

Memorial Ceremony

UNIT MINISTRY TEAM'S CHECKLIST

- ___ 1. As the subject matter expert, provide comprehensive oversight for Memorial Ceremony preparation and conduct.
- ___ 2. Attend BN initial planning meeting, assist in setting date/time/location for the ceremony.
- ___ 3. Inform the Post Chaplains office DTG of the ceremony and rehearsals.
- ___ 4. Coordinate the use of the chapel or other location for both rehearsals and ceremony.
- ___ 5. Assist with the compilation of the memorial bulletin. Send draft bulletin to BCT Chaplain for review. Proof read the final copy before BN CDR Reviews for approval.
- ___ 6. Prepare appropriate prayers, scripture readings, and remarks (meditation not to exceed six minutes in length).
- ___ 7. Review and approve eulogies prepared by the Company Commander and friends of the deceased for the ceremony. Ensure appropriate length and content of all remarks and music. All remarks should be no more than 4 minutes in length.
- ___ 8. Assist CSM/ISG with details and timing related to the last roll call, firing of volleys, sounding of taps, and conduct of ushers.
- ___ 9. If conducted in the chapel, ensure chapel is neutralized of denominational and seasonal displays.
- ___ 10. If conducted in a chapel/building, coordinate with unit's First Sergeant to ensure that the building/area is cleaned before and after the ceremony.
- ___ 11. Confirm with Post Chaplain whether a bugler will be brought to the ceremony. If bugler is not coming, provide electronic bugle or other recorded music for playing of TAPS.
- ___ 12. As a back-up, provide a CD or MP3 player with National Anthem (if used), and appropriate background music for rehearsal and ceremony. Background music may be played as prelude and postlude during the rendering of individual honors.
- ___ 13. Be observant of unit members who may have had especially close ties to the deceased and follow up with pastoral care

C. BATTALION COMMANDER'S CHECKLIST

- ___ 1. Conduct initial planning meeting with the Battalion Command Sergeant Major, Chaplain, S1, Company Commander, and First Sergeant.
- ___ 2. Submit proposed date/time/location of ceremony to BDE Commander for approval. BDE Commander, or his appointed representative, will coordinate with the DTMS / G3 Operation.
- ___ 3. Determine times for rehearsal.
- ___ 4. Review and approve the Memorial Ceremony bulletin.
- ___ 5. Determine media access/control with PAO.
- ___ 6. Review and approve all remarks/speech after the chaplain reviews them.

D. BATTALION CSM'S CHECKLIST

- ___ 1. Attend BN initial planning meeting.
- ___ 2. Directly supervise, or delegate authority to subordinate level NCO leadership, all aspects of the planning, coordination, and execution of the event.
- ___ 3. Ensure the facility/area is clean and orderly, the colors are properly displayed, and everyone is in the right place at the right time, and in the right uniform.
- ___ 4. Oversee the set-up of the memorial display and flags.

- ___ 5. Designate the senior leader (usually 1SG) responsible for conducting the last roll call.
- ___ 6. Oversee the preparation, placement, and rehearsal of the firing party and bugler.
- ___ 7. Coordinate for the movement of the battalion colors to the chapel or ceremony site.
- ___ 8. Designate seating for all VIPs.

E. BATTALION S-1 CHECKLIST

- ___ 1. Attend BN initial planning meeting.
- ___ 2. Gather all biographical data on deceased soldier for inclusion in the memorial bulletin to include the following:
 - Civilian History:
 - Date and Place of Birth:
 - Location where Soldier Grew-up and/or Home of Record:
 - Schools Attended and Diplomas and/or Degrees Earned:
 - Civilian Work, Accomplishments, and Honors:
 - Military History:
 - Date and Place of Entry to Military Service:
 - Sequence of Assignments with Dates and Positions Held:
 - Accomplishments:
 - Military Schools:
 - Awards and Decorations:
 - Other Information:
 - Date, Place and Circumstances of Death:
 - Survivors' Names and Relationships:
- ___ 3. Prepare the Memorial Ceremony bulletin. Submit the bulletin to the BN Chaplain for preliminary approval. Submit the chaplain approved bulletin to the BN Commander for final approval.
- ___ 4. Process final awards for inclusion in the memorial bulletin and the deceased Soldiers official records.
- ___ 5. Prepare a seating plan for senior Commanders and other distinguished guests for use by the ushers.

