

UNCLASSIFIED



FEDERAL BUREAU OF INVESTIGATION
POLICY DIRECTIVE

0910D

1. Policy Directive Title.	Naming and Commemorating FBI Buildings and Spaces
2. Publication Date.	2016-08-14
3. Effective Date.	2016-08-14
4. Review Date.	2019-08-14
5. Date of Last Renewal.	N/A

6. Authorities:

- 6.1. Title 40 United States Code (U.S.C.) Section (§) 3102
- 6.2. 40 U.S.C. § 3101
- 6.3. Public Buildings Act of 1959, as amended

7. Purpose:

The purpose of this policy directive (PD) is to define the circumstances and processes under which Federal Bureau of Investigation (FBI)-owned or -leased buildings and spaces are named and commemorated.

8. Policy Statement:

- 8.1. No disclosure of nominations or publicity is authorized prior to receiving all appropriate approvals. The FBI will make every effort to ensure that appropriate survivors of a deceased nominee are notified in a timely manner prior to a ceremony.
- 8.2. Requests to name, rename, or commemorate FBI-occupied buildings or spaces must be submitted to the assistant director (AD), Facilities and Logistics Services Division (FLSD) by the FBI Naming and Commemoration Committee for review under Sentinel case file number [redacted]. The FBI Naming and Commemoration Committee consists of the following members:
 - 8.2.1. Associate deputy director (ADD)
 - 8.2.2. AD, FLSD (or designee)
 - 8.2.3. One representative from the Special Agents in Charge Advisory Committee (SACAC)
 - 8.2.4. One representative from the Office of Congressional Affairs (OCA)
 - 8.2.5. One representative from the Office of Public Affairs (OPA)
 - 8.2.6. One representative from the Office of the Ombudsman
 - 8.2.7. One representative from the Office of the General Counsel (OGC)
 - 8.2.8. One representative from the requesting FBI Headquarters (FBIHQ) division/field office (FO), if desired
- 8.3. Commemorative Plaques
 - 8.3.1. A plaque honoring an FBI member may be approved by the requesting FBIHQ division head (i.e., AD) or FO head (i.e., assistant director in charge [ADIC] or special agent in charge [SAC]).

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