

**Minnesota Army National Guard  
Regulation 1-33**

Administration

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

**Joint Force Headquarters – Minnesota  
Minnesota National Guard  
St. Paul, MN  
30 October 2019**

**UNCLASSIFIED**

# SUMMARY of CHANGES

MNGR 1-33

Memorial Program – Court of Honor Induction Program

This revision, dated 30 October 2019—

- Changes numbering of regulation from Minnesota Army National Guard Regulation 1-33 (Army) to Minnesota Army National Guard Regulation 1-33.
- Revises Paragraph 3 to explicitly state that the criteria for Memorialization by virtue of having facilities or sites named after an individual is a special honor reserved for those already Memorialized in the Court of Honor.
- Revises Paragraph 3.b. to remove time criteria for deceased individuals, which is covered in Paragraph 4, Eligibility and Criteria for Memorialization.
- Revises Paragraph 4.a.(1). to clarify that anyone can be a nominator of an individual recognized for heroism, not just the unit.
- Revises Paragraph 4.a.(1). to clarify expectations of distinguished achievement and service, and that actual retirement from service is not a pre-requisite.
- Revises Paragraph 4.b. to clarify eligibility and nomination process for those that have died in the line of duty.
- Revises Paragraph 4.c. to clarify eligibility of civilian employees.
- Revises Paragraph 4.d. to clarify waiting periods for memorilalization.
- Revises Paragraph 5 to clarify Memorialization Board composition and responsibilities.
- Revises Paragraph 11 for clarity.
- Updates Appendix A, Memorialization Nomination Form.
- Replaces Appendix B, Example Nomination Narrative with new example.
- Deletes Appendix C, Nomination Form for Naming Facilities/Sites at Camp Ripley After an Individual, and re-numbers subsequent appendices.
- Adds Appendix D, Fallen Soldier Memorialization Request.
- Includes other minor clarifying and formatting changes.

Administration

Memorial Program – Court of Honor Induction Program

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By Order of the Adjutant General:

//Signed//

JON A. JENSEN  
Major General, United States Army  
Adjutant General

Official

//Signed//

JOHANNA P. CLYBORNE  
Major General, United States Army  
Assistant Adjutant General - Army

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**History.** This publication is a minor revision. The portions affected are listed in the summary of change.

**Summary.** This regulation on the Army National Guard Memorial Program has been revised to emphasize the Adjutant General, Minnesota's policy for Memorializing individuals, including via the naming of facilities for persons and terrain features and roadways at Camp Ripley and Arden Hills Army Training Site. It covers memorial eligibility policy, approval authorities, records, ground breaking dedication and

memorialization ceremonies for National Guard Armories and Community Centers.

**Applicability.** This regulation applies to all Army National Guard units in Minnesota. It also applies to the Army National Guard (ARNG) for property that the U.S. Property and Fiscal Officer of the State has accepted on behalf of the State.

**Proponent and exception authority.** The proponent of this regulation is the Chief of Staff. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency of the proponent agency in the grade of colonel. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to

the policy proponent. Refer to AR 25–30 for specific guidance.

**Army management control process.** This regulation contains management control provisions in accordance with AR 11-2, but it does not identify key management controls that must be evaluated.

**Supplementation.**

Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Chief of Staff, ATTN: NGMN – CS, 20 - 12<sup>th</sup> Street West, St. Paul, Minnesota 55155-2004.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the The Adjutant General, Minnesota, ATTN: Memorialization Committee, 20 -12<sup>th</sup> Street West, St. Paul, Minnesota 55155-2004.

**Distribution.** Distribution of this public is distribution "A" (Army)

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\*This regulation supersedes MNGR 1-33, Memorialization at Camp Ripley, dated 03 July 2018.

1. **Purpose:** To set forth policies and procedures governing the permanent recognition or “memorialization” of individuals who have distinguished themselves in service to the Minnesota Army National Guard. In addition, set forth the policies and procedures for naming roads, trails and prominent terrain features at Camp Ripley. Memorialization first began in 1933 at Camp Ripley, Minnesota.

2. **Name Change of the Memorialization Ceremony:** Effective September 2007 the title of the Memorialization Ceremony changed to, “Court of Honor Induction Program”. However, the regulation title will remain intact.

