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Administration

Memorial Programs

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SUMMARY of CHANGE

AR 1-33

Memorial Programs

This is a transitional reprint of this publication which places it in the new UPDATE format. Any previously published permanent numbered changes have been incorporated into the text.

Effective 15 December 1980

Administration

Memorial Programs

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

J. C. PENNINGTON
Major General, United States Army
The Adjutant General

History. This UPDATE issue is a reprint of the original form of this regulation that was published on 15 December 1980. Since that time, no changes have been issued to amend the original.

Summary. This revision clarifies memorialization policies. It authorizes memorialization of deceased Department of the Army civilians and specifies approval authorities for certain memorialization actions.

Applicability. See paragraph 3.

Proponent and exception authority. Not applicable

Army management control process. Supplementation. Local limited supplementation of this regulation is permitted but not required. If supplements are issued, Army Staff agencies and major Army commands will furnish copies to HQDA (DAAG–PED) WASH DC 20310.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users

will destroy interim changes on their expiration date unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the U.S. Army Adjutant General Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAAG–PED) WASH DC 20310.

Neutral language. The word “ he” when used in this regulation represents both male and female personnel.

Distribution. Active Army, ARNG, USAR—D.

Contents (Listed by paragraph and page number)

Dissemination of information • 19, page 2
Congressional invitations • 20, page 3

Section I

Memorials to Deceased Army, Other Military Members, and DA

Civilians, page 1

Purpose • 1, page 1

General • 2, page 1

Applicability • 3, page 1

References • 4, page 1

Explanation of terms • 5, page 1

Responsibilities • 6, page 1

Memorialization criteria • 7, page 1

Installation closure • 8, page 1

Announcement of approved actions • 9, page 1

Records • 10, page 1

Types of memorials • 11, page 2

Section II

Erection of Memorials in Foreign Countries, page 2

General • 12, page 2

Responsibilities • 13, page 2

Approval for erecting memorials in foreign countries • 14, page 2

Restrictions on erecting memorials in foreign countries • 15, page 2

Section III

Ground Breaking, Dedication, and Memorialization Ceremonies for Army Reserve Centers, page 2

General • 16, page 2

Army Reserve Center construction ceremonies • 17, page 2

Message to the community • 18, page 2

*This regulation supersedes AR 1–33, 1 November 1979, including all changes.

RESERVED

Section I Memorials to Deceased Army, Other Military Members, and DA Civilians

1. Purpose

This regulation contains—

- a. Guidance for memorializing deceased persons who distinguished themselves as shown in table 1.
- b. Procedures for erecting memorials in foreign countries to commemorate the services of the US Armed Forces.
- c. Policies and responsibilities for ground breaking, dedication, and memorialization ceremonies for—
 - (1) Army Reserve Centers, or
 - (2) Armed Forces Reserve Centers where the Army is host.

2. General

DA honors its deceased former members through a continuing memorial program. Installations, activities, facilities, areas, sites, vessels, buildings, and streets are named in honor of those who served with valor or distinction.

3. Applicability

This AR applies to—

- a. Active Army and US Army Reserve.
- b. Army National Guard, provided—
 - (1) Accountability has been accepted by the US Property and Fiscal Officer (USPFO) of the State on behalf of the State.
 - (2) Requests for such action are sent through the office of the State adjutant general to HQDA (NGB-ARI-R) WASH DC 20310 for approval.
- c. DA civilian employees.

4. References

- a. Required publication. AR 360-5 (Public Information). See paragraph 16.
- b. Related publications.
 - (1) AR 335-15 (Management Information Control System).
 - (2) AR 340-18-1 (The Army Functional File System: General Provisions).
 - (3) 36 U.S.C. 121-138b.

5. Explanation of terms

For purposes of this regulation, the following terms apply:

- a. *Position of high and extensive responsibility.* One held by—
 - (1) An officer whose rank allows command of a field Army or its equivalent (lieutenant general or above), or
 - (2) A civilian who has occupied a position of similar responsibility (Senior Executive Service or Executive level such as Assistant Secretary and Under Secretary).
- b. *Position of high responsibility.* One held by an officer, senior noncommissioned officer, or senior civilian employee.
- c. *Post.* An installation that has a sizable number of troops, and performs several broad functions.

