DEPARTMENT OF THE ARMY
U.S. ARMY INSTALLATION MANAGEMENT COMMAND
U.S. ARMY GARRISON ABERDEEN PROVING GROUND
BUILDING 4510, 6429 BOOTHBY HILL AVENUE
ABERDEEN PROVING GROUND MARYLAND 21005-5001

AMIM-APO-O (RN 800D)

MAY 2 0 2021

MEMORANDUM FOR RECORD

SUBJECT: Standard Operating Procedure for Living Legacy Forest and Gold Star Plaza Usage

1. References:

a. Army Regulation (AR) 600-20, Command Policy, 24 July 2020.

b. Army Regulation (AR) 405-70, Utilization of Real Property, 12 June 2006.

2. Applicability: This policy applies to all Military, Civilians, Family Members, and Contractors.

3. Definitions:

a. Living Legacy Forest and Gold star Plaza: The Living Legacy Forest and Gold Star Plaza Area is located at the north east corner of Plumb Point Loop adjacent to the Top of the Bay parking lots. This includes 150 feet of space surrounding the Monument and the Pavilion.

b. Use or Usage: To occupy the area as a means to accomplishing a purpose or achieving a result.

4. Purpose: To establish policy, procedures, and responsibilities for the use of the Aberdeen Proving Ground (APG) Living Legacy Forest and Gold Star Plaza, which was designed and built as a tribute to those who sacrificed Loved Ones for the freedom of our Country.

5. Policies and Procedures: To define the usage of the Living Legacy Forest and the Gold Star Plaza and set procedures for care and control in order to maintain dignity and honor.

a. Living Legacy Forest and Gold Star Plaza permitted use:

(1) Gold Star Events

(2) Service Members Memorial Services

(3) Daily Reflections to Fallen Service Members

b. Living Legacy Forest and Gold Star Plaza prohibited use:

(1) Celebratory events such as but not limited to:

(a) Promotion Ceremonies

(b) Award Ceremonies

(c) Enlistments or Re-Enlistments

(d) Retirement Ceremonies

(e) Weddings or Similar Ceremonies

(2) Military Training, Exercises, Demonstrations, or Testing

(3) Unit Organizational Day

(4) Physical Training or Sports Activities

6. Roles, Responsibilities, and Procedures:

a. Directorate of Operations, Plans and Operations Division:

(1) Primary lead agent for oversight and scheduling of events

(2) Provide coordination element for events

(3) Conduct monthly inspections

b. Directorate of Public Works, Grounds Maintenance Division:

(1) Provide grounds maintenance

(2) Provide power washing as needed

(3) Maintain signage

c. Directorate of Morale, Welfare and Recreation, and Survivor Outreach:

(1) Provide and maintain a list of memorialized Soldiers

(2) Provide a liaison to Gold Star Spouses and Families for all events

d. Religious Support Office:

(1) Provide spiritual support to events as needed and requested

e. Tenant Organizations or Military Activities

(1) Submit requests for use of the Living Legacy Forest and Gold Star Plaza to APG Directorate of Operations, Plans and Operations Division via e-mail at usarmy.apg.imcom.mbx.apg-installation-operations@mail.mil. Submitted requests should only be for events authorized in paragraph 5a.

(2) Requests for use will be submitted no later than two weeks prior to the date of the event by the requesting organization. Requests outside of this window will be submitted in the same manner but will include a direct telephone call to the Plans and Operations Division at (410) 306-3009.

(3) The requesting organization point of contact is responsible for all aspects of the activity (410) 306-3009 to include the setup and teardown of equipment as needed, and trash removal. The space must be returned to the condition in which it was issued. No modifications are to be made to the Living Legacy Forest and the Gold Star Plaza.

(4) Exceptions to this policy will be submitted through the Plans and Operations Division to the Garrison Commander by memorandum for approval.

7. The Directorate of Operations, Plans and Operations Division is responsible for the Living Legacy Forest and Gold Star Plaza. Questions pertaining to this Standard Operating Procedure can be directed to Mr. H. Clint Zaengle, (410) 278 -2711 or email: henry.c.zaengle.civ@mail.mil.

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Commanding