



DEPARTMENT OF THE NAVY
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS, MARYLAND 21402-1300

USNAINST 5060.8C
4/DepFinance

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USNA INSTRUCTION 5060.8C

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 5060.8B
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 graduate leaders 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 and Worden Field are designated as ceremonial areas. Except in extraordinary circumstances, new memorials and commemorative works shall not be sited in those areas.

(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 that identifies 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.

A permanent Memorials Oversight Committee shall be formed to ensure compliance with this instruction and to review and either approve or disapprove proposed memorials and commemorative works. The Memorials Oversight Committee will be a Joint USNA-USNA Alumni Association committee. The committee Executive Director will be the President and Chief Executive Office (CEO) of the United States Naval Academy Alumni Association and Foundation. A committee Chairman and Vice-chairman will be nominated by the Executive Director for approval by the Superintendent. Naval Academy representatives will include the Deputy for Finance, the Executive Director of Academy Projects, the Public Works Officer,

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and an active duty naval or marine corps officer currently stationed at the Naval Academy. Alumni Association representatives will be a respected group of alumni representing a broad range of year groups who have demonstrated leadership and success across the entire spectrum of Navy-Marine Corps warfare specialties; prospective members will be nominated by the Executive Director, endorsed by the Chairman, and approved by the Superintendent. The Alumni Association representatives will serve a maximum of two four-year terms on the committee. This committee may charter sub-committees, as required, to develop, maintain and apply specific knowledge and expertise uniquely applicable to specific locations and the charter of each sub-committee.

k. If a proposal is disapproved by the Committee, the proposer may appeal the decision to the Superintendent only if new material that is responsive to the reasons that the proposal was denied is included in the proposal.

6. Responsibilities

a. Superintendent. The Superintendent shall act as the final appeal authority for acceptance of any proposed memorials and/or commemorative works, including those approved by the committee, as well as any memorial or commemorative work 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 concepts for memorials and commemorative works in accordance with this instruction. The Committee is authorized to approve waivers to the policies and criteria established in this instruction.

c. Chairman, Memorials Oversight Committee. The Chairman shall convene meetings of the committee as required. He/she shall endorse committee membership recommendations per paragraph 5k.

d. Executive Director, Memorials Oversight Committee. The Executive Director shall be responsible for identifying staff support for the committee. He/she shall nominate candidates for the committee membership per paragraph 5k and monitor terms of service and other committee administration on behalf of the Chairman.

e. Executive Director, Academy Projects and Public Works Officer. The Executive Director, Academy Projects and the Public Works Officer shall provide support and recommendations to the Memorials Oversight Committee regarding design standards, design criteria, site approval and other recommendations as appropriate. In addition, they shall provide recommendations to the Deputy for Finance 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.

f. Deputy for Finance/Chief Financial Officer (CFO). The Deputy for Finance/CFO, in consultation with 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/

J. L. FOWLER

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