F. BATTERY COMMANDER'S CHECKLIST

- ___ 1. Attend BN initial planning meeting.
- ___ 2. Provide and certify required information for the bulletin to the S-1 as soon as possible to include biographical information on the deceased and name/rank of all participants.
- ___ 3. Ensure that unit personnel know the date/time/location of the ceremony and that all unit personnel have the opportunity to attend.
- ___ 4. Coordinate the seating arrangement of VIPs, guests, and unit members.
- ___ 5. Coordinate with PAO for videotaping the ceremony (the tape is offered to the PNOK as a remembrance of the ceremony).
- ___ 6. Prepare commanders remarks, submit them to the Chaplain for review, and deliver them at the ceremony.
- ___ 7. Decide which unit members will deliver remarks in the ceremony as friends of the deceased.
- ___ 8. Ensure attendance of all participants at rehearsal and ceremony.

G. BATTERY FIRST SERGEANT'S CHECKLIST

- ___ 1. Attend BN initial planning meeting.
- ___ 2. Prepare applicable final awards and submit to the S-1.
- ___ 3. Coordinate with the Battalion Command Sergeants Major for oversight of the Memorial Display, Firing Party, Last Roll Call, and Ushers.

- ____ 4. Ensure the preparation and presence of the proper equipment for the Memorial Display at the chapel or Memorial Ceremony site for each rehearsal and two hours prior to the ceremony.
- ____ 5. Designate four ushers for the ceremony. Arrange for their participation in each rehearsal, and have them report to the chapel or Memorial Ceremony site at least one hour prior to the ceremony.
- ____ 6. Designate members of the firing party, firing party NCOIC, and signaler, and ensure their preparation and presence at each rehearsal and have them in position NLT ten minutes prior to the ceremony. During extreme weather or temperatures, position the firing party after the close of the memorial address.
- ____ 7. Coordinate with S-6 for sound system, if other than DMC is used.
- ____ 9. Plan for the retrieving of all items used in the memorial display.
- ____ 10. Task a detail for set-up/break-down and cleaning of the chapel/ceremony location.

H. Memorial Ceremony Bulletin Format

ENCLOSURE 4: Memorial Bulletin

MEMORIAL CEREMONY
Name of Battalion/Brigade
LOCATION OF CEREMONY

IN MEMORY OF
PFC JOHN A. DOE

Time _____ Date _____

Insert
Soldier
Picture

PRELUDE

WELCOME..... CH Smith

*INVOCATION..... CH Smith

COMMADEER'S REMARKS..... CPT smith

SOLDIER TRIBUTES..... SPC Smith

SCRIPTURE READING "Psalm 23" SGT Smith

MEMORIAL MESSAGE..... CH Smith

*BENEDICTION..... CH Smith

*LAST ROLL CALL..... 1SG Smith

*FIRING OF VOLLEYS..... Firing Party

*SOUNDING OF TAPS..... Bugler

POSTLUDE

INDIVIDUAL HONORS

**Please stand*

Inside Left

The first paragraph of the memorial biography should include date and place of birth, school attended, degrees earned, and civilian accomplishments or honors.

The second paragraph should include date and location of enlistment or commissioned duty stations with rank and positions, military schools or Courses completed, significant accomplishments, awards received.

The third paragraph should include accomplishments or characteristics of his/her service while assigned to the UNIT and his/her Battalion, Battery Or element.

The fourth paragraph should include the circumstances of his death, his NOK or survivors, and a statement of condolence.

