



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEAVENWORTH
290 GRANT AVENUE UNIT 1
FORT LEAVENWORTH, KANSAS 66027-1417

IMLV-ZA

22 July 2015

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Command Policy Letter #19, Memorials and Dedications

1. REFERENCES.

- a. Army Regulation (AR) 1-33, The Army Memorial Program, 30 May 2006.
- b. AR 1-100, Gifts and Donations, 15 November 1983.
- c. AR 165-1, Chaplain Activities in the United States Army, 25 March 2004, 12 Dec 2009.
- d. AR 870-5, Military History: Responsibilities, Policies, and Procedures, 21 September 2007.
- e. AR 870-20, Army Museums, Historical Artifacts, and Art, 11 January 1999.
- f. AR DIR 2008-03, The Army Memorial Program, 20 October 2008.

2. PURPOSE. To provide guidance on permanent memorialization or dedication on Fort Leavenworth Military Installation. This includes, but is not limited to, statuary, plaques, trees or structures of any kind.

3. GENERAL. All requests for the memorialization or dedication of any device designed to honor any individual or group shall be submitted to the Office of the Garrison Commander. The Office of the Garrison Commander shall be responsible for the processing of all such requests.

4. POLICY/PROCEDURES.

a. Information Required. Request for Memorials and Dedications should include:

(1) "The name, grade or rank, branch of service, of the person to be honored; or if a unit is to be honored, identification of the unit. If a spouse is to be honored in accordance with AR 2008-03, either singly or jointly, requests should include name of the spouse to be honored."

IMLV-ZA

SUBJECT: Garrison Command Policy Letter #19, Memorials and Dedications

(2) A historical or biographical sketch outlining any achievements which form the basis of the recommendation.

(3) The type of memorial recommended.

(4) Data to support the association of the person with Fort Leavenworth.

(5) If the person for whom an entity is to be dedicated or memorialized is living, the request must include information establishing the following criteria:

(a) That the person to be honored is retired from military service with 20 or more years of honorable service or medically retired because of wounds sustained in combat operations; or recipient of the Medal of Honor, Distinguished Service Cross, or the Distinguished Service Medal or Silver Star.

(b) That the person to be honored is an example for current Soldiers to emulate based on an extraordinary military career of exemplary service.

(c) That the person to be honored is closely connected with the entity being named.

(d) That the person to be honored is a continuing role model supporting Soldiers, their Families, and Army programs.

(e) If the person to be honored is a spouse of a Soldier meeting a and b above, and who is to be honored singly (and not jointly with the Soldier), and who themselves meet the criteria of a and c above, the request must include information establishing that the spouse's contributions are truly extraordinary.

b. After receiving a request for memorialization or dedication, the Office of the Garrison Commander shall form a board composed of the Deputy to the Garrison Commander, the Command Chaplain, the Director of Plans, Training and Mobilization, the CAC Historian or representative, the Director of the Combat Studies Institute or representative, the Director of Public Works, the Staff Judge Advocate (SJA), and any other representative deemed necessary by the board. They shall review the request in order to prepare a recommendation for acceptance or denial. Their consideration will include:

(1) A review of the record of the person or group to be recognized.

(2) The significance of the service to the Army or Nation.

(3) The duration and value of that service to the installation.

IMLV-ZA

SUBJECT: Garrison Command Policy Letter #19, Memorials and Dedications

(4) The appropriateness of the memorial to the installation or the site requested. NOTE: According to AR 165-1, 13-3, paragraph g, "Religious facilities will not be named for any person, living or dead, or designated by a name or term suggesting any distinctive faith group.

(5) Any other factors deemed appropriate to the request.

c. Siting Information. Recommendations for approval of a memorial or commemorative work must include a siting plan that avoids disturbance of natural and cultural resources and values. To the maximum extent possible, a commemorative work will be located in surroundings that are relevant to the person or group to be honored. Siting will not encroach upon any existing commemorative work and not interfere with open space and existing public or installation use. Commemorative works that are aesthetically intrusive or that would adversely affect cultural or natural resources will not be permitted. Before further processing, the request will also be reviewed to see if it meets three or more of the following criteria:

(1) The person or group to be honored is deceased or a proper exception to policy for living persons/groups has been secured from the Secretary of the Army.

(2) An organization to be honored must not be smaller than a regiment (except in the case of an unusually distinguished unit as defined in reference 1a, paragraph 2-2g.

(3) Person or group to be honored served with the Frontier Army (1804-1917).

(4) Person or group to be honored was assigned to or activated at Fort Leavenworth.

(5) Person or group to be honored has a connection to a unit that served at Fort Leavenworth which was significant to the history of the installation.

(6) Person or group to be honored rendered service of transcendent importance to the Nation, the Army, and/or Fort Leavenworth.

(7) Person or group to be honored rendered service that was recognized for valor.

(8) For Civilian persons or groups to be honored, their service is recognized to be of significant importance to Fort Leavenworth and its mission.

d. The board shall forward the request, with their recommendation, to the Installation Planning Board, (IPB) for a wider review and consideration of the recommended placement site. The IPB recommendation shall be forwarded through

IMLV-ZA

SUBJECT: Garrison Command Policy Letter #19, Memorials and Dedications

the SJA, the Garrison Commander, Chief of Staff, and to the Senior Commander for disposition.

e. The Commanding General, Installation Management Command, has the authority to approve memorialization of a facility, building, group of buildings, rooms, streets or area on or part of an installation, with the concurrence and approval of the Senior Commander. Approval of memorialization of a deceased president, Army chiefs or staff, or General of the Army is withheld to the Assistant Secretary of the Army for Manpower & Reserve Affairs. Approval of memorials honoring Medal of Honor recipients is withheld to the Commanding General, HRC. Approval for requests honoring living soldiers and/or their spouses during their lifetimes is withheld to the Secretary of the Army. If the request has a monetary value in excess of that specified in reference 1b, the favorable recommendation of the Senior Commander shall be forwarded through the channels outlined in the Army Regulation. Other approvals are addressed in reference 1a, Table 2-1. Particular care must be taken to ensure that the dictates of the regulation are followed and approvals are obtained from the appropriate level.

5. This memorandum supersedes Command Policy #21-07.

6. The proponent for this policy is the Office of the Garrison Commander, 290 Grant Avenue, Unit One, Fort Leavenworth, Kansas 66027-1417, (913) 684-2993.

//Original Signed//
THOMAS A. SHOFFNER
COL, AR
Garrison Commander