

**Army Regulation 1–33**

**Administration**

# **The Army Memorial Program**

**Headquarters  
Department of the Army  
Washington, DC  
25 October 2018**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 1-33  
The Army Memorial Program

This major revision, dated 25 October 2018—

- o Includes detailed explanation of submission procedures (chap 2, sec II).
- o Adjusts approval authorities to reflect responsibilities defined in chapter 1, section II (table 2-1).
- o Clarifies announcement of approved actions to state no ceremony or announcement should be executed without appropriate approval authority (para 2-8).
- o Adds an internal control evaluation in accordance with AR 11-2 (app B).
- o Supersedes Army Directive 2008-03, The Army Memorial Program, authorizing the dedication to/for living individuals at the sole discretion of the Secretary of the Army under narrow conditions (throughout).
- o Updates Director, Installation Management Agency to Commander, U.S. Installation Management Command (throughout).

Administration  
The Army Memorial Program

By Order of the Secretary of the Army:

MARK A. MILLEY  
General, United States Army  
Chief of Staff

Official:



MARK F. AVERILL  
Acting Administrative Assistant  
to the Secretary of the Army

**History.** This publication is a major revision.

**Summary.** This regulation prescribes the Secretary of the Army's policy for allowing the dedication to/for eligible living individuals. It covers memorial eligibility policy, approval authorities, records, Army website memorials, memorials under the statutory control of the American Battle Monuments Commission, and groundbreaking memorialization and dedication ceremonies for U.S. Army Reserve Centers. This regulation does not prescribe policies for unit memorials, walls of remembrance, or erecting monuments or statues in the continental United States (see 36 USC Chapter 21). This regulation does not apply to the naming of Army cemeteries, or memorials, markers, monuments, commemorative works, or the like, on the grounds of Arlington National Cemetery, the Soldier's and Airman's Home National Cemetery, or other Army Cemeteries.

**Applicability.** This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. It also applies to the U.S. Army National Guard 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 its direct reporting unit or field-operating 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 internal control process.** This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see app B).

**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 (DAPE–ZA), 300 Army Pentagon, Washington, DC 20310–0300.

**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 (AHRC–PDC–P), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5405.

**Committee management.** AR 15–39 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Analysis and Integration Cell (AAAI–CL), 105 Army Pentagon, Washington DC, 20310–0105. Further, if it is determined that an established "group" identified within this regulation later takes on the characteristics of a committee as found in AR 15–39, then the proponent will follow AR 15–39 requirements for establishing and continuing the group as a committee.

**Distribution.** This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This publication supersedes AR 1–33, dated 30 May 2006; and AD 2008–03, dated 20 October 2008.

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## **Chapter 1 Introduction**

### **Section I**

#### **General**

##### **1–1. Purpose**

The Army Memorial Program was established to provide a permanent, lasting honor to deceased Department of the Army (DA) military and civilian personnel who served with valor or distinction. This regulation sets policies and procedures for the memorialization of deceased individuals, responsibilities for the dedication to/for living individuals, and naming where no permanent marker will be established for Regular Component, Reserve Component, and U.S. Military Academy (USMA) and its echelons on Army installations.

##### **1–2. References and forms**

See appendix A.

##### **1–3. Explanation of abbreviations and terms**

See glossary.

##### **1–4. Responsibilities**

See section II of this chapter.

##### **1–5. Records management (recordkeeping) requirements**

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Army Records Retention Schedule—Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in the Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

### **Section II**

#### **Responsibilities**

##### **1–6. Secretary of the Army**

The SECARMY is the final approval authority for the Army Memorial Program. In all cases, the SECARMY may retain approval authority from the individuals cited in paragraphs 1–7 through 1–16 and as otherwise stated in this regulation when necessary. The SECARMY will approve all dedications to/for living individuals except for gifts given to U.S. Military Academy (see para 1–11*b*).

##### **1–7. Assistant Secretary of the Army (Manpower and Reserve Affairs)**

*a.* ASA (M&RA) will oversee the policy of the Army Memorial Program. The ASA (M&RA) will be the approval authority for actions to dedicate or memorialize the following:

- (1) Deceased U.S. Presidents.
- (2) Deceased Chiefs of Staff, U.S. Army.
- (3) Deceased 5-star generals of the U.S. Army.
- (4) Army installations or activities in the United States, its territories, or its possessions.
- (5) Bases leased from foreign governments.

