

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

**DEPARTMENT OF THE AIR FORCE
INSTRUCTION 36-2880**



22 MAY 2023

Personnel

MEMORIALIZATION PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 36-28, *Awards Program*, and governs the Department of the Air Force (DAF) memorialization program. This instruction governs the naming of real property on DAF installations, and applies to the United States Space Force, Regular Air Force, the Air Force Reserve, and the Air National Guard. In collaboration with the Chief of Air Force Reserve (AF/RE), the Director of the Air National Guard (NGB/CF), and the Deputy Chief of Space Operations for Human Capital (SF/S1), the Deputy Chief of Staff for Manpower, Personnel, and Services (AF/A1) develops policy for the memorialization program. Ensure all records generated as a result of processes prescribed in this publication adhere to Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and are disposed in accordance with the Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility using DAF Form 847, *Recommendation for Change of Publication*; route DAF Forms 847 from the field through the appropriate functional chain of command to the Air Force Personnel Center Promotions, Evaluations and Recognitions Policy Branch (AFPC/DP3SP), 550 C Street, Joint Base San Antonio-Randolph, TX 78150 or afpc.dp3sp.workflow@us.af.mil. This publication may be supplemented at any level; but, supplements that directly implement this publication must be routed to AFPC/DP3SP for coordination and all major command (MAJCOM) and field command (FLDCOM) level supplements must be approved by the Human Resource Management Strategic Board prior to certification and approval. The authorities to waive wing, delta, or unit level requirements in this publication are identified with a Tier (“T-0, T-1, T-2, T-3”) number following the compliance statement. See Department of the Air Force Manual (DAFMAN) 90-

161, *Publishing Processes and Procedures*, for a description of the authorities associated with the tier numbers. Submit requests for waivers through the chain of command to the appropriate tier waiver approval authority, or alternately, through the applicable MAJCOM or FLDCOM for staffing to the certifying official for this publication for non-tiered compliance items. This instruction may require the collection and/or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Instruction (DoDI) 5400.11, *DoD Privacy and Civil Liberties Programs*. The applicable systems of record notice (SORN) F036 AFPC V, *Awards and Decorations*, is available at <https://dpclld.defense.gov/Privacy/SORNs/>. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by DAF. Compliance with the attachment in this publication is not mandatory.

SUMMARY OF CHANGES

This instruction was renumbered from DAFI 36-3108 and prescribes policy and procedures for the Department of the Air Force memorialization program. It also contains a prohibition against the memorialization of individuals associated with the Confederate States of America (paragraphs **2.2.3** and **3.2.1**), provides guidance for memorializations in the Pentagon (**paragraph 3.1.2**), and corrects an administrative error (**paragraph 3.2.2**).

Chapter 1

INTRODUCTION

1.1. Overview.

1.1.1. The memorialization program is intended to provide enduring honor and tribute to living and deceased military members and civilians with records of outstanding and honorable service through the naming of Air Force (Regular Air Force, Air Force Reserve and Air National Guard) and Space Force installations, facilities, buildings, rooms, streets, and any other permanent facilities. The program also fosters favorable relations between the public and the DAF. Memorializations should be carefully evaluated to ensure only the most deserving persons are selected. The individuals considered for memorialization should bring honor and goodwill to the DAF and local communities. Memorialization is intended to last for the life of the real property involved.

1.1.2. Although nominees may be living individuals, selection of persons with recent (no earlier than six months) association with the DAF (e.g., outgoing MAJCOM, FLDCOM, wing, or delta commander) is not authorized. **(T-1)** Nominees should be selected based on objective and enduring legacies of service to the DAF.

1.1.3. Burial grounds and memorials in foreign locations are managed by the American Battle Monuments Commission, an independent federal entity established by Congress in 1923. The commission is responsible for burial grounds and memorials honoring the US Armed Forces at sites outside the continental United States that are not located on a military installation. For more information visit their website at <https://www.abmc.gov/>.

1.2. Roles and Responsibilities.

1.2.1. **Secretary of the Air Force (SecAF)**. Approves proposals for the naming of installations.

