

Administration

The Army Memorial Program

**Headquarters
Department of the Army
Washington, DC
30 May 2006**

UNCLASSIFIED

SUMMARY of CHANGE

AR 1-33

The Army Memorial Program

This major revision, dated 30 May 2006--

- o Establishes the responsibilities of the Assistant Secretary of the Army (Manpower and Reserve Affairs), the Chief of Transportation, the Deputy Chief of Staff, G-1, the Chief, Army Reserve, the Director, Installation Management Agency (IMA), the Commander, U.S. Army Human Resources Command, the Commander, U.S. Army Medical Command, the Superintendent, U.S. Military Academy, and IMA garrison commanders for the Army Memorial Program (paras 1-4 and 1-6).
- o Transfers the responsibilities of The Adjutant General (TAG) to the Commander, U.S. Army Human Resources Command (HRC) (para 1-4).
- o Emphasizes the Secretary of the Army's policy of only allowing the memorialization of deceased persons and that exception to this policy will not be granted (para 2-2).
- o Removes old table 1, Categories of Persons and the Appropriate Memorials and adds the new table, table 2-1, Approval Authorities (para 2-2).
- o Designates the Superintendent, United States Military Academy as the sole authority for memorialization or dedication as a condition of a gift and announces that dedication is the only case in which naming for the living is allowed (table 2-1).
- o Adds a new section that covers the memorialization of individuals through naming Army Web sites (chap 2, sec II).

Effective 30 June 2006

Administration

The Army Memorial Program

By Order of the Secretary of the Army:

PETER J. SCHOOMAKER

*General, United States Army
Chief of Staff*

Official:



JOYCE E. MORROW
*Administrative Assistant to the
Secretary of the Army*

History. This publication is a major revision. The portions affected are listed in the summary of change.

Summary. This regulation on the Army Memorial Program has been revised to emphasize the Secretary of the Army's policy of allowing the memorialization only of deceased persons and not granting exceptions to this policy. It covers memorial eligibility policy, approval authorities, records, Army Web Site Memorials, memorials under the statutory control of the American Battle Monuments Commission, and ground-breaking dedication and memorialization ceremonies for Army Reserve Centers.

Applicability. This regulation applies to the Active Army, the Army National Guard of the United States (ARNGUS), and the U.S. Army Reserve (USAR). It also applies to the Army National Guard (ARNG) for property that the U.S. Property and Fiscal Officer of the State has accepted on behalf of the State.

Proponent and exception authority.

The proponent of this regulation is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency of the proponent agency in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2, but it does not identify key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G-1, ATTN: DAPE-MP, 300 Army Pentagon, Washington, DC 20310-0300 or Commander, U.S. Army Human Resources Command, ATTN: AHRC-PED-F, 200 Stovall Street, Alexandria, VA 22332-0482.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and

Blank Forms) directly to the Commander, U.S. Army Human Resources Command, ATTN: AHRC-PED-F, 200 Stovall Street, Alexandria, VA 22332-0482.

Committee Continuance Approval.

The establishment and/or continuance of Army committees are made in accordance with AR 15-1, Committee Management. The AR requires the proponent to justify establishing and/or continuing the committee(s), to coordinate draft publications, and to coordinate changes in committee status with the DA Committee Management Office, ATTN: SAAA-RP, Office of the Administrative Assistant, Resources and Programs Agency, 2511 Jefferson Davis Highway, Taylor Building, 13th Floor, Arlington, VA 22202-3926. If it is determined that an established "group" identified within this regulation later takes on the characteristics of a committee, the proponent will follow all AR 15-1 requirements for establishing and continuing the group as a committee.

Distribution. Distribution of this publication is available in electronic media only and is intended for command levels C, D and E for the Active Army, the U.S. Army Reserve, the Army National Guard of the United States, and the Army National Guard.

*This publication supersedes AR 1-33, 15 January 1981.

Contents (Listed by paragraph and page number)

Chapter 1

Introduction, page 1

Purpose • 1–1, page 1

References • 1–2, page 1

Explanation of abbreviations and terms • 1–3, page 1

Responsibilities • 1–4, page 1

Chapter 2

Memorialization, page 3

Section I

Memorials to Deceased Army, Other Military Members, DA Civilians, and Other Deceased Distinguished Persons, page 3

Army Memorial Program • 2–1, page 3

Memorialization criteria • 2–2, page 3

Submitting requests for memorializations to the ASA(M&RA) or Commander, HRC • 2–3, page 4

