

Department of the Army
Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
4 August 2009

*Fort Sill Supplement 1 to AR 1-33

Administration
THE ARMY MEMORIAL PROGRAM

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 regulation is the Administrative Services Division (ASD), 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 ASD.

Distribution. This supplement is distributed solely through DHR, ASD Homepage at: http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html.

*This supplement supersedes USAFACFS Supplement 1 to AR 1-33, 14 February 2008.

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
- Chief, Museum

Command Historian
U.S. Army Medical Department Activity
75th Fires Brigade
214th Fires Brigade
31st Air Defense Artillery Brigade
434th FA Brigade
Air Defense Artillery Proponent Sergeant Major

(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 the fourth Thursday of each month.
- (4) Forwarding board recommendations to the GC 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 for 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,

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ATTN: Memorialization Board Recorder. Nominations will include criteria as shown in AR 1-33, paragraph 2-3a.

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

Memorialization Board Recorder
DHR, Admin Svcs Div
4700 Mow-Way Road, Suite 128
Fort Sill, OK 73503

IMWE-SIL-HRA



RAYMOND P. LACEY
COL, FA
Garrison Commander

JAMES A. MILLER
Director of Human
Resources

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Fort Sill Internet