Lane
Rittman OH 44270-7000

Dear Mrs. Peoples

It is with great pleasure I write you this letter. The 82d Training Wing at Sheppard AFB has chosen your (*husband, father, sister, etc.*), Major General Peoples, as a special honoree.

The Air Force has a unique memorialization program which identifies exemplary leaders for special recognition. This recognition results from an individual's outstanding contributions to the Air Force throughout his or her career.

This wing has selected your (*husband, father, sister, etc.*) to receive such recognition for the great strides (*he/she*) has made in quality of life improvements for Sheppard Air Force Base personnel.

A new state-of-the-art maintenance training facility is to be dedicated in your (*husband's, father's, etc.*) name. In conjunction with this, we will place a beautiful granite stone engraved with the honoree's name onsite as a reminder of (*his, her*) lasting contributions to our Air Force heritage.

This letter seeks your approval and invites you at Air Force expense to attend the dedication ceremony on 23 November 1999. A second copy of this letter is attached for approval purposes. Please circle your response, sign your name, and return the second copy to me as soon as possible.

Please contact (*Lt Col Martin at (817) 676-7777*) to discuss your travel and accommodations. In addition you may ask (*him, her*) any questions regarding this memorialization project.

Sincerely

PETER B. MARSHALL, Brigadier General, USAF
Attachment:
Copy of Letter

NOTE: Send a second copy of this letter with a simple approval/disapproval line and signature block to the honoree or next of kin. See the basic AFI for guidance about transportation of the honoree. Your actual letter should not be a verbatim copy of this sample letter; make yours an original.