State of Arizona
Department of Emergency & Military Affairs
1 August 1996

AZ NG Reg 30-1

PUBLIC AFFAIRS

Naming of Armories and Bases

Summary

To establish policies, responsibilities, and guidance when establishing memorials to deceased individuals and selected groups or organizations. This regulation has applicability to the Army and Air National Guard.

1.0 GENERAL

Both the Army and Air National Guard may desire to honor individuals, selected groups or organizations by naming armories, bases, or other activities after them. This memorial is usually reserved for those who served with valor or distinction except in the case of a selected group or organization.

2.0 RESPONSIBILITIES

Commanders or heads of activities may send a request for memorialization through channels to The Adjutant General or his designee. Requests must provide the following minimum information:

a. Individuals

- The name, grade, and branch of service
- A biographical sketch
- Outstanding achievements which form the basis for the recommendation
- Category and type of memorial recommended
- Specific armory, base, or other facility as set forth in Table I as a proper memorial

This regulation supersedes AZ ARNGR 360-3/AZ ANGR 190-12-3

- Information to support association of the member with the facility

b. Selected groups or organizations

- The name, function, and location of the group or organization to be considered
- A historical sketch
- Outstanding achievements/involvements which form the basic for recommendation
- Category and type of memorial recommended
- Specific armory, base or other facility as set forth in Table I as a proper memorial
- Information to support association of the member with the facility

The Adjutant General will be the final approving authority for all actions.

3.0 MEMORIALIZATION CRITERIA

Generally, only deceased persons or groups or organizations are to be memorialized.

When possible, armories, bases, or other facilities, as set forth in Table I, should be named for persons whose careers or actions were important to the locality where memorialized.

Commanders who make selections should keep in mind how the memorial program is designed:

a. To honor heroes or other distinguished men and women of all races in our society.

b. To present them as inspirations to their fellow soldiers, employees, and other citizens.

c. To honor selected groups or organizations who have established outstanding achievement or involvement with that particular armory, base, or facility.

Renaming actions are strongly discouraged; they are seldom appropriate. Strong resistance can be expected from local residents, heirs, historical societies, and others. However, if

renaming becomes appropriate, it is done by the same authority that approves all requests for such action (see paragraph 2).

4.0 TYPES OF MEMORIALS

Memorial markers can take various forms; however, they must be suited to the structure they are being placed on or near. Typically, a plaque with a brass plate is affixed to a building. A sign, stone, or marble slab (either engraved or with plate attached) should be used where attachment of a plaque is not possible or distracts from the appearance of the structure.

As a minimum, inscriptions should include the name and grade of the person being memorialized. In case of a selected group or organization, the full name of that group or organization and only the year presented the award is needed. Other data, such as birth and death dates, major decorations, or a brief outline of achievements, are optional.

The primary custodian of the building will bear the cost.

5.0 ARMORY OR BASE CLOSURE

When an armory or base is closed, the Commander of that facility is responsible for the disposition of memorial plaques. The plaque should be offered to the next of kin of the person memorialized. In the case of a special group or organization, or for an individual if the plaque is refused, it should be sent directly to the final approving authority with an explanation.

6.0 RECORDKEEPING

A letter stating that a memorialization has been approved will be prepared and distributed. A copy of the letter will also be placed in the historical files of the approving authority, and the armory or base in question.

The approving authority (see para 2) will maintain a complete record of all memorializations.

7.0 MEMORIALIZATION CEREMONIES

Ceremonies in connection with an armory or base construction project offer an excellent chance to achieve greater public understanding and support of the Army and Air National Guard. Such ceremonies include, but are not limited to, the following:

a. Ground breaking before the actual start of construction.

b. Dedication marking the official opening.

c. Memorialization of an existing armory or base.

Memorialization of armories, bases, or facilities is the ceremony in which it is given its permanent name. It must be the name of a person whose contributions are being honored, in honor of the military dead of a given area, or the name of a selected group or organization.

8.0 PUBLIC RELATIONS

The Public Affairs Office will prepare a message to the community from The Adjutant General; it is to be read at all dedications and memorialization ceremonies. Notification, as required in Para 9, serves as the request for this message.

Interested members of government will be kept informed of plans for ground breaking, dedication, and memorialization ceremonies. As a minimum, these will usually include:

a. To the State Legislator in whose district the armory or base is located in the case of construction.

b. To the County Chairman of the Board of Supervisors and all members of the Board of Supervisors.

c. To the Mayor and all members of the City Council of the city/town in which the dedication will take place.

d. Any other dignitaries that may be interested.

The Commander initiating the request must furnish the following data to interested members of government not less than 45 days before the date scheduled for the dedication:

a. Project location, including street.

b. Purpose of the ceremony (dedication or memorialization, or both).

c. Date and time of ceremony.

d. Principal speakers.

e. Honored guests.

f. Other invited distinguished guests.

g. Names or names selected, spelled out exactly as selected.

h. One copy of a biographical sketch of the person, group or organization in whose honor the armory, base or other site as described in Table I is being dedicated or memorialized. Include a list of decorations and awards to the person and notation of any posthumous decorations. Also, include a copy of the citation accompanying the highest award.

i. Full name and mailing address of the organization sponsoring the dedication or memorialization ceremony.

j. Name of the unit or base being memorialized or dedicated.

k. All such requests/invitations will be sent through The Adjutant General's office.

9.0 CONGRESSIONAL INVITATIONS

Invitations to members of the Congress to attend ceremonies will be extended by The Adjutant General. Ensure adequate preparations for the reception, escort, and attendance of members of Congress who accept invitations.

All invitations will be sent through The Adjutant General's office not less than 45 days before the date scheduled for the dedication.

AZNGR 30-1

By virtue of the authority vested in me by A.R.S. Section 26-115A, and as Governor of the State of Arizona, I hereby approve Arizona Army National Guard Regulation 30-1.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Arizona

GOVERNOR

DONE at the Capitol in Phoenix on this 31st day of July in the Year of Our Lord One Thousand Nine Hundred and Ninety-six and of the Independence of the United States of America the Two Hundred and Eighteen.

TABLE I

CATEGORIES OF PERSONS, GROUPS OR ORGANIZATIONS AND THE APPROPRIATE MEMORIALS

A person, group, or organization who:	May be memorialized by the naming of:
a. Is a national figure of preeminence by virtue of high position; or	• An installation, base, or facility; or
b. Held a position of high and extensive responsibility; or	• A large unit trophy or individual award for excellence, or a State-endowed scholarship in military-scientific pursuits; or
c. Performed an act of heroism or held a position of high responsibility, or performed non-combat actions which improved the Army or Air National Guard or gave public service of national/state importance; or retired from the military or civil service after a career of exceptional distinction, or in the case of a group or organization, was extensively involved with the Army or Air National Guard which resulted in a major benefit to either.	• A building, armory, or portion thereof; a group of adjacent buildings housing the same function; a street; or an area within an armory or base.