

Department of the Army
Headquarters, United States Army
Maneuver Support Center of Excellence
Fort Leonard Wood, Missouri 65473-5000

FLW Regulation 15-4

4 June 2020

Administration Boards, Commissions and Committees
FORT LEONARD WOOD HISTORICAL BOARD

FOR THE COMMANDER:

OFFICIAL:

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History. This publication has major revisions.

Summary. This regulation establishes the policies and responsibilities for the Fort Leonard Wood (FLW) Historical Board and Memorialization Program.

Applicability. This regulation applies to all FLW facilities, units, and tenant units under the provisions of Army Regulation 1-33.

Proponent and execution authority. The proponent agency of this regulation is the Directorate of Public Works (DPW).

Supplementation. Supplementation of this regulation is prohibited without prior approval by Headquarters, United States Army Maneuver Support Center of Excellence (MSCoE).

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, MSCoE (ATZT-OP), Fort Leonard Wood, MO 65473-5000.

Distribution: Electronic medium only and posted on the FLW Web site.

*This regulation supersedes FLW Reg 15-4, dated 16 February 2005.

Summary of Changes

To

FLW Reg 15-4, FORT LEONARD WOOD HISTORICAL BOARD

FLW Reg 15-4, dated 16 February 2005 has undergone major revisions.

- Changes the composition of the FLW Historical Board by adding the U.S. Army Chemical, Biological, Radiological, Nuclear School (USACBRNS) and removing the University of Missouri – Rolla, Resource Management Office (RMO), and Directorate of Human Resources (DHR) (Paragraph 1-6a).
- Adds the MSCoE Academic Librarian to the FLW Military History Task Force (Paragraph 1-6b).
- Makes significant changes to the procedures for approval of memorialization decisions. Allows the Garrison Commander (GC) to exercise delegated authority from the Commander, Installation Management Command (IMCOM) for approving memorializations in some instances while also providing the option to rely on the FLW Historical Board and/or the Commanding General (CG) for memorialization decisions. (Paragraph 2-2).
- Adds a requirement that memorialized individuals must meet one additional criterion (Paragraph 2-4).
- Changes the street naming requirement from “enlisted” to “distinguished officer or enlisted personnel” (Paragraph 2-4).
- Provides additional guidance for memorializations/dedications in existing memorial groves and the acquisition of plaques and other memorabilia. (Paragraph 2-2).
- Deleted the requirement for DPW to authorize the purchase and mounting of plaques.
- Added a memorialization/dedication discontinuance process. (Chapter 4).
- The lists of memorialized facilities have been removed from the regulation (formerly Appendix B and C). The regulation adds the requirement for the DPW, Planning Division to maintain these lists and make them available upon request (Paragraph 2-3j).
- This revision makes numerous changes to improve readability and bring the format in-line with current standards.

Table of Contents

	Para	Page
Chapter 1. Introduction		
Purpose	1-1	1
References	1-2	1
Explanation of acronyms, abbreviations, and special terms	1-3	1
General	1-4	1
Mission	1-5	1
Organization	1-6	2
Procedures	1-7	2
Objectives	1-8	3
Responsibilities	1-9	3
Chapter 2. Memorialization/Dedication Processes		
Purpose	2-1	3
Responsibilities	2-2	3
Procedures	2-3	4
Policies	2-4	5
Chapter 3. Memorialization Unit Responsibilities		
Sponsoring Unit/Activity	3-1	8
Directorate of Plans, Training, Mobilization & Security (DPTMS).....	3-2	9
Logistics Readiness Center (LRC)	3-3	9
Directorate of Public Works (DPW).....	3-4	9
399 th Army Band	3-5	10
Public Affairs Office (PAO).....	3-6	10
Directorate of Emergency Services (DES).....	3-7	10
Directorate of Human Resources (DHR)	3-8	10
Secretary of the General Staff (SGS).....	3-9	10
Chaplain.....	3-10	10
Format.....	3-11	10
Memorialization Orders.....	3-12	10
Defense Logistics Agency (DLA) Document Services.....	3-13	11
Chapter 4. Discontinuance Process		
Purpose.....	4-1	11
Responsibilities and policy.....	4-2	11
Glossary		12
Appendix A. Checklist of Required Information for Memorialization		15
Appendix B. Suggested Templates for Memorialization Memos		16
Appendix C. Suggested Template for Memorialization Ceremony OPORD		20
Appendix D. Memorialization Process Diagram		25

Chapter 1 INTRODUCTION

1-1. Purpose

The purpose of this regulation is to establish the objectives and responsibilities of the Fort Leonard Wood (FLW) Historical Board and the FLW Historical Program, it provide procedures for the memorialization and dedication of FLW facilities.

1-2. References

- a. Army Regulation (AR) 1-33, The Army Memorial Program, 25 October 2018.
- b. AR 25-400-2, The Army Records Information Management System (ARIMS), 2 Oct 2007.
- c. AR 1-100, The Army Gift Program, 7 Feb 2019.
- d. AR 165-1, The Army Chaplain Corps Activities, 23 Jun 2015.
- e. Memorandum, IMHR, 8 Jan 2018, subject: Delegation of Approval Authority for Memorialization Request.

1-3. Explanation of acronyms, abbreviations, and special terms

Acronyms, abbreviations, and special terms used in this regulation can be found in the glossary.

