

Department of the Army
Headquarters, US Army Combined Arms Support Command and Fort Lee
Fort Lee, Virginia 23801-2102

CASCOM&FL Reg. 1-33

Effective: SEP 28 2011

Administration
MEMORIAL PROGRAMS

Reference. AR 1-33, The Army Memorial Program, 30 May 2006.

Applicability. The provisions of this FL Regulation apply to all commands, directorates and staff offices/departments of Fort Lee and stationed tenant activities in accordance with AR 1-33.

Supplementation. Supplementation of this FL Regulation by subordinate commanders is prohibited.

Interim changes. Interim changes to this FL Regulation are not official unless they are authenticated by the Directorate of Human Resources. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

1. **Purpose.** This Regulation revises the memorial program at Fort Lee, which is in keeping with the tradition established by the Department of the Army (DA), to honor its distinguished and heroic personnel.

2. **Explanation of Abbreviations.**

ALU..... Army Logistics University
DA..... Department of the Army
DCMA..... Defense Contract Management Agency
DeCA..... Defense Commissary Agency
DFMWR..... Directorate of Family and Morale, Welfare and Recreation
DPW..... Directorate of Public Works
DPTMS..... Directorate of Planning, Training, Mobilization and Security
PAO..... Public Affairs Office
SJA..... Staff Judge Advocate
USACASCOM&FL..... United States Combined Arms Support Command and Fort Lee

3. **Responsibilities.** The USACASCOM&FL Memorialization Board will be composed of the following personnel:

- a. Garrison Commander–Approving Authority.
- b. Director, FMWR–Non-voting Member (Chair, President/Recorder).

- c. USACASCOM&FL, Chief of Staff–Voting Member.
 - d. Fort Lee Deputy to the Garrison Commander–Voting Member.
 - e. DCMA, Deputy, Corporate Support Directorate –Voting Member.
 - f. DeCA, Director, Corporate Communication–Voting Member.
 - g. Quartermaster Center & School, Assistant Commandant–Voting Member.
 - h. Ordnance School, Deputy to the Commandant–Voting Member.
 - i. Transportation School, Assistant Commandant–Voting Member.
 - j. Army Logistics University, Vice President–Voting Member.
 - k. DPW–Voting Member.
 - l. DPTMS–Voting Member.
 - m. PAO–Voting Member.
 - n. SJA–Non-voting Member (Advisor).
 - o. CASCOM Command Historian–Non-voting (Advisor).
4. The Board will receive and evaluate requests/recommendations for Memorialization of outstanding military personnel (officer and enlisted) and civilians who have so distinguished themselves that their memory should be perpetuated by naming a building, area, street, roadway or other facility in their honor. Only deceased persons will be memorialized. The Secretary of the Army retains sole discretion to honor Soldiers and/or their spouses during their lifetimes, based on an exemplary Service career and continuing support to the Army, by dedicating facilities to them.
- a. The Board will maintain a list of facilities named under this program.
 - b. The Board will evaluate specific requests for naming facilities and submit recommendations to the Garrison Commander for approval.
5. Recommendation for Memorialization.
- a. The DFMWR President/Recorder will accept nominations, recommendations (memorialization requests) from any command, activity or organization. All requests will be submitted in memorandum format through their respective agency chain of command. Address memorandum to the Directorate of Family and Morale, Welfare and Recreation, ATTN: Memorialization Board President/Recorder. The request will indicate the facility to be named and the following information about the individual in whose honor it is proposed that the building, facility or other site be named: individual's name, grade, branch of service; awards previously given; action in which killed (date and place) or date and place of death if not in action (if applicable); home state; name and address of the next of kin and any other pertinent data. The Board will take formal action on requests after coordination has been completed by the command responsible for the facility to be named. The command/activity initiating the request will indicate:
- (1) Funds are available for procurement of a plaque.

(2) A dedication ceremony is, or is not, desired (if desired, the type and size of ceremony expected).

(3) Funds cite to be used and an estimated cost incurred if next of kin is invited to attend.

b. The DFMWR President/Recorder, after Board review and decision by the Garrison Commander, will notify the proponent agency of approval/disapproval of the Memorialization request.

c. The SJA and CASCOM Command Historian will provide advice to the Board as to policies in naming of facilities and processing requests to DA in accordance with AR 1-33.

d. The DPTMS will advise and assist the proponent agencies in the conduct of ceremonies and prepare an Operation Order (if required). Note: A draft information OPORD is shown at Appendix A.