1.2.2. **Chief of Staff of the Air Force (CSAF)**. Serves as the approval authority in accordance with **Table 3.1**.

1.2.3. **Chief of Space Operations (CSO)**. Serves as the approval authority in accordance with **Table 3.1**.

1.2.4. **Deputy Assistant Secretary of the Air Force for Force Management Integration (SAF/MRM)**. Oversees the memorialization program and ensures compliance with existing legislation and policies.

1.2.4.1. Provides policy oversight and advocacy pertaining to this publication.

1.2.4.2. Collaborates with the Office of the Secretary of Defense, other federal agencies, and non-federal entities as necessary.

1.2.5. **Director of Air Force Military Force Management (AF/A1P)**. Under the authority and direction of the AF/A1, collaborates with Director of Space Force Military Policy and Management (SF/S1P) on the development of memorialization policies.

1.2.5.1. Directs, monitors, and assesses Air Force implementation of the policies in this publication.

1.2.5.2. Collaborates with the Office of the Secretary of Defense; the Air Force Reserve Chief of Programs and Resources (AF/REP); the National Guard Bureau, Director of Manpower, Personnel, and Services (NGB/A1); other federal agencies; and non-federal entities as necessary.

1.2.6. **Director of Space Force Military Policy and Management (SF/S1P).** Under the authority and direction of the SF/S1, collaborates with AF/A1P on the development of memorialization policies.

1.2.6.1. Directs, monitors, and assesses Space Force implementation of the policies in this publication.

1.2.6.2. Collaborates with the Office of the Secretary of Defense, AF/REP, NGB/A1, other federal agencies, and non-federal entities as necessary.

1.2.7. **Director of Legislative Liaison (SAF/LL).** Approves ceremony invitations for congressional members and notifies the applicable members of Congress before public announcement of memorialization.

1.2.8. **Director of Public Affairs (SAF/PA).** Approves the guest list for installation dedication ceremonies.

1.2.9. **Surgeon General (AF/SG).** Obtains the Defense Health Agency concurrence on all requests for naming of medical facilities.

1.2.10. **Air Force Personnel Center (AFPC).**

1.2.10.1. Serves as the office of primary responsibility for this publication and disseminates submission procedures for nominations.

1.2.10.2. Provides direction, guidance, and advice on the memorialization program.

1.2.10.3. Processes all policy proposals and collaborates with AF/A1P and SF/S1P.

1.2.10.4. Collaborates with AF/SG, AF/REP, and NGB/A1, as necessary.

1.2.10.5. Reviews nominations for accuracy and compliance.

1.2.10.6. Responds to inquiries concerning the memorialization program.

1.2.10.7. Maintains historical files.

1.2.11. **Commanders and Civilian Directors.** Ensure the integrity of the memorialization program and coordinate approvals with the command historian.

1.2.12. **Servicing Legal Office.** The servicing legal office verifies the honoree's name and any associated image are not subject to an active registered trademark.

Chapter 2

ADMINISTRATIVE PROCEDURES

2.1. Background. DAF installations, facilities, buildings, rooms, and any other permanent facility (includes privatized housing) located on an Air Force or Space Force-controlled installation will be named in accordance with this instruction. **(T-1)** Facilities include unaccompanied personnel housing and dining facilities, as well as nonappropriated funds such as clubs, libraries, fitness centers, and other morale, welfare and recreation areas.

2.2. General Information.

2.2.1. The renaming of an installation, street, building, or facility is prohibited as long as it remains active, except under unique circumstances (e.g., derogatory information about the memorialized individual is learned). **(T-1)** An individual's historical legacy may change in light of the evolution of societal norms. In such a case, civil-military relations may also dictate the renaming of an installation, street, building, or facility. Refer to [paragraph 3.2](#) for naming guidance.