1-4. General

- a. The FLW Historical Program, as defined and directed by the FLW Historical Board, is an element of the Command's major mission responsibilities.
- b. The FLW Historical Board is responsible for preserving and fostering military history at FLW. The board's principal areas of focus are –
 - (1) Maintaining general supervision of memorialization/dedication activities on FLW.
 - (2) Promoting military history through training and doctrine.
 - (3) Developing unit esprit de corps.

1-5. Mission

The mission of the FLW Historical Board is—

- a. To embed military history into the training and professional development of all trainees, students, staff, faculty, and cadre. This includes, but is not limited to, military history classes, the integration of military history into all areas of instruction, and the development of basic research skills for cadre, staff, and faculty.
- b. To apply historical research to the development of doctrine and concepts. This includes research on the historical dimension of the lessons-learned process.
- c. To memorialize significant historical individuals, units, events, or places.

- d. To commemorate historic events.
- e. To identify, collect, and preserve information, artifacts, sites, and properties, which have historical significance.

1-6. Organization

- a. FLW Historical Board. The membership of the FLW Historical Board is as follows:
 - (1) Commander, U.S. Army Garrison (Board Chair).
 - (2) Chief of Staff, Maneuver Support Center of Excellence (MSCoE)
 - (3) Assistant Commandant or Representative, U.S. Army Engineer School (USAES).
 - (4) Assistant Commandant or Representative, U.S. Army Chemical, Biological, Radiological, Nuclear School (USACBRNS).
 - (5) Assistant Commandant or Representative, U.S. Army Military Police School (USAMPS).
 - (6) Staff Judge Advocate (SJA).
 - (7) Commandant, MSCoE Noncommissioned Officer Academy (NCOA).
 - (8) Senior Service Rep, Inter-service Training Review Organization (ITRO).
- b. FLW Military History Task Force. The FLW Military History Task Force is composed of—
 - (1) Branch Historians.
 - (2) Branch Museum Directors.
 - (3) Military History Instructor – Drill Cadet Leadership Training (DCLT).
 - (4) Cultural Resources Program Coordinator – Directorate of Public Works (DPW) Environmental Division.
 - (5) Installation Master Planner – DPW Planning Division.
 - (6) MSCoE Academic Librarian.
 - (7) Other ad hoc personnel as required by the FLW Historical Board.

1-7. Procedures

- a. The FLW Historical Board meets as determined by the board chair, as requested by members of the board, or as requested by the FLW Military History Task Force. Key activities of the board may be accomplished in person, via email or via other means.
- b. The FLW Military History Task Force will meet as needed to complete tasks from the FLW Historical Board, and may meet independently of the board to accomplish the mission of the FLW Historical Program.

1-8. Objectives

- a. To identify, capture, preserve, and disseminate historical information to support the development of doctrine, enhance training, improve morale and esprit de corps, and foster professional development.
- b. To identify, capture, and preserve significant artifacts, properties, and sites which are part of the history of the respective branches and the installation.

1-9. Responsibilities

- a. The FLW Historical Board is responsible for the overall supervision and direction of the FLW Historical Program. The board provides guidance and issues specific tasks to the FLW Military History Task Force for completion. The board makes policy and other recommendations with respect to military history to the Commanding General.
- b. The FLW Military History Task Force implements the guidance of the FLW Historical Board, completes tasks received from the board, and provides recommendations to the board related to the overall objectives of the FLW Historical Program.
- c. The U.S. Army Garrison serves as the board's executive agent for the Military History Program, and has the delegated authority to make memorialization decisions in specific circumstances.

Chapter 2 MEMORIALIZATION/DEDICATION PROCESSES

2-1. Purpose

This chapter outlines responsibilities, processes, and policies for the memorialization/dedication of FLW facilities and real property in keeping with traditions established by the Department of the Army (DA) for honoring living or deceased heroic and distinguished personnel.

2-2. Responsibilities

- a. Garrison Commander (GC). The GC will —
 - (1) Process memorialization and dedication requests to the appropriate approval authority (See AR 1-33, Table 2-1).
 - (2) Process memorialization and dedication requests for real property not owned by IMCOM to the appropriate approving authority (e.g. memorialization of U.S. Army Medical Command (MEDCOM) - owned properties to MEDCOM).
 - (3) Exercise delegated approval authority (See AR 1-33, Table 2-1 and Reference 1-2e) to review and approve memorialization requests, to name facilities, buildings and groups of buildings, rooms, streets or areas that are in honor of deceased distinguished individuals, deceased Medal of Honor recipients, and deceased former members of other armed services.
 - (4) Confer with the FLW Memorialization Board, the Military History Task Force, and others as needed, and as requested to ensure FLW facilities are appropriately memorialized or dedicated.
- b. Sponsoring Organization. The sponsoring organization will—

(1) Initiate memorialization/dedication actions for buildings/facilities that they own or are the primary user of when memorialization or dedication is desired.

(2) Prepare the memorialization/dedication nomination package (see Section 2-4c) and advance the package through the approval process.

(3) Fund, plan, and conduct memorialization/dedication ceremonies for their memorialization/dedication actions.