6 Policy Procedures.

a. The Board members will be convened or contacted via email by the Memorialization Board President/Recorder when a memorialization request has been submitted for consideration and approval by the Approving Authority (Garrison Commander).

b. The Memorialization Board is not a continuously operating body. It has no funds (Appropriated/Nonappropriated); cannot commit troops or other resources for operational requirements involved in ceremonies or dedications nor does it have the means to obtain inscriptions, portraits, signs or plaques for named facilities. These actions are the responsibility of the recommending or proponent activity.

c. The request for Memorialization should be initiated six (6) months prior to the anticipated ceremony date. The Board will be contacted within 60 days following the initiation of the Memorialization request and their decision forwarded to the Fort Lee Garrison Commander for approval. If the request is approved, the organization/activity will then have three (3) months to arrange for a ceremony.

d. Generally, no two similar facilities will bear the same name. Where two individuals, bearing the same surname, merit Memorialization, one facility will be the surname. The other facility will bear the given name, middle initial and surname (e.g., Doe Hall; John J. Doe Hall).

e. Renaming facilities is discouraged and seldom appropriate.

f. Temporary buildings, presently not memorialized, will not be memorialized. The transfer of a name from a temporary building to a permanent, unnamed building will require Board recommendation and approval of the Garrison Commander.

g. A request to conduct a dedication ceremony will be submitted at least sixty (60) days prior to the event through the DFMWR President/Recorder for coordination with the Board prior to submission to the Garrison Commander for approval.

h. The initiating agency is responsible for arranging and conducting an appropriate ceremony after coordination has been made with DFMWR President/Recorder, PAO, DPW and DPTMS.

i. To avoid any possibility of embarrassment to the command and to the visiting relatives, the DPW will ensure the Board is informed when a named facility is demolished. A modified ceremony may be

conducted when there is a name transfer from a demolished temporary facility to a new permanent facility.

j. When a building is approved as a memorialized building, the initiating activity will take action to obtain an appropriate plaque. The following specifications for plaques have been established as standard for this installation:

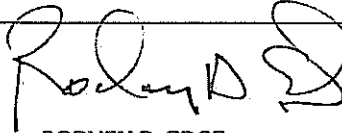
(1) Serp top shape; 18"x24" Bronze; dark brown background; concealed mounting; 3-D Photograph; 10" camera-ready artwork; Flat Band Border; Flat Roman Letters.

(2) Inscription to be used on bronze plaques will be forwarded to Garrison Commander for approval prior to procurement. Inscription on the sign will reflect individual's name and major accomplishment, such as:

DOE HALL
PFC John Z. Doe III
October 3, 1900 – June 25, 1945
Awarded Medal of Honor (date)
Dedicated August 2, 1946

(3) The plaque will remain with the building regardless of its occupant. The principal occupant of a memorialized building is responsible for the care of the plaque and will ensure that it is appropriately displayed. When a building is scheduled for demolition, DPW will ensure that the plaque is removed and transferred to the Fort Lee Historian for historical retention or disposition as deemed appropriate. Annually the DPW will forward a listing of facilities to be demolished to the DFMWR President/Recorder.

The proponent of this regulation is the Directorate of Family and Morale, Welfare and Recreation. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, USACASCOM&FL (DFMWR), 3312 A Avenue, Suite 110, Fort Lee, Virginia 23801.



RODNEY D. EDGE
Colonel, LG
Garrison Commander

DISTRIBUTION
Board Members
LEEKEY

APPENDIX A

MEMORIALIZATION CEREMONY RESPONSIBILITIES (OPORD Components)

1. **MEMORIALIZATION BOARD.** The Memorialization Board President/Recorder will recommend to the Garrison Commander the Memorialization of a facility or area. Following approval, DFMWR will notify the region, major commander or agency sponsoring the nomination.
2. **DIRECTOR OF FAMILY AND MORALE, WELFARE AND RECREATION.** Provide administrative staff support and advice to involved agencies for the Memorialization Board
3. **DIRECTOR, PLANNING, TRAINING, MOBILIZATION AND SECURITY.** Provide advice to involved agencies on the conduct of ceremonies and tasks appropriately.
4. **INITIATING AGENCY.**
 - a. Appoint a project officer to coordinate all aspects of the Memorialization to include planning and conducting the Memorialization ceremony and to provide funds to cover all costs of the ceremony.
 - b. Provide the Board with:
 - (1) Facility to be named.
 - (2) Name of individual for whom the building is to be memorialized.
 - (3) Immediate next of kin and address.
 - c. Complete the following tasks:
 - (1) Contact the next of kin and secure approval to memorialize the facility. (Sample at TAB 1)
 - (2) Prepare a list of anticipated expenses to be incurred during the ceremony.
 - (3) Determine source of funds.
 - (4) Acquire approval for estimated expenses.
 - (5) Establish a date and time that the dedication will take place in coordination with the DFMWR, DPTMS, CASCOM Executive Operations, next of kin and the Garrison Commander.
 - (6) Prepare a detailed plan for the dedication to include:
 - (a) Sketch of dedication site.
 - (b) Seating arrangements.