*b.* As an approval authority, ASA (M&RA) maintains a record of all memorialization/dedication requests processed and their final disposition.

##### **1–8. Deputy Chief of Staff, G–1**

The DCS, G–1 will—

- a.* Be the main spokesperson for the Army on memorial affairs issues.

- b. Establish policy and procedures for the Army Memorial Program.
- c. Provide technical advice and staff assistance on Army memorial matters for the ASA (M&RA).

### **1–9. Chief, Army Reserve**

The CAR will—

- a. Ensure a message from the SECARMY to the community is prepared and read at all U.S. Army Reserve Center memorialization and dedication ceremonies (see para 2–27).
- b. Ensure that the responsible regional support command (RSC) maintains U.S. Army Reserve facilities.

### **1–10. Commanding General, U.S. Army Training and Doctrine Command**

On behalf of the CG, TRADOC, the Chief of Transportation (COT) will—

- a. Be the approval authority for the Transportation Corps Vessel Names Program, except for those situations where the ASA (M&RA) has final approval authority.
- b. Submit requests for naming vessels in which the ASA (M&RA) has the approval authority.
- c. As an approval authority, maintain a record of all memorialization/dedication requests processed and their final disposition.

### **1–11. Superintendent, U.S. Military Academy**

The Superintendent, USMA will—

- a. Be the approval authority for the Army Memorial Program for memorializing 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) is the final approval authority and ASA (M&RA) authority takes precedence.
- b. Have 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 or association for the benefit of USMA, only to the extent that the SECARMY has delegated the Superintendent, USMA the authority to accept such a gift. Otherwise, the SECARMY retains the authority. This authority extends to memorialization for members or former members of other Services if that is a condition of the gift. Except as specified in paragraph 2–2a of this regulation, memorialization or dedication of a building or room, and so forth to a living person as a condition of a gift given to USMA is the only instance in which naming for a living person is authorized.
- c. Coordinate with U.S. Army Medical Command (MEDCOM) when a medical facility is located on West Point. Final determination will be made by the Superintendent, USMA.
- d. Submit requests for dedicating/memorializing items in which the ASA (M&RA) has approval authority to ASA (M&RA).
- e. As an approval authority, maintain a record of all memorialization/dedication requests processed and their final disposition.

### **1–12. Commander, U.S. Installation Management Command**

The Commander, IMCOM will—

- a. Maintain general supervision of activities on Army installations, except for property that the state's U.S. Property and Fiscal Office (USPFO) has accepted on the State's behalf.
- b. Ensure Army control on inactive Army installations.
- c. Be the approval authority for actions to memorialize, except for those situations where the SECARMY; ASA (M&RA); COT; Commander, MEDCOM; and Superintendent, USMA approval authority takes precedence for memorializing the following after deceased personnel:
  - (1) U.S. Army Reserve Centers located on Army installations.
  - (2) Armed Forces Reserve Centers or other Joint Service activities where the U.S. 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).
  - (3) Facilities, buildings, groups of buildings, rooms, streets, and areas on or part of an installation, except for property that the state's USPFO has accepted on behalf of the state.
- d. Have the option of delegating, in writing, the IMCOM portion of the Army Memorial Program approval authority to the garrison commanders.
- e. Submit requests for dedicating/memorializing items for which the SECARMY or ASA (M&RA) has approval authority to ASA (M&RA).

*f.* As an approval authority, maintain a record of all memorialization/dedication requests processed and their final disposition.

### **1–13. Commander, U.S. Army Medical Command**

The Commander, MEDCOM will—

*a.* Be the approval authority for the Army Memorial Program for memorializing buildings, groups of buildings, rooms, streets, or areas on medical facilities, except for those situations where the SECARMY or ASA (M&RA) are the final approval authorities and SECARMY or ASA (M&RA) authority takes precedence. When a medical facility is located on West Point, coordination will be made between MEDCOM and the Superintendent, USMA.

*b.* Submit requests for dedicating/memorializing items in which the ASA (M&RA) has approval authority to ASA (M&RA).

*c.* As an approval authority, maintain a record of all memorialization/dedication requests processed and their final disposition.

