

STATE OF MARYLAND  
MILITARY DEPARTMENT  
Fifth Regiment Armory  
Baltimore, MD 21201-2288

18 February 2011

Maryland Military Department Regulation  
Effective 01 February 2011  
Number 1-33

ADMINISTRATION

THE MARYLAND MILITARY DEPARTMENT FACILITY NAMING PROGRAM

Local supplementation of this regulation is prohibited

1. References.

- a. Maryland Board of Public Works (BPW) Advisory 2004-1 (Naming State Buildings and Capital Improvements), 15 January 2004
- b. Army Regulation 1-33 (The Army Memorial Program), 30 May 2006
- c. Army Directive 2008-33 (The Army Memorial Program), 20 October 2008
- d. Air Force Instruction 36-3108 (Memorialization Program and Ceremonies), 01 February 1999

2. Purpose. This Maryland Military Department (MMD) Regulation establishes policy and procedures for the naming of department buildings and other real property. It facilitates the recognition of individuals who have brought great credit upon Maryland's Military Department and its component services and elements through an enduring institutional acknowledgment: naming specific facilities in honor of worthy individuals.

a. Program policy and procedures contained in this regulation provide guidance and structure for the naming of facilities after individuals who have records of outstanding and honorable service.

b. This MMD Regulation will be reviewed and revalidated by the Construction and Facilities Management Officer (CFMO) at least every three years, and more frequently as required. The date of revalidation will be the new effective date of this regulation.

3. Authority.

a. Maryland Code of Public Safety Article 13 Section 302(c)(1): The Adjutant General is responsible for (i) each armory that the State owns; and (ii) each building or other property purchased, occupied, or leased by or on behalf of the State military forces.

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b. Maryland Code of Public Safety Article 13 Section 302(c)(3): The Adjutant General may adopt regulations to enforce this subsection.

c. Maryland Board of Public Works (BPW) Advisory 2004-1, dated 15 January 2004, governs naming or renaming of state buildings or capital improvements. State agencies shall propose names to the Board of Public Works for approval.

d. Para 1-4(l) and Table 2-1 of Army Regulation 1-33: State Adjutants General will be the approving authority for naming facilities, buildings, groups of buildings, rooms, streets, or areas on or part of property that the State's USP&FO has accepted on behalf of the State.

e. Air Force Instruction 36-3108: Memorializations affecting Air National Guard facilities are under the jurisdiction of the respective commanders or responsible officials.

4. Policy. Facilities owned or titled for the exclusive use of the MMD may be recommended for designation or naming in honor of an individual under provisions of this regulation.

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

b. In general, facilities will be named for individuals posthumously.

c. A living person may also be considered for facility naming as outlined below:

(1) The honoree shall be retired from military service with 20 or more years of honorable service, or shall be medically retired because of wounds sustained in combat; or shall be a recipient of the Medal of Honor, Distinguished Service Cross, Distinguished Service Medal, or Silver Star; and

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

(3) The honoree shall be closely connected with the facility being named, if possible, either by virtue of having:

(a) Served in the designated facility or a previous facility in the same location; or

(b) Demonstrated exceptional skill in the military branch, discipline, or purpose of the designated facility; and

(4) The honoree shall be a continuing role model supporting MMD programs.

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d. Misconduct of a nature to discredit the MMD or its component military services may constitute justification to revoke a facility designation or naming, at the discretion of the Adjutant General. Revocation is essentially a re-naming action. In such cases, the Adjutant General shall initiate the re-naming request with Maryland's Board of Public Works (BPW).

e. The term "facilities" shall be interpreted liberally to broaden the appropriate venues for naming or re-naming.

(1) Facilities include, but are not limited to: readiness centers, hangars, maintenance shops, streets, classrooms, training areas, drill floors and kitchens.