Announcement of approved actions • 2–4, page 4

Installation closure • 2–5, page 5

Records • 2–6, page 5

Types of memorials • 2–7, page 5

Section II

Army Web Site Memorials, page 5

General • 2–8, page 5

Criteria and nominating procedures • 2–9, page 5

Web site memorial design • 2–10, page 5

Web site renaming • 2–11, page 6

Web site approval and records • 2–12, page 6

Section III

Erection of Memorials in Foreign Countries, page 6

General • 2–13, page 6

Approval for erecting memorials in foreign countries • 2–14, page 6

Restrictions on erecting memorials in foreign countries • 2–15, page 6

Section IV

Groundbreaking, Dedication, and Memorialization Ceremonies for Army Reserve Centers, page 6

General • 2–16, page 6

Army Reserve Center dedication ceremonies • 2–17, page 7

Message to the community • 2–18, page 7

Dissemination of information • 2–19, page 7

Congressional invitations • 2–20, page 8

Appendix A. References, page 9

Table List

Table 2–1: Approval authority, page 4

Glossary

Chapter 1 Introduction

1-1. Purpose

This regulation sets—

a. Policies, procedures, and responsibilities for the memorialization of deceased persons who distinguished themselves, and dedication in the name of living persons in accordance with a condition of a gift given to either the United States Military Academy (USMA) or a foundation/association for the benefit of USMA.

b. Procedures for erecting memorials in foreign countries to commemorate the services of the U.S. Armed Forces.

c. Policies and responsibilities for groundbreaking, dedication, and memorialization ceremonies for—

(1) Buildings on Army installations.

(2) Army Reserve Centers.

(3) Armed Forces Reserve Centers where the Army is the host.

d. This regulation is not applicable to—

(1) Memorial ceremonies for deceased individuals that are performed in lieu of a funeral. (See AR 638-2 for Army policy concerning memorial services for the deceased.)

(2) Unit memorial services for deceased military personnel. (See AR 638-2 for Army policy concerning unit memorial services.)

(3) Army National Guard (ARNG) property when accountability has not been accepted by the State's U.S. Property and Fiscal Officer (USPFO) on its behalf.

1-2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1-3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

a. The Secretary of the Army (SA) is the final approval authority for the Army Memorial Program. In all cases, the Secretary may retain approval authority from the persons cited in paragraphs 1-4*c* through 1-4*i*, below, and as otherwise stated in this regulation when necessary.

b. The Assistant Secretary of the Army (Manpower and Reserve Affairs) (ASA(M&RA)) will oversee the policy of the Army Memorial Program. The ASA(M&RA) will be the approval authority for actions to memorialize the following:

(1) Deceased U.S. Presidents.

(2) Deceased Chiefs of Staff, U.S. Army.

(3) Deceased Generals of the Army.

(4) Army Installations or activities in the United States, its territories, or its possessions.

(5) Bases leased from foreign governments.

c. The Chief of Transportation (COT) will—

(1) Be the approval authority for the Transportation Corps Vessel Names Program, except for those situations where the ASA(M&RA) (para 1-4*b*) and Commander, HRC (para 1-4*g*) approval authority takes precedence.

(2) Submit requests for naming vessels in which the ASA(M&RA), or Commander, HRC has approval authority to the Commander, U.S. Army Human Resources Command, ATTN: AHRC-PED-F, 200 Stovall Street, Alexandria, VA 22332-0482.

d. The Deputy Chief of Staff, G-1 (DCS, G-1) will—

(1) Be the main spokesperson for the Army on memorial affairs issues.

(2) Establish policy and procedures for the Army Memorial Program.

(3) Provide technical advice and staff assistance on Army memorial matters for the ASA(M&RA).

e. The Chief, Army Reserve (CAR) will ensure a message from the SA to the community is prepared and read at all Army Reserve Center dedication and memorialization ceremonies (para 2-19*a*).

f. The Director, IMA will—

(1) Maintain general supervision of activities on Army installations, except for property that the State's USPFO has accepted on the State's behalf.

(2) Ensure a designated IMA active Army installation maintains Army control on inactive Army installations.

(3) Ensure the responsible Reserve Readiness Command will maintain Army Reserve facilities.

(4) Except for those situations where the ASA(M&RA) (para 1-4*b*), Commander, HRC (para 1-4*g*), Commander, MEDCOM (para 1-4*h*), and Superintendent, USMA (para 1-4*i*) approval authority takes precedence, be the approval authority for the Army Memorial Program for naming the following after deceased personnel—

(a) U.S. Army Reserve Centers.

(b) Armed Forces Reserve Centers or other Joint Service activities where the Army is the host, except for property that the State's USPFO has accepted on behalf of the State. The memorialization must be coordinated with the other Service(s).