6. Responsibilities

- a. *General responsibilities.* Commanders or heads of activities must send certain requests for memorialization through channels to HQDA (DAAG-PED) WASH, DC 20310.
 - (1) The Secretary of the Army (SA) will be the final approval authority for actions to memorialize—
 - (a) Former Presidents,
 - (b) Chiefs of Staff, US Army, and
 - (c) Generals of the Army.
 - (2) Unless otherwise directed by SA, the Army Chief of Staff will approve actions to name the following:
 - (a) Installations or activities in the United States, its territories or possessions.
 - (b) Bases leased from a foreign government.
 - (3) Unless otherwise directed by SA, The Adjutant General will approve actions to memorialize Medal of Honor recipients.
- b. *Other Armed Services.* Except under c(2) below, requests to

memorialize deceased former members of the other Armed Services will be sent to HQDA (DAAG-PED) WASH, DC 20310. Requests will include—

- (1) The name, grade, branch of service, and social security number of the member;
 - (2) A biographical sketch;
 - (3) Outstanding achievements which form the basis for the recommendation;
 - (4) Category and type of memorial recommended;
 - (5) Specific installation or project recommended as a proper memorial; and
 - (6) Data to support association of the member with the installation or project.
- c. *Delegated responsibilities.* Subject to policies in this regulation, the following responsibilities are delegated:
 - (1) Major Army commanders will name US Army Reserve Centers without referral to HQDA. This authority may be delegated to subordinate commanders, to include installation commanders, when the center is on an Army installation (sec III).
 - (2) Installation commanders may name a facility, building, group of buildings, street, or area on or part of an installation in memory of a distinguished individual or an important battle or event, without referral to HQDA. When DA serves as host installation for a joint Service activity, memorial actions may also be approved for members of the other Services. This must be coordinated with the other Service.

7. Memorialization criteria

- a. Only deceased persons will be memorialized.
- b. An installation set up for the use of a specific branch of Service or activity normally will be named for a member distinguished while serving in it (e.g., Walter Reed Army Medical Center).
- c. Facilities should be named for persons with ranks or grades comparable to those of the main users.
- 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 who make selections 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, employees, and other citizens.
- f. Renaming actions are strongly discouraged; they are seldom appropriate. Strong resistance can be expected from local residents, heirs, historical societies, and others. However, if renaming becomes appropriate, it is done by the same authority that approved the original action. (See para 6).

8. Installation closure

When an installation closes, the installation commander is responsible for the disposition of memorial plaques. The plaque should be offered to the next of kin of the person memorialized. If the next of kin cannot be located or refuses a plaque, send it to the Commander, Pueblo Army Depot, ATTN: SDSTE-DUS-U, MF: US Army Center for Military History, Pueblo CO 81001.

9. Announcement of approved actions

A letter stating that a memorialization has been approved will be prepared and distributed. A copy will be sent to HQDA (DAAG-PED) WASH DC 20310. A copy of the letter will also be placed in the historical files of—

- a. The approving authority, and
- b. The installation or activity.

10. Records

HQDA does not keep a complete record of memorializations. Records naming buildings, streets, sites, installations, and other facilities and real property are primarily in the form of general orders

issued before 1 July 1976. If not available in local unit history files, they may be available through these sources:

a. The historical data card file kept by HQDA (DAAG-PED) WASH DC 20310 for units and installations.

b. Records dated before 1954: National Archives and Records Service, 9th and Pennsylvania Avenue, WASH, DC 20408.

c. Records from 1954 to the present (except those in the current files or record holding areas): Center Manager, Washington National Records Center, WASH, DC 20409. Requests for retrieval of retired files should be coordinated with local records management officers so that enough data are included to insure identification and recovery of the files (sec IV, chap. 4, AR 340-18-1).