(2) 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.

f. Any member of the MMD, past and present, may nominate an individual for recognition under the Facility Naming Program. Nominations from outside the department may be submitted directly to the MMD Chief of Staff. In such cases, the Chief of Staff will refer the request to the chain of command responsible for the facility to solicit input and determine the command's concurrence or non-concurrence with the nomination request.

(1) Naming requests will be submitted through command channels in accordance with paragraph 5 (Procedures) below. Naming requests must be reviewed by the Maryland Army National Guard (MDARNG) Real Property Planning Board (RPPB) or the Maryland Air National Guard (MDANG) Headquarters, as appropriate. Requests will be endorsed, with comments, to the Adjutant General (TAG) for final determination.

(2) Requests that require approval by Maryland's Board of Public Works (BPW) must have a formal TAG endorsement. Naming of buildings (e.g., readiness centers, hangars, maintenance shops, or other "stand alone" structures) or other major capital assets or improvements (e.g., training areas, streets, and ranges) must be approved by the BPW.

(3) A facility in an enclave or federal installation may include additional requirements for naming actions from within the appropriate service, agency or department. In such cases, all federal requirements must be met prior to submission of a naming request to the Adjutant General.

5. Procedures. Requests for facility designations under the MMD Facility Naming Program will be accomplished using the following procedures.

a. Each request for facility naming will include:

(1) The honoree's name, rank and branch of service;

(2) A biographical summary in the format found at Enclosure 1;

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(3) A clear statement of the honoree's outstanding achievement(s) which form the basis for the recommendation;

(4) The specific facility to be named or re-named. A sample naming request packet is included in Enclosures 1-2.

b. Requests for facility naming will be routed through the unit responsible for the facility. This unit shall forward the packet through the chain of command/supervision.

(1) Commanders and supervisors at each level will either concur or non-concur with the request and endorse it to the Adjutant General for decision.

(2) Naming requests for Maryland Army National Guard facilities will be forwarded to the Construction and Facilities Management Officer (CFMO) who will present the request at the next MDARNG RPPB. The RPPB will provide input to the Assistant Adjutant General—Army (AAG-AR), who will review it and provide a recommendation for TAG decision.

(3) Naming requests for Maryland Air National Guard facilities will be forwarded to HQ MDANG for review by the Assistant Adjutant General—Air (AAG-AIR), or his/her designee. The designated MDANG official will review the request and provide a recommendation for TAG decision.

(4) Naming requests for facilities of the Maryland Emergency Management Agency (MEMA) will be forwarded through the Director of MEMA, who will review the request and provide a recommendation for TAG decision.

(5) Naming requests for facilities of the Maryland Defense Force (MDDF) will be forwarded through the Commanding General, MDDF, who will review the request and provide a recommendation for TAG decision.

c. Facility naming packages requiring BPW approval will be endorsed by TAG and routed to the Legislative Liaison for inclusion on the BPW's next meeting agenda. Results of BPW facility naming requests will be endorsed back through the chain of command to the requesting official or member.

d. The senior commander/director of the Maryland Military Department component submitting the naming request will initiate actions to conduct a suitable Facility Naming Ceremony. Naming Ceremonies will be coordinated with the CFMO, PAO, other staff elements as appropriate, and the unit/section with responsibility for the re-named facility (if applicable), to ensure adequate support and representation by appropriate individuals and officials.

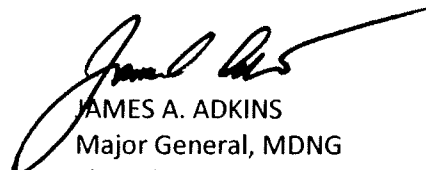
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6. Department proponent for this regulation is the Construction and Facilities Management Officer (CFMO), (410) 576-6067.