(c) Facilities, buildings, groups of buildings, rooms, streets, or areas on or part of an installation, except for property that the State's USPFO has accepted on behalf of the State.

(5) Have the option of delegating in writing any portion of the Director's Army Memorial Program approval authority to the IMA garrison commanders. (Specifically, the items listed in subparagraphs 1-4j(1), (2), and (3), below, when present on the respective IMA garrison commander's installation.)

(6) Submit requests for naming items in which the ASA(M&RA) or Commander, HRC has approval authority to the Commander, U.S. Army Human Resources Command, ATTN: AHRC-PED-F, 200 Stovall Street, Alexandria, VA 22332-0482.

g. The Commander, HRC will—

(1) Provide policy and operational oversight of the Army's casualty and memorial affairs operations in accordance with AR 638-2, Care and Disposition of Remains and Disposition of Personal Effects.

(2) Be the approval authority for the Army Memorial Program for deceased Medal of Honor recipients and deceased former members of the other Armed Services, except for those situations where the ASA(M&RA) (para 1-4b) approval authority takes precedence, or for an Army Reserve Center located off a U.S. Army Installation being memorialized for a deceased Medal of Honor recipient who was a member of the Army Reserve.

h. The Commander of the U.S. Army Medical Command (MEDCOM) will—

(1) Be the approval authority for the Army Memorial Program for naming the medical facilities, buildings, groups of buildings, rooms, streets, or areas on medical facilities, except for those situations where the ASA(M&RA) (para 1-4b) and Commander, HRC (para 1-4g) approval authority takes precedence.

(2) Submit requests for naming items for which the ASA(M&RA) or Commander, HRC has approval authority to the Commander, U.S. Army Human Resources Command, ATTN: AHRC-PED-F, 200 Stovall Street, Alexandria, VA 22332-0482.

i. The Superintendent of the United States Military Academy (USMA)—

(1) Will be the approval authority for the Army Memorial Program for naming the facilities, buildings, groups of buildings, rooms, streets, or areas on or part of the USMA installation, except for those situations where the ASA(M&RA) (para 1-4b) and Commander, HRC (para 1-4g) approval authority takes precedence.

(2) Has the authority to name facilities, buildings, groups of buildings, rooms, streets, or areas on or part of the USMA installation, in accordance with a condition of a gift given to either USMA or a foundation/association for the benefit of USMA, only to the extent that the SA has delegated the Superintendent, USMA, the authority to accept such a gift. Otherwise, the SA retains the authority. This authority extends to memorialization or dedication for members or former members of other Services if that is a condition of the gift. Memorialization or dedication of a building or room, and so forth to a living person as a condition of a gift given to either USMA or a foundation/association for the benefit of USMA is the only instance in which naming for a living person is authorized.

(3) Submits requests for naming items in which the ASA(M&RA) or Commander, HRC has approval authority to the Commander, U.S. Army Human Resources Command, ATTN: AHRC-PED-F, 200 Stovall Street, Alexandria, VA 22332-0482.

j. Installation Management Agency garrison commanders for Army Reserve facilities are the commanders of the responsible Reserve Readiness Command, and they will have all relevant responsibilities. The IMA garrison commanders' responsibilities under these circumstances are as follows:

(1) When the Director, IMA (para 1-4f) delegates approval authority, the garrison commander will be the Army Memorial Program approval authority for naming the following:

(a) U.S. Army Reserve Centers on the installation.

(b) Armed Forces Reserve Centers or other Joint Service activities on the installation where the Army is host, except for property that the State's USPFO has accepted on the behalf of the State. The approval authority must coordinate the memorialization with the other Service(s).

(c) Facilities, buildings, groups of buildings, rooms, streets, or areas on or part of the installation, except for property that has been accepted by the State's USPFO on its behalf.

(2) Submit requests for naming items in which the SA, Chief of Staff of the Army (CSA) or Commander, HRC has approval authority to the Commander, U.S. Army Human Resources Command, ATTN: AHRC-PED-F, 200 Stovall Street, Alexandria, VA 22332-0482.

(3) Fulfill the requirements set forth in chapter 2, section IV of this regulation concerning the groundbreaking, dedication, and memorialization ceremonies for Army Reserve Centers.

k. The Commander, U.S. Army Reserve Command (USARC) will—

(1) Be the approval authority for the Army Memorial Program for naming the facilities, buildings, groups of buildings, rooms, streets, or areas on or part of the Army Reserve Centers off of an installation and Armed Forces

Reserve Centers off of an installation in which the Army is the host, except for those situations where the ASA(M&RA) (para 1-4b) and Commander, HRC (para 1-4g) approval authority takes precedence.

