

DEPARTMENT OF THE ARMY
U.S. ARMY GARRISON, FORT BELVOIR
Fort Belvoir, Virginia 22060-5928

FB Supplement 1
to AR 1-33

2 April 2008

Administration
MEMORIAL PROGRAMS

FOR THE COMMANDER:

BRIAN W. LAURITZEN
Colonel, USA
Installation Commander

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JOSEPH PANTELOGOUS
Director of Human Resources

History. This publication was last promulgated on 1 August 2005. This publication includes changes made since that date.

Summary. This supplement establishes policies and procedures for the Memorialization of structures, grounds and facilities at U.S. Army Garrison, Fort Belvoir. It has been revised to include the current Memorialization Board members, to update criteria for memorialization selections, and to notify family members of proposed memorializations.

Applicability. This supplement applies to all base operations and tenant activities located and/or attached to U.S. Army Garrison, Fort Belvoir.

Suggested Improvements. The proponent of this supplement is the Public Affairs Office, U.S. Army Garrison, Fort Belvoir. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publication and Blank Forms) to the Public Affairs Office, ATTN: IMNE-BEL-PA, Installation Historian, 9820 Flagler Road, Suite 201, Fort Belvoir, VA 22060-5932.

* This supplement supersedes FB Suppl 1, dated 1 August 2005, to AR 1-33 dated 15 December 1980.

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AR 1-33, 30 May 2006, is supplemented as follows:

Appendices.

- A. Fort Belvoir Memorialization Board
- B. Name Criteria for Roads, Buildings and Facilities, etc., at Fort Belvoir.
- C. Sample Notification Letter to Next-of-Kin.

Responsibilities.

A Memorialization Board will be established at the Fort Belvoir installation to assist the commander in reviewing and processing nominations. Detailed memorialization criteria will also be established to aid in the review and processing procedures. The Board's charter and established criteria are at Appendices A and B, respectively.

**APPENDIX A
FORT BELVOIR MEMORIALIZATION BOARD**

A-1. Composition

The Board will consist of the following members:

- a. Installation Commander, U.S. Army Garrison, Fort Belvoir, President.
- b. Deputy to the Garrison Commander, Member.
- c. Garrison Command Sergeant Major, Member
- d. Director, Plans, Training, Mobilization and Security (DPTMS), Member.
- e. Director, Directorate of Logistics (DOL), Member.
- f. Director, Directorate of Public Works (DPW), Member.
- g. Director, Public Affairs Office (PAO), Member.
- h. Historian, U.S. Army Garrison, Fort Belvoir, Public Affairs Office, Member.
- i. Recorder, Non-voting Member.

A-2. Procedures

- a. The Board will meet at the call of the President.
- b. All requests for memorialization of buildings, rooms, grounds, facilities, signs or areas on Fort Belvoir will be submitted to the Fort Belvoir Memorialization Board for review. Approval authority is reserved to the Installation Commander under a delegation from IMCOM NERO. Proposals will include facilities, etc., assigned to tenant/partner organizations. A representative of the tenant activity may be invited to be present at the appropriate board meeting, and may present additional information to the Board for consideration. Requests for Memorialization will be presented to the Board by the Installation Historian (Board Administrator).
- c. Only deceased personnel will be memorialized.

A-3. Memorialization

The name of the facility/structure to be memorialized will be recommended/non-recommended by vote of the Board, and approval of the Installation Commander (President of the Board). The criteria by which the request/nomination will be evaluated are those set forth in AR 1-33 and Appendix B of this supplement.

- a. In new construction (buildings), memorialization action should be taken sufficiently in advance to permit DPW to incorporate suitable lettering and plaques into the construction contract.
- b. The memorialization of existing structures or facilities will be accomplished in a manner which best blends with the facility itself and other nearby facilities. The Director of DPW will be responsible for providing advice from an architectural standpoint.
- c. In addition to exterior memorialization, the interior of the building will contain an appropriate plaque bearing information about the individual memorialized.
- d. The Installation Historian, U.S. Army Garrison, Fort Belvoir, will avoid duplicate memorialization by coordinating with HQDA, Casualty and Memorial Affairs Operations Center, and Headquarters, U.S. Army Military District of Washington.

A-4. Dedication Ceremonies

- a. On-post nominating agencies are responsible for coordinating and conducting any appropriate dedication ceremonies, to include scheduling, invitations, locations and equipment.
- b. Nominating individuals or non-governmental agencies will coordinate with the installation proponent, the Public Affairs Office.

**APPENDIX B
NAME CRITERIA FOR ROADS, BUILDINGS, SIGNS AND FACILITIES
AT FORT BELVOIR**

B-1. Memorialization of deceased officers, enlisted personnel and Department of the Army (DA) civilians with appropriate categories of roads, buildings and facilities, will be considered by the Fort Belvoir Memorialization Board from the following groups. Memorializations will only be made for deceased personnel.

- a. Medal of Honor recipients.
- b. Personnel killed in action (KIA) and decorated for gallantry.
- c. Soldiers, not KIA, but conspicuous record of military service in action.
- d. Soldiers KIA and decorated for meritorious service.
- e. Personnel who have rendered distinguished service – major enduring accomplishments. Where possible, personnel should have been closely associated with the activities and/or facilities that will be named for them.
- f. Personnel with national and historical fame in other military fields.
- g. Others as appropriate.

B-2. Consideration will be given to the appropriate naming of the following categories:

- a. Areas, fields, ranges, courts, plazas, malls, gardens, parks and parade grounds.
- b. Building complexes, individual buildings and structures.
- c. Entrances, gates, roads, streets, drives, circles and loops.
- d. Individual rooms within buildings.
- e. Additionally, the Memorialization Board will consider the placement of signs which memorialize individuals, units or activities around the installation.

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B-3. Disposition. When a facility is to be replaced or demolished, the DPW will inform the Board, and the Board will make recommendations on the disposition of the memorialization, whether to reuse or retire the name.

B-4. Memorialization Objects. The cost of plaques, signs or other markers will normally be borne by the Garrison through OMA funds when proposals have been initiated by Garrison activities. The cost of markers, ceremonies, etc., will be borne by tenants/partners for their organic facilities.

APPENDIX C
***SAMPLE NOTIFICATION LETTER TO NEXT-OF-KIN**

Letterhead

Initiating Agency

Date

Dear _____ :

It is Fort Belvoir policy to honor personnel whose careers and lives have contributed significantly to the United States Army, our country and the installation.

At a recent meeting of the Garrison Memorialization Board, a recommendation was proposed to the Installation Commander that (building/area/street) be named in honor of your late _____, (grade and name).

I am writing to you to obtain your approval of this proposed action. An appropriate dedication ceremony will be planned in the future, and you and the members of your immediate family will be invited to attend. I would appreciate it greatly if you will inform me if these plans meet your approval.

Sincerely,

Director/Commander
Initiating Agency

* Note: An applicable letter should only be sent to Next-of-Kin after approval of the proposal by the Post Memorialization Board and the President.