### **1–14. Commanding General, U.S. Army Reserve Command**

The CG, USARC will—

*a.* Be the approval authority for the Army Memorial Program for memorializing facilities, buildings, groups of buildings, rooms, streets, or areas on or part of the U.S. 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 SECARMY or ASA (M&RA) approval authority takes precedence. The Commander, USARC may delegate in writing any portion of the Commander's USARC Army Memorial Program approval authority to subordinate commanders in the rank of major general or above.

*b.* Submit requests for dedicating or memorializing items in which the ASA (M&RA) has approval authority.

*c.* As an approval authority, maintain a record of all memorialization/dedication requests processed and their final disposition.

### **1–15. State adjutants general**

State adjutants general will—

*a.* Be the approval authority for the Army Memorial Program for dedicating or memorializing 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 SECARMY or ASA (M&RA) approval authority takes precedence.

*b.* Submit requests for dedicating or memorializing items in which the ASA (M&RA) has approval authority.

*c.* As an approval authority, maintain a record of all memorialization/dedication requests processed and their final disposition.

### **1–16. Garrison commanders**

Garrison commanders will—

*a.* Have a post regulation explaining submission procedures for requesting to dedicate or memorialize facilities, buildings, groups of buildings, rooms, streets, or areas on post; the composition of the garrison memorialization and dedication board; and project officer responsibilities.

*b.* Ensure committee requirements are met.

*c.* Submit legal opine with each request.

*d.* Submit requests for dedicating/memorializing items in which the SECARMY or ASA (M&RA) has approval authority to ASA (M&RA).

*e.* As an approval authority, maintain a record of all memorialization/dedication requests processed and their final disposition.

## **Chapter 2**

### **The Army Memorial Program**

Approval authorities will carefully evaluate each dedication or memorialization request to select only the most deserving individuals to be memorialized or dedicated in honor of those who served with valor or distinction.



## Section I

### Memorialization, Dedication, and Naming Criteria

#### 2–1. Memorialization criteria

The permanent memorialization of Army real property in honor of a distinguished deceased individual is normally accompanied by some type of ceremony to include the presentation of a plaque, framed picture, or other type of permanent fixture associated with the memorialization.

- a.* Only deceased individuals will be memorialized.
- b.* Memorializations will honor deceased heroes and other deceased distinguished individuals of all races in our society, and will present them as inspirations to their fellow Soldiers, employees, and other citizens.
- c.* An installation set up for the use of a specific branch of Service or activity normally will be memorialized for a distinguished member of that branch or Service while serving there.
- d.* Facilities should be memorialized for individuals with ranks or grades comparable to those of the main users.
- e.* When possible, facilities will be memorialized for individuals whose careers or actions were important to, and well known in, the locality where memorialized.
- f.* Approval authorities who exercise authority under this regulation must establish and consider the advice and recommendations of the memorialization boards. 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 be made with the understanding that the Army Memorial Program is designed to honor those who served with valor or distinction.

#### 2–2. Dedication criteria

The SECARMY, at his or her sole discretion, may honor Soldiers and/or their spouses during their lifetimes, based on exemplary Service career and continuing support to the Army, by dedicating facilities to them under the following narrow conditions:

- a.* Only living individuals will have dedications in their honor.
- b.* All requests for any dedication of Army real property for a living individual will be submitted to the SECARMY in a timely manner for review, action, and final approval. The individual must be—
  - (1) Retired from military service with 20 or more years of honorable service or medically retired with any number of years because of wounds sustained in combat operations; or recipient of the Medal of Honor, Distinguished Service Cross, Distinguished Service Medal, or Silver Star;
  - (2) An example for current Soldiers to emulate based on an extraordinary military career of exemplary service;
  - (3) Closely connected with the entity being named; and
  - (4) A continuing role model supporting Soldiers, their Families, and Army programs.
  - (5) Spouses of a Soldier meeting the criteria in paragraphs 2–2*b*(1) through 2–2*b*(4) and who themselves meet the criteria in paragraphs 2–2*b*(3) and 2–2*b*(4) are eligible to have an entity dedicated jointly to the Soldier and spouse or to the spouse alone when the spouse's contributions are truly extraordinary.
- c.* All dedications will be forwarded to the SECARMY for approval. This action is normally accompanied by some type of ceremony to include the presentation of a plaque, framed picture, or other type of permanent fixture associated with the dedication.
- d.* Misconduct subsequent to the SECARMY's dedication decision or the discovery at any time of other information of a nature to bring discredit on the Armed Forces may justify revocation of any dedication.
- e.* A facility for the use of a specific branch is normally dedicated for a distinguished member of that branch or Service who served there and must honor living heroes and other distinguished men and women of all races in our society and present them as inspirations to their fellow Soldiers, employees, and other citizens.
- f.* When possible, facilities will be dedicated for individuals whose careers or actions were important to, and well known in, the locality where dedicated.
- g.* Approval authorities who exercise authority under this regulation must establish and consider the advice and recommendations of the memorialization and dedication boards. The proponent of the committee will follow all the requirements of AR 15–1 for establishing and continuing the group as a committee. All dedications will be made with the understanding that the Army Memorial Program is designed to honor those who served with valor or distinction.

