



DEPARTMENT OF THE NAVY

OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
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OPNAVINST 5030.12G

OPNAV N4/CNIC

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OPNAV INSTRUCTION 5030.12G

From: Chief of Naval Operations

Subj: NAMING STREETS, FACILITIES, AND AREAS AFTER PERSONS

1. Purpose. To issue policy and procedures for the naming of streets, facilities, and structures including personnel support facilities and areas, after persons.

2. Cancellation. OPNAVINST 5030.12F.

3. Background. The naming of streets, facilities and structures, including personnel support facilities and areas (henceforth collectively referred to as "facilities"), offers an excellent opportunity to honor heroic naval officers and enlisted personnel, as well as others, who have made well-recognized major contributions of benefit to the Navy. Highlighting the deeds and contributions of those so honored provides role models to the Navy at large, and the civilian community. Unlike the naval tradition of naming every ship as it is launched, there is no tradition to name every facility. Requests to name a facility must show how the honoree's acts and skills exceeded the highest traditions of the Navy. For the purpose of this instruction, personnel support facilities include unaccompanied personnel housing, mess halls, clubs, service centers, gymnasiums, and other recreation buildings.

4. Policy

a. Names selected should honor deceased members of the Navy. In unusual circumstances, it may be appropriate to honor deceased persons other than Navy personnel who have made significant contributions to the benefit of the Navy. In exceptional cases, where it is uniquely appropriate, living persons may be so honored; however, preference should be given to the names of deceased naval personnel.

b. Personnel support facilities should normally be named to honor appropriate deceased members of the naval service whose rank or rate corresponds to that of the primary users of the facilities.

c. Unaccompanied officer personnel housing should normally be named in honor of junior officers who have been recognized for heroic achievements.

d. Unaccompanied enlisted personnel housing and unaccompanied chief petty officer housing should be named correspondingly for enlisted personnel and chief petty officers.

e. For subparagraphs 4c and 4d, the criterion is that the person shall have performed the heroic deed while a junior officer, chief petty officer, or enlisted person; the fact that he or she may have attained a higher grade subsequently is immaterial.

f. Selection of naval personnel whose origins are in the local area will provide a means of securing local community interest and participation.

g. Chief of Naval Operations (CNO) approved naming remains in effect until the facility is demolished.

h. For joint bases where Navy is the supporting command, requests for the naming of facilities and structures will follow this instruction. For joint bases where the Navy is the supported command, requests for the naming of facilities and structures will follow the policy of the supporting command.

i. This instruction is applicable to naming a structure or building that is identified by a real property unique identifier or a street. Naming designations of internal portions of buildings or spaces can be assigned at the discretion of the local installation commander. These command designations shall not be identified by name in official Navy correspondence.

5. Action

a. All nominations shall be submitted for approval by the commanding officer of the shore activity, addressed to the CNO, via the installation management chain of command. Commander, Navy Installations Command will forward the naming package directly to the CNO for approval. In the case of nomination of Army, Air Force, Marine Corps, or civilian personnel, the nominating command must obtain the appropriate endorsement from the respective service or organization.

b. The nomination package will include a list of all facilities previously named in honor of the nominee, or a statement of fact must be provided if no command facilities have been named at the time of the request. Should a facility be previously named after a nominee, the submittal shall include justifications as to how an additionally named facility is warranted. Nominations should be in letter format, with appropriate attachments as needed to demonstrate the worthiness of the candidate.

c. No disclosure of nominations shall be made prior to the approval of the CNO. Once approved, every effort shall be made by the nominating command to ensure timely notification of appropriate survivors of the nominee prior to the naming ceremony. Approval of living nominees will be subject to the concurrence of the nominee. In this respect, no publicity is authorized prior to receipt of the concurrence.

d. Authorities endorsing the shore activity recommendation shall give the matter command attention, recognizing the importance of selecting worthy and appropriate names and potential of beneficial or adverse reactions, within or outside the Navy.

e. Upon CNO approval of the recommendation and notification of honoree's survivors, or in case of approved living honorees who have concurred in the naming, the nominating commanding officer shall arrange a suitable dedication ceremony, with prominent civilian and naval representatives and publicity, as appropriate.

f. Last known record of next of kin, transcripts of service and citations for medals, decorations and awards should be requested from the Director, National Personnel Records Center, Military Personnel Records, 9700 Page Avenue, St. Louis, MO 63132-5100.

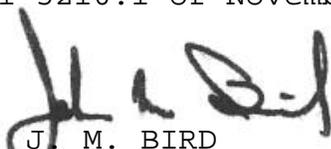
g. The Naval History and Heritage Command will provide historical advice regarding naval heroes upon request.

h. Appropriate documentation covering the ceremony should be forwarded to the Naval History and Heritage Command following the dedication ceremony. The documentation should be addressed

to Naval History and Heritage Command, Attention: Ships History Branch, 805 Kidder Breesse Street, S.E., Washington Navy Yard, DC 20374-5060.

i. Installation commanders must ensure recently named facilities are identified in the Annual Command History Report.

6. Records Management. Records created as a result of this instruction, regardless of media and format, shall be managed per Secretary of the Navy Manual 5210.1 of November 2007.



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