

USAFA Association of Graduates Heritage and Traditions Committee Instruction

Version 1
7 February, 2014

This instruction implements USAF Association of Graduates Bylaws, Sec. 6 para. e, adopted 6 May, 2011 and references Hq. USAF Academy Instruction 36-3102, 18 June, 2008 (certified current 30 July, 2012 and USAF Instruction 36-3108, 31 August, 2011. It further defines the organization, responsibilities, and operating general procedures and provides general guidance that the Heritage and Traditions Committee uses to evaluate requests for memorials and items addressing USAFA traditions as spelled out in the referenced bylaws. It applies to all USAF Academy graduates and to other organizations and individuals who offer to seek memorialization through the Association of Graduates. Refer recommended changes and conflicts between this and other publications to the Chairman of the Heritage and Traditions Committee.

This instruction remains subordinate to the Association of Graduates Bylaws and Policy & Procedures Manual. It remains current and in effect until modified or changed by the Heritage and Traditions Committee Chairman with Board approval. When superseded, the instruction will be given the next Version number, a current date, and changes will be identified by a vertical line in the margin accompanying the accepted changes.

1. General Information

The Heritage and Traditions Committee (The Committee) is established as a standing committee of the USAFA Association of Graduates (AOG) Board of Directors. The Committee is vested with;

- i. Promoting and preserving the legacy of the Academy
- ii. Developing AOG heritage policies and projects
- iii. Reviewing proposals from classes and individuals for new heritage programs and projects
- iv. Representing the class, the individual, and/or the AOG on proposals approved by the Board and presented to the Academy through the Memorial Board or other requisite Academy councils, committees and approval authorities.
- v. Advising the AOG Board and the Academy on the Academy-generated heritage policies, programs and projects
- vi. Evaluating all requests to place names on the Graduate War Memorial Wall

2. Objective

The Heritage and Traditions Committee has been constituted to advise the AOG Board on all aspects of memorialization at the Air Force Academy. It establishes procedures for the presentation of memorial projects (subject to Board approval), develops and coordinates guidelines for evaluating proposed memorials brought before the AOG Board, and recommends those items that merit placement at locations maintained under the auspices of the AOG. The Committee ensures consistency and adherence to long-term AOG and Academy goals by carefully examining and vetting all memorialization requests in light of precedent and future impacts upon the AOG and the USAF Academy.

3. Purpose

Because memorialization at the USAF Academy concerns all members of the Air Force, the Committee operates on the premise that acceptance of proposed memorials must be founded on principle, history, and merit and not personality and emotion. Memorials should enhance the USAF Academy mission, the image of the AOG, and the graduate community in a discernable way. The Committee fully uses the expertise of all Academy and AOG organizations in its decision-making process. It will regularly call on any and all available graduate assets to vet and reach final recommendations to the Board.

4. Memorials

A memorial is the recognition of an individual or a group that provides lasting honor and pays tribute to deceased as well as living military and civilian personnel with records of outstanding and honorable service. Examples of the characteristics of appropriate memorials are as follows:

- i. Useful and inspirational value to the Cadet Wing
- ii. Physical and aesthetic enhancement of the USAF Academy
- iii. Contribution to the heritage of the USAF Academy
- iv. Recognition of accomplishments and contributions to the USAF Academy, the Air Force, and the Nation
- v. Documented acts of heroism by USAF Academy graduates, Air Force leaders, or air-related units
- vi. Pioneering achievements in the development of aerospace power
- vii. Consideration of precedents and probable impact on the USAF Academy

5. **Responsibilities**

- i. Meetings. The Heritage and Traditions Committee meets quarterly, or at the call of the Chairperson to consider memorial and/or traditional issues and must have a quorum of voting members as defined in the AOG By-laws.
 - ii. Official Approval. Approval of meeting minutes constitutes official Committee endorsement of the recommended procedures, positions, or actions contained therein.
 - iii. Records. The AOG Staff serves as the office of record for the Committee by maintaining copies of all minutes and attendant memorial case files.
- b. Submissions. The originator may send proposal requests, in writing, to the Committee for inclusion as agenda item for the next meeting. The originator is expected to develop and present the proposal in sufficient detail with justification and background information to enable Committee deliberation on all its merits
- I. The Chairperson may assign a committee member as a liaison to assist the originator in getting the proposal through the committee process
 - II. The originator may be asked to appear before the Committee to present his proposal and be available to answer any questions and/or concerns of the Committee

6. **Reporting**

Actions, advice, recommendations, and decisions made by the Committee will be reported to the AOG Board at the discretion of the Committee chairperson. These reports may be in verbal or written format, and contain sufficient detail to support the deliberations of the Committee. If required by the Board, Committee reports may include in-person briefings by the originator and other materials or persons deemed necessary by the Committee chairperson to aide in Board deliberations.

References: USAFA Association of Graduates Bylaws, dated: 6 May, 2011
Policy Manual, dated: 2 August, 2013

Signed,

Bruce A. Wright, Lieutenant General, USAF (Retired)
Chairman
Heritage and Traditions Committee