#### 2–3. Naming criteria

Naming is the non-permanent naming of Army real property after famous battles and events. Army entities that are named after famous battles (for example, the Battle of Anzio, the Battle of Ia Drang, and the Battle of Ramadi) or events (for

example, the Gander Crash, the 9/11 attacks, Black Hawk Down, and the Operation Anaconda) can be approved at the garrison or senior installation commander level. Naming is not a permanent action and will not be accompanied by any type of ceremony, plaque, framed picture, or any type of permanent fixture associated with the name. Plain signs designed to simply show the location of the entity are acceptable for naming actions. Any Army entity that is named after a person will be considered a memorialization or dedication.

## 2-4. Summary of approval authorities

Memorialization and dedication approval authorities are summarized in table 2-1.

<b>Thing to be named</b>	<b>Individual authorized to be memorialized or dedicated</b>	<b>Approval authority</b>
a. Any	For all living individuals	SECARMY
b. Any	Deceased Presidents; deceased Chiefs of Staff, U.S. Army; and deceased 5-star generals of the U.S. Army	ASA (M&RA)
c. Army installations or activities in the United States, its territories, and its possessions	Deceased distinguished individuals	ASA (M&RA)
d. U.S. Army Reserve Centers	Deceased distinguished individuals, except for those cited in paragraph b	Commander, USARC
e. U.S. Army Transportation Corps vessels	Deceased distinguished individuals, except for those cited in paragraph b	COT
f. U.S. Army Medical facilities	Deceased distinguished individuals, except for those cited in paragraphs b and c	Commander, MEDCOM
g. DA website memorials	Deceased distinguished individuals, except for those cited in paragraphs b and c	Commanders in the grade of colonel or above or heads of DA agencies
h. Facility, building, group of buildings, rooms, streets, or area on or part of the USMA installation	Deceased distinguished individuals, except for those cited in paragraphs b and c	Superintendent, USMA
i. Facility, building, group of buildings, rooms, streets, or area on or part of an Army installation	Deceased distinguished individuals, deceased Medal of Honor recipients and deceased former members of other Armed Services, except for those cited in paragraphs b and c	Commander, IMCOM (or may be delegated to the appropriate garrison commander)
j. 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 paragraphs b and c	The Adjutant General of the state
k. Space in Pentagon Reservation facilities	Deceased distinguished individuals and significant historical events	Washington Headquarters Services (see para 2-7e)

## Section II

### Memorialization Program Process

#### 2–5. Memorialization and dedication timeline

Allow a minimum of 30 days at each level in the chain of command for a memorialization or dedication request. Allow an additional 60 days for dedication requests going to the SECARMY.

#### 2–6. Submitting requests for memorialization, dedication, and naming

*a.* Each individual request will include—

- (1) A letter from the command requesting action.
  - (2) The name, grade or rank, branch of Service, and last four of the social security number of the recommended individual.
  - (3) The exact title for entity being requested.
  - (4) Data to support relationship between the entity and the person being dedicated or memorialized.
  - (5) Point of contact (name, email, and phone number).
  - (6) A biographical sketch.
  - (7) Outstanding achievements which form the basis for the recommendation.
  - (8) Type of memorial recommended.
  - (9) Specific installation or project recommended as a proper memorial.
  - (10) Map or overview of the exact location of entity.
  - (11) Minutes from the memorialization board.
  - (12) A written legal review by the Staff Judge Advocate or other legal advisor servicing the submitting command or organization assessing the request's compliance with applicable law, regulation, and policy.
- b.* All requests for naming of Army real property will be submitted by the requesting command/organization to senior commander of the installation for approval (see para 2–3).

