



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS III CORPS AND FORT HOOD  
1001 761ST TANK BATTALION AVENUE  
FORT HOOD, TEXAS 76544-5000

**COMMAND POLICY**  
**HIST-01**

REPLY TO  
ATTENTION OF

AFZF-GT-HISTORIAN

02 NOV 2009

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Hood Memorialization Program

1. REFERENCES:

- a. AR 1-33, The Army Memorial Program, 30 May 2006.
- b. Fort Hood Supplement 1 to AR 1-33, The Army Memorial Program, 30 June 1992.
- c. Joint Federal Travel Regulation (JFTR), Change 247, 1 July 2007.
- d. Installation Management Command Memorandum, 21 October 2006, subject: Delegation of Authority to Approve Memorials.

2. APPLICABILITY. This policy applies to all units and personnel assigned to Fort Hood.

3. GENERAL. Memorialization is conducted to recognize and honor deceased persons who have distinguished themselves among many. Memorialization efforts represent a way of recognizing and honoring the heroes of our time. This is a formal means of remembering and honoring their lives.

4. POLICY. The Garrison Commander (GC) is the approving authority for memorialization. The Fort Hood Garrison Commander is the proponent office for memorialization boards. As required, the Fort Hood Garrison will coordinate with units and prepare memorialization nomination packets, finalize, and submit recommendations to the Senior Commander or his designated representative for approval.

a. Memorialization Board. The Memorialization Board, at a minimum, will have three voting members and the composition would include:

- (1) The Garrison Commander, Chairperson (Voting member).
- (2) The Garrison Command Sergeant Major (Voting member).

AFZF- GT-HISTORIAN  
SUBJECT: Fort Hood Memorialization Program

- (3) The Deputy Chief of Staff, III Corps, Vice Chairperson (Voting member).
- (4) The Public Affairs Officer, Administrator (Non-voting member).
- (5) The III Corps Command Historian-Historical Advisor (Non-voting member).
- (6) The Director of Public Works – Site Advisor (Non-voting member).

(a) The GC can authorize the Deputy Garrison Commander to serve as the Memorialization Board Chairperson and invite individuals from various departments across Fort Hood to serve as board members. These departments may include DMWR, III Corps Protocol, DOL, and DPW. Each member from these departments will serve as a spokesperson only and not a voting member.

(b) Each unit nominating a fallen Soldier or civilian for memorialization should send a representative to speak on behalf of that individual. The representative would serve as a spokesperson only and not as a voting member.

(c) The Memorialization Board will be convened as needed.

(d) Affirmative memorialization decisions of the Commanding General will be communicated through the original requestor, to the next of kin, and the Family Member's own approval will be obtained prior to the planning of a memorial ceremony.

(e) If a memorialization request is denied, the III Corps Historian will provide, in writing, a formal notification to the nominating unit/person.

b. Memorialization Criteria.

- (1) Only deceased persons will be memorialized.
- (2) Individuals being considered for memorialization must have been assigned to or have served/worked at Fort Hood.
- (3) Facilities should be named for persons with ranks or grades comparable to those of the main users.
- (4) When possible, facilities should be named for persons whose careers or actions were important to, and well known in, the locality where memorialized.

AFZF- GT-HISTORIAN  
SUBJECT: Fort Hood Memorialization Program

(5) Commanders making nominations should keep in mind that the memorial program is designed:

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

(b) To present them as inspirations to their fellow Soldiers, employees, and other citizens.

(6) 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.

c. Memorialization Nomination Packet. All nomination packets must be sent to the III Corps Historian. Each packet will consist of the following:

(1) Part I: Memorandum signed by the Commander (Battalion level or higher). The memorandum must endorse the rationale in accordance with AR 1-33 guidelines with specific details that lays out the accomplishments and achievements surrounding the Soldier in enough detail that clearly presents that person as unique, distinguishable and honorable toward the facility being recommended for memorialization.

(2) Part II: Biographical data and photo for each nominee.

(3) Part III: First hand "Testimonies" (i.e., letters or emails) from Soldiers, leaders and people that contribute to the memorandum from the Commander or surrounding the account of what the Soldier or person did that would warrant this prestigious honor.

(4) Part IV: Proposed Plaque/Memorial with inscription (or wall display, if inside a gym or facility).

