



DEPARTMENT OF DEFENSE, VETERANS AND EMERGENCY MANAGEMENT
JOINT FORCE HEADQUARTERS, MAINE NATIONAL GUARD
33 STATE HOUSE STATION
AUGUSTA, ME 04333-0033

NGME-Z (1-33a2)

22 November 2024
TAG 25-02

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Maine National Guard Memorial Program

1. This policy supersedes TAG Policy 22-07, dated 11 September 2022, subject as above and is effective immediately. This policy will remain in effect until rescinded or superseded.

2. REFERENCES

a. Maine Revised Statutes (MRS) Title 37-B: Defense, Veterans and Emergency Management; Chapter 3: Military Bureau, 1 October 2024

b. Army Regulation 1-33, The Army Memorial Program, 25 October 2018

c. Department of the Air Force Instruction 36-2880, Memorialization Program, 22 May 2023

3. PURPOSE

This policy provides guidance to name Maine National Guard (MENG) State and Federal facilities.

4. APPLICABILITY

This policy applies to all MENG property. "State Facilities" refers to facilities owned by the State of Maine. "Federal Facilities" refers to facilities licensed to the MENG through or by a federal entity, such as the U.S. Army Corps of Engineers (USACE), United States Air Force (USAF), etc. This policy also applies to Maine Army National Guard (MEARNG) property that the U.S. Property and Fiscal Officer (USPFO) has accepted on behalf of the state.

5. AUTHORITY

a. MRS Title 37-B, Chapter 1 § 3(1)(D)(11): The Adjutant General shall acquire, construct, operate and maintain military facilities necessary to comply with this Title and Title 32 of the United States Code and shall operate and maintain facilities now within or hereafter coming within the jurisdiction of the Military Bureau.

NGME-Z (1-33a2)

SUBJECT: Maine National Guard Memorial Program

b. MRS Title 37-B, Chapter 1 § 3(1)(D)(2): The Adjutant General shall establish methods of administration consistent with the law necessary for the efficient operation of the department.

c. Army Regulation (AR) 1-33, Para 1-15 (a): State adjutants general will be the approval authority for the Army Memorial Program for dedicating or memorializing facilities, buildings, groups of buildings, rooms, streets, or areas on or part of property that the state's USPFO has accepted on behalf of the state, except for those situations where the SECARMY or ASA (M&RA) approval authority takes precedence. Section 9. b. of this policy contains the only exceptions to the previous statement.

d. Department of the Air Force Instruction (DAFI) 36-2880, Chapter 3 § 3.4: Memorialization affecting Air National Guard facilities are under the jurisdiction of the respective commanders or responsible officials found in Table 3.1.

6. BACKGROUND

The MENG is a proud and historic organization with deep roots in American history. The intent of the MENG Memorial Program is to provide lasting honor and pay tribute to military and civilian personnel with records of outstanding and honorable service. Memorial requests are carefully evaluated by the command to select installations, facilities, buildings, rooms, and streets to be named in honor of those who served with valor or distinction.

7. GENERAL GUIDELINES

a. Facilities owned or titled for the exclusive use of the MENG may be recommended for designation or naming in honor of an individual under provisions of this policy.

b. MENG facilities should only be named for individuals whose accomplishments are truly extraordinary and who represent the highest embodiment of our core values and ideals.

c. The term "facilities" includes, but is not limited to readiness centers, hangars, maintenance shops, armories, streets, and training areas.

d. The magnitude of the nominee's action(s) and/or accomplishment(s) shall be weighed against the type and size of a facility recommended for naming.

NGME-Z (1-33a2)

SUBJECT: Maine National Guard Memorial Program

e. Anyone can nominate an individual for recognition under the MENG Memorialization Program. Nominations from within the MENG will be forwarded through the Chain of Command to The Adjutant General (TAG). Nominations from outside the department may be submitted directly to the Maine National Guard Public Affairs Office (PAO).

f. All nominations will be reviewed for adherence to the applicable regulations (see Reference section) prior to submission of a naming request to TAG.

g. Misconduct of a nature to discredit the MENG may constitute justification to revoke a facility designation or naming, at the discretion of TAG.

8. FEDERAL FACILITIES

a. Army: Approval authority and criteria for requests to name a federally owned facility for Army facilities can be found in AR 1-33.

b. Air Force: Approval authority for requests to name a federally owned facility for Air Force Facilities can be found in DAFI 36-2880 Table 3.1.

(1) Chief of Staff of the Air Force serves as the approval authority for living or deceased person being memorialized for facilities per DAFI 36-2880 Table 3.1.

(2) For Air National Guard facilities, consider only Air Force military members, Department of the Air Force civilians (DAFC), and private sector citizens as outlined in DAFI 36-2880 Table 3.1. when naming any Air Force real estate. For waivers and requests outside of this guidance, the Chief of Staff, USAF is the approval authority.

