


Unified Washington Military Department and National Guard Policy No. 10-02

Title	Naming of Washington Military Department Real Property
References	Revised Code of Washington (RCW) 43.34.090, Building Names AR 1-33, Memorial Programs AFI 36-3108, Memorialization Program and Ceremonies
Cross-Reference Number	Military Department Policy DFG-406-10
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Revised	New
Approved By	 Timothy J. Lowenberg, Major General The Adjutant General WMD Director

Purpose

This policy establishes the Washington Military Department's (WMD) process for memorializing and/or dedicating Real Property: facilities, buildings, roads, trails, grounds, rooms and spaces.

For the purpose of this policy, "memorializing and/or dedicating" is defined as the act of naming "*WMD Real Property, etc*" to keep alive the memory of persons, living and deceased, groups or an event that contributed significantly to the WMD.

Scope

This policy applies to all state and federal civilian employees of the WMD and all members of the Washington National Guard.

Definitions

Assistant United States Property and Facilities Officer(s) (USPFO) for Real Property, Army and Air: "The USPFO may, with The Adjutant General's (TAG) concurrence and by letter of appointment, designate the Air National Guard (ANG) Base Civil Engineer and Construction and Facilities Management Officer (CFMO) as an Assistant USPFO for Real

Property”. (Reference National Guard Regulation (NGR) 130-6 and Air National Guard Instruction (ANGI) 36-2)

Base Civil Engineer (BCE): Responsible to the Air Adjutant General (ATAG) for all activities concerning real property actions within the WA ANG. The WA ANG BCE is split between the east and west sides of the Cascade Mountains, Camp Murray on the west and Fairchild AFB, Spokane, on the east.

Construction and Facilities Management Officer (CFMO): Responsible to the ATAG, Army for all activities concerning real property actions within the WA ARNG.

Executive Management Team (EMT): The EMT consists of TAG, Army ATAG, Air ATAG, Emergency Management Division Director, State Finance Officer, State Human Resource Director, State Chief Information Management Officer, Washington Youth Academy Director, Joint Chief of Staff, and the Special Assistant to the Director.

Functional: A term used to describe what major activity is performed within that facility.

Grounds: Grounds include areas without permanent structures such as undeveloped fields, developed “parade” or ceremony fields, planted (lawn and shrubbery) areas, and picnic or outdoor recreational areas. Does not include undeveloped areas deliberately left in a “natural” state.

Major Subordinate Commands Washington Army National Guard (WA ARNG)/ Air National Guard (WA ANG) Wings/Sector: Those commands subordinate to the ATAG, Army and ATAG, Air.

Memorializing and/or Dedicating: The act of publicly memorializing a name in connection with a “WMD Real Property, etc.” The dedication of a “WMD Real Property, etc,” with regards to a “significant place,” may not necessarily amount to a memorialization.

Names Essential to Identification and Location: Those street or area names given by local emergency services to provide immediate data or meet the requirements of the E-911 program.

WMD Cultural Resource Manager(s): A member of the CFMO or BCE staff whose responsibilities encompass cultural and historic issues.

Washington Army and Air National Guard Command Groups: The Army ATAG, Air ATAG, and their respective Senior Enlisted Representatives.

Washington National Guard State Historical Society: A volunteer group incorporated to collect, preserve, study, and restore artifacts and material pertaining to the history of the Washington Militia and to relate that history to the members of the WMD and the general public.

Policy

This policy applies to memorializing and/or dedicating, with regards to all current and future WMD facilities under the authority of the WMD. This policy does not apply to any National

Register Historical Places, eligible or listed buildings, districts, landscapes or archaeological sites, or any building not yet inventoried. Recommendations for naming or renaming of these places will be done in consultation with the WMD Cultural Resource Manager(s).

A. The Adjutant General's (TAG) Intent

An Advisory Committee (AC) shall receive, review, research, deliberate and forward to the Executive Management Team (EMT) of the WMD for consideration appropriate names for memorializing/naming of current and future "WMD Real Property, etc" using the process and criteria outlined in this policy. The EMT will review and coordinate with TAG for final consideration and approval.