- (c) Sequence of events. (DPTMS) (Sample at TAB 5).
- (d) Arrival of next of kin and command representatives.
- (7) Invite next of kin by telephone, followed by letters and invitational travel order requests to determine:
 - (a) Names and relationship of all family attending.
 - (b) Mode of transportation, date, time and place of arrival, airline and flight number.
 - (c) Type of itinerary desired, intention to visit points of interest and length of stay.
 - (d) Lodging facilities required.
- d. Prepare Guest List: (Sample at TAB 2)
 - (1) Send Ceremony details and Guest List to the Garrison Commander for approval with a copy furnished to DFMWR and CASCOM Executive Operations. (Sample at TAB 3)
 - (2) Upon final approval, send list to CASCOM Executive Operations for preparation of formal invitations.
- e. Prepare draft letter of instruction providing basic information and identifying specific staff responsibilities and submit to DPTMS for finalization. Letter of Instruction must include:
 - (1) Date, time and place of Memorialization.
 - (2) Type of ceremony.
 - (3) Overall coordination.
 - (4) Itinerary (Sponsor).
 - (5) Guest List (Sponsor).
 - (6) Lodging (Sponsor).
 - (7) Invitations (Sponsor).
 - (8) Escort Officer (Sponsor).
 - (9) Band (DPTMS).
 - (10) Citation preparation and reading (Requesting Activity).
 - (11) Invocation and Benediction (Chaplain).

- (12) Speech for Garrison Commander (Sponsor) with appropriate publicity (PAO).
- (13) Sequence of Events (Sponsor).
- (14) Diagram of ceremony (Sponsor).
- (15) Traffic Control (Provost Marshal).
- f. Arrange for logistical support of family and distinguished guests:
 - (1) Meals.
 - (2) Lodging.
 - (3) Transportation.
- g. Submit itineraries to the Garrison Commander for approval with copy furnished to Executive Operations.
- h. Publish itineraries and send via letter to next of kin (including invitational travel orders).
- i. Arrange military police traffic control as necessary.
- j. Brief escort officers when selected:
 - (1) Itinerary and ceremony schedule.
 - (2) Receipts for guest support.
 - (3) Miscellaneous duties.
- k. Monitor the events and coordinate with all agencies concerned.
- l. Prepare after-action report detailing problem areas (if any).
 - (1) Following the ceremony, assemble complete file (copies of correspondence, action, etc.) and forward to the Director, DFMWR, not later than seven days after the event.
 - (2) Ensure all actions for funds are completed and travel vouchers have been submitted.

LETTERHEAD

Initiating Agency

Dear:

It is Fort Lee policy to honor military members whose careers and lives have contributed significantly to the United States Army and our country.

The Installation Memorialization Board has endorsed the suggestion and made a recommendation to the Garrison Commander that (building/area/street) be named in honor of (your late) _____, grade and name.

I am writing to you to obtain your approval of this proposed action. An appropriate dedication ceremony will be planned in the future and you and the members of your immediate family will be invited to attend. I would appreciate it greatly if you will inform me if these plans meet your approval.

Sincerely,

Director/Commander
Initiating Agency

TAB 1. Letter Requesting Approval from Next of Kin

SAMPLE SEQUENCE OF EVENTS

1015 - 1025	Assembly of guests
1025 - 1030	Arrival of Official Party
1030 - 1035	Chaplain's Invocation
1035 - 1040	Introduction
1040 - 1050	Remarks (key speaker)
1050 - 1055	Unveiling of commemorative sign/plaque/portrait by next of kin
1055 - 1100	Symbolic ribbon cutting
1100 - 1130	Guided tour (if appropriate)/Open House

TAB 2. Format for Sequence of Events

LETTERHEAD

(Initiating Agency)

SUBJECT: Dedication of

You are cordially invited to attend a ceremony on _____ dedicating _____ in memory of _____ located at (building number and street), Fort Lee, Virginia, on (date and time). The Commanding General, US Army Combined Arms Support Command and Fort Lee and/or a Command representative will participate in the ceremony. An open house will follow.

XXXXXX
XXXXXX
Garrison Commander

TAB 3. Proposed Letter of Invitation

GUEST LIST

Dedication of ()

NAME

POSITION

TAB 4. Guest List

(Office Symbol)

(Date)

MEMORANDUM FOR Garrison Commander, Fort Lee

SUBJECT: Request for Memorialization Dedication Ceremony

1. PURPOSE: To obtain Garrison Commander's approval for the dedication ceremony of (building/ area/street) with the enclosed Guest List of attendees.
2. REFERENCES:
 - a. AR 1-33, The Army Memorial Program, 30 May 2006.
 - b. CASCOM&FL Reg. 1-33, Memorial Programs, 1 May 2008.
3. BACKGROUND: On (date), the Garrison Commander approved Memorialization of (building/ area/street) based on the recommendation of the Memorialization Board. This (building/area/street) was constructed on (date). Name (and grade of individual) has been chosen for the title. (Give brief description of the chosen individual's accomplishments.)
4. DISCUSSION:
 - a. The proposed action is designed to contribute toward conducting an appropriate ceremony to commemorate the event. It is felt that the presence of senior officers representing the staff and troop commands would help to accomplish this purpose.
 - b. A Guest List is provided at TAB (see sample at TAB 4).
5. CONCLUSION: That a dedication ceremony for this Memorialization is warranted.
6. RECOMMENDATIONS: The Garrison Commander approve the Guest List and sign the Letter of Invitation (see sample at TAB 3) and Executive Operations prepare invitations based on the Guest List provided at TAB 4.

TAB 5. Format of Memorandum for
Approval of Dedication Ceremony/Guest List