

30 July 2001

Decorations, Awards, and Honors

MEMORIALIZATION OF FACILITIES

Summary. This new memorandum establishes policies and procedures for the memorialization or dedication of U.S. Army Intelligence Center and Fort Huachuca (USAIC&FH) facilities.

Applicability. This memorandum is applicable to all directorates and staff offices of the USAIC&FH and partner organizations.

Supplementation. Supplementation of this memorandum is prohibited without prior approval of the proponent.

Suggested Improvements. The proponent of this memorandum is the Directorate of Installation Support, Environmental and Natural Resources Division (ENRD). Users may send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U.S. Army Intelligence Center and Fort Huachuca, ATTN: ATZS-ISB, Fort Huachuca, AZ 85613-6000.

Availability. This publication is available solely on the Fort Huachuca homepage at <http://huachuca-www.army.mil>

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*This memorandum supersedes USAIC&FH Memorandum 672-6, 18 January 1995.

1. Purpose.

This memorandum establishes the Directorate of Installation Support, ENRD as the proponent for the processing of nominations for dedications of all USAIC&FH facilities on post.

2. Reference.

Referenced publications and forms are available electronically. Fort Huachuca publications and forms are available at <http://huachuca-www.army.mil> and higher echelon publications and forms are available at <http://www.usapa.army.mil>.

- a. Army Regulation 1-33, Memorial Programs, 15 January 1981.
- b. DA Form 2028 (Recommended Changes to Publications and Blank Forms).

3. Explanation and abbreviations.

- a. DA...Department of the Army
- b. USAIC&FH...U.S. Army Intelligence Center and Fort Huachuca
- c. ENRD...Environmental and Natural Resources Division
- d. MI HOF...Military Intelligence Corps Hall of Fame
- e. USAG...U.S. Army Garrison

4. Responsibilities.

- a. The Garrison Commander is responsible for approving nominations for all facilities on post.
- b. Individuals or groups who wish to submit nominations will do so according to the procedures outlined in this memorandum.

5. Background.

Previously, facility dedications were often incorporated into the Hall of Fame (HOF) Ceremony. The purpose of this memorandum is to change this procedure and establish a Dedication

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Committee to take this role. Per guidance from the Commanding General, no more than four facilities will be dedicated per year. Facilities include permanent building, streets, athletic fields, housing, and training areas.

6. Procedures.

a. Any person or group may nominate facilities for memorialization. Nominations of deceased members of the MI HOF are encouraged and appropriate for MI training facilities, streets, or athletic fields.

b. Criteria to be considered include:

(1) Significant contributions to Military Intelligence Training.

(2) Meritorious service to Fort Huachuca and the U.S. Army.

(3) Significant contributions to natural resource, cultural resources, and environmental stewardship.

c. Forward all nominations for facilities dedication through the Directorate of Installation Support (ATTN: ATZS-ISB). If the recommended facility has already been dedicated, request will be returned without action. Otherwise, requests will be retained until meeting of the Dedication Committee.

d. Dedication Committee will be chaired by the Commander, USAG. Members will consist of Chief of Staff, USAIC&FH, Commander, 111th MI Brigade, Public Affairs Office, Museum Director, Installation Archeologist, and Chief, ENRD. Committee will meet three times per year for the purpose of reviewing nominations during the previous four months.

e. Upon notification of approval by the Garrison Commander, nominating individuals or groups are responsible for coordinating the dedication ceremony and funding for signs or plaques. Signs must comply with Installation Design Guide and be approved by the Sign Review Board.

(ATZS-IMO-IP)



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