2 Encls:

1. Sample Biographical Summary
2. Sample Facility Naming Request Packet



JAMES A. ADKINS  
Major General, MDNG  
The Adjutant General

DISTRIBUTION:

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**Biographical Summary****HONOREE NAME, RANK, SERVICE:** Robert E. Smith, CSM, MDARNG**Home Town:** Baltimore, Maryland 21201**Total Years of Service:** 36 years

<b><u>Military Schools Attended:</u></b>	<b><u>Year Completed:</u></b>
Basic Training	1972
Advanced Individual Training	1973
PLDC	1978
Supply Sergeant Course	1979
BNCOC	1982
ANCOG	1987
First Sergeant Course	1989
Sergeants Major Academy	1992

<b><u>Decorations/Badges:</u></b>	<b><u>Years Awarded:</u></b>
Meritorious Service Medal (2OLC)	1990, 2003, 2005
Army Commendation Medal (2OLC)	1980, 1988, 1998
Armed Forces Reserve Medal with "M" and Hourglass Devices	1976, 1982, 2002
Armed Forces Expeditionary Medal (2)	2003
Army Reserve Component Achievement Medal	1978
National Defense Service Medal	1991, 2001
Army Reserve Component Overseas Training Ribbon	1991
Army Service Ribbon	1973
Maryland Distinguished Service Cross	2008
Maryland Meritorious Service Medal (2)	1994, 2005
Maryland State Active Duty Medal (5)	1981, 1985, 1993, 2001, 2010
Maryland State Service Ribbon with Gold Botonee Cross	1977, 1982, 1987, 1992, 1997, 2002, 2007
Maryland State Overseas Service Ribbon	2003

<b><u>Chronological List of Appointments</u></b>	<b><u>Month/Year</u></b>
Private, ARNG	Jul 72
Private 2, ARNG	Jul 73
Private First Class, ARNG	Dec 73
Specialist, ARNG	Aug 74
Sergeant, ARNG	Nov 77
Staff Sergeant, ARNG	May 81

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**Biographical Summary**

Sergeant First Class, ARNG	Jun 86
First Sergeant , ARNG	Dec 88
Command Sergeant major, ARNG	Apr 95

**Chronological Record of Duty Assignments:**

	<b><u>From</u></b>	<b><u>To</u></b>
Student, Basic Training, FT Dix, NJ	Jul 72	Oct 72
Student, Food Service School, FT Dix, NJ	Oct 72	Dec 72
Cook, 45 <sup>th</sup> Engineer Company, Somewhere, MD	Jan 73	Jan 78
Supply Sergeant, 45 <sup>th</sup> Engineer Company, Somewhere, MD	Feb 78	Aug 85
Readiness NCO, 12 <sup>th</sup> Supply Company, Somewhere, MD	Sep 85	Feb 95
Bn Operations Sergeant, 156 <sup>th</sup> Support Battalion, Somewhere, MD	Mar 85	Jul 88
First Sergeant, HHC, 156 <sup>th</sup> Support Battalion, Somewhere, MD	Aug 88	Jan 95
Senior Supply Specialist, HQ STARC MDARNG, Baltimore, MD	Feb 95	May 02
Bde Operations Sergeant, 26 <sup>th</sup> Support Command, Baghdad, Iraq	May 02	Jun 03
Senior Logistics NCO, 26 <sup>th</sup> Support Command, Somewhere, MD	Jun 03	May 05
Bde Command Sergeant Major, 26 <sup>th</sup> Support Command, Somewhere, MD	May 05	Dec 08

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**BASIS FOR RECOMMENDATION:** For 36 of service to the Maryland Army National Guard as its premier logistics NCO. During his career CSM Smith epitomized.....

**TYPE OF TRIBUTE:** Naming of Somewhere Readiness Center in honor of CSM Smith

**ASSOCIATION BETWEEN HONOREE AND FACILITY:** CSM Smith worked as both an Operations Sergeant and First Sergeant in the 156<sup>th</sup>.....

**REQUESTOR'S NAME, RANK,  
ASSIGNMENT (As applicable):**

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**REQUESTOR'S ADDRESS:**

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**REQUESTOR'S CONTACT  
INFORMATION (Phone/E-Mail):**

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**REQUESTOR'S SIGNATURE:**

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