

**Minnesota Army National Guard
Regulation 1-33 (Army)**

Administration

**Memorial Program –
Court of Honor
Induction Program**

Joint Force Headquarters – Minnesota
Minnesota Army National Guard
St. Paul, MN
21 January 2016

UNCLASSIFIED

SUMMARY of CHANGE

MNGR 1-33
Memorial Program – Court of Honor Induction Program

This revision, dated 21 January 2016--

o Adds revision and clarifying verbiage to the below listed regulation paragraph, 4. Eligibility and Criteria for Memorialization: Subparagraph b. Military Personnel (Died in Line of Duty).

The added verbiage is listed as follows in *italicized* area.

Paragraph 4. Eligibility and Criteria for Memorialization: Change:

b. Military Personnel (Died in Line of Duty). *Family concurrence for all Memorializations in this category will be sought by the nominator following the Adjutant General's approval of the Memorialization list.*

(1) In a Combat Theater: Military personnel who die in the Line of Duty as a result of enemy actions are automatically board nominated and board approved at the first memorialization board cycle possible.

(2) In a Combat Theater: Military personnel who die in the Line of Duty as a result of an accident, injury, or illness are board nominated automatically at the first memorialization board cycle possible.

(3) In a Non-Combat Theater and CONUS: Military personnel who die in the line of duty as a result of an accident, injury, or illness follow the normal nomination and approval process.

o Adds clarifying verbiage to Paragraph 8.e. Timetable: in highlighted area.

Paragraph 8.e. Change:

8. Timetable:

e. Court of Honor Induction Ceremonies will take place the first Sunday *following the first Saturday* in October.

Administration

Memorial Program – Court of Honor Induction Program

By Order of the Adjutant General:



RICHARD C. NASH
Major General, United States Army
The Adjutant General

Official



JON A. JENSEN
Brigadier General, United States Army
Director of Joint Staff

ceremonies for National Guard Armories and Community Centers.

Applicability. This regulation applies to all Army National Guard units in Minnesota. It also applies to the Army National Guard (ARNG) for property that the U.S. Property and Fiscal Officer of the State has accepted on behalf of the State.

Proponent and exception authority. The proponent of this regulation is the Chief of Staff. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or a direct reporting unit or field operating agency of the proponent agency in the grade of colonel. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to

the policy proponent. Refer to AR 25-30 for specific guidance.

Army management control process. This regulation contains management control provisions in accordance with AR 11-2, but it does not identify key management controls that must be evaluated.

Supplementation.

Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Chief of Staff, ATTN: NGMN – CS, 20 - 12th Street West, St. Paul, Minnesota 55155-2004.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the The Adjutant General, Minnesota, ATTN: Memorialization Committee, 20 -12th Street West, St. Paul, Minnesota 55155-2004.

Distribution. Distribution of this public is distribution "A" (Army)

History. This publication is a minor revision. The portions affected are listed in the summary of change.

Summary. This regulation on the Army National Guard Memorial Program has been revised to emphasize the Adjutant General, Minnesota's policy of naming of facilities for persons and terrain features and roadways at Camp Ripley, Minnesota. It covers memorial eligibility policy, approval authorities, records, ground breaking dedication and memorialization

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*This regulation supersedes MNGR 1-33, Memorialization at Camp Ripley, dated 1 November 2013.

1. **Purpose:** To set forth policies and procedures governing the permanent recognition or "memorialization" of individuals who have distinguished themselves in service to the Minnesota Army National Guard. In addition, set forth the policies and procedures for naming roads, trails and prominent terrain features at Camp Ripley. Memorialization first began in 1933 at Camp Ripley, Minnesota.

2. **Name Change of the Memorialization Ceremony:** Effective September 2007 the title of the Memorialization Ceremony changed to, "Court of Honor Induction Program". However, the regulation title will remain intact.