2.2.2. This instruction does not apply to industrial facilities (as defined in AFI 63-101_20-101, *Integrated Life Cycle Management*) and real property (including improvements) acquired pursuant to a gift (including an in-kind gift) to the Air Force Academy, Air University, and military museums made conditional upon real property naming rights, pursuant to Title 10 United States Code (USC) Section (§) 2601(e), *Acceptance of Property Gifts; Naming Rights*. Refer to Chapter 7 in AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*.

2.2.3. Upon deactivation of an installation, all approved memorializations for the installation will cease to exist. In unique circumstances, however, reinstating the name of certain individuals may be acceptable at other installations to sustain DAF's history and heritage. All requests to reinstate the names of individuals previously memorialized at closed installations are considered on a case-by-case basis by the applicable approval authority, as outlined in [Table 3.1](#) Refer to [paragraph 3.2](#) for naming guidance and prohibitions.

2.2.4. In cases where a building is condemned, torn down, renovated, reused for another function, or the function is transferred to another building (or lesser facility) on the same installation, the following actions may be taken:

2.2.4.1. The host wing or delta commander may discontinue the naming or transfer the name when no primary next of kin (PNOK) can be located.

2.2.4.2. If the PNOK can be located, obtain their coordination before discontinuing or transferring the name. If the PNOK nonconcur, or there is substantial local public expression of disagreement with the discontinuation or transfer, the host wing or delta commander may retain the honoree's name for the redesignated building, retire the name, or transfer the name to another building on the same installation. The commander sends a courtesy letter to the PNOK notifying them of the change. No formal dedication ceremony will be held. **(T-1)**

2.2.5. Memorialization is only authorized for completed facilities. **(T-1)** Groundbreaking dedications and memorialization of incomplete facilities are not authorized and will not be approved. **(T-1)**

2.2.6. This instruction does not apply to minor memorial areas and artifacts on DAF installations (e.g., airplane or missile static displays, statues, benches, models); nor does it apply to heritage items governed by AFI 84-103, *Department of the Air Force Heritage Program*, (e.g., unit heritage patches, airplane nose art).

Chapter 3

PROCESSING PROCEDURES

3.1. Joint Bases and Headquarters Air Force (HAF).

3.1.1. Requests for naming facilities and buildings on joint bases follow the policies of the DAF as the supporting military service. In cases where DAF real property is exclusively and permanently utilized by a supported military service, a joint memorandum of agreement is established indicating the memorialization policies of the supported military service govern.

3.1.2. Requests for naming HAF offices, conference rooms, halls, and areas will be coordinated with the Operations Directorate, Office of the Administrative Assistant to the Secretary of the Air Force (SAF/AAO) before seeking approval. **(T-1)**

3.2. Guide to Selecting a Name. The host wing or delta commander will select individuals of prominence or those whose careers or actions were well-known and of national importance, or of importance within the locality of the proposed memorialization. **(T-1)** Also, the host wing or delta commander will conduct quality force reviews or background checks to ensure only deserving individuals are being honored and there is no derogatory information associated with the individual that could bring dishonor to the DAF. **(T-1)** Refer to [paragraph 3.2.7](#) for possible sources of appropriate background information.

3.2.1. In accordance with Public Law 116-92, Section 1749, *Prohibition on Names Related to the Confederacy*, the use of names that refer to the Confederate States of America (commonly referred to as the “confederacy”), including any name referring to a person who voluntarily served or held leadership positions within the confederacy, or a confederate battlefield victory, are prohibited. **(T-0)**

3.2.2. All names and associated images will be submitted to the servicing legal office to verify the name and any associated image are not subject to an active registered trademark. **(T-1)** An example of a name and/or image subject to an active trademark is that of Astronaut “Neil Armstrong”. Early identification will resolve issues prior to submission.

3.2.3. When memorializing a DAF installation, consider only Air Force or Space Force military members or civilian employees, former members of Congress, other Federal agency employees, members of the other Military Services, and foreign military members and officials. **(Note:** This can be former or (rarely) currently serving military members or civilian employees.) Individuals who were assigned to an air component of the US Army as part of the Army Air Corps, before the US Air Force became a separate Military Service, are eligible for memorialization honors if they had outstanding and honorable records.