(4) Be responsible for funding the maintenance of memorialization/dedication related equipment, plaques or signs. Such items will not be considered real property and will be categorized as unit equipment.

c. Military History Task Force. The Military History Task Force will assist sponsoring organizations with their efforts to develop a list of candidates and will help insure the appropriateness of the candidates under consideration.

d. FLW Historical Board. The FLW Historical Board will make memorialization/dedication recommendations to the GC and will vote on memorialization/dedication decisions when requested. The recommendations and/or voting of the board may occur via email for purposes of convenience.

e. Directorate of Garrison Human Resources. The Directorate of Garrison Human Resources will assist the sponsoring organization with obtaining official information about prospective candidates.

f. Staff Judge Advocate's Office (SJA). The SJA will review each nomination decision and provide a legal opinion as to whether the memorialization/dedication meets the requirements of AR 1-33.

g. DPW. The DPW will—

(1) Maintain an official list of facilities that have been memorialized/dedicated and a list of those that have been discontinued.

(2) Ensure that proposed memorialization's are in keeping with the overall master plan and keep the official records of memorialization/dedication decisions for the installation.

2-3. Procedures

a. When a sponsoring organization desires to memorialize/dedicate a facility, it should seek the assistance of members of the Military History Task Force who will help the sponsoring organization prepare a list of potential candidates and will assist with the selection of a recommended honoree.

b. The Directorate of Garrison Human Resources will help the sponsoring organization obtain official information about the candidates.

c. The sponsoring organization will prepare a memorialization/dedication package for approval. The package will be in the form of a Military Decision-Making Process presentation that contains all information needed for the memorialization/dedication decision including a recommended honoree. Appendix A contains a checklist of the information necessary for the package.

d. The memorialization/dedication package must include a memorandum from the Director, DPW who will ensure that the facility being memorialized/dedicated is an appropriate, permanent facility that has not previously been memorialized and that the action fits within the overall master plan for the installation. See Template 1 in Appendix B for the suggested format and content.

e. The memorialization/dedication package must include a memorandum from the SJA confirming that the package and the recommended nominee meet the requirements detailed in AR 1-33. The memo will also confirm the appropriate approval authority. See Template 2 in Appendix B for the suggested format and content.

f. The memorialization/dedication package must have the written endorsement of an O-6 or GS-15 manager (i.e. the sponsoring organization). See Template 3 in Appendix B for the suggested format and content.

g. The sponsoring organization will submit the package and its endorsements to the GC for approval processing. Depending on the type of memorialization/dedication, authority to approve the action may rest with higher headquarters or higher Army levels (see AR 1-33, Table 2-4. Summary of approval Authorities). All actions require approval on-post before being submitted to higher levels for approval.

h. On-post Approval.

(1) Approval Option 1: In accordance with his/her delegated authorities (See AR 1-33, Table 2-1 and Reference 1-2e), the GC may approve, disapprove, or return the package to the sponsoring organization for correction or improvement. This approval option is expected to be typical for memorialization's of minor, single-user facilities that are well understood (e.g., the package was prepared with assistance of the FLW Military History Task Force and is well within norms for FLW) and is expected to be noncontroversial.

(2) Approval Option 2: The GC may submit the package to the FLW Military History Board for approval. This method of approval is expected to be typical for memorialization's that should have the consideration of the board. The GC will seek approval of the board via email or by vote during a special or regular meeting of the board.

(3) Approval Option 3: The GC may defer the final decision to the Commanding General (CG) when desired or as requested by the CG. This method of approval is expected to be typical for high visibility or high ranking memorialization's of large, new facilities and for facilities that are utilized by multiple organizations.

i. Higher-Headquarters/Off-Post Approval. For actions requiring higher-level (off-post) approval, the GC will submit the memorialization/dedication package through the IMCOM chain-of-command (or other command) to the appropriate approval authority after on-post review and approval of the package.

j. On final approval of a memorialization/dedication, the GC will prepare a memorandum to the sponsoring organization documenting the decision (approval or disapproval) and provide a copy of all documentation to the DPW Planning Division who will maintain an official file copy in accordance with Army Regulation 25-400-2, The Army Records Information Management System. See Template 4 in Appendix B for the suggested content and format for the GC's approval/disapproval memorandum.

k. The DPW Planning Division will send a copy of approved and disapproved memorialization requests to the Commander, U.S. Army Installation Management Command (IMHR-M), 2405 Gun Shed Road, Joint Base San Antonio, Fort Sam Houston, Texas 78234-1223.

l. The sponsoring organization will then take the lead role in planning, funding, and executing a memorialization ceremony. See Chapter 3 of this regulation.

2-4. Policies

a. In accordance with AR 1-33, candidates for memorialization must be deceased.

In addition, FLW requires memorialized individuals to meet one of the following additional criteria:

(1) Demonstrated valor in battle recognized by citation or award (generally by Medal of Honor, Distinguished Service Cross, or Silver Star);

(2) Officially cited for distinguished achievement through a recognized citation;

(3) Cited for career distinguished service;

(4) Made significant and long-lasting contributions to the installation, Corps of Engineers, Military Police Corps, Chemical Corps, or other commands on FLW.

b. Existing names, which have the benefit of common usage or which appear on the latest official maps, will not normally be altered.

c. Existing buildings, already known by their functional use or numerical designation, will not normally be memorialized.

d. Temporary buildings or facilities at the end of their expected life will not be memorialized. The memorialization process will be used for the transfer of a name from a temporary building to a permanent building.

e. Forest areas will not normally be memorialized.

f. Generally, no two facilities will bear the same name. When memorialization/dedication involves individuals with the same surname, the second facility will bear the given name, middle initial, and the surname (e.g. Doe Hall and John J. Doe Hall).

g. A religious facility will be designated by its location, a letter or number, or the name of the installation or unit using the building. Chapels will not be named for any person, living or dead, or designated by a name or term suggesting a specific faith group in accordance with AR 165-1.

h. Common-use areas within buildings such as auditoriums can be memorialized, but individual rooms with restricted usage (such as classrooms) will not normally be memorialized.

i. Medical Facilities.