3. **Types of Memorialization:** Individuals may be memorialized at Camp Ripley by having their names added to the Court of Honor or by having facilities or sites named after them. Significant battles, campaigns or geographical areas where Minnesota Army National Guard personnel and units have served in combat are memorialized by naming roads, trails and prominent terrain features in field training areas after them.

a. **Court of Honor.** An outdoor plaza/monument, located in a publicly visible place at Camp Ripley, will permanently display the names of all persons past and present, living or deceased, who have been selected for Memorialization.

b. **Naming of facilities and sites at Camp Ripley.** When facilities and sites are named after an individual, that individual will have been deceased for two years. Streets in the cantonment area, permanent structures and buildings (or portions thereof), permanent training facilities, and ranges anywhere on post may be named after deceased persons i.e., Joseph E. Nelson Hall, Ernest B. Miller Range.

c. **Naming of roads, trails and prominent terrain features.** Roads, trails and prominent terrain features in field training areas are named after battles, campaigns or geographical areas where Minnesota Army National Guard personnel have served in combat. Following an established tradition, southernmost roads are named for the Civil and Indian War period with reference to subsequent combat as one moves northward. Trails and prominent terrain features are named based on their appropriateness.

4. **Eligibility and Criteria for Memorialization:**

a. **Military Personnel.** Military personnel are considered for the Court of Honor Induction Program at the Camp Ripley Court of Honor site on the basis of heroism or distinguished professional achievement and service.

(1) Heroism. Members of the Minnesota Army National Guard who are officially recognized for acts of valor or heroism at the risk of one's life while in either state or federal military service. Recipients of the Medal of Honor, Distinguished Service Cross, Silver Star, or the Minnesota Medal for Valor would normally fit into this category. The unit will send the nomination to the board for review for immediate consideration.

(2) Distinguished professional achievement and service. Military personnel who attain uncommon prestige as a member of the Minnesota Army National Guard. While it is impossible to define "uncommon prestige" with particularity, such an individual would most likely have demonstrated these attributes over an extended period of time after retirement.

(a) Strong, proactive leadership in a position of high responsibility (while the concepts inevitably overlap, an important distinction should be drawn between leadership and management, and between leadership and authority);

(b) Recognized service and advocacy for the National Guard, State and Nation which extends well beyond what is routinely expected in the course of one's job or military assignment (what, for example, has the individual done as a volunteer?)

4. a. (c) Consistent, prolonged commitment to excellence; both in one's own performance and in the level of expectation and support given for the performance of others.

(d) Exemplary ethical behavior, on and off duty.

b. Military Personnel (Died in Line of Duty). Family concurrence for all Memorializations in this category will be sought by the nominator following the Adjutant General's approval of the Memorialization list.

(1) In a Combat Theater: Military personnel who die in the Line of Duty as a result of enemy actions are automatically board nominated and board approved at the first memorialization board cycle possible.

(2) In a Combat Theater: Military personnel who die in the Line of Duty as a result of an accident, injury, or illness are board nominated automatically at the first memorialization board cycle possible.

(3) In a Non-Combat Theater and CONUS: Military personnel who die in the line of duty as a result of an accident, injury, or illness follow the normal nomination and approval process.

c. Civilian Employees. Civilian employees of the Department of Military Affairs are also considered for memorialization on the basis of distinguished professional achievement and service. They are considered for either the Court of Honor or for Camp Ripley site naming. To be selected, they must, over a period of many years, have reflected in parallel fashion the qualities outlined above in paragraph 4.a.(2). a-c.

d. Waiting period for eligibility.

(1) Court of Honor: At least two years following the heroic action, or a minimum of three years following retirement. (The eligibility date for the three years of retirement must be met prior to the date of when the Court of Honor Induction Ceremony is held.) No waiting period for those who die in Line of Duty."

(2) Naming of facilities and sites at Camp Ripley: At least two years following death. (Features of Camp Ripley are not named for living persons.) No waiting period for those who die in Line of Duty.

5. Selection of Individuals for Memorialization:

a. Memorialization Board. A standing committee, to be known as the "Memorialization Board," will solicit nominations and make recommendations to the Adjutant General of individuals for Memorialization.

(1) The board is comprised of twelve (12) voting members, consisting of both active and retired members of the Minnesota Army National Guard, including eight (8) officers, those of whom are the current Chief of Staff, the current Camp Ripley Post Commander and at least one General Officer; and four (4) senior enlisted persons including the State Command Sergeant Major and one more Command Sergeant Major.

