

**Regulation 1-33**

**— Minnesota Army National Guard**

← Formatted: Indent: Left: 0", First line: 0"

← Formatted: Left

Administration

---

**Memorial Program – Court of Honor Induction Program**

← Formatted: Indent: Left: 0"

← Formatted: Left

Joint Force Headquarters – Minnesota

---

Minnesota National Guard  
St. Paul, MN  
30 October 2019

← Formatted: Indent: Left: 0", First line: 0"

← Formatted: Left

**UNCLASSIFIED**

# SUMMARY of CHANGES

## MEMORIALIZATION NOMINATION FORM (\* Required)

1. \*Nominee's full name: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Date Deceased: \_\_\_\_\_
2. Social Security Number/ Service Number: \_\_\_\_\_  
(Only needed for Records Recovery)
3. Nominee's highest grade held: \_\_\_\_\_
4. \*Nominee's period of service in the Minnesota Army National Guard: \_\_\_\_\_
5. Nominee's last unit/station in the Minnesota Army National Guard: \_\_\_\_\_  
\_\_\_\_\_
6. MTOE/TDA position last occupied with the MN ARNG (include dates of service):  
\_\_\_\_\_
7. \*Nominee's home address (include zip code): \_\_\_\_\_  
\_\_\_\_\_
8. \*Nominee's preferred phone number: \_\_\_\_\_
9. Nominees alternate phone number: \_\_\_\_\_
10. \*Nominee's e-mail address: \_\_\_\_\_
11. \*(If deceased) Name and address of next of kin, to include relationship of the nominee:  
\_\_\_\_\_
12. Spouse's Name: \_\_\_\_\_

**Appendix A to MNGR 1-33**

(Continued)

13. \*Narrative will be submitted in accordance with the guidelines provided in paragraph 4 using the following sections.

Section one: Describe the nominee's military service. Specifically include: a) any acts of heroism and b) distinguished professional military achievements and service which demonstrate the nominee's "uncommon prestige." Cite specific "positions of responsibility" or "positions of great responsibility", the associated challenges overcome, and achievements in those positions. Awards, commendations or other documents that support the above requirement can be included with the nomination.

Formatted: Justified

Section two: Describe the nominee's civilian leadership positions held that demonstrate the concept of Citizen-Soldier. Describe the nominee's involvement in their community, including after retirement or separation from the Minnesota Army National Guard. This paragraph is strengthened by specific examples of leadership positions held, activities performed, and achievements as opposed to mere organizational association.

14. \*Nominator name(s) and relationship(s) to the nominee:

---

15. \*Home address (include zip code): \_\_\_\_\_

---

16. \*Preferred phone numbers & e-mail address:

---

## Appendix B to MNGR 1-33

### EXAMPLE NOMINATION NARRATIVE

Master Sergeant (MSG) John J. Smith's military career began when he enlisted as a Private in the Minnesota National Guard on 14 Jan 1972. He attended basic training at Fort Leonard Wood, MO. He completed his 13E, Fire Direction AIT at Fort Sill, OK. After completing basic training and AIT he returned to Service Battery, 1st Battalion, 175th Field Artillery in Jonesville, MN.

MSG Smith served in a variety of positions of impact and leadership in his 40 years of service in the Minnesota Army National Guard. Most noteworthy were: Chief of Firing Battery - Btry A 1/175th FA; Operations NCO for HHB, 1-125th FA, First Sergeant - Btry C, 175th FA and back to Btry A, 1-125th FA. MSG Smith helped the 1-125th FA BN transition from a General Support – Reinforcing role in the 47<sup>th</sup> ID to a Direct Support role in the 34<sup>th</sup> ID, and conversions from 155mm M114 howitzers to 155mm M198 howitzers, then to 105mm M101 howitzers and again to 105mm M102 howitzers, and finally, as BN Master Gunner, planned the transition from towed howitzers to self-propelled 155mm M109A5 howitzers, ensuring the entire battalion received New Equipment Training, and exceeded Section Certification and Qualification standards.

Because of his leadership and mentoring, Service Battery received the Eisenhower Award, which is a distinguished unit award through national competition. Due to his leadership and mentoring skills, MSG Smith helped guide newly minted officers to successful careers, with three achieving the rank of Colonel, one becoming a Brigadier General, in addition to his three direct subordinate NCOs that achieved the rank of SGM or CSM.

The last 10 years in his career MSG Smith served at Camp Ripley with the Regional Training Institute. His accomplishments were building Ferrell Lake and a Vehicle Land Navigation Course. He developed and published prescribed courses for each to train and enhance the Mounted and Dismounted Land Navigation skills of Minnesota's Soldiers.

MSG Smith and his wife Jane live in Lakeville, Minnesota. They have 2 grown children, one of whom is a Platoon Leader (1LT) with 2-135 IN. John holds a Bachelor of Arts degree in supply management, and works as an Operations Manager for ABC Supply.

While MSG Smith has rendered exceptionally dedicated service in all of his assignments, his community involvement is also to be commended. Community programs he is involved in are:

- Life member of the American Legion, 39-year member of Post 123 of Jonesville and the Minnesota National Guard Enlisted Association.
- Past Commander of Post 123 of Jonesville and served 4 years as Post 123 Chaplain.
- Habitat for Humanity: Family Selection Committee member, former President of the Board of Directors.
- Bethel Lutheran Church: Usher, greeter, communion minister, Pastor/Parish Relations Committee, choir member, commission member, lector, mentor for confirmation, Men's Bible Study, Parish Council for 9 years, including one year as President.
- Served on the Johnsonville City Council for 10 years.

**B-1**

**EXAMPLE NOMINATION NARRATIVE**  
**(continued)**

Formatted: Font: (Default) Arial, 11 pt

Master Sergeant Smith received numerous awards and decorations to include: *The awards are listed in precedence order. If subsequent awards have been received place which award it is in parenthesis i.e. Meritorious Service Medal (Second Award).*

B-2

**Appendix C to MNGR 1-33**

**NOMINATION FORM FOR NAMING ROADS, TRAILS, OR PROMINENT TERRAIN FEATURES AT  
CAMP RIPLEY OR AHATS  
(\* Required)**

1. \*Road, Trail or Terrain Feature recommended to be named: \_\_\_\_\_
2. \*Battle/Campaign/Geographic Area to be memorialized: \_\_\_\_\_
3. \*Unit/Organization recommending: \_\_\_\_\_
4. \*Contact Information for Unit/Organization: \_\_\_\_\_
5. \*Narrative describing the reasons the battle, campaign or geographic area should be considered for naming.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix D to MNGR 1-33**

**FALLEN SOLDIER MEMORIALIZATION REQUEST**  
**(\* Required)**

1. \*Organization requesting the memorialization: \_\_\_\_\_

2. \*Organization POC: \_\_\_\_\_

3. \*POC Phone number and email address: \_\_\_\_\_

4. \*Attach a memorialization design proof. The design will not detract from the appearance of or overshadow the facility. The design will complement the building and its terrain while providing an area for reflection and remembrance of our fallen hero.

5. Attach a cost estimate (bid) for the memorialization. In the space below, detail the source of funding for the initial construction and installation of the memorial in addition to the long range cost of preserving the memorial.

---

---

---

---

---

---

---

---

6. \* In the space below, detail the annual maintenance plan to ensure the memorial is preserved, safe guarded, and receives the care and distinction it deserves.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---