3.2.4. 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., “John Smith” or “Maria Sanchez”). **(T-3)**

3.2.5. Do not duplicate or use names that are already assigned or used on the installation. **(T-3)** As an example, if a street is named for a particular individual, do not name a building or facility for that same individual. The only exception is if a facility, room, or street is being named after the installation (i.e., Randolph Bowling Center located on Randolph Air Force Base).

3.2.6. When naming a medical facility, use only the names of military members or civilians who were connected with the DAF medical service.

3.2.7. Possible sources to review when determining individual's suitability for memorialization are:

3.2.7.1. Military Personnel Records.

3.2.7.1.1. Retired or deceased military members whose service was prior to 30 September 2004. Records are located at the National Personnel Records Center, Military Personnel Records, 1 Archives Drive, St Louis, MO 63138.

3.2.7.1.2. Currently serving members and members who separated or retired on or after 1 October 2004. Records are located at AFPC/DPIORM, 550 C Street West, Joint Base San Antonio-Randolph, TX 78130.

3.2.7.2. Civilian Personnel Records.

3.2.7.2.1. Employees who retired or separated before 20 April 2009, records are located at the National Archives and Records Administration, National Personnel Records Center (Civilian Personnel Records), 111 Winnebago Street, St Louis, MO, 63118-4126.

3.2.7.2.2. Employees who retired or separated on or after 20 April 2009, records are located at the National Archives and Records Administration Annex, 1411 Boulder Boulevard, Valmeyer, IL, 62295.

3.2.7.3. Public access to court electronic records (PACER) review. PACER provides the public access to documents filed in federal courts.

3.2.7.4. Servicing legal office can review the Automated Military Justice Analysis and Management System and/or the Foreign Criminal Jurisdiction databases.

3.2.7.5. Online websites for archived news articles, and social media.

3.2.7.6. Local newspapers.

3.2.7.7. Local courthouse records.

3.2.7.8. Local office of special investigations or security forces.

3.2.7.9. Interview family, friends, acquaintances, and coworkers.

3.2.7.10. For foreign military personnel and foreign officials, the US Ambassador and Defense Attaché to the US embassy of the country concerned.

3.3. Nomination Procedures.

3.3.1. Memorialization requests are submitted through command channels to the approval authority (see [Table 3.1](#)). Submissions will include a biography on the individual being honored, supporting information reflecting the honoree's association with the installation or real estate, an installation map, a satellite map showing the real estate being considered, and a memorandum signed by the requesting organization or unit. **(T-1)** The memorandum will contain what is being named, for whom, what connection the person has with the installation or real estate being named, a quality force and/or background check (who conducted the check and the results), and whether the proposed name may be divisive. **(T-1)**

3.3.1.1. Memorialization requests for foreign military members and officials will include a concurrence memorandum from the US State Department and/or Defense Attaché to the US embassy concerned. **(T-1)**

3.3.1.2. Do not make disclosure of nominations prior to receiving approval. **(T-1)**

3.3.2. Requests are staffed well in advance (no less than six months) of a desired ceremony date to allow for processing, approval, and any other collateral actions. **(T-2)**

3.3.3. Nominations requiring DAF approval are submitted through the chain of command to Air Force Personnel Center (AFPC/DP1SSP), 550 C. Street West, Joint Base San Antonio-Randolph, TX 78150.

3.3.4. After receiving approval, but before announcement of a dedication ceremony, requesting commander:

3.3.4.1. Notifies the honoree (or PNOK) to ensure the memorialization action meets with their approval. Do not publicly announce until concurrence is obtained. **(T-1)** If the PNOK non-concurs, the wing commander informs the appropriate offices in the chain of command and discontinues the memorialization action. **(T-1)**

3.3.4.2. If inviting a member of Congress to the memorialization ceremony, submit the invitation to SAF/LL for approval and notification to the member of Congress. **(T-1)** If honoring a former or current member of Congress, submit notification package to SAF/LL for approval. **(T-1)**

3.4. Approval Authority. Refer to [Table 3.1](#).

Table 3.1. Table of Approval Authorities.