(2) May delegate in writing any portion of the Commander's USARC Army Memorial Program approval authority to subordinate commanders in the grade of major general.

(3) Submit requests for naming items in which the ASA(M&RA) or Commander, HRC has approval authority to the Commander, U.S. Army Human Resources Command, ATTN: AHRC-PED-F, 200 Stovall Street, Alexandria, VA 22332-0482.

l. The State Adjutants General will—

(1) Be the approval authority for the Army Memorial Program for naming the facilities, buildings, groups of buildings, rooms, streets, or areas on or part of property that the State's USPFO has accepted on behalf of the State, except for those situations where the ASA(M&RA) (para 1-4b) and Commander, HRC (para 1-4g) approval authority takes precedence.

(2) Submit requests for naming items in which the ASA(M&RA) or Commander, HRC has approval authority to the Commander, U.S. Army Human Resources Command, ATTN: AHRC-PED-F, 200 Stovall Street, Alexandria, VA 22332-0482.

Chapter 2 Memorialization

Section I

Memorials to Deceased Army, Other Military Members, DA Civilians, and Other Deceased Distinguished Persons

2-1. Army Memorial Program

The intent of the Army Memorial Program is to provide lasting honor and to pay tribute to deceased Army military and civilian personnel with records of outstanding and honorable service. Director, Army Casualty and Memorial Affairs Center (CMAOC) will carefully evaluate each memorialization to select only the most deserving persons, installations, activities, facilities, areas, sites, buildings, rooms and streets to be named in honor of those who served with valor or distinction.

2-2. Memorialization criteria

a. Only deceased persons will be memorialized. Except as provided in para 1-4i(2) above, the SA won't authorize exceptions to memorialize living persons. The SA will return all such requests without action.

b. An installation set up for the use of a specific branch of Service or activity normally will be named for a member distinguished while serving there (for example, Walter Reed Army Medical Center).

c. Facilities should be named for persons with ranks or grades comparable to those of the main users.

d. When possible, facilities will be named for persons whose careers or actions were important to, and well known in, the locality where memorialized.

e. Approval authorities who exercise authority under this regulation for the Army Memorial Program (see para 2-3) may establish and consider the advice and recommendations from memorialization boards. If a memorialization board takes on the characteristics of a committee, the proponent of the committee will follow all the requirements of AR 15-1 for establishing and continuing the group as a committee. All decisions to memorialize personnel will keep in mind that the memorial program is designed to—

(1) Honor deceased heroes and other deceased distinguished men and women of all races in our society.

(2) Present them as inspirations to their fellow Soldiers, employees, and other citizens.

f. For deceased former members of other Armed Services, requests for memorialization of will be sent to the Commander, HRC (para 2-3).

g. Although exception authority for the following criteria is the ASA(M&RA), organizational and unit memorials will not commemorate—

(1) Any unit smaller than a regiment, separate brigade, or comparable unit.

(2) An individual. (*Exception:* When the services of the unit or individual were so distinguished as to warrant a separate memorial.)

h. Renaming actions are strongly discouraged, and seldom appropriate. Expect strong resistance from local residents, heirs, historical societies, and others from an attempt to rename. However, if a renaming becomes appropriate, it should be submitted, with recommendations, to the appropriate approval authority. The approval authorities for the Army Memorial Program are shown in table 2-1.

**Table 2-1
Approval authority**

Thing to be named	Person authorized to be memorialized/dedicated	Approval authority
a. Any	Deceased Presidents; deceased Chiefs of Staff, U.S. Army, and deceased generals of the Army	Assistant Secretary of the Army (Manpower and Reserve Affairs)
b. Army Installations or activities in the United States, its territories or possessions	Deceased distinguished individuals, except for those cited in a, in this table, above	Assistant Secretary of the Army (Manpower and Reserve Affairs)
c. Bases leased from foreign governments	Deceased distinguished individuals, except for those cited in a above	Assistant Secretary of the Army (Manpower and Reserve Affairs)
d. Any, except for those cited in b and c above	Deceased Medal of Honor (MOH) recipients and deceased former members of other Armed Services, except for those cited in a, b and c above	Commander, HRC
e. U.S. Army Reserve Centers (see sec IV).	Deceased distinguished individuals, except for those cited in a and d above	Director, IMA (If on a U.S. Army Installation) or the commander of the appropriate U.S. Army Reserve Readiness Command or the Adjutant General if located on property that has been accepted by the State's USPFO on its behalf
f. U.S. Army Transportation Corps vessels.	Deceased distinguished individuals, except for those cited in a and d above	Chief of Transportation
g. U.S. Army Medical facilities	Deceased distinguished individuals, except for those cited in a and d above	Commander, MEDCOM
h. DA Web Site Memorials (see Section II).	Deceased distinguished individuals, except for those cited in a and d above	Commanders in the grade of colonel or above or heads of DA agencies
i. Facility, building, group of buildings, rooms, streets, or area on or part of the USMA installation	Deceased distinguished individuals, except for those cited in a and d above (See para 1-4i(2).)	Superintendent, USMA
j. Facility, building, group of buildings, rooms, streets, or area on or part of an Army installation (except for i above and k below)	Deceased distinguished individuals, except for those cited in a and d above	Director, IMA (or may be delegated to the appropriate IMA garrison commander)
k. Facility, building, group of buildings, rooms, streets, or area on or part of property that has been accepted by the State's USPFO on its behalf	Deceased distinguished individuals, except for those cited in a and d above	The Adjutant General of the State