3. **Types of Memorialization:** Individuals may be memorialized at Camp Ripley by having their names added to the Court of Honor. In special cases, at the discretion and recommendation of the Memorialization Board and approval of the Adjutant General, individuals may be further honored by having facilities or sites named after them. Significant battles, campaigns or geographical areas where Minnesota Army National Guard personnel and units have served in combat are memorialized by naming roads, trails and prominent terrain features in field training areas after them.

a. **Court of Honor.** An outdoor plaza/monument, located in a publicly visible place at Camp Ripley, will permanently display the names of all persons past and present, living or deceased, who have been selected for Memorialization in the Court of Honor.

b. **Naming of facilities and sites at Camp Ripley.** Streets in the cantonment area, permanent structures and buildings (or portions thereof), permanent training facilities, and ranges anywhere on post may be named after deceased persons i.e., Joseph E. Nelson Hall, Ernest B. Miller Range.

c. **Naming of roads, trails and prominent terrain features.** Roads, trails and prominent terrain features in field training areas are named after battles, campaigns or geographical areas where Minnesota Army National Guard personnel have served in combat. Following an established tradition on Camp Ripley, southernmost roads are named for the Civil and Indian War period with reference to subsequent combat as one moves northward. Trails and prominent terrain features are named based on their appropriateness. Nominations for such naming shall be submitted using Appendix C.

#### 4. **Eligibility and Criteria for Memorialization:**

a. **Military Personnel.** Military personnel are considered for the Court of Honor Induction Program at the Camp Ripley Court of Honor site on the basis of heroism or distinguished professional achievement and service.

(1) Heroism. Members of the Minnesota Army National Guard who are officially recognized for acts of valor or heroism at the risk of one’s life. Recipients of the Medal of Honor, Distinguished Service Cross, Silver Star, or the Minnesota Medal for Valor would normally fit into this category. The nominator will send the nomination to the board for review for immediate consideration.

(2) Distinguished professional achievement and service. Military personnel who attain uncommon prestige as a member of the Minnesota Army National Guard. “Uncommon prestige” implies that an individual would likely have demonstrated distinguished achievement and the following attributes over an extended period of time, including: while serving in the Minnesota National Guard, after retirement or separation, and in non-military service.

(a) Strong, proactive leadership in key positions of responsibility impacting the Minnesota National Guard;

(b) Consistent, prolonged commitment to excellence; both in one’s own performance and in the level of expectation and support given for the performance of others.

(c) Exemplary ethical behavior, on and off duty.

b. Military Personnel (Died in Line of Duty). Family concurrence for all Memorializations in this category will be sought by the nominator or Board Chair following the Adjutant General's approval of the Memorialization list.

(1) In a Combat Theater on or after September 11, 2001: MNARNG personnel who die in a Combat Theater in the Line of Duty as a result of enemy actions are automatically board nominated upon notification from J1 MILPO of death. During the first subsequent memorialization board cycle, the board is strongly encouraged to approve such nominations.

(2) All other cases: Nominations of MNARNG personnel who die in the line of duty (CONUS or OCONUS) as a result of an accident, injury, or illness follow the normal nomination and board approval process.

c. Civilian Employees. Civilian employees are eligible for memorialization on the basis of distinguished professional achievement and service. To be selected, they must, over an extended period of time, have reflected in parallel fashion the qualities outlined above in paragraph 4.a.(2).a-c.

d. Waiting period for eligibility. Generally, there is a waiting period as indicated in paragraphs (1) and (2) below. However, the Memorialization Board can recommend exceptions to this guidance in special circumstances.

(1) Court of Honor: At least two years following the heroic action (except nominations per paragraph 4.a.(1)), or a minimum of three years following retirement or separation from service to the MN ARNG. (The eligibility date for the three years since retirement or separation must be met prior to the date the Court of Honor Induction Ceremony is held.) There is no waiting period for those who die in the Line of Duty as a result of enemy actions (see paragraph 4.b.(1)).

(2) Naming of facilities and sites at Camp Ripley: At least two years following death. (Features are not named for living persons.) There is no waiting period for those who die in the Line of Duty as a result of enemy actions (see paragraph 4.b.(1)).

## 5. Selection of Individuals for Memorialization:

a. Memorialization Board. A standing committee, to be known as the "Memorialization Board," will solicit nominations and make recommendations to the Adjutant General of individuals for Memorialization.

(1) The board is comprised of twelve (12) voting members, consisting of both active and retired members of the Minnesota Army National Guard. Seven (7) individuals are appointed by virtue of their position within the MN ARNG, and include: Camp Ripley Senior Commander, MN ARNG Chief of Staff, Camp Ripley Garrison Commander, MN ARNG Command Chief Warrant Officer, Command Senior Enlisted Leader, 34<sup>th</sup> ID Command Sergeant Major, and Camp Ripley Garrison Command Sergeant Major. The board shall also include five (5) at large members, including the Chairperson (typically a retired Major General). The Board Chairperson retains the ability to break ties in voting if necessary.