(1) U.S. Army MEDCOM facilities, or rooms in MEDCOM facilities, will be named in accordance with MEDCOM regulations.

(2) A Dental Activity (DENTAC) will be designated "U.S. Army Dental Activity" and identified by adding its location (for example, U.S. Army Dental Activity, FLW, Missouri).

(3) A Dental or Troop Medical Clinic, located in a separate building, may be named (for example, Harper U.S. Army Dental Clinic, FLW, Missouri).

j. Tree Plantings, Memorial Grove, Commemorative Wall Memorialization's and Dedications.

(1) Dedications/memorialization's in association with an existing memorial grove, an existing commemorative wall, or tree plantings will not be considered a dedication/memorialization of real property and therefore, are not subject to the off-post approval requirements of AR 1-33 for real property. All plaques, statuary, or other signage and equipment associated with such actions will be considered to be unit equipment.

(2) Plaques and memorabilia for a commemorative wall or one of the memorial groves will be per regimental guidelines. Plaques, monuments, and statuary may be purchased by or donated to the sponsoring organization, but must be coordinated with DPW to maintain uniformity in appearance and for construction requirements (e.g. signage, lighting, foundations). Construction requirements will be performed by DPW on a cost reimbursable basis, and construction time-lines must be considered when planning dedication/memorialization ceremonies.

(3) Donated plaques, monuments, and statuary must be donated in accordance with AR 1-100.

k. Facilities that are specifically identified with one branch of service will be dedication/memorialization for a person of that branch.

l. Facilities as listed below will be named/ dedication/memorialized in accordance with the following criteria:

(1) Streets in a housing area will be memorialized for distinguished officers or enlisted Medal of Honor, Distinguished Service Cross, or Silver Star recipients.

(2) Streets not in a housing area will not normally be memorialized, but will be numbered or named after U.S. States (e.g., "Utah Street").

(3) Community clubs or recreation centers will be memorialized for enlisted personnel or an officer with a distinguished service record.

(4) Clubs and community centers will be memorialized for distinguished officer or enlisted personnel.

(5) Rooms in clubs will not be memorialized, but may be named for a unit on post.

(6) Instructional buildings (20,000 square feet or more) may be memorialized for a distinguished individual with rank commensurate with the rank of student body.

(7) Unaccompanied Personnel Housing quarters will be memorialized for a distinguished officer.

(8) Dependent schools will be memorialized for a distinguished officer.

(9) Dining facilities and barracks complexes will be memorialized for an enlisted Medal of Honor, Distinguished Service Cross, or Silver Star recipients.

(10) Community-type facilities will be memorialized for distinguished officer/enlisted person with rank commensurate with rank of primary users.

(11) Parks and recreational areas may be memorialized for a distinguished civilian or enlisted person.

(12) Other man-made features may be memorialized for a distinguished individual, or named for a well-known local event, or other aspect of the feature.

(13) Streets and roads will not normally be memorialized.

(14) Ranges will not normally be memorialized, but will be named for a major campaign or battle.

(15) Caves will not be memorialized, but may be named either for the historical owner, historical name, person who discovered it, or another attribute associated with the cave.

m. The DPW will ensure the FLW Historical Board and the sponsoring organization is informed when a memorialized or dedicated facility is scheduled to be demolished. If the demolished facility is being replaced with a similar facility (i.e., similar in use), the memorialized name may be transferred to the new facility without further approval at the written request of the sponsoring organization. If the name is not transferred, the sponsoring organization must discontinue the memorialization in accordance with the procedures below.

n. Until a final candidate for memorialization has been approved, information concerning those individuals under consideration will not be made known to the public.

Chapter 3. MEMORIALIZATION CEREMONY RESPONSIBILITIES

3-1. Sponsoring Unit/Activity

The sponsoring unit/activity will—

- a. Designate a memorialization ceremony coordinator.
- b. Determine the next of kin and their contact information.
- c. Establish a date and time the ceremony will take place in coordination with the next of kin, and the appropriate installation personnel (e.g., Secretary of the General Staff (SGS), GC, 399th Army Band, etc.).
- d. Coordinate early with all organizations expected to provide services for the ceremony. It is especially important to coordinate early with the 399th Army Band. Due to the number of events the band participates in annually, a 45-day notice is requested.
- e. Prepare a detailed plan for the dedication to include the following information:
 - (1) Sketch of ceremony site including parking, traffic flow, and traffic control points.
 - (2) Seating arrangements (coordinate with SGS).
 - (3) Sequence of events.
 - (4) Attendance of kin.
- f. Coordinate next of kin invitations.
 - (1) Identify names and relationship of all family attending.
 - (2) Coordinate with SGS to determine mode of transportation, date, time and place of arrival, airline, flight number, and billeting arrangements.
 - (3) Provide escort officers for the honored guests and very important person (VIP). Also provide ushers and Noncommissioned Officer in Charge (NCOIC) for the ceremony.
- g. Provide a narrator and script for the ceremony.

h. Coordinate with the Directorate of Emergency Services (DES) to determine traffic control and parking requirements for the ceremony.

i. Identify the labor resources to work traffic control points during the event; DES is not staffed to provide traffic control.

j. Coordinate ceremony signage requirements with DPW.

k. Prepare a list of anticipated expenses to be incurred during the ceremony.