2-3. Submitting requests for memorializations to the ASA(M&RA) or Commander, HRC

a. Requests for memorializations under the approval authority (table 2-1) of the ASA(M&RA) or Commander, HRC will include—

- (1) The name, grade or rank, branch of service, and social security number of the deceased person.
- (2) A biographical sketch.
- (3) Outstanding achievements which form the basis for the recommendation.
- (4) Type of memorial recommended.
- (5) Specific installation or project recommended as a proper memorial.
- (6) Data to support association of the person with the installation or project.

b. Submit requests to the Commander, U.S. Army Human Resources Command, ATTN: AHRC-PED-F, 200 Stovall Street, Alexandria, VA 22332-0482.

2-4. Announcement of approved actions

The IMA director will prepare and distribute a letter noting approval of a memorialization. A copy will be sent to the Commander, U.S. Army Human Resources Command (AHRC-PED-F), 200 Stovall Street, Alexandria, VA 22332-0482. Also a copy of the letter will be placed in the historical files of—

- a. The approving authority.
- b. The installation or activity.

2-5. Installation closure

When an installation closes, the installation commander is responsible for the disposition of memorial plaques. He or she should offer the plaque to the next of kin of the person memorialized. If the next of kin cannot be located or refuses a plaque, it will be sent to the U.S. Army Historical Clearing House, ATTN: DAMH-MDH (B201), 7 Frankford Avenue, Anniston Army Depot, Anniston, AL 36201-4199.

2-6. Records

U.S. Army Human Resources Command does not keep a complete record of memorializations. Records naming buildings, streets, sites, installations, and other facilities and real property are primarily in the form of general orders issued before 1 July 1976. If they are not available in local unit history files, they may be available through the following sources (coordinate requests for retrieval of retired files with local record management officers so that enough data are included to ensure identification and recovery of the files):

a. The Commander, U.S. Army Human Resources Command (AHRC-PED-F), 200 Stovall Street, Alexandria, VA 22332-0482 keeps the historical data card file for units and installations.

b. The National Archives and Records Administration (NARA), 8601 Adelphi Road, College Park, MD 20740-6001 keeps records dated before 1954.

c. The Washington National Records Center (WNRC), 4205 Suitland Road, Suitland, MD 20746-8001 keeps records from 1954 to the present (except those in the current files or record holding areas).

2-7. Types of memorials

a. Memorial markers can take various forms. However, they must be suited to the structure or land area. Typically, a plaque with a brass or bronze plate is affixed to a building, stone or other marker. A sign, stone or marble slab (either engraved or with plate attached) or other outdoor device can be used to mark a street or open area. Plaques or engraved plates which are to be permanently affixed to a building or structure are categorized as memorials.

b. Requisition plaques or other bases to which a plate can be attached through normal supply channels. The commander who will select the design will charge associated costs to the OMA funds.

c. Plates will be engraved brass, unless the supplying authority recommends bronze for some larger devices.

d. As a minimum, inscriptions should include the name and grade of the person memorialized. Other data, such as birth and death dates, major decorations, or a brief outline of achievements, are optional.

e. Plates may be purchased through local sources.

Section II

Army Web Site Memorials

2-8. General

The Department of the Army (DA) honors deceased former members who served with valor or distinction through a continuing memorial program. In the past, the Army's memorial program was limited to the dedication of real property. With the Army's increasing use of the Internet and Web technology to extend, or in some cases, replace its real property and activities with virtual versions, commanders in the grade of colonel or above and heads of agencies may now dedicate official U.S. Army Web sites to deceased members of U.S. Army, DA civilians, important battles, or events in which the Army played an important part.