#### 2–7. Processing requests for memorialization, dedication, and naming

All requests for memorialization or dedication of Army real property will be submitted by the requesting command/organization. The request, along with supporting documents, will be forwarded by endorsement via Army staffing or any internal routing procedures used by the garrison command through the chain of command or supervision to the appropriate signature authority.

*a. Army-owned installations.* Requests to dedicate or memorialize an Army installation will be submitted through the appropriate chain of command to ASA (M&RA).

*b. Joint bases (Army not host Service).* Army units located on bases where the Army is a tenant command must coordinate and follow procedures established by the host Service. Requests will be sent through ASA (M&RA) for Army approval then to host Service's senior commander. If the host Service has not established policies or procedures for the memorialization program as it relates to tenants from other Services, the submitting organization will forward the request to the next higher level of the chain of command which has access to a memorialization board or coordinator.

*c. Base sponsored by another Service.* Requests to dedicate or memorialize an Army entity within their area of responsibility will be submitted to the host of the installation. The host installation rules apply for tenants for memorialization requests.

*d. Reserve centers.* Requests to dedicate or memorialize an Army entity will be submitted to the Reserve RSC.

*e. Pentagon Reservation facilities.* Director, Washington Headquarters Services is the approval authority for all memorialization within Pentagon Reservation facilities. Requests for memorializing space will be submitted to Washington Headquarters Services, Facilities Services Directorate, Pentagon Building Management Office, 1155 Defense Pentagon, Washington, DC 20301–1155.

## **Section III**

### **Ceremonies and Types of Memorials**

#### **2–8. Announcement of approved actions**

*a.* No announcement, consideration of dates, coordination/planning of a ceremony, or notification of proposed honoree or Family members of a memorialization or dedication action will be made prior to receipt of written approval from the appropriate approval authority.

*b.* The appropriate approving authority will prepare an approval or denial memorandum for a memorialization or dedication. The memorandum will be returned through command channels to the requesting commander.

#### **2–9. Family invitations**

It is encouraged to invite the Family(ies) of those being memorialized to the ceremony recognizing the memorialization. For a dedication, it is appropriate to invite the individual being recognized to the ceremony. Government travel is not authorized unless the memorialization ceremony is held in conjunction with a memorial service for the deceased Service member that takes place within 2 years of the member's death where Family travel has not been previously completed in accordance with chapter 3 of the Joint Travel Regulation.

#### **2–10. Types of memorials**

Memorial markers must be suited to the structure or land area. A marker is normally 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 that are to be permanently affixed to a building or structure are categorized as memorials. Requisition of plaques, or other bases to which a plate may be attached, should be obtained through normal supply channels. The commander who will select the design will charge associated costs to the operation and maintenance Army funds.

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

*b.* At a minimum, inscriptions should include the name and grade of the individual being memorialized or dedicated. Other data, such as birth and death dates, major decorations, or a brief outline of achievements, are optional. Plates may be purchased through local sources.

## **Section IV**

### **Administration for Memorialization, Dedication, and Naming**

#### **2–11. Memorialization and dedication board**

See paragraph 2–2*g* and glossary.

#### **2–12. Recordkeeping**

*a.* DCS, G–1 will identify what records to retain and determine the appropriate retention and disposition requirements in accordance with records management policies and AR 25–400–2.

*b.* DCS, G–1 will keep a complete record of all memorialization and dedications for Army real property.

*c.* Historical records 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 is included to ensure identification and recovery of the files):

(1) The National Archives and Records Administration, 8601 Adelphi Road, College Park, MD 20740–6001.

(2) The Washington National Records Center, 4205 Suitland Road, Suitland, MD 20746–8001. The Washington National Records Center keeps records from 1954 to the present (except those in the current files area, record holding areas, or the Army Records Information Management System electronic archive).

## Section V

### Rememorialize, Rededicate, Transfers, or Base Closures

#### 2–13. Rememorializing or rededicating

Rememorializing or rededicating actions are strongly discouraged, and seldom appropriate. However, if it becomes appropriate, the request to rememorialize or rededicate should be submitted, with recommendations, to the appropriate approval authority.

*a.* Expect strong resistance from local residents, heirs, historical societies, and others from an attempt to rememorialize or rededicate.

*b.* Every effort will be made to contact Family members to notify them of the potential rededication or rememorialization action.

*c.* Submit request, with recommendations, to the appropriate approval authority.

