

Department of the Army  
Headquarters, U.S. Army Garrison  
462 Hamilton Road, Suite 120  
Fort Sill, Oklahoma 73503  
6 Aug 2015

\*Fort Sill Supplement 1 to AR 1-33

Administration  
**THE ARMY MEMORIAL PROGRAM**

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**Summary.** This publication provides policy on the establishment of a memorialization board and its responsibilities.

**Applicability.** This publication is applicable to all Fort Sill organizations.

**Suggested Improvements.** The proponent of this supplement is the Directorate of Human Resources (DHR). Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DHR, Administrative Services Division (ASD), 4700 Mow-Way Road, Suite G06, Fort Sill, OK 73503.

**Distribution.** This supplement is distributed solely through DHR, ASD Homepage at: <http://sill-www.army.mil/USAG/publications.html>.

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\*This publication supersedes Fort Sill Supplement 1 to AR 1-33, The Army Memorial Program, 8 August 2012.

**1. Purpose.** This publication provides policy on the establishment of a memorialization board and its responsibilities.

**2. References.** Required and related publications and forms are listed in appendix A.

**3. Explanation of Abbreviations and Terms.** Abbreviations and terms used in this regulation are explained in the glossary.

**4. Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to Army Regulation (AR) 25-400-2, The Army Records Information Management System (ARIMS) and DA Pamphlet 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on the ARIMS website: (<https://www.arims.army.mil/arims/Default.aspx>).

**AR 1-33, 30 May 2006, is supplemented as follows:**

**Page 1, paragraph 1-1, Purpose.** Add subparagraph e after subparagraph d:

- e. Local policies and responsibilities for the Fort Sill Memorial Program.

**Page 1, paragraph 1-4, Responsibilities.** Add subparagraphs j(1)(d) through (j) after subparagraph j(1)(c):

**(d)** The Garrison Commander (GC), USAG, Fort Sill, will establish a Memorialization Board. Membership will be comprised of representatives from the following agencies or commands:

- Director of Human Resources serving as chairperson
- Garrison Command Sergeant Major
- G1, USAFCOE
- Director of Public Works
- Public Affairs Officer
- Director, Family and Morale, Welfare and Recreation
- Chief, Museum
- Command Historian Field Artillery
- Command Historian Air Defense Artillery
- U.S. Army Medical Department Activity
- 428th Field Artillery Brigade
- 75<sup>th</sup> Fires Brigade
- 30<sup>th</sup> Air Defense Artillery Brigade
- 31<sup>st</sup> Air Defense Artillery Brigade
- 434<sup>th</sup> FA Brigade
- MEDDAC

**(e)** The Directorate of Human Services (DHR) will have general staff responsibility and have specific responsibility for—

- (1) Establishing directives necessary for processing actions.
- (2) Providing administrative advice on correct procedures and formats.
- (3) Scheduling Memorialization Board meetings. The Memorialization Board members will meet on a quarterly basis on the fourth Thursday of month.
- (4) Forwarding board recommendations through Brigade Level Commanders to the Commanding General for approval.
- (5) Announcing approved memorialization actions.
- (6) Maintaining record files pertinent to memorialization.

**(f)** Directorate of Plans, Training, Mobilization, and Security (DPTMS) will advise and assist the sponsoring activity in the conduct of any ceremonies connected with the memorialization action.

**(g)** The Command Historians, will conduct, as necessary, required research of background information and provide verification of candidate names for memorialization.

**(h)** Public Affairs Officer (PAO) is responsible reviewing memorial markers/plaques for accuracy and planning appropriate media coverage for all memorialization events associated with the actions of this board.

**(i)** Protocol is responsible for coordinating guest lists with sponsoring activity and distributing appropriate invitations.

**(j)** Sponsoring activity is responsible for costs incurred for memorial markers/plaques.

**Page 4, paragraph 2-3, Submitting requests for memorializations to the ASA (M&RA) or Commander, HRC.** Add subparagraphs c and d after subparagraph b.

**c.** Fort Sill activities will submit nominations in memorandum format through their chain of command. Address memorandum to the Directorate of Human Resources, ATTN: Memorialization Board Recorder. Nominations will include at a minimum, criteria as shown in AR 1-33, paragraph 2-3a to include website of the individual, if any, photo and recommended name of the facility, room structure or street.

**d.** The public should submit their nominations to the following address:

Memorialization Board Recorder  
Admin Services Division, DHR  
4700 Mow-Way Road, Suite G06  
Fort Sill, OK 73503

## **Appendix A References**

### **Section I Required Publications**

**AR 1-33**  
The Army Memorial Program

### **Section II Related Publications**

This section contains no entries.

### **Section III Prescribed Forms**

**DA Form 2028**  
Recommended Changes to Publications and Blank Forms

### **Section IV Referenced Forms**

This section contains no entries.

## **Glossary**

### **Section I Abbreviations**

**ADA**

Air Defense Artillery

**AR**

Army Regulation

**ASA(M&RA)**

Assistant Secretary of the Army (Manpower and Reserve Affairs)

**ASD**

Administrative Services Division

**Bde**

Brigade

**CG**

Commanding General

**DHR**

Directorate of Human Resources

**DPTMS**

Directorate of Plan, Training Mobilization Security

**FA**

Field Artillery

**FCOEFS**

Fire Center of Excellence and Fort Sill

**GC**

Garrison Commander

**HRC**

U.S. Army Human Resources Command

**IAW**

In Accordance With

**PAO**

Public Affairs Office

IMSI-HRA



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Director of Human  
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