(1) Determine which expenses can be absorbed by sponsoring organization's resources. Coordinate with SGS for paying of the airline fees and reception costs.

(2) Acquire approval for estimated expenses.

(3) After the ceremony, complete payments of expenses.

l. Prepare an operations order (OPORD) for memorialization/dedication ceremony (a suggested template can be found in Appendix C). Schedule in process reviews (IPRs) and rehearsals.

m. Prepare information for the memorialization plaque/sign.

n. Draft the text to be used on the memorialization plaque and submit to DPW for procurement. Plaque information must be submitted to DPW with a work order a minimum of 90 days prior to the scheduled event to allow for production of the memorialization plaque.

o. Request transportation support from the Logistics Readiness Center (LRC).

3-2. Directorate of Plans, Training, Mobilization & Security (DPTMS)

a. Publish the OPOrd and any changes with fragmentary orders (FRAGORDs), as required.

b. Assist sponsoring unit/activity with coordination and execution of the ceremony.

c. Provide representative(s) to attend IPRs and rehearsals.

d. Provide parking signs and bunting for the ceremony.

3-3. Logistics Readiness Center (LRC)

Provide available vehicles for the honored guests and VIP.

3-4. Directorate of Public Works (DPW)

a. Secure funding for the purchase of the plaque for the memorialization in conjunction with a ceremony.

b. Design and order plaque from the most appropriate and economical source.

c. Mount the plaque/sign.

d. Construct and emplace the sign for outside of the building or facility.

3-5. 399th Army Band

- a. Provide the band for the ceremony.
- b. Attend the IPRs and rehearsals.

3-6. Public Affairs Office (PAO)

The PAO will arrange for media coverage of the memorialization/dedication ceremony.

3-7. Directorate of Emergency Services (DES)

- a. Coordinate with the sponsoring organization to determine requirements for traffic control for the ceremony.
- b. Determine requirement for and conduct the security sweeps prior to the ceremony. Coordinate with SGS as necessary.

3-8. Directorate of Human Resources (DHR)

Assist the sponsoring organization obtain information about the memorialization candidates.

3-9. Secretary of the General Staff (SGS)

- a. Provide invitational travel orders to fund billeting and transportation for the honored guests. SGS will coordinate with G-8 (MSCoE) and the Resource Management Office (IMCOM) for authorized funding.
- b. Invite guests as required.
- c. Brief escorts for attending VIP and ushers required for the ceremony.
- d. Develop and publish itinerary for honored guests visit.
- e. Prepare seating plan and arrange VIP seating as appropriate.
- f. Provide appropriate flags for the ceremony, (e.g. General Officer Flag, Service Flag, MSCoE Flag, and the U.S. Flag etc.).
- g. Provide the CG or their representative to speak at the ceremony.

3-10. Chaplain

Provide a Chaplain to conduct an invocation and/or benediction during the ceremony.

3-11. Format

Format for letters and request for reimbursement are available from the Executive Services Office.

3-12. Memorialization Orders

The Adjutant General (AG), FLW, will forward copies of letter reflecting Memorialization to Headquarters Department of the Army (HQDA), (DAAG-AMO-D), Washington, DC 20314.

3-13. Defense Logistics Agency (DLA) Document Services

Upon submission of the work order print the ceremony programs.

Chapter 4 DISCONTINUANCE PROCESS

4-1. Purpose

Memorialization/dedication is intended to be a permanent and lasting honor. Once in effect, changing the memorialization/dedication of any real property is prohibited except under unique circumstances such as a significant repurposing of the facility, demolition of the facility or closure of the installation.

4-2. Responsibilities and Policy

a. If memorialized/dedicated real property is to be condemned, torn down, or renovated and reused for another function/organization, the following actions may be taken:

(1) Status quo. For renovated/reused real property, maintaining the existing memorialization/dedication is the preferred course of action. For real property that is scheduled for demolition, the memorialization/dedication must be moved or discontinued.

(2) Move. If memorialized/dedicated property is to be torn down, the preferred course of action is to move the memorialization/dedication to replacement construction (new facility) or to a similar facility (existing facility). The sponsoring organization (or the GC in the absence of a sponsoring organization) will make an attempt to contact the memorialized/dedicated individual's next-of-kin and inform them of the need for the movement.