(1) If a named building is being destroyed or a newly constructed building is erected on the same post, requests for memorializations or dedications will be submitted to the appropriate approval authority listed in table 2–1.

(2) If a unit is moving from one post to another post, requests for memorializations or dedications on the new post will be submitted, along with supporting documents by endorsement, through the chain of command or supervision, to IMCOM.

*d.* The approval authorities for the Army Memorial Program are shown in table 2–1.

*e.* Failure to comply with these requirements will result in return of the memorialization or dedication request without action.

#### 2–14. Transferring an existing memorialization, dedication, or naming request on an Army installation

The name of a memorialized building or complex will be transferred if all the following criteria are met:

*a.* The existing memorialized building is being demolished.

*b.* The new building or complex is being occupied by the same command.

*c.* The new building or complex is on the same base and is under the authority of the same garrison command.

#### 2–15. Installation closure

When an installation closes, the garrison commander is responsible for the disposition of plaques, monuments, statues, and memorials. A representative should photograph any plaques, signs, statues, or memorials prior to their removal from real property. The installation commander should offer the plaque to the next of kin of the individual memorialized. If the next of kin cannot be located or refuses a plaque, the plaque(s) and photograph(s) will be sent to the U.S. Army Historical Clearing House (DAMH–MDH) (Flag Mission), 7 Frankford Avenue, Anniston Army Depot, Anniston, AL 36201–4199 with a summary of the item to include where it was located and its historical significance. All memorials will be sent to the U.S. Army Historical Clearing House.

#### 2–16. Unit redesignation

Units requesting redesignation must comply with procedures in AR 220–5.

## Section VI

### Army Website Memorials and Dedications

#### 2–17. General

With the Army's increasing use of the internet and web-based 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 civilian heads of activities in the grade of GS–15 or above may now dedicate official U.S. Army websites to members of the U.S. Army, DA Civilians, important battles (for example, the Battle of Anzio, the Battle of Ia Drang, and the Battle of Ramadi) or events (for example, the Gander Crash, the 9/11 attacks, Black Hawk Down, and the Operation Anaconda) in which the Army played an important part.

## **2–18. Criteria and nominating procedures**

Submit requests to propose a website memorial for those outlined in chapter 2, section I to the appropriate approval authority commander. In addition to the criteria and procedures described in this regulation, nominating officials will include a hard copy of the proposed website memorial with the nomination submission.

## **2–19. Website memorial design**

- a.* Memorial websites will comply with AR 25–1 and DODI 8550.01.
- b.* As a minimum, the memorial should include the name and grade of the individual. Other data, such as birth and death dates, major decorations, and a brief outline of achievements are optional.
- c.* Use of graphics related to the memorial will be minimal and will not glorify the individual or dominate or detract from the original purpose or content of the website. The focus of an official DA or DOD website is to provide information relating to the organization’s mission. Memorial graphics and narrative will only appear on the home page and will not consume more than 20 percent of the website’s home page or link. A website memorial may include one illustration or photograph of the honoree.

## **2–20. Website renaming**

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

## **2–21. Website approval and records**

- a.* The approval authority will prepare and distribute a memorandum stating that they have approved a website memorial. A copy of the memorandum will be sent to the requesting official.
- b.* 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 VII**

### **Erection of Memorials in Foreign Countries**

#### **2–22. General**

This section applies to areas outside the United States, its territories, and its 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 Title 36, United States Code, Chapter 21 (36 USC Chapter 21).
- 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.
- c.* This paragraph 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.

#### **2–23. 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 U.S. 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 22201–3367, 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.

#### **2–24. 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. Memorials will not commemorate—
  - (1) Any unit smaller than a division or comparable unit.

(2) An individual (except when the services of the unit or individual were accordingly distinguished as to warrant a separate memorial).

c. Memorials may be erected to organizations from specific geographic areas of the United States. However, memorials to Service members (regardless of unit) from a given state, section, or other are discouraged. The ABMC will approve plans for a memorial only when the sponsor arranges 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 VIII**

### **Groundbreaking, Memorialization, and Dedication Ceremonies for U.S. Army Reserve Centers**

#### **2–25. General**

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

#### **2–26. U.S. Army Reserve Center memorialization and dedication ceremonies**

a. Ceremonies in connection with U.S. 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) Marking the official opening.
- (3) Memorialization or dedication of the U.S. Army Reserve Center.

b. Centers memorialized or 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 or dedication of a center is the ceremony in which it is given its permanent name. It must be the name of an individual 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).