2-9. Criteria and nominating procedures

Submit requests to propose a Web site memorial for a deceased former President, Chief of Staff of the Army, general officer, or Medal of Honor recipient, through the Commander, U.S. Human Resources Command (AHRC-PED-F), 200 Stovall Street, Alexandria, VA 22332-0482, to the appropriate approval authority (table 2-1). In addition to the criteria and procedures described in this regulation, nominating officials will include a hard copy of the proposed Web site memorial with the nomination submission.

2-10. Web site memorial design

a. Memorial Web sites will comply with Department of Defense (DOD) Web Site Administration Policies and Procedures, dated 25 November 1998 (w/update 11 January 2002), OASD (C3I), <http://www.defenselink.mil/web-masters>, and AR 25-1, Army Knowledge Management and Information Technology.

b. As a minimum, the memorial should include the name and grade of the person. Other data, such as birth and death dates, major decorations, or a brief outline of achievements are optional.

c. Use of graphics related to the memorial will be minimal and will not glorify the person or dominate or detract from the original purpose or content of the Web site. The focus of an official DA or DOD Web site is to provide information relating to the organization's mission. Memorial graphics and narrative will only appear on the home page

and won't consume more than 20 percent of the Web site's home page or link. A Web site memorial may include one illustration/photograph of the honoree.

2-11. Web site renaming

If renaming of a memorial becomes appropriate, the same authority that approved the original nomination will approve the renaming.

2-12. Web site approval and records

a. The approval authority will prepare and distribute a memorandum stating that he or she has approved a Web site memorial. A copy of the memorandum will be sent to the Commander, U.S. Army Human Resources Command (AHRC-PED-F), 200 Stovall Street, Alexandria, VA 22332-0482 and to the requesting official.

b. Where applicable, the approval authority and the requesting installation or activity will retain copies of the approval and renaming or memorial termination notification in their historical files.

Section III

Erection of Memorials in Foreign Countries

2-13. General

This section applies to areas outside the United States, its territories, and possessions.

a. The American Battle Monuments Commission (ABMC) has statutory control over the erection of all memorials to the U.S. Armed Forces in foreign countries. The ABMC also has authority to issue regulations for such control under sections 121 through 138b, title 36, United States Code (36 USC 121-138b).

b. Major overseas commanders will ensure that no element of the U.S. Army erects or assists in erecting any memorial in a foreign country without ABMC approval (see para 2-14).

2-14. Approval for erecting memorials in foreign countries

Any Federal Government agency, American citizen, State, municipality, agency, or association ("sponsor") that wishes to erect a memorial to the Armed Forces in foreign countries should—

a. Submit a general concept of the memorial to the American Battle Monuments Commission, Courthouse Plaza II, Suite 500, 2300 Clarendon Boulevard, Arlington, VA 22201, and include a description of the site desired.

b. When the ABMC responds, the design of the memorial will be prepared and submitted with any proposed inscriptions to ABMC. The ABMC will refer the design to the National Commission of Fine Arts for approval.

c. After the installation commander chooses a site and ABMC approves the design and inscription, if the sponsor so desires, the ABMC will consult with the foreign government about getting approval for erecting the memorial.

d. After the foreign government's approval, if the sponsor desires, the ABMC will assist in obtaining the site and erecting the memorial. This may include construction of the memorial by the ABMC, using the sponsor's funds.

e. This applies to all memorials in foreign countries, except memorials that—

(1) Are on U.S.-controlled installations.

(2) Are not intended to remain as memorials when the installation is returned to host nation control. (See para 2-5 for closure of installations.)

2-15. Restrictions on erecting memorials in foreign countries

a. The sponsor must receive approval from the foreign country for permanent use of the site for the memorial.

b. Construction will not begin until ABMC obtains approvals (para 2-14).

c. Memorials will not commemorate—

(1) Any unit smaller than a division or comparable unit.

(2) An individual. (*Exception:* When the services of the unit or individual were so distinguished as to warrant a separate memorial.)

d. Memorials may be erected to organizations from specific geographical areas of the United States. However, memorials to Service members (regardless of unit) from a given State, section, or other are discouraged.

e. The ABMC will approve plans for a memorial only when the sponsor arranged for full and permanent upkeep of the memorial. If a sponsor desires, and provides funding, the ABMC will arrange for upkeep of a memorial.

Section IV

Groundbreaking, Dedication, and Memorialization Ceremonies for Army Reserve Centers

2-16. General

This section applies to groundbreaking, dedication, and memorialization ceremonies for Army Reserve Centers. The policies of informing the public of such ceremonies are covered in AR 360-1.