(3) Discontinuance. If no viable option is available for moving the memorialization/dedication, discontinuance is a last course of action that is to be taken when absolutely necessary and in the best interest of the installation. Every attempt should be taken to notify the next-of-kin and the public before the final decision is made to discontinue a memorialization or dedication.

b. When the disposition of memorial plaques or memorabilia becomes necessary, the sponsoring organization (or the GC in the absence of a sponsoring organization) is responsible for the disposition of memorial plaques. Such materials will be offered to the next of kin of the person memorialized. If the next of kin cannot be located or declines 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.

c. The reinstatement of discontinued memorialization/dedications is acceptable in order to preserve and continue the Army's history and heritage. Requests to reinstate the names of individuals previously memorialized at closed installations will be considered on a case-by-case basis and is limited by the availability of appropriate facilities. Staff all such requests in the same manner as initial memorialization/dedication requests to the GC who will process the request to the appropriate approval authority as outlined in AR 1-33, Table 2-1.

GLOSSARY

Section I Abbreviations

AG

Adjutant General

AR

Army Regulation

ASU

Army Service Uniform

CDR

Commander

CG

Commanding General

DA

Department of the Army

DENTAC

Dental Activity

DES

Directorate of Emergency Services

DHR

Directorate of Human Resources

DLA

Defense Logistics Agency

DPTMS

Directorate of Plans, Training, Mobilization & Security

DPW

Directorate of Public Works

DTG

Date/Time Group

FLW

Fort Leonard Wood

FRAGORDs

Fragmentary orders

IPR

In process review

LRC

Logistics Readiness Center

MEDCOM

Medical Command

MSCoE

Maneuver Support Center of Excellence

NCOIC

Noncommissioned Officer in Charge

NLT

Not later than

OPORD

Operation Order

PAO

Public Affairs Office

POC

Point of Contact

SGS

Secretary of the General Staff

TBD

To be determined

USACBRNS

United States Army Chemical, Biological, Radiological, Nuclear School

USAES

United States Army Engineer School

USAMPS

United States Army Military Police School

VIP

Very Important Person

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.

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 [normally] 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. 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.

Appendix A**Checklist of Required Information****Memorialization Package**

Garrison Commanders/Managers and Joint Base Commanders may approve requests to name facilities, buildings, rooms, streets, or areas on or part of an Army Installation in honor of \deceased distinguished individuals, deceased Medal of Honor recipients, and deceased former members of other Armed Services. Ensure each request contains the following information per AR 1-33 and FLW Regulation 15-4:

	Military Decision-Making Process Presentation with Recommended Honoree
	Name, Grade/rank, Branch of Service, and Social Security Number (last four) of Honoree
	Proposed Facility and Proposed Name of the Facility
	Point of Contact (name, email, phone number)
	List of Persons Considered for Nomination w/ Short Biographical Sketches
	Recommended Nominee with Biographical Sketch
	List of Achievements Which Forms the Basis of the Memorialization Decision
	O-6 or GS-15 Memorandum Requesting and Endorsing the Memorialization (sponsoring organization)
	DPW Memorandum Clearing the Recommended Facility
	SJA Legal Review of Memorization Package (memorandum)

The Secretary of the Army is the approval authority for any requests in honor of a living person. The Assistant Secretary of the Army (Manpower and Reserve Affairs) is the approval authority for requests for memorialization's of deceased Presidents, deceased Chiefs of Staff, U.S. Army, and deceased 5-star generals of the U.S. Army, and request for the naming of Army Installation or activities in the U.S., its territories and its possessions in honor of deceased distinguished individuals. All such requests must be routed through IMCOM. In addition to the information above, each request must contain the following information:

	The respective Garrison Commander/Joint Base Commander/Manger's endorsement
	The respective Senior Commander's endorsement
	The respective IMCOM Director's endorsement
	The respective IMCOM Directorate's legal review

**Appendix B
Sample Templates for
Memorialization Memorandums**

**Template 1
DPW Determination of Appropriate Facility**

[Letterhead]

[Office Symbol]

[Date]

MEMORANDUM FOR IMLD-ZA (Garrison Commander)

SUBJECT: Facility Review for Memorialization Package [Facility Number]

1. References:

- a. Army Regulation (AR) 1-33, the Army Memorial Program, 25 October 2018.
- b. FLW Regulation 15-4, FLW Historical Board, [date].

2. The subject memorialization package has been reviewed by the DPW Planning Division and the memorialization action is in keeping with the overall master plan for the installation. The proposed facility is an enduring facility for which there are no plans for demolition or replacement.

[Signature Block]

**Template 2
SJA Legal Review**

[Letterhead]

[Office Symbol]

[Date]

MEMORANDUM FOR IMLD-ZA (Garrison Commander)

SUBJECT: Legal Review of Memorialization Package [Facility] for [Nominee]

1. References:

- a. Army Regulation (AR) 1-33, the Army Memorial Program, 25 October 2018.
- b. FLW Regulation 15-4, FLW Historical Board, [date].

2. The subject memorialization package has been reviewed. The list of candidates and the recommended honoree meets all requirements of AR 1-33 and the memorialization package is legally sufficient to make a memorialization decision. Based on my review of the candidates, and the facility to be memorialized, the authority for such decision has been delegated to the Garrison Commander.

[Signature Block]

Template 3
0-6/GS15 Sponsoring Organization
Request and Endorsement Memorandum

[Letterhead]

[Office Symbol]

[Date]

MEMORANDUM FOR IMLD-ZA (Garrison Commander)

SUBJECT: Request for Approval of [Facility] for [Nominee]

1. References:

- a. Army Regulation (AR) 1-33, the Army Memorial Program, 25 October 2018.
- b. FLW Regulation 15-4, FLW Historical Board, [date].

