



DEPARTMENT OF THE NAVY

UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-5000

USNAINST 5060.8A
5/EXDIRACADPROJ
11 MAY 2007

USNA INSTRUCTION 5060.8A

From: Superintendent

Subj: MEMORIALS AND COMMEMORATIVE WORKS

1. Purpose To provide policy and establish responsibilities for new memorials and commemorative works at the United States Naval Academy (USNA).

2. Cancellation. USNA Instruction 5060.8

3. Applicability. This instruction governs new memorials and commemorative works at USNA and applies to USNA, Naval Support Activity (NSA) Annapolis, Navy/Marine Corps Memorial Stadium and any and all tenant commands or other organizations hosted on property referred to as the Naval Academy or North Severn on the property records of NSA Annapolis.

4. Definitions

a. Memorials and Commemorative Works. The term memorials and commemorative works means any statue, monument, sculpture, or other structure or landscape feature, including a garden or memorial grove or tree, designed to perpetuate the memory of a person, group, event, or other significant aspect of Naval service or Naval history. This definition does not include buildings.

b. Mission of USNA. The mission of USNA is *"To develop midshipmen morally, mentally and physically and to imbue them with the highest ideals of duty, honor and loyalty in order to provide graduates who are dedicated to a career of naval service and have potential for future development in mind and character to assume the highest responsibilities of command, citizenship and government."*

c. Core Values of the United States Navy and United States Marine Corps. The Core Values of the U. S. Navy and U. S. Marine Corps are Honor, Courage and Commitment.

5. Policy. New memorials and commemorative works that directly support the mission of the Naval Academy and the Core Values of the U.S. Navy and U.S. Marine Corps are appropriate at the Naval Academy. Criteria for review and approval of proposed memorials and commemorative works include the following:

a. Memorials and commemorative works should inspire midshipmen; support the development of midshipmen morally, mentally and physically; and support the development of the Navy Core Values of honor, courage and commitment.

b. The message conveyed by memorials and commemorative works should be enduring over multiple generations of midshipmen past, present and future, not just appealing to the current generation.

c. Where possible, memorials and commemorative works should be an integral part of, or tied to, a program or project that makes a direct contribution to the development of the Brigade of Midshipmen.

d. Memorials and commemorative works which serve principally to honor groups, alumni classes, provide continuity around the Yard or inspire visitors may be important, but limited space on Naval Academy grounds will normally preclude approval and acceptance.

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e. Design of memorials and commemorative works shall reflect, support and be consistent with the architecture, historic fabric, traditions, aesthetics, use and environmental nature of the location in which it is proposed to be placed. Items must be constructed of materials suitable to the outdoor environment, and include landscaping features that are compatible with local architecture and surroundings.

f. Proposals for a new memorial or commemorative work must include a commitment to fund all costs associated with the proposal, including design, fabrication, installation and long term maintenance.

g. Locations for memorials and commemorative works shall be determined using the following guidelines:

(1) The area bounded by Bancroft Hall, the Mahan/Maury/Sampson Halls complex, the Chapel, Buchanan House and Administration Building, and the Michelson/Chauvenet complex, as well as Worden Field are designated as ceremonial areas. Except in extraordinary circumstances, new memorials and commemorative works shall not be sited in those areas. Exceptions must be forwarded for recommendations by the Memorials Oversight Committee to the Superintendent.

(2) Vistas and green spaces, particularly those in the lower yard, cemetery and columbarium shall be protected.

(3) To the maximum extent possible, a memorial or commemorative work shall be located in surroundings that are relevant to the commemorative item.

(4) A site plan shall be included with any proposal, such a plan should identify a site that does not interfere with existing midshipmen use, public use or existing open space, avoids disturbance of natural and cultural resources and values and does not encroach upon existing commemorative works. Exceptions to these requirements may be considered if alternatives are proposed to offset or mitigate interferences.

