
TECHNICAL HANDBOOK FOR
ENVIRONMENTAL HEALTH AND ENGINEERING
VOLUME IV - REAL PROPERTY
PART 31 - GOVERNMENT OWNED REAL PROPERTY

CHAPTER 31-4 NAMING OF BUILDINGS OR INSTALLATIONS

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31-4.1 PURPOSE

This chapter provides guidance for naming or renaming federal facilities in compliance with Department of Health and Human Services (DHHS) policy.

31-4.2 AUTHORIZATION

Under Section 410 of the Public Buildings Act of 1949 (40 USC 3102), the Administrator of General Services has the authority to name, rename, or otherwise designate any building under the control of GSA regardless of whether it was previously named by the statute. The Secretary of DHHS has the inherent authority under 5 U.S.C. 301 to name or rename buildings under DHHS control in the absence of specific expression by Congress.

31-4.3 POLICY

The primary purpose in designating an official name for an installation or building is to identify the occupying activity for the public and official visitors. It is DHHS policy not to name an installation or building for a living person or, other than in exceptional cases, for deceased persons. (DHHS Facilities Program Manual, Volume II, Section 4-6).

No plaques or tablets that pertain to the construction of the building or those responsible for the construction will be placed on the interior of the building. (DHHS Facilities Program Manual, Volume II, Section 4-6).

31-4.4 GUIDANCE

The Indian Health Service (IHS) recognizes the suitability of naming or renaming an installation or facility after the Tribe served or in keeping with tribal traditions and customs.

In order to comply with DHHS policy, while recognizing Tribe's cultural and traditional views, the following process will be used to name or rename any IHS owned property:

1. The responsible Area Office must submit a formal request to IHS Headquarters, Division of Facilities Operations (DFO) for

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processing. All requests must contain at the minimum the following information:

- The current name of the facility (if it already has a name);
 - The proposed new name for the facility;
 - Documentation that the proposed facility name is the expressed desire of a project steering committee, if such a committee exists;
 - Documentation (e.g., a tribal resolution) that the local communities, organizations and appropriate tribal authorities and/or representatives concur with the proposed facility name. If an installation's service population includes more than one tribe, a tribal resolution from all tribes concurring with the Area Office request; and
 - Documentation that the responsible IHS Area Director concurs with the tribal desire.
2. In accordance with DHHS Facilities Program Manual, Volume II, requests for "memorialization honor" require a submission to the DHHS Office of Facilities Management and Policy for the Secretary's decision. ("Memorialization honor" refers to naming a facility, building, room, etc., in honor of an individual.) Before these requests can be forwarded to the Secretary for decision, the following information, in addition to the information required in paragraph 1, must be submitted to DFO:
- A biography of the individual to be honored;
 - Copies of pertinent official files concerning the individual;
 - Photographs of the installation, building, room, etc., to be named in honor of the individual;
 - If new construction is involved, completion dates, description of the facility, etc.;
 - Recommendations as to action to be taken on the memorialization request and planning of the dedication ceremony;
 - Designation of an official to coordinate required actions; and
 - If the request proposes a memorial or plaque for an individual or group, the following additional information should be furnished:
 - Complete justification for the memorial or plaque, including the proposed inscription and
 - Sketches showing the design and location on site or building and photographs of site.
3. Following IHS HQ review, the DFO will submit the Area request with all documentation to the DHHS for approval.
4. If a request is approved, the Division of Facilities Operations, IHS, will enter the name of the installation or facility in the real property database contained within the Health Facilities Data System.

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31-4.5 DEDICATION CEREMONIES

Dedication ceremony requirements are outlined in the DHHS Facilities Program Manual, Volume II, Section 4-6.