



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS COMMAND
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WASHINGTON, DC 20350-3000

IN REPLY REFER TO:
5750
G-3
MAR 02 2015

MARINE CORPS INSTALLATIONS COMMAND POLICY LETTER 3-15

From: Commander, Marine Corps Installations Command
To: Distribution List

Subj: COMMEMORATIVE NAMING PROGRAM

Ref: (a) MCO 5750.1H
(b) SECNAV M-5210.1

1. Purpose. To provide guidance on the process for the commemorative naming of Marine Corps facilities, buildings, streets, parks, sites, and other property located on Marine Corps installations.

2. Background

a. Reference (a) is the Manual for the Marine Corps Historical Program. Chapter 2 of that manual addresses the Commemorative Naming Program and specifies that property may be named for individuals highly regarded within the Marine Corps and/or local communities. Names of deceased Marines, or members of other military organizations who died while serving with or in support of Marine Corps units, will be considered first. However, names of others who have made outstanding contributions of a lasting nature, either to the Marine Corps or to the welfare of Marines, may also be considered.

b. The Director of the Marine Corps History Division serves as the principal advisor to the Commandant of the Marine Corps for historical matters, and as such has primary staff responsibility for the naming of Marine Corps facilities, buildings, streets, parks, sites and other property under the Commemorative Naming Program. Ultimate approval authority rests with the Commandant of the Marine Corps.

3. Methodology

a. Commanders who desire to nominate a property for consideration under the Commemorative Naming Program should first coordinate with the Marine Corps History Division. The name of the nominated individual, associated biographical information, and background material should be provided to the Marine Corps History Division to ensure that the proposed name has not been previously used and is generally acceptable. Once the name and requisite documentation has been informally vetted through the Marine Corps History Division, a formal commemorative naming request package can be developed and submitted by the originator.

b. Formal requests for a commemorative naming will be made by letter from the originator and addressed to the Commandant of the Marine Corps (Attn: HDR) via the appropriate chain of command. Normal routing for packages is as follows:

(1) Originator (could be a tenant activity on an installation).

Subj: COMMEMORATIVE NAMING PROGRAM

(2) Respective base or station commanding officer.

(3) Regional commanding generals/commander (Marine Corps Installations Pacific, Marine Corps Installations West, Marine Corps Installations East, and Marine Corps Installations National Capital Region).

(4) Commander, Marine Corps Installations Command (COMMCICOM).

c. The MCICOM Assistant Chief of Staff, G-3/5/7 has staff responsibility for MCICOM's Commemorative Naming Program.

d. Commemorative naming requests should be properly formatted and in compliance with current policies. The Marine Corps History Division can provide sample packages from previously approved commemorative naming requests. At a minimum, requests should cite MCO 5750.1H as a reference and include the following, either in the text or as enclosures:

(1) Command/activity/agency originating the commemorative naming request.

(2) Name and grade of the individual to be commemorated.

(3) Obituary for the individual if available and/or appropriate.

(4) Detailed narrative justification for the nominee along with supporting biographical information.

(5) A proposed summary of action and citation.

(6) A map and/or written description of the property being proposed for commemorative naming.

(7) Description of how the naming is to be effected in terms of design, placement, material, and cost.

e. Requests by tenant commands/activities on installations (e.g., operating forces, training commands) should be endorsed through the requestor's first general officer in their respective chain of command before being submitted to the host installation for consideration.

f. Following an administrative and legal review of the commemorative naming request, COMMCICOM will provide the appropriate forwarding endorsement to the Marine Corps History Division for requests that are deemed to be acceptable and appropriate. In accordance with reference (a), the Marine Corps History Division will forward all requests to the Commandant of the Marine Corps for consideration regardless of whether the History Division recommends approval or disapproval.

g. Upon receipt of the Commandant of the Marine Corps' decision approving a commemorative naming request, the requesting command will make every reasonable effort to contact the next of kin or descendants of the individual approved for the commemorative naming to obtain concurrence with the naming and to invite their participation in a dedication ceremony. If the next of kin do not concur with the naming, no further action will be taken on the request.

h. To avoid potential embarrassment or disappointment, commands must carefully avoid discussing a naming nomination with the next of kin before

Subj: COMMEMORATIVE NAMING PROGRAM

final naming approval is received. Public disclosures of any nomination will not be made before the Commandant of the Marine Corps has approved the commemorative naming request.

i. Dedication ceremonies should be coordinated with appropriate public affairs activities and documented in the sponsoring organization's command chronology.

j. Upon completion of any naming action, commanders are required to furnish the Director of Marine Corps History with the following:

(1) Date of dedication.

(2) Still photographs, motion picture/video, brochures, related correspondence, and newspaper clippings concerning the dedication ceremony.

k. Once designated, commemorative names of facilities or property will not be changed unless the original name becomes manifestly inappropriate. If a building that was commemoratively named is subsequently designated to be demolished and replaced, the MCICOM G-3/5/7 will consult with the Marine Corps History Division staff for guidance as to whether the commemorative name can be transferred to the new building without having to submit a new commemorative naming request.

4. Responsibilities

a. The Marine Corps History Division has ultimate staff responsibility for the Commemorative Naming Program.

b. The MCICOM G-3/5/7 is responsible for coordinating all installation commemorative naming requests with the Marine Corps History Division.

c. The MCICOM G-3/5/7 will staff all installation commemorative naming requests and forward them to COMMCICOM for consideration. Requests receiving a favorable endorsement from COMMCICOM will be forwarded to the Commandant of the Marine Corps (Attn: HDR) for further consideration.

d. As part of the command's historical archives, the MCICOM G-3/5/7 will retain a file copy of approved and disapproved requests signed by the Commandant of the Marine Corps in accordance with reference (b).

e. All requests for commemorative naming will be consistent with the provisions of this policy letter and reference (a).

5. Action. Commanders will ensure that all tenant commands and activities are aware of and comply with the provisions of this policy, effective the date signed.



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