(2) A non-voting thirteenth member is appointed by the Adjutant General to serve as Recorder and to provide staff assistance to the board as well as maintaining official records and minutes of board meetings.

(3) Other ex-officio members may be added by the Chair as the needs of the board dictate.

(4) The board, including designation of the Chair, shall be named every year in November by The Adjutant General. Individuals appointed to the board will serve a renewable two year term. To assure continuity however, no more than three new members are appointed for a given year. Appointments need to be staggered. Alternates can be appointed to attend a meeting in the absence of a board member; however, they are not included in the Duty Appointment announced by this Headquarters in November.

b. Responsibilities of the Memorialization Board.

(1) Solicitation of nominees. On an annual basis the board will invite nominations for Memorialization, through a variety of means, from active and retired members of the Minnesota Army National Guard. All nominations are submitted on the form shown at Appendix A and addressed to: The Adjutant General, ATTN: Memorialization Board, 20 - 12<sup>th</sup> Street West, Veteran's Service Building, St. Paul, MN 55155-2004. Item 10 of the form (narrative portion) will include a statement of rationale and justification for the nomination. Lengthy biographical narratives are unnecessary; however, the narrative should contain enough information to help the board judge a nominee in light of the criteria outlined in paragraph 4 above. See example nomination narrative in Appendix B.

(2) Choosing from among nominees. Members of the Memorialization Board shoulder a great responsibility. Memorializations provide an excellent opportunity for the National Guard to recognize individuals and to preserve an important side of its history and heritage. However, the entire process must be carried out with great sensitivity and care. The choice of some individuals over others for such a public, lasting honor will inevitably engender comparisons and speculation by people outside the process. Bitterness, hard feelings and diminished public credibility may result if sentimentality, cronyism, or disinclination to make hard choices - however well-intentioned - influence the board's decision-making. The board is cautioned to also observe these principles:

(a) The procedures and criteria by which nominees are solicited and evaluated will be followed consistently.

(b) Inadvertent preference should not accrue to "full-timers" who, by virtue of earning their living within the Minnesota Army National Guard, may be better known and have simply done their job well. The loyalty, dedication and military performance of citizen-soldiers whose primary employment lies elsewhere must not be overlooked.

(c) While the board should keep its procedures and timetables out in the open, its deliberations must be kept confidential.

(d) Memorialization is an honor to be conferred sparingly, and certainly not routinely. While there is no specific limit to the number of persons who can be memorialized in a given period, the board must exert restraint. It is uncommon quality, not quantity, which truly matters.

(3) Meetings. The Memorialization Board will meet as necessary, but not less than once each year at the call of the Chair or TAG. Five voting members, to include at least one of enlisted rank, shall constitute a quorum.

(4) Nominations to the Adjutant General - Nominations for Memorialization will be made in writing to the Adjutant General every year (See timetable in paragraph 8 below). The nominations must include biographical information about the honoree, reasons for selection, and the suggested form of Memorialization (i.e., Court of Honor or naming of a special feature of Camp Ripley.) Final approval of persons to be memorialized rests with the Adjutant General.

(5) Notification process upon approval by the Adjutant General:

(a) The Chair of the Memorialization Board will promptly correspond with all persons who submitted nominations, informing them of the outcome of their nomination. Consistent with the principles of confidentiality, reasons for non-selection of a candidate will not be revealed. The Chair may invite a nominator or a non-selected individual to resubmit the nomination in a subsequent year.

(b) The Chair of the Memorialization Board will personally call all new inductees to inform them of their selection to the Court of Honor, as well as nominators of deceased Soldiers selected to gain concurrence of the family.

(c) The nominator or Chair of the Memorialization Board will personally contact families of deceased members selected for memorialization per paragraph 4.(b) above for concurrence.

(d) Upon completion of notifications per a-c above, the Recorder of the Memorialization Board will mail letters of selection to those individuals (or their families) who have been approved for Memorialization. A non-selection letter and any material submitted in support of a non-selected candidate will be returned to the nominator.

(6) Solicitation for nominations to retirees. Dissemination of information regarding memorialization will be to the widest extent possible. This will include providing information on the Minnesota National Guard web site and those of affiliated organizations. Retiree newsletters authored by this headquarters will be used to publicize nominations from the retired community.

6. **Listing of Features and Facilities:** The Camp Ripley Garrison Commander is responsible for maintaining a list of features and facilities on post that have been previously memorialized. In addition, the Commander will compile, and make available, a list of additional facilities and features that have the potential for possible future Memorialization, in coordination with the Facilities Management Office at Camp Ripley.