#### **2–27. Message to the community**

a. The CAR will prepare a message to the community from the SECARMY to be read at all U.S. Army Reserve Center memorialization and dedication ceremonies.

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

#### **2–28. Dissemination of information**

a. The applicable commander furnishes the following data to the agencies and individuals listed in paragraph 2–28b:

- (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 SECARMY.
- (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 individual in whose honor the center is being dedicated or memorialized, a list of decorations (excluding campaign medals) awarded to the individual, and notations of any posthumous decorations, 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 paragraph 2–28a in a timely manner to the two U.S. Senators of the state and the U.S. Representative in whose district the project is located. This will ensure that the Members of Congress have an opportunity to express their interest before any public announcement.

(1) Immediately before selecting a name for a U.S. Army Reserve Center, the 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 the following:

- (a) The Office, Chief of Legislative Liaison, 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, Headquarters (Garrison Commander), Building 8–1808, 4700 Knox Street, Fort Bragg, NC 28310–0001.

(3) No less than 45 days before the date scheduled for the dedication, the data in paragraph 2–21*a* will be distributed as follows:

- (a) Office of the Chief, Army Reserve, Headquarters, Department of the Army, 2400 Army Pentagon, Washington, DC 20310–2400 (three copies).
- (b) Office of the Secretary of the Army, 1400 Defense Pentagon, Washington, DC 20301–1400 (one copy).
- (c) The Office, Chief of Legislative Liaison, 1600 Army Pentagon, Washington, DC 20310–1600 (one copy).
- (d) Commander, U.S. Installation Management Command (IMHR–M), 2405 Gun Shed Road, Joint Base San Antonio, Fort Sam Houston, TX 78234–1223.

c. This report is exempt under AR 335–15.

## **2–29. Congressional invitations**

*a.* The appropriate commander, upon approval, 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 RSC will notify the Office, Chief of Legislative Liaison, 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 Operational, Functional, Training, and Support Command will request assistance in matters on notices given to Members of Congress or involving their attendance at ceremonies directly from the Office, Chief of Legislative Liaison, 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 2–25.)

#### **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. Unless otherwise indicated, DA publications are available on the Army Publishing Directorate website (<http://armypubs.army.mil>).

###### **AR 1–100**

The Army Gift Program

###### **AR 11–2**

Managers' Internal Control Program

###### **AR 15–1**

Department of the Army Federal Advisory Committee Management Program

###### **AR 15–39**

Department of the Army Intergovernmental and Intragovernmental Committee Management Program

###### **AR 25–1**

Army Information Technology

###### **AR 25–30**

Army Publishing Program

###### **AR 25–400–2**

The Army Records Information Management System (ARIMS)

###### **AR 220–5**

Designation, Classification, and Change in Status of Units

###### **AR 335–15**

Management Information Control System

###### **AR 638–2**

Army Mortuary Affairs Program

###### **DA Pam 25–40**

Army Publishing Program Procedures

###### **DA Pam 25–403**

Guide to Recordkeeping in the Army

###### **DODI 8550.01**

DOD Internet Services and Internet-Based Capabilities (Available at <http://www.esd.whs.mil/dd/>.)

###### **Joint Travel Regulation**

(Available at <http://www.defensetravel.dod.mil/site/travelreg.cfm>.)

###### **36 USC Chapter 21**

American Battle Monuments Commission (Available at <http://uscode.house.gov/>.)

#### **Section III**

##### **Prescribed Forms**

This section contains no entries.

## **Section IV**

### **Referenced Forms**

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<http://armypubs.army.mil>).

#### **DA Form 11-2**

Internal Control Evaluation Certification

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

## **Appendix B**

### **Internal Control Evaluation**

#### **B-1. Function**

The function covered by this evaluation is the administration of the Army's Memorialization Program.

#### **B-2. Purpose**

The purpose of this evaluation is to assist assessable unit managers, internal control administrators, and test control officers in evaluating the key internal controls outlined. It is not intended to cover all controls.