	Property to be named:	The person being memorialized is:	Approval Authority:
1	Installation	Living or deceased military or civilian	SecAF
2	Medical facility (any size) on Air Force installations	Living or deceased medical Service member (Note: Medical facilities are named for medical Service members only)	CSAF (with Defense Health Agency concurrence (see paragraph 1.2.9)) (may delegate to the Vice Chief of Staff of the Air Force (VCSAF))
	Area or Building (any size), and Streets on Air Force installations	1. Living Air Force military member or civilian employee 2. Deceased member of the other Military Services (i.e., Army, Navy, Marine Corps, or Space Force) 3. Living or deceased employee from another Federal entity, private sector individual, or foreign military member or official	CSAF (may delegate to VCSAF)

	Property to be named:	The person being memorialized is:	Approval Authority:
3	Medical facility (any size) on Space Force installations	Living or deceased medical Service member (Note: Medical facilities are named for medical Service members only)	CSO (with Defense Health Agency concurrence (see paragraph 1.2.9)) (may delegate to the Vice Chief of Space Operations (VCSO))
	Area or Building (any size), and Streets on Space Force installations	1. Living Space Force military member or civilian employee 2. Deceased member of the other Military Services (i.e., Army, Navy, Marine Corps, or Air Force) 3. Living or deceased employee from another Federal entity, private sector individual, or foreign military member or official	CSO (may delegate to VCSO)
4	Area, building or facility – 3,000 square feet or larger	Deceased Air Force or Space Force military member or civilian employee	MAJCOM and FLDCOM commanders (may delegate to deputy/vice commander)
5	Area, building or facility – less than 3,000 square feet	Deceased Air Force or Space Force military member or civilian employee	Wing and Delta commanders (may delegate to deputy/vice commander)
6	Streets	Deceased Air Force or Space Force military member or civilian employee	Wing and Delta commanders (may delegate to deputy/vice commander)
7	Rooms	1. Living Air Force or Space Force military member or civilian employee 2. Living or deceased employee from another Federal entity or private sector individual	MAJCOM and FLDCOM commanders (may delegate to deputy/vice commander). HAF: Secretariat, Director of Staff of the Air Force (AF/DS), Director of Staff of the Space Force (SF/DS), and 2-letter Deputy, Associate, and Director (Lieutenant General (Lt Gen) or higher and civilian leader equivalent) (see paragraph 3.1.2).

	Property to be named:	The person being memorialized is:	Approval Authority:
		Deceased Air Force or Space Force military member or civilian employee	Wing and Delta commanders (may delegate to deputy/vice commander) HAF: AF/DS, SF/DS, and heads of Secretariats and 2-letters (Lt Gen or higher and civilian leader equivalent) (see paragraph 3.1.2). May delegate no lower than their deputy.

Chapter 4

NAMING AN INSTALLATION

4.1. General Information. When naming an Air Force or Space Force installation, ensure only the most deserving individuals are selected for memorialization. Selections should bring honor to DAF and reflect the goodwill of the local community. Only a few major installations remain unnamed. It is not possible to commemorate all Air Force and Space Force heroes or persons who might be eligible. Therefore, local civic groups and citizens should not be encouraged to routinely advance names for memorialization. By no means should local installation officials make assurances of future memorializations. Consider individuals in the following order when naming an installation:

4.1.1. National military heroes, such as individuals who displayed conspicuous gallantry or heroism at the risk of life above and beyond the call of duty (e.g., Medal of Honor and Air Force Cross recipients).

4.1.2. Individuals who performed exceptionally meritorious service of the highest level of impact and significance to the Air Force or Space Force. **(T-1)**

4.1.3. Individuals who have made a major contribution to the development or mission of the Air Force or Space Force. Objectively evaluating an individual's legacy takes time. Hence, it is usually not appropriate to honor an outgoing or recent DAF leader.

