

**BY ORDER OF THE COMMANDER
AIR EDUCATION AND TRAINING
COMMAND**



**AIR FORCE INSTRUCTION 36-3108
AIR EDUCATION AND TRAINING COMMAND
Supplement 1
10 NOVEMBER 1999**

Personnel

**MEMORIALIZATION PROGRAM AND
CEREMONIES**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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AFI 36-3108, 1 February 1999, is supplemented as follows: A bar (|) in the left margin indicates revised material.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

NOTE: Maintain and dispose of records created as a result of processes prescribed in this publication in accordance with AFMAN 37-139, *Records Disposition Schedule*.

2. Nominating a living person is highly discouraged and should be a very rare exception. Therefore, commanders must be very judicious when recommending a living person, and such a nomination must clearly address why a living nominee merits this distinction instead of a deceased person of equal or greater status.

5.5.5.1. Send the notification through Public Affairs (HQ AETC/PA) at least 75 days before the ceremony.

5.5.5.3. Send the proposed guest list through HQ AETC/PA at least 75 days before the ceremony.

6. Avoid unnecessary changes to street names because of the numerous expenses associated with such a change (for example, maps, letterhead, etc.). It is wisest to memorialize streets currently unnamed, newly constructed, or projected for construction. Rooms within a memorialized facility or real property may also be memorialized.

7.5. Send the notification through HQ AETC/PA at least 75 days before the ceremony.

7.6. Send the proposed guest list through HQ AETC/PA at least 75 days before the ceremony.

7.9. In addition, send a copy of the notification to Military Affairs (HQ AETC/DPPP) within 30 days after the ceremony.

8. (Added) Responsibilities of the Memorialization Initiator (Individual, Units, Groups, or Wings). The memorialization initiator will:

8.1. Identify the extraordinary individual for memorialization.

8.2. Identify what sources were reviewed to determine the candidate's background did not contain derogatory information that would prohibit memorialization honors.

8.3. Identify the facility and (or) real property for memorialization. See [Attachment 1 \(Added\)](#), this supplement, for suggested criteria.

8.4. Determine if the selected facility or real property is deserving of memorialization. See [Attachment 1 \(Added\)](#), this supplement.

8.5. Notify the military personnel flight (MPF) customer service of memorialization intentions. See [Attachment 2 \(Added\)](#), this supplement, for package requirements.

8.5.1. Review AFI 36-3108 to determine approval authority.

8.6. Contact the base civil engineer to determine if facility and (or) real property is already memorialized.

8.6.1. Ask the base civil engineer to help determine the square footage of the facility or real property.

8.7. Assemble the memorialization package according to [Attachment 2 \(Added\)](#), this supplement.

8.8. Coordinate the memorialization package through the MPF customer service and up the chain of command.

8.9. After approval of the package, make all arrangements and conduct the memorialization ceremony. Coordinate with the base public affairs office so the appropriate internal and external media coverage and community relations activities can be arranged.

8.10. Accomplish followup with and provide documents to the MPF customer service, base civil engineer, and historian.

9. (Added) Responsibilities of the Base Civil Engineer Squadron. Squadron responsibilities include having the:

9.1. Community planner assist in the siting of memorials and selection of appropriate facilities for memorialization.

9.2. Base development office provide cost estimates and ensure installation and maintenance costs are reasonable and appropriate.

9.3. Real estate office maintain a current listing of all facilities and real properties that have been memorialized.

9.4. Real estate office provide details of the size, etc., of existing facilities nominated for memorialization. See the sample statement in [Attachment 3 \(Added\)](#), this supplement.

10. (Added) Responsibilities of the MPF Customer Service. This function will:

10.1. Act as base OPR for the memorialization program.

10.2. Conduct ongoing publicity for the memorialization program.

10.3. Document who is initiating the memorialization and which facility or real property is being memorialized.

10.4. Advise the memorialization initiator of content requirements for the memorialization package according to [Attachment 2 \(Added\)](#), this supplement.