2-17. Army Reserve Center dedication ceremonies

a. Ceremonies in connection with Army Reserve Center construction projects offer excellent chances to achieve greater public understanding and support of the Army and its Army Reserve Program. Such ceremonies include, but they are not limited to, the following—

- (1) Groundbreaking before the actual start of construction.
- (2) Dedication marking the official opening.
- (3) Memorialization of the Army Reserve Center.

b. Centers dedicated separately in ceremonies that simply mark the official opening may temporarily carry the name of the town or locality (for example, the Keokuk U.S. Army Reserve Center); or a number (for example, U.S. Army Reserve Center No. 3, Philadelphia); or they may be dedicated and memorialized at the same time.

c. Memorialization of a center is the ceremony in which it is given its permanent name. It must be the name of a deceased person whose military contributions are being honored or in honor of the military dead of a given area (for example, Southern Maryland Memorial U.S. Army Reserve Center.)

2-18. Message to the community

a. The Chief, Army Reserve (CAR) will prepare a message to the community from the SA to be read at all Army Reserve Center dedication and memorialization ceremonies. Notification as required in paragraph 2-19 serves as the request for this message.

b. The Office of the Chief, Army Reserve (OCAR) will keep interested members of Congress informed of plans for groundbreaking, dedication, and memorialization ceremonies.

2-19. Dissemination of information

a. The Commander of the applicable U.S. Army Reserve Readiness Command must furnish the listed data to the agencies and persons listed in *b* and *c*, below—

- (1) Project location, including street address.
- (2) Purpose of the ceremony (dedication or memorialization, or both).
- (3) Date and time of ceremony.
- (4) Principle speaker.
- (5) Honored guests, including civilian aides to the SA.
- (6) Other invited distinguished guests.
- (7) Name or names selected for the center, spelled out exactly as selected. (Include correct and complete abbreviations or punctuation, if any.)
- (8) One copy of a biographical sketch of the person in whose honor the center is being dedicated or memorialized, a list of decorations (excluding campaign medals) awarded to the person, and notations of any posthumous decorations will be included, along with a copy of the citation accompanying the highest award.
- (9) Full name and mailing address of the organization sponsoring the dedication or memorialization ceremony.
- (10) Full name, title, mailing address, and organization of the chairperson (civilian or military) of the sponsoring organization.
- (11) Name of the senior unit commander assigned to the center.

b. Furnish data as described in paragraphs 2-19*a*(1) through (6), above, in a timely manner to the two U.S. Senators of the State and the Congressman in whose district the project is located. This will ensure the Members of Congress an opportunity to express their interest before any public announcement.

(1) Immediately before selecting a name for a Reserve Center, OCAR will notify interested Members of Congress of the following—

- (a)* Purpose and criteria for selecting a name.
- (b)* Address for receipt of nomination and closing dates for nomination.
- (c)* Expected date of name selection.
- (2) Send a copy of all correspondence to Members of Congress and any public announcement on ceremonies to—
 - (a)* Office of the Chief of Legislative Liaison (OCLL), 1600 Army Pentagon, Washington, DC 20310-1600.
 - (b)* Office of the Chief of Public Affairs, 1500 Army Pentagon, Washington, DC 20310-1500.
 - (c)* Commander, U.S. Army Forces Command, 1777 Hardee Avenue SW, Ft McPherson, GA 30330-1062.
 - (d)* For the director of Installation Management Agency, send to: HQ IMA (IMAH-ZA), 2511 Jefferson Davis Highway, Arlington, VA 22202-3926.

c. Not less than 45 days before the date scheduled for the dedication, the data in *a*, above, will be distributed as follows—

- (1) Office of the Chief, Army Reserve, Headquarters, Department of the Army, 2400 Army Pentagon, Washington, DC 20310-2400 (3 copies).
- (2) Office of the Secretary of the Army (SECARMY), The Pentagon, Washington, DC 20310 (1 copy).

(3) For the Chief of Legislative Liaison send to: OCLL, 1600 Army Pentagon, Washington, DC 20310-1600 (1 copy).

(4) For the Director, Installation Management Agency, send to: HQ IMA (IMAH-ZA), 2511 Jefferson Davis Highway, Arlington, VA 22202-3926 (1 copy).

d. This report is exempt under AR 335-15, paragraph 5-2c(3).

