The Army Memorial Program
Administration
The Army Memorial Program

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

Summary. This publication provides policy on the
establishment and continuous operation of a memorialization
board and its responsibilities on Fort Sill IAW AR 1-33, The
Army Memorial Program. This
supplement is distributed and
published solely through the
Directorate of Human
Resources, Administrative
Services Division Homepage
at:
http://sill-
www.army.mil/USAG/publicatio-
ns.html

Supplementation. Supplementation of this
publication is prohibited without
prior approval from the
proponent of this publication
which is the Directorate of
Human Resources, AMIM-SIH-
A. The proponent retains the
authority to approve exceptions
or waivers to this publication.

Suggested improvements. The proponent of this
regulation 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. The policies
and guidance prescribed by
this publication applies to all
Fort Sill organizations.
1. Purpose. This publication provides policy on the establishment and continuous operation of a memorialization board and its responsibilities on Fort Sill.

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 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 2, Chapter 1-Introduction, Section II-Responsibilities, paragraph 1-12-Commander, U.S. Installation Management Command, 1-12(d).

Have the option of delegating, in writing, the IMCOM portion of the Army Memorial Program approval authority to the garrison commanders. Add the below subparagraphs d(1) through d(7) after subparagraph 1-12(d):

“d(1) The Garrison Commander (GC), USAG, Fort Sill is delegated the authority to approval memorial actions and 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
30th Air Defense Artillery Brigade
31st Air Defense Artillery Brigade
75th Field Artillery Brigade
428th Field Artillery Brigade
434th Field Artillery Brigade
U.S. Army Medical Department Activity

d(2) DHR will have general staff responsibility and have specific responsibility for—

(a) Establishing directives necessary for processing actions.
(b) Providing administrative advice on correct procedures and formats.

(c) Scheduling Memorialization Board meetings. The Memorialization Board members will meet quarterly as directed by the Garrison Commander.

(d) Forwarding board recommendations through Brigade Level Commanders to the GC for approval. The Commanding General will see the final approved actions.

(e) Announcing approved memorialization actions.

(f) Maintaining record files pertinent to memorialization.

d(3) Directorate of Plans, Training, Mobilization, and Security will advise and assist the sponsoring activity in the conduct of any ceremonies connected with the memorialization action.

d(4) The Command Historians, will conduct, as necessary, required research of background information and provide verification of candidate names for memorialization.

d(5) Public Affairs Officer is responsible reviewing memorial markers/plaques for accuracy and planning appropriate media coverage for all memorialization events associated with the actions of this board.

d(6) Protocol is responsible for coordinating guest lists with sponsoring activity and distributing appropriate invitations.

d(7) Sponsoring activity is responsible for costs incurred for memorial markers/plaques."

Page 2, Chapter 1-Introduction, Section II-Responsibilities, paragraph 1-12-Commander, U.S. Installation Management Command, 1-12(e)-Submit requests for dedicating/memorializing items for which the SECARY or ASA (M&RA) has approval authority to ASA (M&RA).

Add the below subparagraphs e(1) and e(2) after subparagraph 1-12e.

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

e(2) The public should submit their nominations to the following address:
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