(2) A non-voting thirteenth member is appointed by the Adjutant General to serve as Recorder and to provide staff assistance to the board as well as maintaining official records and minutes of board meetings.

(3) Other ex-officio members may be added by the Chair as the needs of the board dictate.

(4) The board, including designation of the Chair, shall be named every year in November by The Adjutant General. Individuals appointed to the board will serve a renewable two year term. To assure continuity, however no more than three new members are appointed for a given year. Appointments need to be staggered. Alternates can be appointed to attend a meeting in the absence of a board member; however, they are not included in the Duty Appointment announced by this Headquarters in November.

5. b. Responsibilities of the Memorialization Board.

(1) Solicitation of nominees. On an annual basis the board will invite nominations for Memorialization, through a variety of means, from active and retired members of the Minnesota Army National Guard. All nominations are submitted on the form shown at Appendix A and addressed to: The Adjutant General, ATTN: Memorialization Board, 20 - 12th Street West, Veteran's Service Building, St. Paul, MN 55155-2004. Item 10 of the form (narrative portion) will include a statement of rationale and justification for the nomination. Lengthy biographical narratives are unnecessary; however, the narrative should contain enough information to help the board judge a nominee in light of the criteria outlined in paragraph 4 above.

(2) Choosing from among nominees. Members of the Memorialization Board shoulder a great responsibility. Memorializations provide an excellent opportunity for the National Guard to recognize individuals and to preserve an important side of its history and heritage. However, the entire process must be carried out with great sensitivity and care. The choice of some individuals over others for such a public, lasting honor will inevitably engender comparisons and speculation by people outside the process. Bitterness, hard feelings and diminished public credibility may result if sentimentality, cronyism, or disinclination to make hard choices - however well-intentioned - influence the board's decision-making. The board is cautioned to also observe these principles:

(a) The procedures and criteria by which nominees are solicited and evaluated will be followed consistently.

(b) Inadvertent preference should not accrue to "full-timers" who, by virtue of earning their living within the Guard, may be better known and have simply done their job well. The loyalty, dedication and military performance of citizen-soldiers whose primary employment lies elsewhere must not be overlooked.

(c) While the board should keep its procedures and timetables out in the open, its deliberations must be kept confidential.

(d) Memorialization is an honor to be conferred sparingly, and certainly not routinely. While there is no specific limit to the number of persons who can be memorialized in a given period, the board must exert restraint. It is uncommon quality, not quantity, which truly matters.

(3) Meetings. The Memorialization Board will meet as necessary, but not less than once each year at the call of the Chair or TAG. Five voting members, to include at least one of enlisted rank, shall constitute a quorum.

(4) Nominations to the Adjutant General - Nominations for Memorialization will be made in writing to the Adjutant General every year (See timetable in paragraph 8 below). The nominations must include biographical information about the honoree, reasons for selection, and the suggested form of Memorialization (i.e., Court of Honor or naming of a special feature of Camp Ripley.) The names of unselected candidates will normally not be forwarded to the Adjutant General. Final approval of persons to be memorialized rests with the Adjutant General.

(5) Notification to nominators. Upon approval by the Adjutant General, the Chair of the Memorialization Board will promptly correspond with all persons who submitted nominations, informing them of the outcome of their nomination. In addition, materials submitted in support of an unselected candidate will be returned to the nominator, who may be invited to resubmit the nomination in a subsequent year. Consistent with the principle of confidentiality, reasons for non selection of a candidate will not be revealed.

5. b. (6) Solicitation for nominations to retirees. Dissemination of information regarding memorialization will be to the widest extent possible. This will include providing information on the Minnesota National Guard web site and those of affiliated organizations. Retiree newsletters authored by this headquarters will be used to publicize nominations from the retired community.

6. **Listing of Features and Facilities:** The Camp Ripley Post Commander is responsible for maintaining a list of features and facilities on post that have been previously memorialized. In addition, the Commander will compile, and make available, a list of additional facilities and features that have the potential for possible future Memorialization, in coordination with the Facilities Management Office at Camp Ripley.