4.2. Procedures. Some 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 host wing or delta commander takes the following actions:

4.2.1. From all names recommended by the initiating unit, the host wing or delta commander advises the following organizations, in writing, of the contemplated renaming action and the name being considered, and requests input (organizations will be notified that the proposed memorialization should be held in strictest confidence until approved and formally announced by the Air Force or Space Force).

4.2.1.1. State and local government officials. **(T-1)**

4.2.1.2. City or town councils or similar organizations. **(T-1)**

4.2.1.3. Chambers of commerce or similar organizations. **(T-1)**

4.2.2. After obtaining input from the organizations listed above ([paragraph 4.2.1](#)), the wing or delta commander decides whether to submit the memorialization request to the applicable MAJCOM or FLDCOM. If the MAJCOM or FLDCOM commander concurs (may delegate to deputy or vice commander or civilian director), the MAJCOM or FLDCOM commander endorses and forwards the nomination to the AFPC Military Recognition Branch (AFPC/DP1SSP) for staffing to the approval authority as outlined in [Table 3.1](#).

4.2.3. AFPC/DP1SSP notifies the MAJCOM or FLDCOM Director of Manpower, Personnel, and Services of the final decision made by the approval authority. Upon notification the wing or delta commander obtains the concurrence of the PNOK. **(T-1)** If the PNOK non-concurs,

the wing or delta commander informs the appropriate offices in the chain of command and discontinues the memorialization action. **(T-1)**

4.2.4. If the PNOK concurs, the wing or delta commander provides the approved name to SAF/LL for notification to interested Members of Congress and other citizens of national prominence (cabinet members, heads of federal agencies and departments, Presidential appointees, and state governors). **(T-1)** The wing or delta commander also advises SAF/PA via its MAJCOM or FLDCOM so that public announcements may be made. **(T-1)**

Chapter 5

NAMING AREAS, STREETS, BUILDINGS, ROOMS OR FACILITIES

5.1. General Information. Do not duplicate or use names that are already in use on the installation or in the local community. **(T-3)** The only exception is a facility, room, or street being named after the installation (e.g., Randolph Bowling Center on Joint Base San Antonio-Randolph). In this regard, a formal dedication ceremony is not required. When naming a medical facility, use only the names of medical service personnel. **(T-1)**

5.2. Procedures.

5.2.1. MAJCOM, FLDCOM, wing, or delta commanders (may delegate to the deputy or vice commander) ensure memorialization requests are staffed and approved before obtaining the concurrence of the selectee being considered for memorialization or the selectee's PNOK.

5.2.2. Nomination packages include a memorandum signed by the wing or delta commander (may delegate to vice commander), stating what sources were reviewed to verify the individual's background and that no derogatory, reportable, or divisive information was found which would preclude the individual's selection for memorialization honors. Refer to [paragraph 3.2.7](#) for possible sources to be contacted.

5.2.3. Memorialization requiring MAJCOM or FLDCOM or higher-level approval. Nominations are staffed to the applicable MAJCOM or FLDCOM. Those nominations requiring DAF consideration are endorsed by the MAJCOM or FLDCOM commander (may delegate to deputy or vice commander) and forwarded to AFPC/DP1SSP. Refer to [paragraph 5.1](#), for additional requirements.

5.2.4. Do not publicly announce approval until interested parties are notified.

5.2.5. Dedication ceremonies are conducted after approval of the memorialization request. **(T-1)** Refer to [Chapter 6](#).

5.2.6. Place a metal plaque identifying the person memorialized at the entrance of the building, facility, or room named; or a metal plaque or historical marker in appropriate location for memorialized streets. Refer to Unified Facilities Criteria (UFC) 3-120-01 with change 3, *Design: Sign Standards*, 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/ffc/dod/unified-facilities-criteria-ufc/ufc-3-120-01>).

5.2.7. Approval authorities forward a copy of the approval memorandum to the host wing or delta historian and AFPC/DP1SSP, no later than 30 days after the approval date.