7. **Court of Honor Induction Program Ceremonies:** The public Court of Honor Induction Program ceremony is held on the first Sunday following the first Saturday of October at Camp Ripley, MN. The Camp Ripley Public Affairs Officer, in conjunction with the State Public Affairs Officer, will produce marketing and media releases for local radio and newspapers. News releases are sent out 30 days prior to the event to give the public knowledge of the event. A second release is sent out 48 hours before the event or before the closest deadline for the news outlets prior to the event to announce the names of those being honored, date, time and location of the event. Notification are sent Distribution "A". If the board has no eligible nominations for the Court of Honor the ceremony is then postponed until the following year.

8. **Timetable:**

a. Appointment of the Memorialization Board by the Adjutant General is accomplished NLT November 15<sup>th</sup>.

b. Solicitation of nominations for Court of Honor Induction Program is a perpetual process, however an aggressive annual nomination campaign begins immediately following the publication of the annual duty appointment memorandum.

c. Deadline for receipt of nominations will be April 1st. (Nominations received after this date are retained for future consideration).

d. Nominations are forwarded to the Adjutant General for review and/or approval NLT April 15<sup>th</sup> and approvals returned to the board NLT May 15<sup>th</sup>.

e. Court of Honor Induction Ceremonies will take place the first Sunday following the first Saturday in October.

## 9. **Record Keeping:**

a. Permanent Orders are published for all memorialized persons.

b. Files for past Memorializations will be maintained at the museum by the museum director, and will consist of the following:

- (1) Permanent Order
- (2) Biographical sketch/citation
- (3) Two pictures of individual – must be a military photo
- (4) Nomination for Court of Honor Induction Program
- (5) Copy of program
- (6) Copy of each year's video

c. In addition, the State Historian will provide the Camp Ripley Museum with a three (3) ring binder which contains information about each individual who has been memorialized.

10. **Fallen Soldier Statue Standardization:** Organizations desiring to memorialize Fallen Soldiers on Minnesota National Guard or State property will submit a request/plan to the Memorialization Board (see Appendix D). The request will incorporate the design, monetary cost, and the annual maintenance plan for the memorial. An additional factor to consider, when developing a plan for memorializing our fallen, is that the long term identity of the facility could change over the course of the next several decades. The Memorialization Board will review the plan and make recommendations to the Adjutant General for approval based on the interest of the Soldier, facility, and the community.

a. Design. The design will not distract 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.

b. Monetary cost. The request will include the estimated cost and source of funding for the initial installation and construction of the memorial in addition to the long range cost of preserving the memorial.

c. Annual maintenance plan. The requesting organization will provide an annual maintenance plan to ensure the memorial is preserved, safe guarded and receives the care and distinction it deserves.

11. **Permanence of Memorialization:** Names in the Court of Honor are permanent. As a general rule, names given to Camp Ripley features are considered permanent; however there are exceptions.

a. Under special circumstances, the board may recommend that a feature be renamed. In such an event, names removed from a feature at Camp Ripley will continue to be perpetuated, in the Court of Honor. For all names removed from features, and for names designated in the Court of Honor, the individual's picture, citation and biography are provided to the memorialized individual's next of kin. Should the memorialized individual have no known next of kin, the picture, citation and biography will be placed in the permanent file at the Minnesota Military Museum.

b. If a named feature is removed due to demolition, act of nature, etc. and is being rebuilt, the board could recommend to retain the name/memorialization for the new feature, if appropriate. In the event the feature is not rebuilt, the structure is renamed, or the board does not recommend to retain the name on the new feature, the removed name will continue to be perpetuated in the Court of Honor. For all names removed from features, and for names designated in the Court of Honor, the individual's picture, citation, and biography are provided to the memorialized individual's next of kin. Should the memorialized individual have no known next of kin, the picture, citation, and biography will be placed in the permanent file at the Minnesota Military Museum.

12. **Campaign Plan:** The board is charged with the responsibility of developing a Campaign Plan to inform the commands of the Memorialization process and to solicit nominations. Part of the Campaign Plan will include the marketing of the program with information being passed onto the organizations at venues like the Officer and Enlisted Association meetings, retirement publications/functions and sent out statewide by e-mail messages to active Guard members.

**The proponent of this regulation is the Assistant Adjutant General. Users are invited to send comments on DA Form 2028 (Recommended Changes to Regulations) to Office of The Adjutant General, ATTN: NGMN-ZC, Veterans Svc Bldg, St. Paul, MN 55155-2004**

**Appendix A to MNGR 1-33**

**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.

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:

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

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

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## 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)**

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).*



**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.

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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.

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