11. Types of memorials

a. Memorial markers can take various forms; however, they must be suited to the structure or land area. Typically, a plaque with brass plate is affixed to a building. A sign, stone, or marble slab (either engraved or with plate attached) or other outdoor device would be used to mark a street or open area.

b. Plaques or other bases to which a plate can be attached will be requisitioned through normal supply channels. Costs will be charged to OMA funds by the commander who will also select the design.

c. Plates must be engraved brass, unless the supplying authority recommends bronze for some larger devices.

(1) Plates will be supplied from: Commander, US Army General Material and Petroleum Activity, ATTN: STSGP-IS, New Cumberland Army Depot, New Cumberland, PA 17070.

(2) To request a plate, provide the proper fund citation, and a diagram showing dimensions and information to be inscribed. The above activity must receive a written request for plates at least 90 days before the ceremony or presentation.

d. As a minimum, inscriptions should include the name and grade of the person memorialized. Other data, such as birth and death dates, major decorations, or a brief outline of achievements, are optional.

Section II

Erection of Memorials in Foreign Countries

12. General

This section applies to areas outside the United States, its territories, and possessions.

13. Responsibilities

a. The American Battle Monuments Commission (ABMC) has statutory control over the erection of all memorials to the US Armed Forces in foreign countries. The ABMC also has authority to issue regulations for such control (36 USC 121-138b).

b. Major overseas commanders will insure that no elements of the US Army erects or assists in erecting any memorial in a foreign country without ABMC approval (See para 14). Plaques or engraved plates (para 11) which are to be permanently affixed to a building or structure are classed as memorials.

14. Approval for erecting memorials in foreign countries

Federal Government agencies, American citizens, States, municipalities, agencies, or associations that wish to erect memorials to the Armed Forces in foreign countries should—

a. Submit a general concept of the memorial to the American Battle Monuments Commission, Room 5127, Pulaski Building, 20 Massachusetts Avenue, NW, WASH, DC 20314. Include a description of the site desired.

b. When ABMC responds, prepare and submit the design of the memorial to it. Include any proposed inscription. The ABMC will refer the design to the National Commission of Fine Arts for approval.

c. After a site is chosen and the design and inscription are approved, if the sponsor so desire, the ABMC will consult with the foreign government about getting approval for erecting the memorial.

d. After approval by the foreign government, 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.

15. Restrictions on erecting memorials in foreign countries

a. The sponsor must get approval from the foreign country for permanent use of the site for the memorial.

b. Construction will not begin until approvals (para 14) have been obtained.

c. Memorial will not commemorate—

(1) Any unit smaller than a division or comparable unit, or

(2) An individual. *Exception:* The services of the unit or individual were so distinguished as to warrant a separate memorial.

d. Memorials may be erected to organizations from specific geographical areas of the United States. However, memorials to Service members (regardless of unit) from a given State, section, or other are discouraged.

e. The ABMC will approve plans for a memorial only when the sponsor arranged for full and permanent up keep of the memorial. If a sponsor desires, and provides funding, the ABMC will arrange for up keep of a memorial.

Section III

Ground Breaking, Dedication, and Memorialization Ceremonies for Army Reserve Centers

16. General

AR 360-5 prescribes Public Information policies, responsibilities, and guidance.

17. Army Reserve Center construction ceremonies

a. Ceremonies in connection with 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 are not limited to the following—

(1) Ground breaking before the actual start of construction.

(2) Dedication marking the official opening.

(3) Memorialization of the Army Reserve Center.

b. Centers dedicated separately in ceremonies which simply mark the official opening may carry temporarily the name of the town or locality (e.g., The Keokuk US Army Reserve Center); or a number (e.g., US Army Reserve Center No. 3, Philadelphia); or they may be dedicated and memorialized at the same time.

c. Memorialization of a center is the ceremony in which it is given its permanent name. It must be the name of a deceased person whose military contributions are being honored or in honor of the military dead of a given area, (e.g., Southern Maryland Memorial US Army Reserve Center).