Chapter 6

DEDICATION CEREMONY FOR INSTALLATION NAMING

6.1. General Information. MAJCOMs or FLDCOMs should assist their installations in carrying out dedication ceremonies. Discretion and good judgment are critical when extending invitations. Refer to AFI 34-1201, *Protocol*, for additional ceremony guidance and the Joint Travel Regulations (JTR), sections 0305 and 0309, for transportation guidance and invitational travel orders.

6.2. Ceremony Procedures.

6.2.1. After SecAF approves the naming of an installation, the MAJCOM or FLDCOM commander (may further delegate to a host wing or delta commander):

6.2.1.1. Sends a memorandum to the Air Force Civil Engineer Center, Installations Directorate (AFCEC/CI), 2261 Hughes Avenue, Suite 155, Joint Base San Antonio-Lackland, TX 78236-9853, and to Air Force Deputy Chief of Staff for Logistics, Engineering and Force Protection, Directorate of Civil Engineers (AF/A4C), 1260 Air Force Pentagon, Washington, DC 20330-1260, advising of the installation's name change. **(T-1)**

6.2.1.2. Coordinates directly with SAF/PA on a date for the ceremony. The ceremony date is usually three months after the memorialization request is approved.

6.2.1.3. Sends a completed AF Form 1192, *USAF Installations Characteristics Report*, to AFCEC/CI.

6.2.1.4. Appoints a project officer for ceremony planning. In collaboration with the MAJCOM or FLDCOM protocol office, the project officer:

6.2.1.4.1. Coordinates all arrangements for the dedication ceremony.

6.2.1.4.2. Consults with the honoree (or PNOK).

6.2.1.4.3. Appoints escort(s) to assist the honoree (or PNOK) during the ceremony.

6.2.1.4.4. Coordinates with the wing or delta commander for transportation of the honoree (or PNOK).

6.2.1.4.5. Ensures the wing or delta commander coordinates with SAF/LL for invitations to members of Congress.

6.2.2. The host or wing or delta commander:

6.2.2.1. Sends the proposed guest list for installation dedication ceremonies directly to SAF/PA at least 60 days before the ceremony. **(T-3)** Upon SAF/PA approval, send invitation to guests. **(T-1)**

6.2.2.2. If inviting members of Congress, prepares a written invitation with reply requested to the interested member of Congress. **(T-1)** Refer to AFI 35-101, *Public Affairs Operations*, and AFI 90-401, *Relations with Congress*, for additional guidance on 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. **(T-1)** Make public announcement only after obtaining SAF/LL approval. **(T-1)**

6.2.2.3. Makes public announcement only after invitations have been sent. **(T-1)**

6.2.2.4. Arranges travel for the honoree or the honoree's PNOK in accordance with **paragraph 6.1 (T-1)**; and a non-medical attendant if warranted for the honoree or PNOK (e.g., advanced age, disability). The physical presence of the honoree (or honoree's PNOK) may be considered a direct service to the government pursuant to JTR Section 030501(A)(12). All other guests desiring to attend the ceremony travel at their own expense. **(T-0)**

6.2.2.5. Honorees who are military members or Air Force or Space Force civilian employees may be authorized by their respective commander, supervisor, or travel approval authority to attend a dedication ceremony at government expense; the honoree's unit provides funding for transportation and accommodations. **(T-2)** All other honorees (or the honoree's PNOK) are issued invitational travel authorization to attend the dedication ceremony; the memorializing installation provides funding for transportation. **(T-2)** Refer to the JTR and DAFI 24-602 Volume 1, *Passenger Movement*, for additional guidance.