(5) Normally, memorials and commemorative works honoring an individual shall not be in outdoor settings, but rather linked to buildings named after the individual or to spaces or locations within a building whose function reflects the transcendent accomplishments and service of the individual.

h. Memorials and commemorative works focused on an individual should convey a message of transcendent importance regarding the accomplishments and service of the individual, rather than simply memorializing them. Individuals will not normally be so honored until at least 5 years have elapsed since their death.

i. Statues of individuals will not normally be approved. Should a statue be approved for communication of a transcendent message, the scale of the statue shall normally not exceed actual life-size dimensions. The base of such a memorial shall be proportioned to the size of the sculpture to be placed upon it.

j. Names of individuals, Alumni Classes, companies or other groups who donate the memorial should not be included in the commemorative work. However, if requested and approved, such recognition must be tasteful, discreet, and located in such a way that it does not distract or divert attention from the message communicated by the memorial. Examples of acceptable recognition of donors on existing memorials include the following: the gardens in the North and South end zones of the Stadium, the dedication plaques for the battle arches at the Stadium, Memorial Hall, the Museum dedication plaque, the Sailing Center and Alumni Hall.

k. A permanent Memorials Oversight Committee shall be formed to ensure compliance with this instruction and to review and either approved or disapproved proposed memorials and commemorative works. The Memorials Oversight Committee will be a Joint USNA-USNA Alumni Association/Foundation committee vested with the authority to approve and disapprove proposals in accordance with this instruction. The committee Executive Director will be President/CEO of the United

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States Naval Academy Alumni Association and Foundation. As such, he/she will nominate candidates for the inaugural committee to the Superintendent for approval and monitor the process for committee member terms of service and committee governance. The Chairman will be selected by the committee and approved by the Superintendent. Naval Academy representatives will include the Deputy Superintendent/Chief of Staff (DEPSUPT/COS), the Executive Director of Academy Projects and the Public Works Officer. Alumni Association and Foundation members will be a respected group of alumni who have demonstrated leadership and success across the entire spectrum of Navy-Marine Corps warfare specialties, as agreed by the Committee Chairman and the Superintendent. This Committee may charter sub-committees such as a Memorial Hall Committee, a Stadium Memorial Committee, and a Memorials and Grounds Committee, as required, to develop, maintain and apply specific knowledge and expertise uniquely applicable to specific locations and the charter of each sub-committee.

6. Responsibilities

a. Superintendent. The Superintendent will act as the final approving authority for acceptance of any proposed memorials and/or commemorative works, including those approved by the committee, and any gift which has been disapproved by the committee and appealed to the Superintendent.

b. Memorials Oversight Committee. The USNA Memorials Oversight Committee shall approve or disapprove all proposed memorials and commemorative works in accordance with this instruction. The Committee may not approve waivers to the policy and criteria established in this instruction.

c. Deputy Superintendent and Chief of Staff. The DEPSUPT/COS shall consolidate inputs from the Executive Director, Academy Projects, the Public Works Officer (PWO) and the Commanding Officer, Naval Support Activity (CO NSA) Annapolis to establish design criteria for approved memorials and commemorative works, recommend site approval and make other recommendations to the Superintendent as appropriate.

d. Executive Director, Academy Projects, Commanding Officer, Naval Support Activity Annapolis and Public Works Officer. The Executive Director, Academy Projects, CO NSA Annapolis and the PWO shall provide support and recommendations to the DEPSUPT/COS regarding design standards, design criteria, site approval and other recommendations as appropriate. In addition, they shall provide recommendations to the Deputy for Finance/Chief Financial Officer (DEPFIN/CFO) regarding (1) the methods of contracting for the fabrication and installation of the work and (2) the costs associated with the proposal, including design, fabrication, installation and long term maintenance

e. Deputy for Finance/Chief Financial Officer. The DEPFIN/CFO, in consultation with the CO, NSA Annapolis, the PWO, the CFO and Treasurer of the USNA Foundation and the Executive Vice President for Development of the Foundation, shall make recommendations regarding: (1) the required commitment to ensure funding of all costs associated with the proposal, including design, fabrication, installation and long term maintenance and (2) the method of contracting for the fabrication and installation of the work.

/s/
RODNEY P. REMPT

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