10.5. Conduct a review of the memorialization package.

10.6. Coordinate the memorialization package through the chain of command.

10.7. Follow up with and provide documents to higher headquarters, real property office, and wing historian.

10.8. Obtain a current list of memorialized facilities and real properties annually from the real property office.

11. (Added) Responsibilities of Group and Squadron Commanders. The group or squadron commander will:

11.1. Recommend the individual who is the focus of the memorialization.

11.2. Recommend the facility or real property to receive the memorialization according to [Attachment 1 \(Added\)](#), this supplement.

11.3. Review and coordinate the memorialization package.

11.4. Ensure all details for an appropriate memorialization ceremony are arranged and carried out.

12. (Added) Responsibilities of the Installation Historian. The historian will update historical archives, records, files, etc., and provide a biography for the memorialization package.

13. (Added) Responsibilities of the Wing Commander. The wing commander will:

13.1. Recommend the individual for memorialization. See [Attachment 4 \(Added\)](#), this supplement.

13.2. Recommend the facility or real property for memorialization according to [Attachment 1 \(Added\)](#), this supplement.

13.3. Review and coordinate on the memorialization package.

13.4. Approve or disapprove the memorialization request according to the basic AFI and this supplement.

13.5. Provide an endorsement memorandum for each memorialization package going to higher headquarters. See the sample in [Attachment 4 \(Added\)](#), this supplement.

13.6. Ensure the details for an appropriate memorialization ceremony are arranged and carried out.

13.7. After approval is final, invite the next of kin or honoree to the memorialization ceremony. See [Attachment 5 \(Added\)](#), this supplement, for a sample letter of invitation.

Attachment 1 (Added)**SUGGESTED CRITERIA FOR IDENTIFYING
DESERVING FACILITIES OR REAL PROPERTIES**

A1.1. General. Memorializations provide a lasting honor to deceased and living Air Force military personnel, Department of the Air Force civilians, and private sector personnel. Consider the following criteria to determine if memorialization of the recommended facility or real property is appropriate:

- A1.1.1.** Condition of the facility or real property.
- A1.1.2.** Location of the facility or real property.
- A1.1.3.** Frequency of use of the facility or real property.
- A1.1.4.** Sense of pride attached to the facility or real property.
- A1.1.5.** Primary purpose or use of the facility or real property.
- A1.1.6.** Architecture or nature of the construction of the facility or real property.
- A1.1.7.** Aesthetic appeal of the facility or real property.
- A1.1.8.** History or heritage currently attached to the facility or real property.
- A1.1.9.** Future use of the facility or real property.
- A1.1.10.** Is the facility or real property slated for destruction or renovation?
- A1.1.11.** Are operations in the facility or on the real property slated for relocation?
- A1.1.12.** Nature and contributions of the individual being memorialized.
- A1.1.13.** Nominee's relationship, if any, to the facility or real property.

Attachment 2 (Added)**CONTENTS OF A MEMORIALIZATION PACKAGE**

A2.1. Obtaining Approval of a Memorialization Package. Forward packages requiring MAJCOM or higher approval to HQ AETC/DPPPM for processing to the AETC Commander. **NOTE:** In order to avoid potential embarrassment and unnecessary explanations, obtain final approval from the proper channels before seeking concurrence from the next of kin or honoree.

A2.2. Package Contents. Ensure each package includes:

A2.2.1. MPF customer service coordination.

A2.2.2. A cover memorandum from the wing commander requesting memorialization. See the sample memorandum in **Attachment 4 (Added)**, this supplement.

A2.2.3. A statement describing the nature, purpose, and size of the facility or real property being memorialized. See **Attachment 3 (Added)** for a sample statement.

A2.2.4. A statement indicating why the chosen honoree should receive memorialization and what sources were reviewed to determine the honoree's background did not contain derogatory information that would prohibit memorialization honors.

A2.2.5. A biography of the honoree, to include his or her relationship (if any) to the installation. Indicate whether the individual is living or deceased. **NOTE:** Only under very unique circumstances should a living person be honored.

A2.2.6. The honoree's specific accomplishments or contributions to the Air Force in general or to a particular functional area.

A2.2.7. A description of the actual memorial, to include pictures, logos, wording, etc.

A2.2.8. A map or diagram showing the location of the facility or real property in relation to surrounding properties.

