



# Naming and Recognition of Interior Space in Washington

A Mandatory Reference for ADS Chapter 519

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## I. Overview

This mandatory reference establishes the required procedures for the naming of interior space in buildings the U.S. Agency for International Development (USAID) leases in Washington, D.C. This mandatory reference does not apply to real property in field Missions, or to property leased by USAID-funded contractors. The procedures outlined in this reference are applicable to domestic USAID-leased space, such as the Ronald Reagan Building (RRB) or other USAID annexes. The Agency may not name interior spaces in a building for which it holds a lease of less than three years' duration, or during the last three years of a lease.

## II. Responsibilities

1. The Administrator, or his or her designee, is responsible for the final approval of all names proposed for interior space in USAID/Washington (USAID/W).
2. The Director of the Office of Management Services (M/MS) within the USAID Bureau for Management is responsible for the following:
  - Providing central direction for the naming of all interior space in USAID/W;
  - Determining the suitability of the space in USAID/W and adherence to external policy; and
  - Providing the General Services Administration (GSA) with written notice of any change to the name of interior space.
3. Bureaus and Independent Offices (B/IOs) are responsible for providing justification for a proposed name and, upon request, answering questions that concern the addition of a name.

## III. Policy and Procedures

In accordance with a [2008 GSA Policy Memorandum on the Naming of Interior Space](#), all names submitted must be in good taste, and not inflammatory. Names submitted must memorialize (commemorate or preserve to memory) an individual or an important place where the Agency works. Preferably, a person nominated should have been an employee of USAID, and have worked in the building concerned. A written justification must support all requests for the naming or renaming of space or rooms.

### 1. Naming Criteria

Names of individuals should be of former USAID employees or individuals associated with the Agency (as defined in [ADS Chapter 492.3.1](#)); however, the Administrator may determine other individuals are eligible. Recognition opportunities may also serve the purpose of commemorating important places

where the Agency works.

Nominated individuals must meet one of the following criteria, and the Administrator must approve the nomination:

- The individual has contributed in truly exceptional ways to the Agency or its mission, or achieved such unique distinction as to warrant recognition; or,
- While serving the Agency, the individual attained achievements of extraordinary and lasting distinction to USAID; generally, such an individual should have had a long record of service and active employment with the Agency.

The Bureau or Independent Office (B/IO) that intends to nominate an individual must provide a justification by means of an Action Memorandum for the Administrator, which must include the following:

- A brief biography of the individual to specify how he or she has met the above criteria;
- An explanation of how the B/IO considered other forms of recognition, such as a letter of appreciation, current or posthumous Agency award, or the Employee Memorial Program (see [ADS Chapter 492](#)); and
- The location and current usage of the proposed interior space.

The Administrator cannot name a space for an elected official until that individual is no longer in office.

## **2. Space Criteria**

The interior space must meet all of the following criteria:

- The space is a meeting room, conference room, or open meeting space in domestic USAID-leased space, such as the Ronald Reagan Building (RRB) or other USAID annexes;
- The space is located in or near the requesting B/IO's work area; and
- The naming or renaming will not change the current accessibility of the space to other B/IOs.

The Headquarters Management Division within the Office of Management Services of the USAID Bureau for Management, (M/MS/HMD) will determine the suitability of the space under the above criteria. As a general rule, conference and meeting rooms in USAID facilities are shared resources. The location of B/IOs and conference rooms in work areas appear in [ADS Chapter 519saa, Agency Conference and Meeting Rooms](#).

When the Administrator names a space in recognition of an individual, that name will generally be effective for the useful life of the space. If a space must be replaced or subsequently renovated, or the Administrator re-designates the use of the space, all efforts will be made to ensure the past name is adequately recognized in the new or renovated space.

### **3. Approval Procedures**

The B/IO will route the Action Memorandum to M/MS, both electronically ([mmstaskers@usaid.gov](mailto:mmstaskers@usaid.gov)) and via hardcopy, for clearance and approval in the following order:

1. Assistant Administrator/Independent Office Director;
2. Office Director, M/MS;
3. Assistant Administrator for Management; and
4. Administrator.

The Assistant Administrator/Independent Office Director should discuss the proposed name with his or her colleagues to get a general consensus on any submission.

Once M/MS receives the Action Memorandum, the Director collects all the necessary information, and makes a recommendation to the Assistant Administrator for Management, based on the suitability of the space.

The Administrator reviews all information concerning possible names to memorialize according to the criteria set out in Section A above, and ensures decisions concerning names are equitable to all B/IOs that use the space. In undertaking his or her review, the Administrator may request further justification or documentation, and may recommend an alternate form of recognition.

### **4. Signage**

M/MS/HMD is responsible for planning and managing all tasks associated with replacing the signage with any new names. All signage will conform to established Agency formats and dimensions. Unless otherwise requested by the Office of the Administrator, the requesting B/IO is responsible for paying for any type of plaque, memorial, or ceremony that takes place in conjunction with the change of name.