(5) Part V: Picture of the facility being requested for memorialization.

d. Memorialization Execution Plan. Upon approval from the Memorialization Board, the unit/organizational sponsor will:

(1) Coordinate date, time, and sequence of events for the memorialization ceremony with the Family of the honoree, Executive Services, and III Corps Public Affairs Office.

AFZF- GT-HISTORIAN  
SUBJECT: Fort Hood Memorialization Program

(2) Provide plaque/plate. Each unit is responsible for the purchase of the plaque/plate.

(a) Memorial markers can take various forms. However, they must be suited to the structure or land area. Typically, a plaque with a brass or bronze plate is affixed to a building, stone or other marker. A sign, stone or marble slab (either engraved or with plate attached) or other outdoor device can be used to mark a street/open area. Plaques or engraved plates which are to be permanently affixed to a building or structure are categorized as memorials.

(b) Requisition plaques or other bases to which a plate can be attached through normal supply channels.

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

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

(e) Plates may be purchased through local sources.

(3) Coordinate Guest Speakers and appropriate presenters.

(4) Coordinate arrangements for honoree Family Members, guests, and visiting dignitaries.

(5) Generate dedication letter for Family Members and/or Soldiers, which outline the sequence of events.

(6) Generate invitational travel authorization (ITA) through the unit's Defense Travel System (DTS) for travelers out of the home station training dollars for any Family Member. ITAs are authorized as long as Family Members are an "active participant" of the ceremony. This provision does not authorize ITA travel for "simple attendance" at a ceremony. Acceptable participation includes ribbon cutting, unveiling plaques or other such markers, or speaking at the ceremony. There are no restrictions to the number of Family Members invited; however, each individual must have an active role in the ceremony. Travel and transportation allowances for individual traveling as participants are the same as those ordinarily authorized for a DoD employee on temporary duty (TDY) in accordance with JFTR, App E, para A, and Ch 4, part B.

AFZF- GT-HISTORIAN

SUBJECT: Fort Hood Memorialization Program

(7) Generate TDY orders for active duty military personnel who will have an active role in the ceremony. The TDY is authorized for Soldiers who will be an "active participant" in the memorialization ceremony.

(8) Prepare and conduct the dedication ceremony.

e. Memorialization Park. Fort Hood's Memorial Park was developed as the cornerstone of the Fort Hood Main Street Project. The park is the beginning of a dynamic and living entity that will hold our memories of fallen comrades, associates and losses by the communities associated and intertwined with Fort hood in the past, the present and on into the future.

(1) Future Unit Memorials will be sited at the Fort Hood Memorial Park.

(2) Memorandum signed by Commander (Battalion level or higher). The memorandum must endorse the rationale with specific details that lays out the scope of the monument. Relatives of former land owners that wish to add to the memorial bricks or put up a new community bench can contact the Fort Hood Cultural Resource Manager, who will draft a memorandum and have DPW review and sign.

(3) Proposed Monument Design with inscriptions.

(4) Coordinate Guest Speakers and appropriate presenters.

(5) Coordinate arrangement for honoree Family Members, guests and visiting dignitaries.

(6) General dedicate letter for Family Members and/or Soldiers, which outlines the sequence of events.

(7) Generate invitational travel authorization (ITA) through the unit's Defense Travel System (DTS) for travelers out of the home station training dollars for any Family Member.

(8) Generate TDY for active duty military personnel who will have an active role in the ceremony. TDY is authorized for Soldiers who will be an "active" participant in the memorialization ceremony.

(9) Prepare and conduct the dedication ceremony.

AFZF- GT-HISTORIAN  
SUBJECT: Fort Hood Memorialization Program

f. Memorialization Dedication Ceremony. The unit will coordinate the Memorialization ceremony as follows:

(1) Coordinate through S3/G4 Operations for Mission Support Order to define additional support to include band requests, Honor Guards, and Soldier support.

(2) Coordinate with TSC (DA Form 3903) for podium, audio visual equipment, imaging, and multimedia services if needed.

5. Expiration. This III Corps Command Policy Letter supersedes policy memorandum PAO-01 dated 24 October 2008, and will remain in effect until superseded or rescinded.



ROBERT W. CONE  
Lieutenant General, USA  
Commanding

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IAW FH Form 1853: A