



**DEPARTMENT OF THE ARMY**  
ARMY NATIONAL MILITARY CEMETERIES  
ARLINGTON NATIONAL CEMETERY  
ARLINGTON, VIRGINIA 22211-5003

24 JAN 2013

SAAC-SMD

MEMORANDUM FOR All Army National Military Cemetery Employees

SUBJECT: Commemorative Monument Policy

1. Public Law 112-154, Section 604 provides the authority and outlines the requirements for placing commemorative monuments at Arlington National Cemetery (ANC).

2. By virtue of longstanding Army policy and rulemaking, commemorative monuments may only be placed in ANC after a collaborative and deliberative process. The basis for this process is that the placement of commemorative monuments in ANC takes away land that might otherwise be suitable to fulfill ANC's primary mission -- burial and memorialization of deceased military veterans and their eligible family members. In accordance with public law, requests will only be considered for monuments:

a. Which commemorate the service in the Armed Forces of an individual, or group of individuals whose memory is to be honored by the monument; or

b. Which commemorate a particular military event; and

c. Which is not recommended for placement in Arlington National Cemetery until the end of the 25 year period from the last day of service or the event (however, the Secretary may waive this requirement);

d. Whose request contains a full justification, nongovernmental sponsorship, an independent study on the availability and suitability of alternative locations outside of ANC is required to consider a monument for placement.

3. Commemorative monuments recommended for placement in ANC must be submitted to the ANC Advisory Committee (ANCAC) and Commission of Fine Arts for advice and comment prior to acting upon or approving the plans and designs for the monument.

4. The process for requesting and placing a commemorative monument at ANC involves six steps:

SASA-ANC

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a. Submission to the Executive Director (ED), ANC, a written proffer which includes a proposal that identifies the nongovernmental group(s) making the offer, the estimated value of the donation, the design concept, and certification of funds sufficient to cover all costs, as well as an independent study on the availability and suitability of alternative locations outside of ANC.

b. A tentative design submitted for review by the Superintendent and presented to the Commission of Fine Arts for consultation with an identified location within the Cemetery which is not suitable for burial. Final recommendation for approval or disapproval is determined by the ED.

c. Consultation with the ANCAC on ANC.

d. Compliance with the National Historic Preservation Act as required.

e. Final design review by the Superintendent and recommended approval by the ED.

f. Submission to the Secretary of the Army for final decision and notice to Congress. Only after a 60-day period may the monument be placed, barring a joint resolution, during that time, of disapproval of the placement of the monument.

g. Final coordination for placement.

5. Procedures for receiving, considering and acting on requests to place monuments at ANC are codified in the Arlington National Cemetery Monuments Requests Processing Standing Operating Procedure.

6. Point of contact is Mr. Kennon Artis, Communications Officer, at (703) 614-3601 or email: kennon.a.artis.civ@mail.mil.



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