B. The AC

The AC shall be composed of the following: Representatives from the WA ANG and WA ARNG Command Groups; each of their Major Subordinate Commands (MSCs) and WA ANG Wings; the CFMO; the BCE, (East and West); the Emergency Management Division (EMD); the WMD legal advisor; the Washington State Guard (WSG); the Washington National Guard Historical Society Executive Board; and additional members appointed by the Chairperson. The AC shall determine its internal functioning and procedures by which final recommendations are prepared, tracked and forwarded.

1. The AC Chairperson shall be the CFMO and the committee deputy shall be the BCE, (East or West as assigned by the WA ANG).
2. The AC will meet and consider recommendations for names to be memorialized with regards to "WMD Real Property, etc" on an as needed basis at the call of the Chairperson, but at least semi-annually.
3. Recognizing that memorializing/naming recommendations may come from a wide spectrum of sources, the AC will give due consideration and study to each and communicate with the recommending body as appropriate.
4. The CFMO/BCE will ensure that the appropriate information is entered into their respective Real Property databases.

Guidelines

A. Memorialization Criteria

General guidelines for memorializing/naming of "WMD Real Property, etc", will consider the following at a minimum:

1. Not all structures need to be named. The existing legal numbering system, (federal, state or local) will continue to be used for real property accountability and maintenance issues.
2. Functional naming of buildings, etc, should be avoided. Over time, functions within buildings can and will change resulting in confusion. Exceptions may include power supply, storage, and like buildings.
3. Readiness and Operational Centers inherently are considered "functional" in nature. However, adding an individual's name can enhance recognition and promote

Community/Guard partnerships. An example would be the Dolph J. Barnett Jr. Readiness Center in Yakima, Washington.

4. If the recommendation is to be an individual's name, the person shall be someone:
 - a) Who has contributed significantly to the WMD.
 - b) Whose professional and personal credentials, character, and reputation exhibit and represent the finest traditions of the WMD. Nominations submitted for consideration must be accompanied by appropriate supporting documentation relating to the nominee (See Appendix 1 (TBP)).
 - c) Who represents a diversity of human achievement in both personal and professional careers.
 - d) Who is consistent with the WMD's public image with regards to roles and missions.
 - e) Whose surname has not previously been used. A given surname may be assigned or dedicated to only one "WMD Real Property, etc", unless it is a name that might be confused or mistaken for another individual; e.g., "Smith" or "Jones." There will be no duplication of names already used or assigned. For example, if a street is named for a particular individual, a building or facility will not be named for that same individual.
5. If the recommendation is to be the name of a significant place, the location shall be a place that reflects heritage and historical significance of the WMD.
 - a) Nominations submitted for consideration must be accompanied by appropriate supporting documentation relating to the place or location (See Appendix 1).
 - b) The action of recommending a "significant place" does not necessarily suggest a memorialization, but rather a "dedication" as described in the Definitions.
6. If the recommendation is to be the name of an organization or group of people, the organization or group of people shall represent the following:
 - a) Reflect pride, tradition and professionalism of the WMD, its employees, soldiers, airmen and their families.
 - b) Nominations submitted for consideration must be accompanied by appropriate supporting documentation relating to the organization or group (See Appendix 1).

B. Types of Facilities to be Named

1. If the recommendation is for the naming of facilities/installations and/or group of buildings, consideration will be given to a nomination naming if the following is included:

- a) Reflects the pride, tradition and professionalism of the WMD, its employees, soldiers, airmen and their families.
- b) Nominations submitted for consideration must be accompanied by appropriate supporting documentation relating to the organization or group (See Appendix 1).
2. If the recommendation is for the naming of existing single buildings that have not already been named and dedicated (such as WA ARNG Armories and Readiness Centers), the same procedure will be followed for nomination (See Appendix 1).
3. If the recommendation is for the naming of new single buildings, the same procedure will be followed for nomination (See Appendix 1). However, planning for soliciting name nominees should begin at the time contracts for construction is let.
4. The naming of roads and trails within WMD property will be conducted in the same manner as that for facilities (See Appendix 1). However note the following exceptions:
 - a) Roads or trails essential to the identification and location for serving public emergency services.
 - b) Names which duplicate names of roads or trails adjacent to (outside of) WMD property. (Example: A road on Camp Murray should not be named "Union", as it would conflict with Union Street in the adjacent community of Tillicum).
5. The naming of grounds adjacent to WMD buildings including parade fields, etc. will be conducted in the same manner as that for facilities and buildings with the exception of names which duplicate names of grounds adjacent to the WMD property. Additionally, names for grounds may consider more locally known individuals whose contribution has had a less widespread impact and the approval process for names being considered may, in some instances, be shortened by a direct memorandum from the AC through the building proponent (WA ANG, WA ARNG, and EMD) to TAG.
6. With regards to planted and random trees, small localized rocks/plaques etc. which are dedicated to people and places, and other such existing "memorializations and/or dedications", this policy may not apply. The approval process for names being considered for such things may, in some instances, be shortened by a direct memorandum from the AC through the building proponent (WA ANG, WA ARNG, and EMD) to TAG.
7. The naming of rooms and spaces (conference/meeting rooms, assembly halls/drill floors, kitchens, operations, logistics emergency coordination centers, forays, and other spaces) within WMD buildings will be conducted in the same manner as that for facilities and buildings. The exception will be names which duplicate names of similar rooms and spaces within WMD buildings and the following additions (See Appendix 1).
 - a) Names for rooms and spaces may consider more locally known individuals whose contribution has had a less widespread impact. An example might be the name of a

building manager, dining facility manager, supply/administrative technician or custodian whose service in the building spanned many years.

- b) The approval process for names being considered for rooms and spaces may, in some instances, be shortened by a direct memorandum from the AC through the building proponent (WA ANG, WA ARNG, and EMD) to TAG.

C. Solicited and Unsolicited Nominations

The AC will accept solicited and unsolicited nominations from individuals and groups appropriately associated with the role and mission of the WMD. This will include but is not limited to, official and unofficial military associations, local community groups, city and county official bodies and veterans groups.

D. Preservation and Removal of Names from WMD Real Property

1. When a structure is determined to be unserviceable and is to be taken down, the CFMO or appropriate BCE will ensure dedication and memorialization (naming) plaques, markers, etc. are removed. These items will be cataloged and archived in coordination with the Washington National Guard State Historical Society.
2. If, through a process of discovery, a name previously dedicated to a WMD structure, etc. is found to go against the naming criteria contained in this policy, the AC will formally consider and make recommendations to TAG for possible removal action.

E. Types of Memorial Markers

1. Memorial Markers can take various forms; however must be suited to the facility, building, space, or land area.
2. As a minimum, inscriptions should include the name, date dedicated, and official authority. In special cases, an appropriate brief outline of achievements, etc. may be warranted. Markers should not in any way, resemble burial markers (See Appendix 2 (TBP)).
3. Building plaques should be placed such that they can be viewed by the largest possible audience. Placement will normally be directed in coordination with the CFMO, and/or BCE, and if appropriate, the Architects responsible for the building's construction or remodel.

F. Ground Breaking, Dedication and Memorialization Ceremonies

1. Ceremonies conducted in conjunction with facilities and significant buildings will be the responsibility of the service Chiefs of Staff/Directors of Staff (i.e., WA ANG, WA ARNG, and EMD senior staff) and handled in accordance with service guidance and separate WMD division policies.

2. For WA ANG and WA ARNG facilities and significant buildings, ceremonies may include the assistance of Joint Force Headquarters, Public Affairs, and Honor Guard detail as appropriate.
 - a.) The ATAG, Army and ATAG, Air, or their representatives, will host these ceremonies and oversee agendas to include invitations of civic leaders, elected officials and other distinguished guests.
 - b.) Due consideration should be applied to the size and appropriateness of the ceremony being conducted.

Appendixes

Appendix 1: Submission form which includes suggested appropriate supporting documentation and outline of achievements. (To be published)

Appendix 2: Sample of Memorial Markers (To be published)