Inside Right

*Note

After the service, final salutes will be rendered first by the official party, followed in order by VIPs in attendance, Soldiers from the unit of the deceased,

Psalm 23

**The LORD is my shepherd; I shall not want.
He makes me lie down in green pastures;
He leads me beside quiet waters,
He restores my soul.
He guides me in paths of righteousness
for His name's sake.
Even though I walk
through the valley of the shadow of death,
I will fear no evil,
for You are with me;
Your rod and your staff,
they comfort me.
You prepare a table before me
in the presence of my enemies.
You anoint my head with oil;
my cup overflows.
Surely goodness and love will follow me
all the days of my life,
and I will dwell in the house of the LORD
forever.**

(NOTE: Scripture may be placed over watermark or image of unit crest)

UNIT DESIGNATION

UNIT CREST
or other distinctive
Art work

Memorial Ceremony
For

SGT John R. Doe

Date

Back

Front

I. FORMAT FOR THE LAST ROLL CALL

1. The last roll call is a military tradition that pays honor to the deceased soldier(s).
2. The last roll call will be a part of all Unit Memorial Ceremonies.
3. When Family members of the deceased Soldier(s) are present, the commander, or his representative, will brief the Family on the format of the last roll call. The briefing will occur just prior to the ceremony in the fellowship hall of the chapel. The purpose for briefing the Family is so that they will understand its traditional meaning and not be surprised during the ceremony.
4. The deceased soldier's commander will designate a senior leader (normally the First Sergeant) to conduct the last roll call.
5. The commander will designate three soldiers who will be present at the ceremony to participate in the last roll call. (For the sake of this document they are named Smith, Jones, and Lee. The deceased is Private First Class John A. Doe.)
6. The three soldiers will sit with their squads in the chapel. They need not be seated together.
7. The First Sergeant, or designated leader, will stand at the rear of the chapel.
8. Upon completion of the Benediction, the First Sergeant will proceed with the last roll call. The Firing Party Signaler opens the right rear chapel doors.

“Sergeant Smith” (Smith replies, “Here First Sergeant.”)

“Specialist Jones” (Jones replies, “Here First Sergeant.”)

“Private First Class Lee” (Lee replies, “Here First Sergeant.”)

“Private First Class Doe”. (There is silence.)

After three seconds of silence, the name is called again:

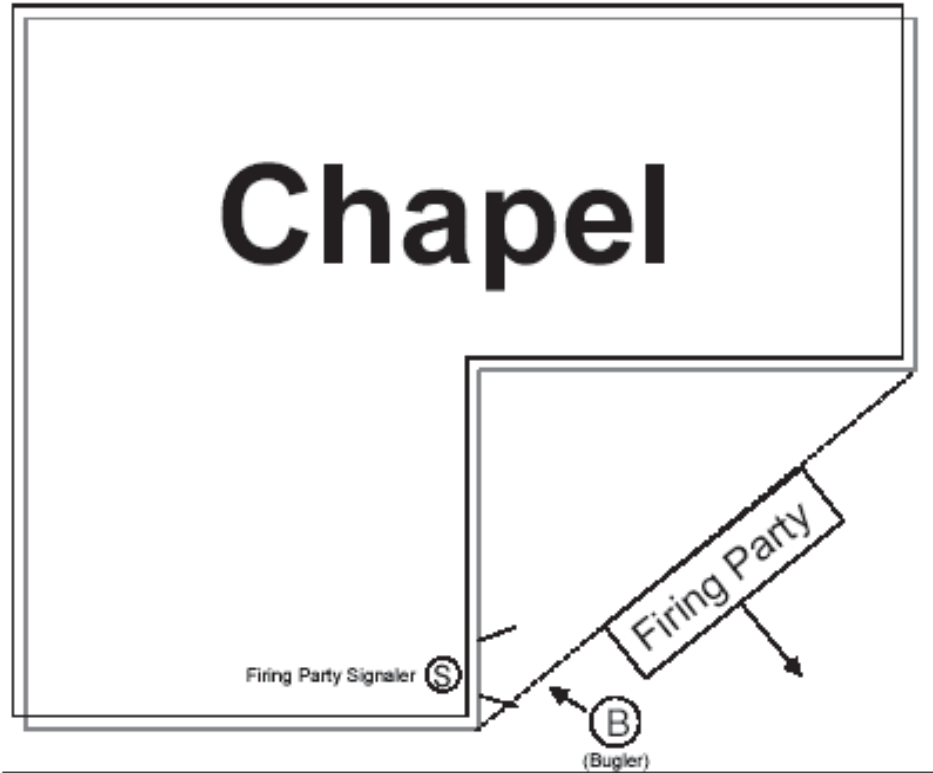
“Private First Class John Doe” (Again, there is silence.)