2. The subject memorialization package is forwarded for your approval. The recommended nominee was selected for the following reasons:

- a. Reason one is. . .
- b. Reason two is. . .

3. POC for this action is [Name], [Phone], [Email].

[Sponsoring Organization]

**Template 4
Memorialization Approval Memorandum**

[Letterhead]

IMLD-ZA

[Date]

MEMORANDUM FOR [Sponsoring Organization]

SUBJECT: Approval of the Memorialization of [Facility] for [Nominee]

1. References:

- a. Army Regulation (AR) 1-33, the Army Memorial Program, 25 October 2018.
- b. FLW Regulation 15-4, FLW Historical Board, [date].

2. The subject memorialization package is hereby approved.

3. POC for this action is [Name], [Phone], [Email].

[Signature Block]
Commander,
USAG Fort Leonard Wood

Appendix C
Sample OPORD
Memorialization Ceremony

ATZT-PTM

Fort Leonard Wood, MO 65473

Date/Time Group (DTG) _____

USAMSCOE & FLW OPORD _____, (Name of Facility), Memorialization Ceremony
Time Zone used throughout the order: Sierra.

REFERENCES:

AR 1-33, the Army Memorial Program, 25 October 2018.

1. **SITUATION.** The (Name of the Facility) Memorialization Ceremony will be conducted at (location), Fort Leonard Wood, MO on (DTG).

2. **MISSION.** FLW will support the (Name of the Facility) Memorialization Ceremony on (DTG) at (Location) by (Sponsoring Unit), to remember (Name).

3. **EXECUTION.**

a. Intent: (Building or object) will be memorialized as (Name of facility or structure) in recognition of (Citation). End State: a successful dedication.

b. Concept of the Operation. The (Name of the dedicated facility or structure) Memorialization Ceremony will be conducted at (Building # or Location), (DTG), in accordance with the sequence of events, Annex B. The Commanding General, or their representative, will be assisting with the unveiling of the memorial, along with (Special Guest). A full-dress rehearsal will be conducted at (DTG), at (Building # or location). Following the ceremony, there will be an informal reception at (location).

4. **TASKS TO SUPPORTING UNITS.**

a. Sponsoring Unit. (To be tailored to the particular ceremony as appropriate).

(1) Set up (Building #/Location) area for the ceremony to include positions layout, and setup of chairs for spectators.

(2) Provide Host Commander for the ceremony. Host Commander will assist with the unveiling of the plaque, along with the CG or their representative.

(3) Provide four ushers and NCOIC for the ceremony.

(4) Provide escort officer and vehicle for the honored guests. Coordinate with SGS for escort officer requirements.

(5) Setup the state flags and coordinate with SGS for the GO, Army, MSCoE, and US Flags.

(6) Work with SGS for meals for honored guests.

(7) Arrange for reception in (location) following the ceremony.

(8) Chair the IPRs and rehearsal for the dedication ceremony.

(9) Prepare the program for the ceremony.

(10) Provide parking for guests and spectators. Coordinate with DPW for the VIP parking signs.

(11) Provide narrator for the ceremony.

(12) Provide draft remarks for the CG or their representative to SGS Not later than (NLT) 10 days prior to the ceremony.

(13) Provide NCOIC and 10 soldier detail for set up of the ceremony. Coordinate with DFMWR for the Chairs, veil for the plaque, canopies, and DPTMS for the bunting.

(14) Coordinate with SGS for the seating arrangement.

(15) Submit work order to the Department of the Army Publication Center (DAPS) for printing of the program once approved by SGS.

(16) Submit work order for the purchase of the plaque and for the mounting of the plaque through DPW.

(17) Coordinate for the 399th Army Band to play at the ceremony.

(19) Submit programs for printing to DAPS.

b. Garrison Command.

(1) DES.

i. Provide traffic control: establish positions (DTG).

ii. Assess and conduct a security sweep of the area as required.

(2) DPTMS.

i. Work with the hosting unit for publishing the OPORD and any FRAGORDs.

ii. Provide the hosting unit with ceremony assistance (signs, sequence of events).

(3) LRC. Provide escort vehicle for transportation of honored guests. Work with SGS for vehicle requirements.

(4) DPW.

i. Secure funds for the purchase of the plaque.

ii. Order plaque from the most appropriate and economical source.

iii. Mount the plaque (NLT DTG).

iv. Prepare the plaque for unveiling.

v. Construct and emplace sign for outside of (Location). The hosting unit will submit a DA Form 4283 and coordinate with DPW.

(5) DFMWR. Provide chairs, cloth for unveiling the plaque, and canopies as needed for the ceremony.

(6) 399th Army Band. Provide the band for the ceremony and the rehearsals.

(7) PAO. Arrange for media coverage of the memorialization ceremony.

(8) Chaplain. Provide a Chaplain to conduct an invocation at the memorialization ceremony.

(9) DRM. Provide funding for the plaque and the reception.

(10) SGS.

i. Coordinate for travel, billeting, and transportation for honored guests. Provide funding for all three issues as appropriate.

ii. Invite guests as required NLT (DTG).

iii. Brief escorts on their requirements NLT 4 days prior to the ceremony.

iv. Develop and publish itinerary for honored guest's visit.

v. Brief NCOIC of ushers NLT 4 days prior to the ceremony.

vi. Prepare seating plan and arrange VIP seating as appropriate.

vii. Prepare certificate of appreciation for presentation by the Commanding General or a representative.

viii. Coordinate for reception.

ix. Provide the GO, Army, MSCoE, and US Flags for the ceremony. Ensure they are in the correct order.

x. Provide assistance to sponsoring unit in preparing speech for Commanding General or her their representative.

xi. Schedule the Commanding General or a representative to speak at the ceremony.