18. Message to the community

a. The Office of the Chief Army Reserve will prepare a message to the community from the Secretary of the Army; it is to be read at all Army Reserve Center dedication and memorialization ceremonies. Notification, as required in paragraph 19a serves as the request for this message.

b. In view of the increasing public interest in the Army Reserve Program, interested Members of Congress will be kept informed of plans for ground breaking, dedication, and memorialization ceremonies.

19. Dissemination of information

a. The Army commander (or the commander of the US Army Reserve command or other Army Reserve general officer command, when authorized by the Army commander) must furnish these data to the agencies and persons listed in *b* and *c* below:

(1) Project location, including street address.

(2) Purpose of the ceremony (dedication or memorialization, or both).

- (3) Date and time of ceremony.
- (4) Principal speaker.
- (5) Honored guests, including civilian aides to the Secretary of the Army.
- (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 person in whose honor the center is being dedicated or memorialized. Include a list of decorations (exclude campaign medals) awarded to the person, and notations of any posthumous decorations. Also include 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.* The two US Senators of the State and the Congressman in whose district the project is located will be furnished data in *a*(1) through (6) above on a timely basis. This will insure the Members of Congress an opportunity to express their interest before any public announcement.
 - (1) Interested Members of Congress will be notified of the following immediately before selecting a name for a Reserve Center:
 - (*a*) Purpose and criteria by which a name will be selected.
 - (*b*) Address for receipt of nomination and closing dates for nomination.
 - (*c*) Expected date of name selection.
 - (2) A copy of all correspondence sent to Members of Congress and any public announcement on ceremonies will be sent to:

- (*a*) The Chief of Legislative Liaison (HQDA (SALL) WASH DC 20310).
- (*b*) The Chief of Public Affairs (HQDA (SAPA-PP) WASH DC 20310); and
- (*c*) The Commander, US Army Forces Command, Ft McPherson, GA 30330.
 - c.* The data in *a* above will be distributed as follows, not less than 45 days before the date scheduled for the dedication:
 - (1) Chief, Army Reserve (HQDA (DAAR-PA) WASH DC 20310)—3 copies.
 - (2) Secretary of the Army (HQDA (SASA-CA) WASH DC 20310)—1 copy.
 - (3) Chief of Legislative Liaison (HQDA (SALL) WASH DC 20310)—1 copy.
 - d.* This report is exempt under paragraph 7-2*ac*, AR 335-15.

20. Congressional invitations

- a.* Invitations to Members of Congress to attend ceremonies will be extended by the appropriate Army commander or USAR commander appointed to act for him. (Insure adequate preparations for the reception, escort, and attendance of Members of Congress who accept invitations.) The Army commander will notify the Chief of Legislative Liaison (HQDA (SALL) WASH DC 20310), as soon as possible, 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.* Assistance in matters on notices given Members of Congress or involving their attendance at ceremonies may be requested directly from the Chief of Legislative Liaison (HQDA (SALL) WASH DC 20310).

Table 1
Categories of Persons and the Appropriate Memorials

A person who—	May be memorialized by naming of—
a. Is a national hero of preeminence of virtue of high position.	National park or highway of suitable importance.
b. Held a position of high and extensive responsibility (field Army or above) whose death was a result of battle wounds.	(1) A major military installation or activity. (2) A large unit trophy or individual award for excellence. (3) A Government-endowed scholarship in military-scientific pursuits.
c. Held a position of high and extensive responsibility (field Army or above and civilian equivalent) whose death was not the result of battle wounds.	(1) A major or minor military installation or activity. (2) Same as <i>b</i> (2) and (3) above.
d. Performed an act of heroism or held a position of high responsibility whose death was a result of battle wounds.	A minor installation or activity (a small post, subinstallation, depot, arsenal, terminal, etc.)
e. Performed an act of heroism or held a position of high responsibility whose death was not the result of battle wounds; or performed non-combat actions which improved the Army or gave public service of national importance; or retired from the military or civil service after a career of exceptional distinction.	A building or portion thereof; a group of adjacent buildings housing the same function; a street; or an area within an installation or subinstallation.

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