#### **B-3. Instructions**

Answers must be based on the actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and corrective action indicated in supporting documentation. These internal controls must be formally evaluated at least once every 5 years or whenever the internal control administrator changes. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

#### **B-4. Test questions**

- a.* Did the submitting activity ensure correct memorialization criteria were used per paragraph 2-2 of this regulation?
- b.* Are all memorialization requests forwarded to the correct approval authority as indicated in table 2-1?
- c.* Are approved memorialization requests properly announced?
- d.* Did any dedication, memorialization ceremony(s) or action take place prior to official approval from appropriate authority in accordance with paragraph 2-6?
- e.* Were all website memorializations, website nominations, and design criteria followed as stated in chapter 2, section II?
- f.* Did groundbreaking, dedication marking an official opening, and/or memorialization of an Army Reserve Center adhere to the policies covered in chapter 2, section VIII?

#### **B-5. Supersession**

Not applicable.

#### **B-6. Comments**

Help make this a better tool for evaluating management controls. Submit comments to Commander, U.S. Army Human Resources Command (AHRC-PDC-P), 1600 Spearhead Division Avenue, Department 450, Fort Knox, KY 40122-5408.

## **Glossary**

### **Section I**

#### **Abbreviations**

**ABMC**

American Battle Monuments Commission

**AR**

Army regulation

**ARIMS**

Army Records Information Management System

**ASA (M&RA)**

Assistant Secretary of the Army (Manpower and Reserve Affairs)

**CAR**

Chief, Army Reserve

**CG**

Commanding General

**COT**

Chief of Transportation

**DA**

Department of the Army

**DCS**

Deputy Chief of Staff

**DOD**

Department of Defense

**GS**

general schedule

**IMCOM**

U.S. Installation Management Command

**MEDCOM**

U.S. Army Medical Command

**OCAR**

Office of the Chief, Army Reserve

**RRS–A**

Records Retention Schedule–Army

**RSC**

regional support command

**SECARMY**

Secretary of the Army

**TRADOC**

U.S. Army Training and Doctrine Command

**USARC**

U.S. Army Reserve Command

**USMA**

U.S. Military Academy

**USPFO**

U.S. Property and Fiscal Office

## **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, and/or at a school designated as a service school by law or by the Secretary of the military department concerned. Such term does not include full-time National Guard duty.

#### **Armed Forces**

The Regular Army, Navy, Air Force, Marines Corps, Coast Guard, and their Reserve Components. Reserve Components of the U.S. 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**

The permanent dedication of Army real property after a living person. All dedications will be forwarded to the SECARMY for approval. This action is normally accompanied by some type of ceremony to include the presentation of a plaque, framed picture, or other type of permanent fixture associated with the dedication.

#### **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 this regulation.

#### **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.

#### **Host Service**

The Service in charge of a Joint Base or Service owning a base where Army is a tenant.

#### **Installation**

Land and improvements permanently affixed thereto, which are under the control of the DA and used by U.S. 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**

The permanent memorialization of Army real property in honor of a distinguished deceased individual. This action is normally accompanied by some type of ceremony to include the presentation of some of a plaque, framed picture, or other type of permanent fixture associated with the memorialization.

#### **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.

#### **Naming**

The non-permanent naming of Army real property after famous battles (for example, Battle of Anzio, Battle of Ia Drang, Battle of Ramadi) or events (for example, Gander Crash, 9/11 attacks, Black Hawk Down, Operation Anaconda). Army entities that are named after famous battles or events can be approved at the garrison or senior commander level. Naming is not a permanent action and will not be accompanied by any type of ceremony, plaque, framed picture, or any type of permanent fixture associated with the name. Plain signs designed to simply show the location of the entity are acceptable for naming actions. Any Army entity that is named after a person will be considered a dedication or memorialization.

#### **PIN 002264-000**

#### **Project officer**

Person assigned by the sponsoring agency or proponent agency to coordinate all aspects of an approved or requested memorialization action to include but not limited to ceremony, photography, public affairs coordination, facility coordination, signage, and plaque submission.

**Proponent agency**

A headquarters echelon command responsible for a sponsoring agency on other Army bases. For example, Headquarters Special Forces Command (proponent agency) located at Fort Bragg, North Carolina could request or be in the approval chain for a memorialization request for their subordinate unit located or originating from a special forces command unit in Fort Campbell, KY (sponsoring agency).

**Sponsoring agency**

Army unit originating a memorialization request, which has project officer responsibilities unless otherwise directed by proponent agency.

**UNCLASSIFIED**

**PIN 000224-000**