



U.S. Department of Justice
Federal Bureau of Prisons

PROGRAM STATEMENT

OPI: ADM/FAC

NUMBER: 1001.14

DATE: August 29, 2011

Naming Bureau Property

/s/

Approved: Thomas R. Kane
Acting Director, Federal Bureau of Prisons

1. PURPOSE AND SCOPE

To establish procedures that will ensure consistency in naming portions of facilities after individuals who have made significant contributions to the Bureau or the field of corrections. "Significant contributions" are:

- Instrumental in the major development or growth of correctional programs or measures.
- Instituted or implemented improvements to Bureau or correctional operations that yielded significant cost, time, or other savings to the agency.
- Championed a major Bureau or correctional program, activity, or mission.
- Made the ultimate sacrifice to the Bureau by honorably giving his/her life in the line of duty.

Past employees and correctional, legislative, and judicial professionals may be honored. This honor is mainly bestowed on individuals postmortem. If an individual is living or is a staff member on active duty, approval is granted only in extraordinary circumstances.

This policy covers Bureau-owned or -leased buildings, rooms, outdoor structures, and roads. It includes existing facilities, renovations, and expansions, and new facilities being constructed.

Entire institutions continue to be named by type of facility and location, for example:

- United States Penitentiary (USP) Atwater.
- Federal Medical Center (FMC) Devens.
- Federal Correctional Institution (FCI) Englewood.

a. **Summary of Changes**

Policy Rescinded

P1001.13 Naming Bureau Property (11/16/98)

b. **Program Objective.** The expected result of this program is:

Portions of Bureau facilities will be named in accordance with established procedures and, when appropriate, honor persons who have significantly contributed to the Bureau or the field of corrections.

2. PROCEDURES FOR NAMING

No special form or format is required. Proposals:

- Are submitted directly by the Regional Director, or by the Warden through the Regional Director.
- Include the rationale for naming the structure and, if an individual is still living, an indication that he/she does not object to the use of his/her name.
- Are forwarded to the Executive Staff for approval.

If the Executive Staff approves, the proposal, related correspondence, and final approval are kept as part of the institution's permanent documentation.

REFERENCES

ACA Standards

None.

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on Sallyport.