9. STATE FACILITIES

a. Approval authority for requests to name State owned facilities is TAG, except as noted in 9.b.

b. Memorializing deceased Presidents; deceased Chiefs of Staff, U.S. Army; and deceased 5-star generals of the U.S. Army requires additional approval at the Assistant Secretary of the Army (Manpower and Reserve Affairs) level if the State-owned facility was accepted by the USPFO on behalf of the state.

c. TAG has considerable latitude when naming State facilities. Characteristics of an honoree may include the following:

NGME-Z (1-33a2)

SUBJECT: Maine National Guard Memorial Program

(1) The honoree may be retired from military service.

(2) The honoree shall be an example for current Soldiers, Airmen, MENG Civilians, and Families to emulate based on an extraordinary military career of exemplary service.

(3) A connection may exist between the honoree and the facility being named.

10. REQUEST, REVIEW AND APPROVAL PROCEDURES

Requests for facility designations under the MENG Memorialization Program will be accomplished using the following procedures:

a. Requester utilizes the “Memorial Facility Naming Request”, and the appropriate “Facility Memorialization Request Routing and Approval Sheet” found in the enclosures to this policy and submits request through their chain of command to the MENG PAO.

b. The MENG PAO will conduct an initial review of the packet for compliance with the above outlined guidelines and policies. Incomplete or non-compliant packets will be returned to the submitting chain of command for correction. PAO will then coordinate with the appropriate Army Chief of Staff (COS) or Air Director of Staff (DOS) to process the request through the appropriate Memorialization Committee.

11. MEARNG REVIEW AND APPROVAL PROCESS

a. The packet will be reviewed by the MEARNG Memorialization Committee. This committee will consist of members selected by the COS, and at a minimum include the MENG PAO, Construction and Facilities Management Officer (CFMO), and the JAG. The committee will determine whether the facility is considered a “State” or a “Federal” facility under AR 1-33.

b. MENG Staff Judge Advocate will review the packet prior to TAG signature to ensure there are no legal issues or deficiencies and submit a written legal review assessing the request’s compliance with applicable law, regulation, and policy.

c. Once the review is complete, the committee will send its recommendations to TAG for final determination, along with comments and meeting minutes.

d. For packets requiring additional higher-level approval per AR 1-33, upon approval by TAG, the packet will be forwarded to the identified Command/Agency for final review and approval.

NGME-Z (1-33a2)

SUBJECT: Maine National Guard Memorial Program

12. MEANG REVIEW AND APPROVAL PROCESS

a. For facilities under the control of the 101st Air Refueling Wing (ARW), the packet must be reviewed by the 101st MEANG Memorialization Committee. This committee will consist of the 101st ARW Commander, PAO, Civil Engineering Squadron (CES) Commander, Assistant Adjutant General – Air, MEANG State Command Chief, JAG, and whomsoever TAG shall appoint from time to time.

b. For facilities located at the South Portland Air National Guard (SPANG), the packet must be reviewed by the SPANG MEANG Memorialization Committee. This committee will consist of the Director of Staff – MEANG, PAO, CES Commander, Assistant Adjutant General – Air, MEANG State Command Chief, JAG, and whomsoever TAG shall appoint from time to time.

c. MENG Staff Judge Advocate will review the packet prior to TAG signature to ensure there are no legal issues or deficiencies and submit a written legal review assessing the request's compliance with applicable law, regulation, and policy.

d. Once the review is complete, the committee will send its recommendations to TAG for final determination, along with comments and meeting minutes.

e. For packets requiring additional higher-level approval per DAFI 36-2880 Para 3.1., upon approval by TAG, the packet will be forwarded to the identified Command/Agency for final review and approval.

13. NAMING CEREMONIES

a. The senior commander/director of the MENG component submitting the naming request will initiate actions to conduct a suitable Facility Naming Ceremony. Naming Ceremonies will be coordinated with the PAO and other staff elements as appropriate (CFMO for MEARNG Facilities; CES for MEANG Facilities), and the unit/section with responsibility for the re-named facility (if applicable).

b. The senior commander/director will coordinate with their respective Facility managers and/or Contracting Office to provide appropriate signage for the facility.

c. Where applicable, the PAO will invite appropriate government officials and dignitaries to attend the ceremony and make any arrangements necessary to facilitate their attendance and/or participation.

NGME-Z (1-33a2)

SUBJECT: Maine National Guard Memorial Program

d. The senior commander/director will consult the applicable Army or Air regulation to ensure conformity regarding protocols, where applicable.

(1) Army Regulation 1-33, Chapter 2, Section III

(2) Air Force Instruction 34-1201, Protocol

14. The point of contact for this policy is the MENG Public Affairs Officer.

5 Encls

1. Memorial Facility Naming Request
2. Memorial Routing Slip, MEARNG Federal Facility
3. Memorial Routing Slip, MEANG Federal Facility (101st ARW)
4. Memorial Routing Slip, MEANG Federal Facility (SPANG)
5. Memorial Routing Slip, MEARNG State Facility



DIANE L. DUNN
BG, MENG
The Adjutant General

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