7. **Court of Honor Induction Program Ceremonies:** The public Court of Honor Induction Program ceremony is held on the first Sunday of October at Camp Ripley, MN. The Camp Ripley Public Affairs Officer, in conjunction with the State Public Affairs Officer will produce marketing and media releases for local radio and newspapers. News releases are sent out 30 days prior to the event to give the public knowledge of the event. A second release is sent out 48 hours before the event or before the closest deadline for the news outlets prior to the event to announce the names of those being honored, date, time and location of the event. Notification are sent Distribution "A". If the board has no eligible nominations for the Court of Honor the ceremony is then postponed until the following year.

8. **Timetable:**

- a. Appointment of the Memorialization Board by the Adjutant General is accomplished in November.
- b. November - Solicitation of nominations for Court of Honor Induction Program.
- c. Deadline for receipt of nominations will be April 1st. (Nominations received after this date are retained for future consideration).
- d. Nominations are forwarded to the Adjutant General for review and/or approval NLT April 15th and approvals returned to the board NLT May 15th.
- e. Court of Honor Induction Ceremonies will take place the first Sunday following the first Saturday in October.

9. **Record Keeping:**

- a. Permanent Orders are published for all memorialized persons.
- b. Files for past Memorializations will be maintained at the museum by the museum director, and will consist of the following:
 - (1) Permanent Order
 - (2) Biographical sketch/citation
 - (3) Two pictures of individual – must be a military photo
 - (4) Nomination for Court of Honor Induction Program
 - (5) Copy of program
 - (6) Copy of each year's video
- c. In addition, the State Historian will provide the Camp Ripley Museum with a three (3) ring binder which contains information about each individual who has been memorialized.

10. **Fallen Soldier Statue Standardization:** Any organizations desiring to memorialize Fallen Soldiers on Minnesota National Guard or State property will submit a request/plan to the Memorialization Board. The request will incorporate the design, monetary cost, and the annual maintenance plan for the memorial. An additional factor to consider, when developing a plan for memorializing our fallen, is that the

long term identity of the facility could change over the course of the next several decades. The Memorialization Board will review the plan and make recommendations to the Adjutant General for approval based on the interest of the Soldier, facility, and the community.

a. Design. The design will not distract from the appearance of, or overshadow the facility. The design will complement the building and its terrain while providing an area for reflection and remembrance of our fallen hero.

b. Monetary cost. The request will include the estimated cost and source of funding for the initial installation and construction of the memorial in addition to the long range cost of preserving the memorial.

c. Annual maintenance plan. The requesting organization will provide an annual maintenance plan to ensure the memorial is preserved, safe guarded and receives the care and distinction it deserves.

11. **Permanence of Memorialization**: Names in the Court of Honor are permanent. As a general rule, names given to Camp Ripley features are considered permanent; however, under special circumstances, the board may recommend that something be renamed. In such an event, names removed from a feature at Camp Ripley will continue to be perpetuated in the Court of Honor. For all names removed from features, and for names designated in the Court of Honor, the individual's picture, citation and biography are provided to the memorialized individual or to their next of kin. Should the memorialized individual be deceased with no next of kin, the picture, citation and biography will be placed in the permanent file at the Camp Ripley museum.

12. **Campaign Plan**: The board is charged with the responsibility of developing a Campaign Plan to inform the commands of the Memorialization process and to solicit nominations. Part of the Campaign Plan will include the marketing of the program with information being passed onto the organizations at venues like the Officer and Enlisted Association meetings, retirement publications/functions and sent out statewide by e-mail messages to active Guard members.

The proponent of this regulation is the Director of Joint Staff. Users are invited to send comments on DA Form 2028 (Recommended Changes to Regulations) to Office of The Adjutant General, ATTN: NGMN-ZC, Veterans Svc Bldg, St. Paul, MN 55155-2004

Appendix A to MNGR 1-33

NOMINATION FOR COURT OF HONOR INDUCTION PROGRAM
AT CAMP RIPLEY
(** Indicates Info Needed)

1. **Nominee's full name: _____
Date of Birth: _____ Date Deceased: _____
2. Social Security Number/ Service Number: _____
(Only needed for Records Recovery)
3. Nominee's highest grade held: _____
4. **Nominee's period of service in the Minnesota Army National Guard: _____
5. Nominee's last unit/station in the Minnesota Army National Guard: _____

6. MTOE/TDA position last occupied with the MN ARNG (include dates of service):

7. **Nominee's home address (include zip code): _____

8. **Nominee's home phone number (include area code): _____
9. Nominee's business phone number (include area code): _____
10. **Nominee's e-mail address: _____
11. **(If deceased) Name and address on next of kin, to include relationship of the nominee:

Appendix A to MNGR 1-33

(Continued)

12. **Narrative will be submitted in accordance with the guidelines provided in paragraph 4, MN National Guard Regulation 1-33 using the following paragraphs.