JOHN A. FEDRIGO
Principal Deputy Assistant Secretary
(Manpower and Reserve Affairs)

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

5 USC § 2105, *Employee*

10 USC § 2601(e), *Acceptance of Property Gifts; Naming Rights*

Public Law 116-92 Section 1749, *Prohibition on Names Related to the Confederacy*

DoDI 5400.11, *DoD Privacy and Civil Liberties Programs*, 29 January 2019

DAFPD 36-28, *Awards Program*, 24 May 2021

DAFI 24-602 Volume 1, *Passenger Movement*, 15 December 2020

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

DAFI 34-160, *Mortuary Affairs Program*, 3 March 2022

AFI 34-1201, *Protocol*, 18 August 2020

AFI 35-101, *Public Affairs Operations*, 20 November 2020

AFI 63-101_20-101, *Integrated Life Cycle Management*, 20 June 2020

AFI 51-506, *Gifts to the Department of the Air Force from Domestic and Foreign Sources*, 16 April 2019

AFI 84-103, *Department of the Air Force Heritage Program*, 12 May 2021

DAFMAN 90-161, *Publishing Processes and Procedures*, 15 April 2022

AFI 90-401, *Relations with Congress*, 15 September 2020

Joint Travel Regulations, *Uniformed Service Members and DOD Civilian Employees*, current edition

UFC 3-120-01 Design: Sign Standards, with Change 3, *Air Force Sign Standard*, 1 March 2014

Prescribed Forms

None

Adopted Forms

DAF Form 847, *Recommendation for Change of Publication*

AF Form 1192, *USAF Installations Characteristics Report*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFPC—Air Force Personnel Center

AFPD—Air Force Policy Directive

CSAF—Chief of Staff of the Air Force

CSO—Chief of Space Operations
DAF—Department of the Air Force
DAFI—Department of the Air Force Instruction
DOD—Department of Defense
FLDCOM—Field Command
JTR—Joint Travel Regulations
LT GEN—Lieutenant General
MAJCOM—Major Command
PACER—Public Access to Court Electronic Records
PNOK—Primary Next of Kin
SECAF—Secretary of the Air Force
UFC—Unified Facilities Criteria
USC—United States Code
VCSAF—Vice Chief of Staff of the Air Force
VCSO—Vice Chief of Space Operations

Office Symbols

AF/A1—Deputy Chief of Staff for Manpower, Personnel, and Services
AF/A1P—Director of Air Force Military Force Management
AF/A4C—Air Force Deputy Chief of Staff for Logistics, Engineering and Force Protection, Directorate of Civil Engineers
AF/DS—Director of Staff of the Air Force
AF/RE—Chief of Air Force Reserve
AF/REP—Chief of Programs and Resources
AF/SG—Surgeon General
AFCEC/CI—Air Force Civil Engineer Center, Installations Directorate
AFPC/DP1ORM—Air Force Personnel Center, Records Management Office
AFPC/DP1SSP—Air Force Personnel Center, AFPC Military Recognition Branch
AFPC/DP3SP—Air Force Personnel Center, Promotions, Evaluations and Recognitions Policy Branch
NGB/A1—National Guard Bureau, Director of Manpower, Personnel, and Services
NGB/CF—Director of the Air National Guard
SAF/AAO—Operations Directorate, Office of the Administrative Assistant to the Secretary of the Air Force

SAF/LL—Director of Legislative Liaison

SAF/MR—Assistant Secretary of the Air Force for Manpower and Reserve Affairs

SAF/MRM—Deputy Assistant Secretary of the Air Force for Force Management Integration

SAF/PA—Director of Public Affairs

SF/DS—Director of Staff of the Space Force

SF/S1—Deputy Chief of Space Operations for Human Capital

SF/S1P—Director of Space Force Military Policy and Management

Terms

Civilian Employee—Those employees who meet the definition of “employee” in Title 5 USC Section 2105.

Confederacy—also known as the Confederate States of America.

Primary Next of Kin—Defined in descending order as the surviving spouse; natural or adopted children in order of seniority; parents in order of seniority, unless legal exclusive (sole) custody was granted to a person by reason of a court decree or statutory provision; blood or adoptive relative who was granted legal custody of the person by a court decree or statutory provision; brothers or sisters in order of seniority; grandparents in order of seniority; and persons standing in loco parentis in the place of the parent (and other persons specifically designated as next of kin by the member). Also refer to DAFI 34-160, *Mortuary Affairs Program*.