A2.2.9. If available, a photograph or an artist's drawing of the facility or real property.

A2.3. Format:

A2.3.1. Create text documents in Microsoft Word, 12-point font, with 1-inch margins.

A2.3.2. Photocopies from books, magazines, microfiche, journals, etc., are permitted. Copies must be clean, without smudges, etc.

Attachment 3 (Added)**SAMPLE STATEMENT OF BUILDING SPECIFICS**

Building 2001 is 150,000 square feet. Its primary purpose supports the training of aircraft armament systems apprentices in the loading and unloading, maintenance, inspection, repair, and checkout of multiple aircraft armament release, launch, and monitoring systems.

(If available, a photograph or an artist's drawing of the facility or real property may be placed here.)

Attachment 4 (Added)

SAMPLE COVER MEMORANDUM

(Appropriate Letterhead)

MEMORANDUM FOR HQ AETC/DP

FROM: 82 TRW/CC
419 G Avenue, Suite 1
Sheppard AFB TX 76311-2941

SUBJECT: Endorsement for Memorialization of General Hap Arnold (*If the wing commander is the approval authority, substitute "Approval" for "Endorsement."*)

1. Request Building 2001, Sheppard Air Force Base, Texas, be memorialized as Hap Arnold Hall, under provisions of AFI 36-3108, *Memorialization Program and Ceremonies*, in the memory of General Hap Arnold (deceased). This building houses the Aircraft Armament Systems Training Flight and staff offices of the 363d Training Squadron, Sheppard Air Force Base, Texas.
2. (*In three to four sentences, say what the honoree did and his or her impact on the Air Force. Don't be too wordy. The contents of the package must support the memorialization request.*) General Arnold was the Commanding General of the Army Air Forces from June 1941 through February 1946. He is considered the architect of air power. His ideas and principles laid the foundation for using air power in modern warfare. Even today, his ideas continue to shape how the Air Force conducts air operations.
3. Please contact my POC, Lt Col Pamela Mason, DSN 736-2984, for further assistance with this project.

PETER B. MARSHALL, Brigadier General, USAF
Commander

Attachment 5 (Added)**SAMPLE LETTER OF INVITATION TO THE NEXT OF KIN OR HONOREE**

(Appropriate Letterhead)

Brigadier General Peter B. Marshall
Commander, 82d Training Wing
419 G Avenue, Suite 1
Sheppard AFB TX 76311-2941

Mrs. Eula J. Peoples
1600 White House Lane
Rittman OH 44270-7000

Dear Mrs. Peoples

It is with great pleasure I write you this letter. The 82d Training Wing at Sheppard AFB has chosen your (*husband, father, sister, etc.*), Major General Peoples, as a special honoree.

The Air Force has a unique memorialization program which identifies exemplary leaders for special recognition. This recognition results from an individual's outstanding contributions to the Air Force throughout his or her career.

This wing has selected your (*husband, father, sister, etc.*) to receive such recognition for the great strides (*he or she*) has made in quality of life improvements for Sheppard Air Force Base personnel.

A new state-of-the-art maintenance training facility is to be dedicated in your (*husband's, father's, sister's, etc.*) name. In conjunction with this, we will place a beautiful black granite stone engraved with the honoree's name onsite as a vigilant reminder of (*his, her*) lasting contributions to our Air Force heritage.

This letter seeks your approval and invites you at Air Force expense to attend the dedication ceremony on 23 November 1999. A second copy of this letter is attached for approval purposes. Please circle your response, sign above your name, and return the second copy to me as soon as possible.

Please contact (*Lt Col Martin at (817) 676-7777*) to discuss your travel and accommodations. In addition you may ask (*him, her*) any questions regarding this memorialization project.

Sincerely

PETER B. MARSHALL, Brigadier General, USAF

Attachment:
Copy of Letter

NOTE: Send a second copy of this letter with a simple approval/disapproval line and signature block to the honoree or next of kin. See the basic AFI for guidance about transportation of the honoree. Your actual letter should not be a verbatim copy of this sample letter; make yours an original.

W. P. ARD, Colonel, USAF
Director of Personnel