After three seconds of silence, the **full name** is called as follows:

“Private First Class John A. Doe” (Again, there is silence.)

9. The Firing Party NCOIC will receive the signal to fire from the Firing Party Signaler and give the firing commands to fire the volleys (a pause of three to five seconds is appropriate after the third calling of the deceased's name). The bugler will play Taps immediately after the firing party goes to present arms.

J. Chapel Diagram Outside

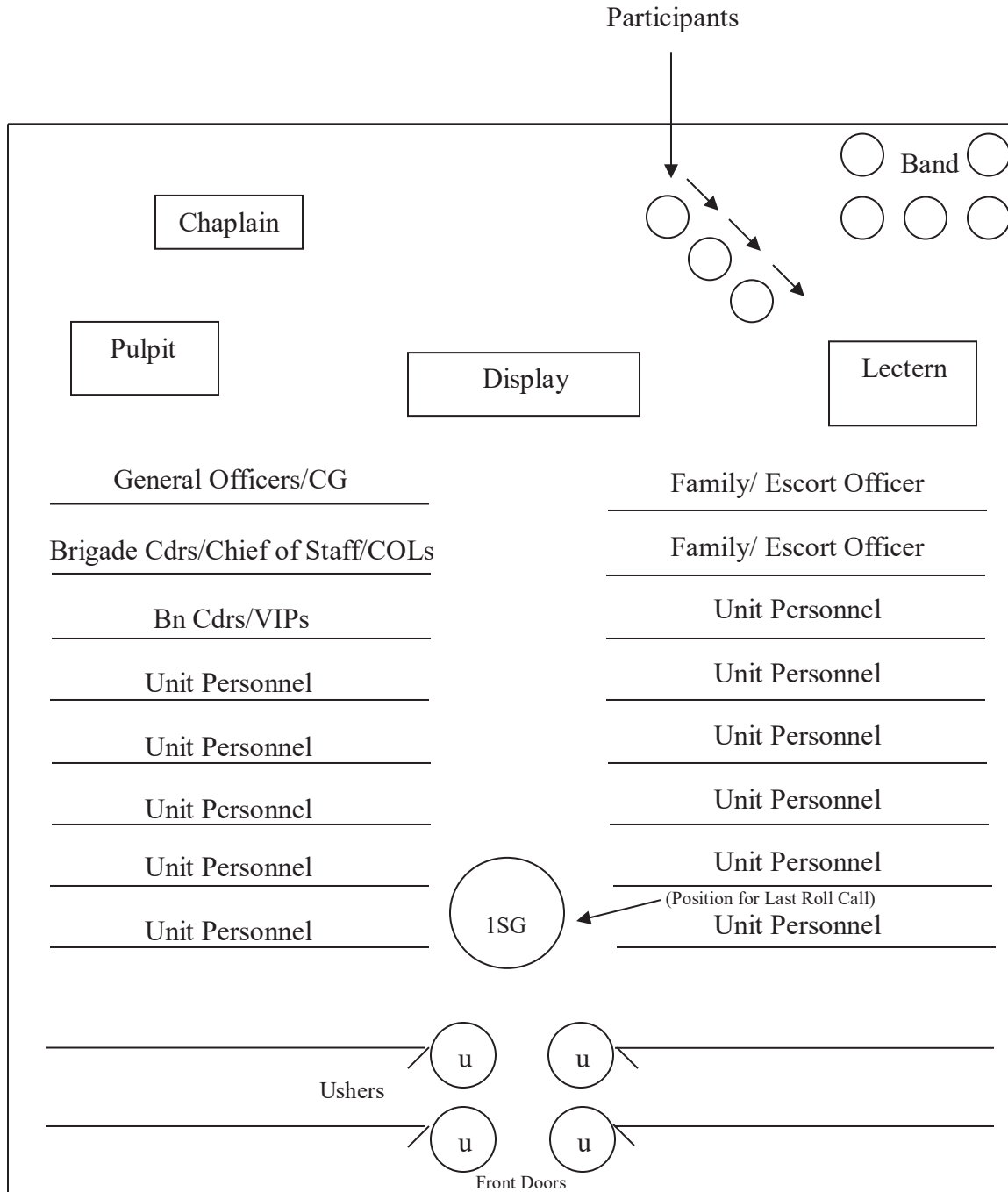


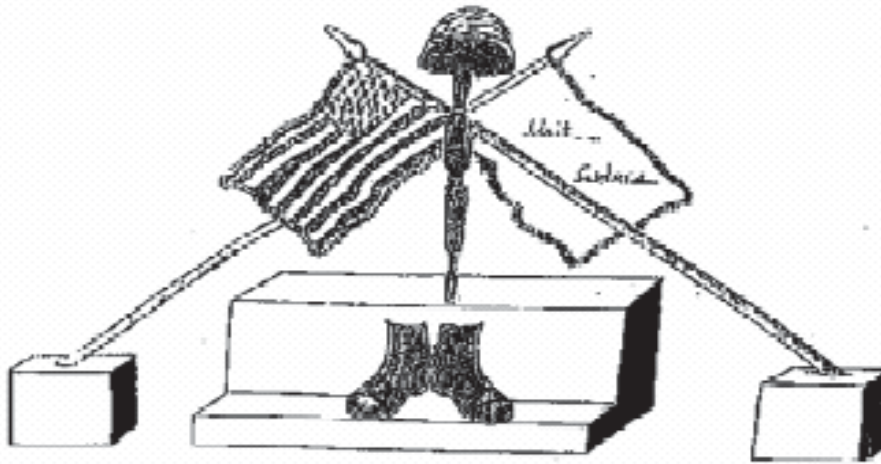
Firing Party positions themselves in a 45 degree angle along a line that connects the corners of the chapel and fires volleys toward Ardennes Street.

Bugler positions facing toward the open doors at a 45 degree angle approximately seven meters from the open doors.

Firing Party Signaler must have a clear line of sight with the Firing Party NCOIC.

K. Chapel Diagram Inside





Display items:

- Highly polished black jump boots or desert boots
- Weapon with bayonet
- Beret or Advanced Combat Helmet (ACH) with cover and digital band
- American flag (points to the left)
- Unit colors (points to the right)

M. FAMILY MEMBER ATTENDANCE.

1. As part of the Army Family Covenant, unit commanders are charged with ensuring the Families of their fallen Soldiers are made to feel a part of the Army for as long as they desire. To that end, unit commanders will inform Family members of the deceased Soldier about any unit memorial event that is conducted in a deployed environment and will invite the Soldier's Family to attend unit memorial events at the home station.

2. If Family members attend, the unit will designate an escort to meet them at the chapel at least fifteen minutes prior to the ceremony.

3. The Family escort will assemble the Family in the chapel fellowship hall. The commander will review the elements of the ceremony with the Family giving specific explanation regarding the last roll call and the firing of the volleys. Prior to the ceremony the command group or representatives may wish to pay their respects to the Family in the fellowship hall.

4. Five minutes prior to the beginning of the ceremony, the escort will lead the Family into the sanctuary through the doors next to the lectern (the side entrance).

5. The escort will sit with the Family on the first rows on the right side of the chapel.

6. Upon completion of the ceremony, the command representatives will depart by way of the center aisle. After the command departs, the escort will lead the Family to the fellowship hall following the same route by which they entered.

7. The unit chaplain will meet with the Family following the ceremony in the fellowship hall to provide pastoral ministry as deemed appropriate.