

**BY ORDER OF THE COMMANDER,  
16TH SPECIAL OPERATIONS WING  
(AFSOC)**

**HURLBURT FIELD INSTRUCTION 36-3108**

**1 JUNE 2006**



**Personnel**

**HURLBURT FIELD MEMORIALIZATION  
PROGRAM AND CEREMONIES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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Certified by: 16 SOW/CV  
(Colonel Paul R. Harmon)

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This Instruction implements Air Force Instruction (AFI) 36-3108, Memorialization Program and Ceremonies. It identifies and outlines the responsibilities and procedures for naming buildings, rooms, facilities (recreational and medical) or streets, on Hurlburt Field and provides guidance for arranging and conducting ceremonies associated with memorialization actions. The purpose of the Hurlburt Field Memorialization program is to ensure a fair and organized process in the selection of buildings, rooms, facilities (recreational and medical) or streets for memorializing.

**SUMMARY OF CHANGES**

**This revision corrects minor grammatical errors, adds “Waiver authority: 16 SOW/CC” to the end of paragraph 2.3., changes the timeframe for ceremonies in paragraph 5.1. from Apr-Jul to Apr-Jun. This revision must be completely reviewed and adhered to.**

**1. Objective.** The intent of the Hurlburt Field 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 to the Air Force, Special Operations, and Air Commando missions. This program also fosters favorable relations between the public and the Air Force. All memorialization requests 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 the local community. All Hurlburt Field buildings, facilities, rooms, and any other permanent facilities located on Hurlburt Field will be named only in accordance with this instruction and AFI 36-3108. Facilities include unaccompanied personnel housing, dining facilities, clubs, libraries, service centers, gymnasiums, and other recreational areas. Compliance with this instruction is mandatory for all memorialization activities.

1.1. Memorialization constitutes a permanent and lasting honor. Once in effect, the renaming of any street, building, or facility is prohibited as long as Hurlburt Field remains active. All requests will be staffed to the appropriate approval authority outlined in **Table 1**. 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 can be located and no opposition is received from the public. If the next of kin 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, siblings, providing there is not 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 next of kin and/or the public, the 16th Special Operations Wing (SOW) Commander should retain the honoree's name for the designated building. In this case, a courtesy letter from the commander to the next of kin 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.

**2. Guide to Selecting a Name.** Any organization, group, or individual may submit a memorialization request in writing to the 16th Special Operations Wing History Office (16 SOW/HO).

2.1. The request submission must contain a cover letter with a point of contact and stipulation why the individual is being considered for memorialization. The package must also contain supporting data to include a biography on the individual, and a copy of the submitted individual's DD Form 214 as proof of honorable service in a United States Air Force Special Operations or Air Commando unit (or comparable data for Department of the Air Force civilians). Waiver authority: 16 SOW/CC.

2.1.1. Criteria for selection. Nominee packages must clearly articulate the unique and lasting impact an individual act or lifelong contribution had on advancing the capability, credibility, and faithfulness of Airmen serving in a United States Air Force Special Operations and/or Air Commando unit.

2.2. The 16th Special Operations Wing History Office will review the submitted package to ensure all required information is included.

2.3. The History Office will notify the 16 SOW commander of the submitted package and request the 16 SOW Memorialization Committee convene during the second quarter of each fiscal year (Jan-Mar). Waiver authority: 16 SOW/CC.

2.3.1. The 16 SOW Memorialization Committee will be chaired by the 16 SOW commander (16 SOW/CC) or vice wing commander (16 SOW/CV). The 16 SOW Wing or Vice Wing commander, 16 SOW Command Chief Master Sergeant (16 SOW/CCC), and a 16 SOW Group commander are voting board members. The 16th Mission Support Group Commander (if not participating as a voting member), Civil Engineering Squadron commander (16 CES/CC), 16 SOW/HO, and the 16th Mission Support Squadron's Military Personnel Flight commander (16 MSS/DPM) are advisory (non-voting) board members.

**3. Memorialization Committee Responsibilities.**

3.1. The 16 SOW Memorialization Committee will review the submitted package and recommend approval or disapproval of the request.

3.1.1. If the request is disapproved, a letter will be sent to the requesting POC stipulating why the committee did not recommend memorialization.

3.1.2. If the request is approved, the 16 CES/CC will present a listing of possible building or street recommendations for memorialization.

3.1.2.1. The committee will review the choices and vote on the most relevant facility given selectee's unique and lasting impact on the United States Air Force, Special Operations, and Air Commando missions. The committee's recommendation will be forwarded to the proper approval authority in accordance with **Table 1**.

#### **4. Processing Procedures.**

4.1. All memorialization requests will be staffed to the appropriate approval authority as stated in paragraph **3.1.2.1** before obtaining the concurrence of either the next of kin or the individual being considered for memorialization.

4.2. All memorialization requests forwarded to approval authority will include information from the original request, to include a base map indicating the real estate that is being considered for naming, and a letter signed by the 16 SOW/CC recommending the individual for memorialization. The letter will also state 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.

4.3. The proposed memorialization action will be staffed through the AFSOC Director of Personnel before sending it to the AFSOC/CC (if the approval authority lies at MAJCOM or CSAF level, as outlined in AFI 36-3108, Table 1.). For those memorialization actions requiring CSAF approval, staff the proposal through the AFSOC commander. The AFSOC Director of Personnel staffs the request to HQ AFPC/DPPPRS, who staffs the request through Air Staff channels to the CSAF. Include in the request recommendation letters signed by the 16 SOW and AFSOC commander or vice commander stating the achievements or contributions and association the individual had with the real estate being contemplated for naming, and a biography on the individual.

4.4. The 16 SOW Memorialization Committee will not disclose a selectee prior to receiving written approval from the appropriate authority. After receiving approval, but before announcement of a dedication ceremony, the 16 SOW History Office will notify the next of kin to ensure the memorialization action meets with their approval. In this respect, no public announcements or other publicity will occur prior to receiving concurrence from the memorialized individual or respective next of kin.

#### **5. Ceremony Procedures.**

5.1. After approval, a dedication ceremony will normally be conducted during the third quarter of each fiscal year (Apr-Jun). The 16 SOW Protocol Office will 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 next of kin (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, unless otherwise prohibited by Department of Defense or Air Force policy or regulations. Other guests who desire to attend the ceremony will travel at their own expense.

5.2. The 16 CES will place a metal plaque identifying the person memorialized at the entrance of the building, facility, or room named. Refer to AFPAM 32-1097, Sign Standards Pamphlet, for standardization of sign material, color, style, and placement.

5.3. The 16 SOW/HO will send a letter to HQ AFPC/DPPPRS, 550 C Street West, Suite 12, Randolph AFB TX 78150-4714, within 30 days after the ceremony advising of the date the memorialization became effective.

**Table 1. Approval Authorities**

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

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