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OFFICE OF THE ASSISTANT SECRETARY

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MEMORANDUM FOR DISTRIBUTION C
ALMAJCOM-FOA-DRU/CC

FROM: SAF/MR
1660 Air Force Pentagon
Washington, DC 20330-1660

SUBJECT: Air Force Guidance Memorandum for Air Force Instruction (AFI) 36-3108,
Memorialization Program and Ceremonies

Releasability: There are no releasability restrictions on this publication.

This is a Guidance Memorandum immediately implementing changes to AFI 36-3108. It adds Commander Support Staff responsibility. Compliance with this memorandum is mandatory. To the extent its directions are inconsistent with other publications; the information herein prevails in accordance with AFI 33-360, *Publications and Forms Management*.

See attachment 1 for changes. If you have questions, please contact AFPC Contact Center at 800-525-0102/DSN 665-5000.

This memorandum becomes void after one-year has elapsed from the date of this memorandum, or upon publication of an Interim Change or rewrite of the affected publication, whichever is earlier.

GABRIEL O. CAMARILLO
Assistant Secretary of the Air Force
(Manpower and Reserve Affairs)

Attachment:
Attachment 1

Attachment 1

1.4. The Military Personnel Sections will ensure the Commander Support Staff (CSS) manages, monitors and resolves issues pertaining to the Memorialization Program within their assigned unit. This responsibility may not be further delegated outside of the CSS. Commanders may consolidate CSS-assigned duties as appropriate, and/or discontinue non-critical duties beyond their ability to resource.

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

AIR FORCE INSTRUCTION 36-3108

31 AUGUST 2011



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.

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OPR: AFPC/DPSIDR

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(Brig Gen Eden J. Murrie)

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Pages: 10

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/afrims/afrims/afrims/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*.

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".

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.

2.1. 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.

2.3. 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.

4.3. 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.

5.5.5.2. 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.

5.5.5.4. 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.

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)).

7.3.1. 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).

7.6. 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).

7.7. 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](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.

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

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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

RDS—Records Disposition Schedule

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