

Administration  
**MEMORIAL PROGRAMS**

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**SUPPLEMENTATION.** Further supplementation is prohibited without prior approval from AFZF-PI-MH.

**SUGGESTED IMPROVEMENTS.** The proponent of this supplement is the Directorate of Program Integration and Leadership (DPIL), History Division. Users are invited to send comments and suggested improvements to Commander, III Corps and Fort Hood, ATTN: AFZF-PI-MH, Fort Hood, Texas 76544-5000.

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AR 1-33, 15 December 1980, as supplemented by FORSCOM Suppl 1 to AR 1-33, 15 May 1988, is further supplemented as follows:

Page 2, paragraph 6c(2), Responsibilities. Add subparagraphs a, b, and c.

a Recommendations for memorializations at Fort Hood will be sent by letter to this headquarters, ATTN: AFZF-PI-MH for review. Each recommendation will include the following:

1 Location and type of project.

2 Name, grade, branch of service, service number, and connection with Fort Hood (biographical sketch) of the person.

3 Outstanding achievements and incidents forming the basis for recommendation.

4 Other supporting data.

b DPIL, History Division, will review the request through the Garrison Commander and Chief of Staff to Commander, III Corps and Fort Hood. The History Division, DPIL, will act as point of contact for the requesting agency.

c Approval from the memorialization candidate's next of kin will be sought after approval for the memorialization has been obtained by the Commander, III Corps and Fort Hood.

Page 2, paragraph 6, Responsibilities. Add subparagraphs d through j after subparagraph c.

d. Memorialization board members. Should the Commanding General determine the need for a board, the following officers will serve:

Garrison Commander - Chairperson  
Director of Personnel and Community Activities - Vice Chairperson  
Chief, History Division, DPIL - Recorder

(1) The Garrison Commander will nominate any or everyone of the following individuals as board members:

Director of Personnel and Community Activities  
Assistant Chief of Staff, G3, III Corps and Fort Hood  
Director of Engineering and Housing  
Public Affairs Officer, III Corps and Fort Hood

Assistant Chief of Staff, G1, 1st Cavalry Division  
Assistant Chief of Staff, G1, 5th Infantry Division  
Assistant Chief of Staff, Personnel, 13th Support Command (Corps)  
S1, 6th Cavalry Brigade  
S1, 89th Military Police Group  
S1, 3d Signal Brigade  
S1, 504th Military Intelligence Group

(2) The board will consider requests as outlined in AR 1-33.

(3) Recommendations will be sent to the Installation Commander for approval.

e. Project coordinator. Tenant units and III Corps staff agencies appointed to develop and execute a memorialization plan will give the III Corps historian the name, rank, and telephone number of the project coordinator.

f. Memorialization plan. The appointed unit or staff agency will send a memorialization plan to the III Corps Assistant Chief of Staff (ACofS), G3, ATTN: AFZF-DPT-OP, for coordination of command approval and tasking of III Corps units or staff activities for support. As a minimum, the memorialization plan will include:

(1) Proposed memorial ceremony date and sequence of events.

(2) Proposed principal speaker.

(3) Proposed list of distinguished guests.

(4) Proposed dedication letter.

(5) Proposed memorial plaque inscription.

(6) Support needed from III Corps staff or other III Corps commands.

(7) Name and telephone number of memorialization project coordinator.

g. Civilian invitational travel orders. Requests for orders for civilian members of the honoree's immediate family will be sent to the Commander, III Corps and Fort Hood, ATTN: AFZF-PC, for approval at least 30 days before approved ceremony date. Requests will include the following information:

(1) Full name, relationship, complete address, and telephone number.

(2) Mode of transportation.

(3) Coordination made with individual or commander.

h. Military temporary duty (TDY). Requests for TDY for active duty military personnel to attend the memorialization event will be sent to the Commander, III Corps and Fort Hood, ATTN: AFZF-PC, at least 30 days before the approved memorialization date for preparation of a formal request to the military individual's commander.

(1) Full name, relationship, rank, complete military address, and telephone number.

(2) Mode of transportation.

(3) Time period to be covered.

(4) Coordination made with individual and commander.

i. Project coordinator assistants. The following is a list of key activities which will help the project coordinator:

(1) III Corps ACoFS, G3, will give information or assistance on ceremonial procedures and tasking of units or staff agencies to help in memorialization events.

(2) III Corps historian will help, if necessary, the project coordinator who has problems with staff elements that supply fund cites, distribution of memorialization dedication letters (Adjutant General), preparation of travel vouchers (Finance and Accounting), nonappropriated fund procurement Installation Morale Support Fund (IMSF), getting easel stands, with drapes, for plaque or portrait unveiling and hanging of plaques or portraits (Directorate of Facilities Engineering, reservations for very important person (VIP) quarters (Executive Services).

j. After action report. An after action report will be prepared by the project coordinator and submitted to the III Corps historian within 5 working days and will be maintained as a part of the installation's permanent historical file.

Page 3, paragraph 11b, Types of memorials. Add the following after the last sentence.

Plaques are considered nonstandard supply items and currently there is no standard type. Commanders should ask for plaques through normal supply channels. The receipt of authorization from Headquarters, US Army General Materiel and Petroleum Activity, New Cumberland Army Depot, New Cumberland, Pennsylvania 17070, for local purchase from Operation and Maintenance, Army (OMA) funds should be anticipated. The IMSF purchasing agent may be contacted for information about sources for purchases conducted with nonappropriated funds. Where plaques and plates are available through appropriated funds, IMSF funds will not be used.

The proponent of this regulation is the Directorate of Program Integration and Leadership.

FOR THE COMMANDER:



DARRELL T. CHARLTON  
Colonel, GS  
Acting Chief of Staff

STEPHEN J. BERTOCCHI  
LTC, SC  
DOIM

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