DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON BAVARIA
UNIT 28130
APO AE 09114-8130

AMIM-BAG-ZA

MEMORANDUM FOR All Units and Organizations within the USAG Bavaria Footprint

SUBJECT: USAG Bavaria Policy Memorandum #27, Policies and Procedures for Operations of the Installation Memorial Board (IMB)

1. References:

a. Army Regulation (AR) 1-33, The Army Memorial Program.

b. Joint Travel Regulations (JTR).

c. Installation Management Command Memorandum, 5 July 2022, Subject: Delegation of Authority to Approve Memorials.

2. USAG Bavaria IMB has been established to review and make recommendations to the Garrison Commander regarding requests for memorializing buildings, rooms, grounds, facilities or other eligible areas.

3. AR 1-33 contains regulatory guidance for the Army Memorial Program. This policy memorandum guides processing requests within the approval authority of the Commander, USAG Bavaria, or requests that must be routed to higher headquarters as directed by AR 1-33. The enclosure provides information about the members of the IMB and the procedures.

4. This policy applies to all USAG Bavaria activities and tenant units for which the Garrison Commander has approval authority to memorialize.

5. POC for this policy is the Casualty Affairs Officer, Military Personnel Division, DMP, at DSN 526-4474 or civilian 09641-70-526 4474.

Encl

DEREK G. DROUIN
COL, AR
Commanding

1. The IMB will consist of the following members:

a. Commander, USAG Bavaria (Approving Authority and Chairperson).

b. Deputy CDR, US Army Garrison Bavaria (Alternate chairperson).

c. Garrison Command Sergeant Major (Member).

d. Director, Human Resources (DHR) (Member).

e. Director, Family and Morale, Welfare and Recreation (DFMWR), (Member).

f. Director, Public Works (DPW) (Member).

g. Director, Public Affairs Office (PAO) (Member).

h. Director, S3/5 (Member).

i. United States Army, Europe and Africa (USAREUR-AF) Historian (Non-voting Member).

j. Chief, Sexual Assault Response Program (SHARP) (Member).

k. Director, Equal Employment Opportunity (Member).

l. Representative of unit/organization requesting memorial (as assigned), Member.

m. Casualty Assistance Officer, DHR, IMB Administrator, Non-voting Member.

2. Memorial Criteria.

a. Normally, only deceased persons will be memorialized in accordance with AR 1-33, para 2-1. Exceptions can be made only under the criteria specified in AR 1-33, para 2-2.

b. Individuals considered for a memorial action must have been assigned to, or have served with, units within the area of responsibility of the USAG Bavaria, or have a close Family or personal association with the State of Bavaria.

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

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

e. Commanders making nominations should keep in mind that the memorial program is designed:

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

(2) To present them as inspirations to their fellow Soldiers, Family members, Civilian employees, and other citizens.

f. Re-memorializing or rededicating actions are strongly discouraged; they are seldom appropriate and strong resistance can be expected from local residents, heirs, historical societies, and others. Renaming of streets in particular should be avoided due to the expense and time-consuming nature of the collateral actions required (revising official maps, revising U.S. Postal Service directories, etc.). However, if renaming becomes appropriate, it is done by the same authority that approved the original action.

g. Consideration for nominating individuals for the memorial program within the policy stated in 5, above, should normally use the following order of priority:

(1) Recipients of the Congressional Medal of Honor who have not yet been memorialized.

(2) Recipients of the Distinguished Service Cross who have not yet been memorialized.

(3) All others deserving memorialization, including those killed in the Global War on Terror or other contingency operations.

3. Procedures.

a. The Board will meet quarterly or as required by the IMB administrator.

b. Requests for memorialization of new construction should be submitted sufficiently in advance to ensure that suitable lettering and plaques may be incorporated into the construction project.

c. The memorialization of existing structures or facilities will be accomplished in a manner which best blends with the facility itself and other nearby facilities. The

Director, Public Works will be responsible for providing advice from an architectural standpoint.

d. The organization/unit or activity seeking the memorial action will be responsible for all costs pertaining to the memorial, to include the plaques, dedication ceremony, travel expenses for next of kin if invited (no more than 2), and other related expenses.

e. In addition to exterior memorials (see AR 1-33, para 2-1), the interior of the building will contain an appropriate plaque bearing information about the individual being memorialized. A typical standard interior plaque specification is as follows: Serpentine top shape; 18' x 24" bronze; dark brown background; concealed mounting; 3-D photograph; 10" camera-ready artwork; flat band border; flat Roman letters.

f. The name of the facility to be memorialized will be approved or disapproved by vote of the board and concurrence of the Garrison Commander. The criteria by which the request/nomination will be evaluated are those set forth in AR 1-33, paragraph 2-3.

g. The IMB administrator will avoid duplicate memorials by coordinating as necessary with Headquarters, Department of the Army, (DAAG-PE) Washington, D.C. 20310.

h. Request(s) for memorials will be forwarded to the IMB administrator and will include:

(1) Memorandum signed by the Commander, battalion level or higher, and written in accordance with AR 1-33, para 2-6, as follows:

(a) The name, grade or rank, and branch of service of the deceased person.

(b) Biographical data and photo for each nominee.

(c) Outstanding achievements which will form the basis for the recommendation to include first hand "testimonials" (e.g., letters or emails) from Soldiers or leaders surrounding the account of what the Soldier or person did that would warrant this prestigious honor.

(d) Type of memorial recommended, including location, dimensions and construction material. (See para 2-10, AR 1-33.)

(e) Specific building, facility, or project recommended as a proper memorial.

(f) Proposed plaque/memorial inscription (and wall display, if inside of a facility).

(g) Data to support association of the person with the installation or project.

(h). The distribution of approved actions will be as prescribed in AR 1-33, para 2-8.

(i). To avoid any possibility of embarrassment to the command and to the visiting relatives, the DPW will ensure the IMB is informed at the earliest possible time when a named facility is to be demolished, documenting for the record the reasons for destruction of the facility.

4. Local Procedures.

a. There will be a grace period of one year from date of death or when all investigations of death are completed (whichever is later) prior to nominating an individual. This includes deaths that occurred during military training and off-duty. Memorial actions may be requested immediately after the grace period.

b. The DHR has been designated as the proponent for coordinating memorial matters for the installation and to administer correspondence outside the command. Neither the DHR nor the IMB have funding (Appropriated/Non-appropriated) for these procedures, cannot commit troops or other resources for operational requirements involved in ceremonies or dedications, nor do they have the means to obtain inscriptions, portraits, signs or plaques for named facilities. These actions are the responsibility of the recommending or proponent activity. Other general responsibilities are as follows:

(1) The DHR will maintain archival records of past memorial actions.

(2) The DPW will coordinate changes to the Master Street Addressing Guide database as required by each newly approved memorial action.

(3) The DPW will also establish policies and procedures for maintaining and accounting for memorialized areas to include accountability of plaques and other memorial markers.