



**DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1292**

AMIM-LVG-ZA (1-33a3-800D)

10 April 2024

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Letter #15, Memorials and Dedications Policy

1. REFERENCES.

- a. AR 1-33, The Army Memorial Program.
- b. AR 1-100, Gifts and Donations.
- c. AR 165-1, Chaplain Activities in the United States Army.
- d. AR 870-5, Military History: Responsibilities, Policies, and Procedures.
- e. AR 870-20, Army Museums, Historical Artifacts, and Art.

2. PURPOSE. To provide guidance on permanent memorialization or dedication on Fort Leavenworth Military Installation. This includes, but is not limited to, statuary, plaques, trees or structures of any kind.

3. GENERAL. All requests for the memorialization or dedication of any devices designed to honor any individual or group shall be submitted to the Office of the Garrison Commander. The Office of the Garrison Commander shall be responsible for the processing of all such requests.

4. POLICY/PROCEDURES.

a. Information Required. Request for Memorials and Dedications should include:

(1) "The name, grade or rank, branch of service, of the person to be honored; or if a unit is to be honored, identification of the unit. If a spouse is to be honored in either singly or jointly, requests should include name of the spouse to be honored."

(2) All requests for any memorial or dedication actions on Fort Leavenworth must be accompanied by an endorsement from an O6/Director of the requestor's command or organization. Requests originating from civilians without formal military ties must receive the endorsement of the Garrison Commander.

(3) A historical or biographical sketch outlining any achievements which form the basis of the recommendation.

(4) The type of memorial recommended.

(5) Data to support the association of the person with Fort Leavenworth.

(6) If the person for whom an entity is to be dedicated or memorialized is living, the request must include information establishing the following criteria:

(a) That the person to be honored is retired from military service with 20 or more years of honorable service, medically retired because of wounds sustained in combat operations, or recipient of the Medal of Honor, Distinguished Service Cross, the Distinguished Service Medal, or Silver Star.

(b) That the person to be honored is an example for current Soldiers to emulate based on an extraordinary military career of exemplary service.

(c) That the person to be honored is closely connected with the entity being named.

(d) That the person to be honored is a continuing role model supporting Soldiers, their Families, and Army programs.

(e) If the person to be honored is a spouse of a Soldier meeting a and b above, who is to be honored singly (not jointly with the Soldier), and who personally meets the criteria of a and c above, the request must include information establishing that the spouse's contributions are truly extraordinary.

b. After receiving a request for memorialization or dedication, the Office of the Garrison Commander shall form a board composed of the Deputy to the Garrison Commander (Chair), the Command Chaplain, the Director of Plans, Training and Mobilization and Security, the CAC Historians, the Director of Public Works, the Staff Judge Advocate (SJA), Public Affairs Officer (PAO) and a representative from other organizations as deemed necessary by the board chair. It shall review the request in order to prepare a recommendation for acceptance or denial. The board's consideration will include:

(1) A review of the record of the person or group to be recognized.

(2) The significance of the service to the Army or Nation.

(3) The duration and value of that service to the installation.

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(4) The appropriateness of the memorial to the installation or the site requested.

NOTE: According to AR 165-1, "Religious facilities will not be named for any person, living or dead, or designated by a name or term suggesting any distinctive faith group.

(5) Any other factors deemed appropriate to the request.

c. Siting Information. Recommendations for approval of a memorial or commemorative work must include a siting plan that avoids disturbance of natural and cultural resources and values. To the maximum extent possible, a commemorative work will be located in surroundings that are relevant to the person or group to be honored. Siting will not encroach upon any existing commemorative work and not interfere with open space and existing public or installation use. In addition, all siting plans will be reviewed and processed under applicable regulations to ensure compliance with environmental and historical preservation requirements. Before further processing, the request will also be reviewed to see if it meets three or more of the following criteria:

(1) The person or group to be honored is deceased or a proper exception to policy for living persons/groups has been secured from the Secretary of the Army.

(2) An organization to be honored must not be smaller than a regiment (excepting the case of an unusually distinguished unit as defined in reference 1a.

(3) The person or group to be honored served with the Frontier Army (1804-1917) or the Combined Arms Center (1973-Present).

(4) The person or group to be honored was assigned to or activated at Fort Leavenworth.

(5) The person or group to be honored has a connection to a unit that served at Fort Leavenworth which was significant to the history of the installation.

(6) The person or group to be honored rendered service of transcendent importance to the Nation, the Army, and/or Fort Leavenworth.

(7) The person or group to be honored rendered service that was recognized for valor.

(8) For Civilian persons or groups to be honored, their service is recognized to be of significant importance to Fort Leavenworth and its mission.

d. Unnamed conference rooms inside a building are not deemed permanent memorials and can be named in honor of deceased individuals with the approval of an O6/Organization Director provided they meet all other memorialization criteria for

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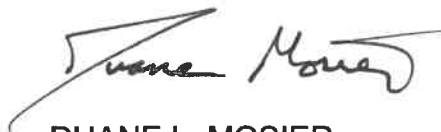
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deceased individuals. Once established, the organization naming the conference rooms will inform both the Office of the Garrison Commander and the CAC History Office.

e. To preserve the aesthetics and its memorial significance, the Buffalo Soldier Monument Park is closed to future memorialization. The only exception to this policy is a future memorial honoring SGT William Carney (Civil War MOH recipient) on the Circle of Firsts. Exceptions to this policy must be approved by the Commanding General of the Combined Arms Center.

f. The Commanding General, Installation Management Command, has the authority to approve memorialization of a facility, building, group of buildings, rooms, streets, or area on or part of an installation, with the concurrence and approval of the Senior Commander. Approval of memorialization of a deceased president, Army chiefs of staff, or General of the Army is withheld to the Assistant Secretary of the Army for Manpower & Reserve Affairs. Approval for requests honoring living soldiers and/or their spouses is withheld to the Secretary of the Army. If the request has a monetary value in excess of that specified in reference 1b, the favorable recommendation of the Senior Commander shall be forwarded through the channels outlined in the Army Regulation. All requests will be forwarded to the appropriate approval authority described in AR 1-33.

5. PROPONENCY. The proponent for this policy is, Mr. Johnny Bevers, the Deputy to the Garrison Commander at (913) 684-2993 or johnny.d.bever.civ@army.mil.



DUANE L. MOSIER
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Commanding

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