Paragraph one: Describe any acts of heroism, distinguished professional military achievement which resulted in "uncommon prestige." Awards, commendations or other documents that support the above requirement can be included with the nomination.

Paragraph two: Describe any civilian leadership positions that were held by the nominee that emulate the concept of Citizen-Soldier.

Paragraph three: Describe the nominee's involvement in their community after retiring from the Minnesota Army National Guard. This paragraph is strengthened by specific examples of leadership as opposed to organizational.

13. **Name and relationship of the individual making the recommendation:

14. **Home address (include zip code): _____

15. **Home phone number/business phone/e-mail address:

Appendix B to MNGR 1-33

EXAMPLE FOR THE COURT OF HONOR NARRATIVE

Master Sergeant (MSG) Smith's military service began when he enlisted as a Private in the Minnesota National Guard on _____. He attended basic training at Fort Leonard Wood, MO. His specialty was MOS 13E, Fire Direction at Fort Chaffee, AK, where he completed his AIT. After completing basic training and AIT he returned to Service Battery, 1st Battalion, 175th Field Artillery in Jonesville, MN.

MSG Smith served in a variety of positions in his 40 years of service in the Minnesota National Guard. Most noteworthy were: Chief of Firing Battery - Btry A 1/175th FA; First Sergeant - Btry C, 175th FA and back to Btry A, 175th FA.

Because of his leadership and mentoring, Service Battery received the Eisenhower Award, which is a distinguished unit award through national competition. Also because of his leadership and mentoring MSG Smith helped guide new officers after their commission, who went into successful careers; some obtaining the rank of Major to Brigadier General and NCOs obtaining the ranks of E8 and E9.

The last 10 years in his career MSG Smith served at Camp Ripley with the Regional Training Institute. His accomplishments were building Ferrell Lake and a Vehicle Land Navigation Course. He developed and published prescribed course for each which is signed out by Range Control to train individual Soldiers, Officer Candidates and Land Navigation skills.

MSG Smith has rendered exceptionally dedicated service in all of his assignments, but in addition his community involvement is to be commended. Community programs he is involved in are:

- Life member of the American Legion, 39-year member of Post 123 of Jonesville and the Minnesota National Guard Enlisted Association.
- Past Commander of Post 123 of Jonesville and served 4 years as Post 123 Chaplain.
- Habitat for Humanity: Family Selection Committee member, former President of the Board of Directors.
- Bethel Lutheran Church: Usher, greeter, communion minister, Pastor/Parish Relations Committee, choir member, commission member, lector, mentor for confirmation, Men's Bible Study, Parish Council for 9 years, including one year as President.
- Served on the Johnsonville City Council for 10 years.

Master Sergeant Smith received numerous awards and decorations to include: *The awards are listed in precedence order. If subsequent awards have been received place which award it is in parenthesis i.e. Meritorious Service Medal (Second Award).*

Appendix C to MNGR 1-33

NOMINATION FORM FOR NAMING FACILITIES/SITES AT CAMP RIPLEY
AFTER AN INDIVIDUAL
(* Indicates Required Information)

1. **Nominee's name: _____ Date of Birth: _____
2. Social Security Number/ Service Number: *(Only needed for Records Recovery)*

3. Nominee's highest grade held: _____
4. **Name and address of next of kin, to include relationship of the nominee: _____

5. Facility recommended to be named: _____
6. **Narrative describing the reasons the individual should be considered for having a site or facility named after them (including awards earned). (A separate sheet can be attached.)

7. **Name and relationship of the individual making the recommendation:

8. **Home address (include zip code): _____

9. **Home phone number/business phone: _____

