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**Personnel**

**MEMORIALIZATION**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction outlines the responsibilities and procedures for receiving and forwarding memorialization requests through the 305 AMW/CC to approval authorities at HQ AMC and Air Staff. This instruction applies to facilities of 3,000 square feet or larger. Facilities with less than 3,000 square feet may be approved for memorialization by the 305 AMW/CC in accordance with AFI 36-3108, *Memorialization Program And Ceremonies*.

**1. Memorialization Criteria.**

1.1. An individual being nominated for memorialization must have been previously assigned to McGuire AFB or a unit currently assigned to McGuire AFB, and the individual must have had a significant historical impact on the base or the community as determined by the 305 AMW/CC, the 305 AMW/HO, and the memorialization approval committee.

1.2. An individual who committed an act of heroism would be considered an appropriate candidate for memorialization. In this instance, the significant historical impact requirement could be waived by the memorialization approval committee.

**2. Ownership.** The nominating organization must be in a permanent facility which they are projected to own for 4 years.

**3. Nomination/Approval Procedures.**

3.1. The squadron commander will submit the organization's request for memorialization to the 305 AMW/HO. The request will include the building number, the square footage, the building's usage, the name of the person to be memorialized, their date of death, and the specific justification for the memorialization. The justification should include the individual's contributions to McGuire and their historical significance.

- 3.2. The 305 AMW/HO will review the request and research the archives, if necessary, to determine the individual's historical significance.
- 3.3. The 305 AMW/HO will submit the requests to the memorialization approval committee. The voting members of the approval committee are as follows: 305 SPTG/CD, 305 LG/CD, 305 OG/CD, 305 MDG/CD, 514 SPTG/CD, and 621 AMOG/CD. The 305 AMW/HO and a representative from 305 MSS/DPM will serve as non-voting members of the committee. The committee will be chaired by the 305 SPTG/CD. It will meet on a semi-annual basis to review memorialization requests.
- 3.4. If recommending for approval, the 305 MSS/DPM will prepare a letter for 305 AMW/CC signature recommending approval to HQ AMC.
- 3.5. If not recommended for approval, the 305 AMW/HO will return the request to the originator for additional justification.
- 3.6. Once approved by HQ AMC or the Air Staff, an appropriate memorialization ceremony will be arranged/conducted by the originating agency with the assistance from 305 AMW/CCP.
- 3.7. 305 CES/CECC will prepare a dedication plaque and a building identification sign for the facility. The approximate cost is expected to be \$2,500. The source of the funding will be determined by the originating organization.
- 3.8. The nominating unit will arrange transportation for the next of kin so they may attend the dedication ceremony. The cost of the transportation will be provided IAW Joint Travel Regulation, Chapter 83, part T (U7700). Paragraphs C6000 (4) and (6) and C6002 (6) apply when the unit seeks travel orders and government travels requests for authorized dependents. The unit will also submit a McGuire AFB Form 3, **Request for Ground Transportation**, to the Vehicle Operations Officer 1 month prior to the dedication ceremony.

PETER W. LINDQUIST, Colonel, USAF  
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