

**Fort Sill Supplement 1 to Army
Regulation 1-33**

Administration

The Army Memorial Program

**Department of the Army
Headquarters, USAFCoEFS
455 McNair Avenue, Suite 100
Fort Sill, OK 73503
30 November 2021**

UNCLASSIFIED

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Fort Sill Supplement 1 to AR 1-33

Effective: 30 November 2021

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/publications.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.


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Colonel GS
Chief of Staff



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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 SECARMY 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:

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