

(current SOP)

- b. Accountability for non-expendable property items maintained in a facility that are acquired from sources other than the Federal government or the OFE/SAB, will be recorded on a separate property document. The LAB is responsible for the accountability, maintenance and disposition of such property, to include the tagging of the items for identification during inventories.
- c. When property items such as furniture, tools, or equipment are delivered directly to the facility, the state employee or FTUS must notify OFE-BPOM and request a Commonwealth property tag for accountability.
- d. SAB property will not be removed from the facility premises for any reason without prior approval of the SAB or OFE.

**NAMING OF FACILITIES**

**32. Naming of Facilities**

- a. The SAB of Pennsylvania is an administrative board within the DMVA with responsibility for the management, care and control of Pennsylvania Army National Guard facilities throughout the Commonwealth. As used in these guidelines, the term "Armory" or "Readiness Center" means any land, buildings or fixtures used by or under the control of the Pennsylvania military forces. The purpose of these guidelines is to establish policies and procedures for naming buildings and other Pennsylvania Army National Guard facilities and for honoring persons by the placement of memorial plaques at Pennsylvania Army National Guard facilities.
- b. No Pennsylvania Army National Guard Readiness Center or other facility will be named, nor will any memorial or other plaque be placed in a Pennsylvania Army National Guard Readiness Center or other facility without the prior approval of the SAB.
- c. Considerations for naming of Readiness Centers or other Pennsylvania Army National Guard Facilities:
  - (1) If the General Assembly has named a Readiness Center or other Pennsylvania Army National Guard facility in a law or by legislative action, the SAB and the Department will not be required to rename that facility.
  - (2) The naming of a Readiness Center or other Pennsylvania Army National Guard facility is considered a permanent act effective for as long as the Readiness Center or other facility is in operation. For this reason, it is the policy of the SAB that Readiness Centers or other Pennsylvania Army National Guard facilities should ordinarily be given functional names referring to their location and/or the units which they house (e.g. "Harrisburg Military Post").
  - (3) The naming of a Readiness Center or other Pennsylvania Army National Guard facility in honor of an individual is considered an extraordinary step requiring the most careful review and consideration. There are a great many deserving individuals who have made significant contributions to the Pennsylvania Army and Air National Guard, but there are few facilities available for naming. Past generations have accorded the honor of

naming a Readiness Center or other Pennsylvania Army National Guard facility after an individual in extremely rare circumstances, and we must temper our desire to honor many highly worthy individuals with the question of whether future generations will consider the naming to stand the test of time. In attaching a permanent name to a Readiness Center or other Pennsylvania Army National Guard facility, consideration must be given to the history of the facility, the unit, and whether the person to be honored is the most deserving of any who have contributed to the unit in the past or may do so in the future.

(4) A Readiness Center or other Pennsylvania Army National Guard facility should not be named after any individual until at least 5 years have elapsed after his or her death, retirement from the National Guard, or other appropriate activity that demands this consideration. An individual considered for the naming of a Readiness Center or other Pennsylvania Army National Guard facility need not have been a member of the Pennsylvania Army or Air National Guard provided the individual made extraordinary contributions to the Pennsylvania National Guard, the Commonwealth of Pennsylvania and/or the Nation.

d. Considerations for placement of a plaque honoring an individual in a Readiness Center or other Pennsylvania Army National Guard facility:

- (1) The placement of a memorial or honorary plaque in a Readiness Center or other Pennsylvania Army National Guard facility to honor an individual is considered a high honor. For the purpose of these guidelines, plaques are considered to be permanently affixed to the structure of the facility.
- (2) When an individual makes exceptional contributions to a unit of the Pennsylvania National Guard and it is desired to provide distinctive honors, the placement of a plaque in a Readiness Center or other Pennsylvania Army National Guard facility should be considered in preference to naming the armory.
- (3) Since memorial plaques are considered permanent and there are obvious limitations on the placement of such plaques in public buildings, careful consideration should be given to all requests for placement of plaques.
- (4) Honorees need not have been members of the Pennsylvania National Guard.

e. Procedures:

- (1) Any interested person or organization may initiate a request to name a Readiness Center or other Pennsylvania Army National Guard facilities or for placement of permanent plaques therein.
- (2) All requests will be referred to the LAB of the facility in question, which will review them in accordance with these guidelines and forward its recommendation in writing, through the proper military chain of command, to the Secretary, SAB. All recommendations must be fully documented citing actions, activities, etc. and have Command concurrence.
- (3) Upon receiving a request for naming a Readiness Center or other Pennsylvania Army National Guard facility, or placing a permanent plaque in a facility, the Secretary, SAB will review the request and place it on the quarterly SAB Agenda for SAB consideration and vote.
- (4) Placement of a plaque in a Readiness Center or other Pennsylvania Army National Guard facility will be authorized after approval by the SAB at a regularly scheduled public meeting.

(5) Naming of a Readiness Center or other Pennsylvania Army National Guard facility in honor of an individual (or a Departmental request for legislation to name a Readiness Center or other Pennsylvania Army National Guard facility) will be authorized after approval by the SAB at two regularly scheduled public meetings at least three months apart.

(6) After approval of the naming of a Readiness Center or other Pennsylvania Army National Guard facility or the placement of a plaque, the LAB or recommending organization will forward a draft of the plaque inscription to the SAB Secretary for review and approval. Care must be taken to insure that all data is correct and that either the highest federally or state recognized rank or grade of the individual to be honored is placed on the plaque and/or facility. The Secretary, SAB, will then coordinate the scheduling and content of an appropriate ceremony with the DMVA Public Affairs Office and Legislative Liaison Office. Expenses associated with procurement of an appropriate plaque and any other expenses associated with the ceremony must be approved and appropriated through the State Treasury Armory Fund.

## **FEDERAL SERVICE BY PENNSYLVANIA MILITARY FORCES**

### **33. Transfer of Local Board Control**

a. In the event the units of the Pennsylvania National Guard assigned to a facility are ordered to active Federal service for an extended period of time and vacate the facility, the LAB should continue to perform its designated duties.

(1) In the event the Governor of Pennsylvania exercises power granted by 51 Pa.C.S. § 507 (relating to draft from militia for emergency) to organize the Pennsylvania Guard at the vacated facility, the Senior Commander of troops so designated in the unit assigned to the vacated facility shall become Chairperson of the local board and will be charged with all duties and responsibilities applicable herein to the local board Chairperson. Reference should be made to Section 2 for the distinction between "Pennsylvania Guard" and "Pennsylvania National Guard."

(2) In the event the facility is vacated and no unit of the Pennsylvania Guard is assigned to the vacated facility, the departing LAB Chairperson with the assistance of the FCMM, OFE, and SAB will designate an Acting Chairperson. The Acting Chairperson will be the senior retired officer serving on the LAB, and if there is no retired officer on the board, the SAB will appoint an Acting Chairperson from other resources. The Acting Chairperson will immediately reorganize the local board and forward MA-SAB Form 15.

b. In the event it is impossible to find a responsible person to serve as Acting Chairperson, the SAB will assume direct responsibility for the facility and take necessary measures to secure and safeguard the premises until a determination can be made as to the future use of the facility site.

c. In any of the foregoing cases, a complete physical inventory of non-expendable property and inspection of the premises will be conducted by the OFE/SAB. The provisions of 51 Pa. C.S. § 1510 will apply to subsections a. – c. of this section.

d. The provisions of this section will apply only when facilities are actually vacated by units