

Fort Sill Supplement 1 to AR 1-33

Administration

The Army Memorial Program

**Headquarters, U.S. Army Garrison
462 Hamilton Road, Suite 120
Fort Sill, Oklahoma 73503
7 March 2023**

UNCLASSIFIED

Department of the Army
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THE ARMY MEMORIAL PROGRAM

History. This Fort Sill Regulation supersedes Fort Sill Supplement 1 to AR 1-33, The Army Memorial Program, 6 August 2015.

Summary. This publication provides policy on the establishment of a memorialization board and its responsibilities. This regulation is distributed and published solely through the Department of Human Resources, Administrative Services Division
Homepage at:
<https://sill-www.army.mil/USAG/publications.html>


Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Administrative Services Division, 4700 Mow-Way Road, Suite G06, Fort Sill, Oklahoma 73503.

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.

Applicability. This supplement applies to all military, civilians, contractor personnel, and every organic unit, agency, directorate, and tenant stationed on or attached under the control of the United States Army Garrison (USAG) Fort Sill.


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Director, Human Resources

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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, 25 October 2018, 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
75th Fires Brigade
30th Air Defense Artillery Brigade
31st Air Defense Artillery Brigade
434th Field Artillery 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 memorialization 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