6. COORDINATING INSTRUCTIONS.

a. Participating activities will coordinate their own transportation.

b. See Annex B for sequence of events.

c. Uniform. Army Service Uniform (ASU) for military; Civilians will wear appropriate civilian attire.

d. IPR will be held on (DTG, Location). Responsible agencies need to provide a representative to attend the meeting. Follow-up coordination meetings will be held, time and place TBD.

7. SERVICE SUPPORT. None.

8. COMMAND AND SIGNAL.

a. Command. Point of contact for this OPORD is (Unit POC, Phone number, and email address). DPTMS POC is (DPTMS Name, phone number, and email address).

b. Signal. All FRAGORDs submitted by LAN and internet.

ACKNOWLEDGE

CGs Signature Block

Signature

DPTMS

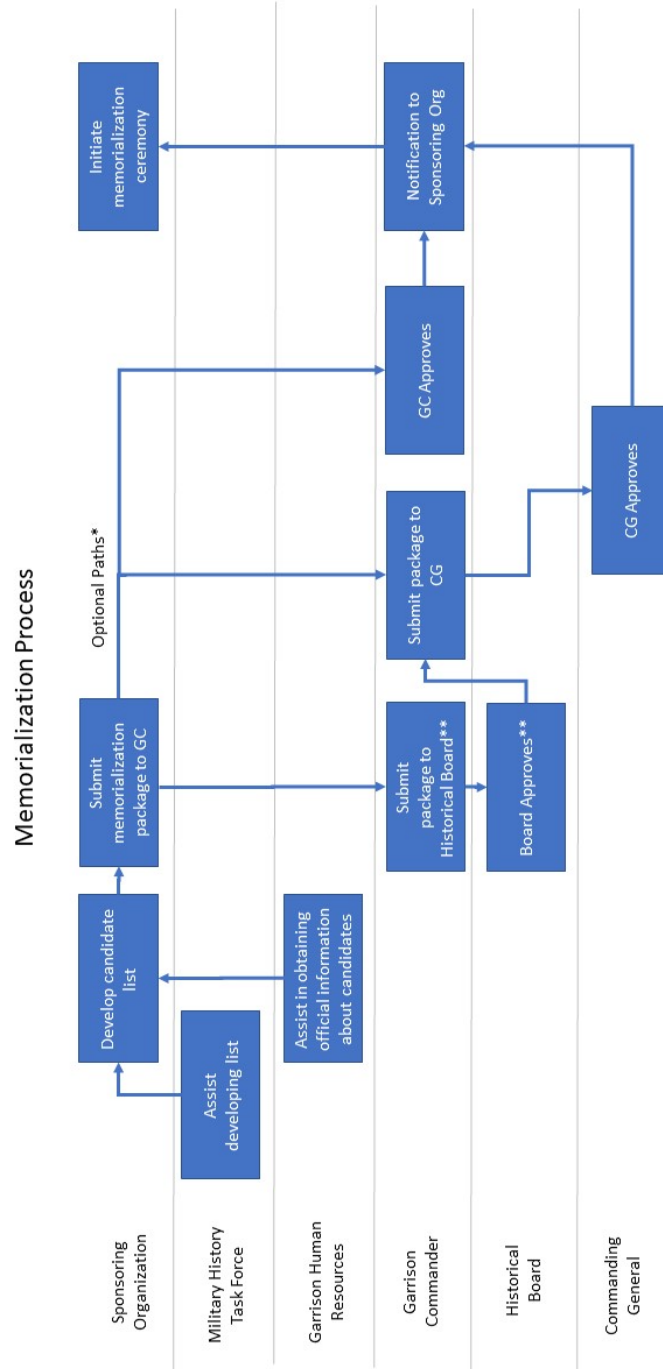
Annexes.

- A- Risk Assessment
- B- Sequence of Events
- C- Guest List

DISTRIBUTION: Mail List Ops, Mail List Commander (CDR) SEC, Mail List Medical Department Activity, Mail List CDRs

1. RISK ASSESSMENT. There is low risk associated with the _____ Memorialization ceremony. All participants are considered highly skilled.
2. HAZARD ASSESSMENT. The _____ Memorialization ceremony has some hazards that could occur before or during the event.
 - a. Significant risk hazard. Electrical shock from a microphone.
 - b. Minor risk hazard. Participant falling due to unlevelled ground.
3. COUNTERMEASURES. Countermeasures established to eliminate or reduce the risk of injury are as follows:
 - a. Person being electrocuted.
 - (1) Inspection of wiring and plugs.
 - (2) Proper grounding of electrical equipment.
 - b. Participant falling due to unlevelled ground. Check the main pathway used for uneven areas.
4. (Name) is designated as the Safety Officer and the POC for all safety matters for the ceremony.

Appendix D The Memorialization Process Diagram



*Optional path may be taken at the discretion of the GC for typical memorializations after informal coordination with the board.
 **Historical Board vote/approve may take place via email.