2-20. Congressional invitations

a. The commander of the appropriate U.S. Army Reserve Readiness Command will extend invitations to Members of Congress to attend ceremonies. (Ensure adequate preparations for the reception, escort, and attendance of Members of Congress who accept invitations). As soon as possible, the commander of the appropriate U.S. Army Reserve Readiness Command will notify the Chief of Legislative Liaison: OCLL, 1600 Army Pentagon, Washington, DC 20310-1600, of the names of those Members of Congress who have accepted an invitation to a ceremony. (Include the place and date of the ceremony.)

b. The commander of the U.S. Army Reserve Readiness Command will request assistance in matters on notices given Members of Congress or involving their attendance at ceremonies directly from the Chief of Legislative Liaison: OCLL, 1600 Army Pentagon, Washington, DC 20310-1600.

Appendix A References

Section I Required Publications

AR 360-1

The Army Public Affairs Program. (Cited in para 2-16.)

AR 638-2

Care and Disposition of Remains and Disposition of Personal Effects. (Cited in paras 1-1d(1)) and (2).)

Section II Related Publications

A related publication is a source of additional information. The user does not have to read it to understand this publication. DOD Web Site Administration Policies and Procedures can be found on <http://www.defenselink.mil/webmasters>. United States Code citations can be found on <http://www.gpo/access>.

AR 1-100

Gifts and Donations

AR 11-2

Management Control.

AR 15-1

Boards, Commissions, and Committees—Committee Management.

Army Regulation 25-1

Army Knowledge Management and Information Technology Management.

AR 25-30

The Army Publishing Program.

AR 25-400-2

The Army Records Information Management System (ARIMS).

AR 335-15

Management Information Control System.

DA PAM 25-40

Army Publishing: Action Officers Guide.

DOD Web Site Administration Policies and Procedures

DOD Web Site Administration Policies and Procedures, 25 November 1998 (w/ update 11 January 2002), OASD (C3I).

Title 36, United States Code, Chapter 21

American Battle Monuments Commission

Section III Prescribed Forms

This section contains no entries.

Section IV Referenced Forms

This section contains no entries.

Glossary

Section I Abbreviations

ABMC

American Battle Monument Commission

AD

active duty

APD

Army Publishing Directorate

AR

Army Regulation

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

ASA(M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

CAR

Chief, Army Reserve

COT

Chief of Transportation

CSA

Chief of Staff, U.S. Army

DOD

Department of Defense

DA

Department of the Army

HRC

U.S. Army Human Resources Command

IMA

Installation Management Agency

MACOM

major Army command

MEDCOM

U.S. Army Medical Command

MOH

Medal of Honor

NARA

The National Archives and Records Administration

OCAR

Office of the Chief, Army Reserve

OCLL

Office of the Chief of Legislative Liaison

OMA

Operation and Maintenance, Army

RRC

Reserve Readiness Command

SA

Secretary of the Army

TAG

The Adjutant General

USAR

U.S. Army Reserve

USMA

United States Military Academy

WNRC

Washington National Records Center

Section II**Terms****Active duty**

Full-time duty in the active military service of the United States. Such term includes full-time training duty, annual training duty, and attendance, while in the active military service, at a school designated as a service school by law or by the Secretary of the military department concerned. Such term doesn't include full-time National Guard duty.

Armed Forces

The active Army, Navy, Air Force, Marines Corps, Coast Guard, and their Reserve Components. Reserve Components of the Armed Forces include: the Army National Guard of the United States, the Army Reserve, the Naval Reserve, the Marine Corps Reserve, the Air National Guard of the United States, the Air Force Reserve, and the Coast Guard Reserve.

Dedication

Naming a facility group of buildings, rooms, streets, or areas as a condition of a gift given to either USMA or a foundation/association for the benefit of USMA. As per this regulation, this is the only case in which naming for the living is allowed.

Facilities in foreign countries

All facilities on a U.S.-controlled installation in a foreign country are considered to be in a foreign country for the purpose of AR 1-33.

Host nation

Any foreign country that plays host to U.S. facilities on a temporary basis or for a certain time period, such as a lease.

Installation

Land and improvements permanent-affixed there-to, which are under the control of the Department of the Army and used by Army organizations. Where installations are located contiguously, the combined property is designated as one installation and the separate functions as activities of that installation. In addition to those used primarily by troops, the term "installation" applies to such real properties as depots, arsenals, ammunition plants (both contractor and government operated), hospitals, terminals, and other special mission installations.

Memorialization

Naming a facility or building in honor of a distinguished deceased person.

Memorialization Board

A board or group of individuals that considers and advises the approval authority on memorialization acts. If it is determined that a memorialization board takes on the characteristics of a committee, the proponent of the committee will follow all the requirements of AR 15–1 for establishing and continuing the group as a committee.

Section III**Special Abbreviations and Terms**

This section contains no entries.

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