

**The Adjutant General Massachusetts
Pamphlet 1-1**

Administration

MEMORIALIZATION PROGRAM

**Joint Force Headquarters
Departments of the Army and the Air Force
Massachusetts National Guard
Hanscom AFB, MA
1 September 2024**

UNCLASSIFIED

SUMMARY of CHANGE

TAGMA PAM 1-1
Memorialization Program

This update, dated 1 September 2024 - -

- Edits Section 2-1b, Memorialization Criteria, Priority for Selection
- Edits Section 3-2, "Selecting the Guest of Honor"
 - Section 3-2c is changed to read "Parents".
 - Section 3-2d is changed to read "Siblings"

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Glossary


Administration

MEMORIALIZATION PROGRAM



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formatted to make it compatible with an electronic publishing format. This Pamphlet supersedes TAGMA Pamphlet 1-1 and TAGMA ANG Pam 900-0 dated 10 February 1986.

Summary. This pamphlet provides procedures relating to submitting application for memorialization and for arranging and conducting ceremonies.

Applicability. This pamphlet applies to all elements of the Massachusetts National Guard.

Proponent and exception to policy. Assistant Adjutant General/Executive Officer.

Suggested Improvements. Users of this publication are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publication and Blank Forms) direct to Assistant Adjutant General/Executive Officer at JFHQ, 2 Randolph Road, Bldg. #1505, Hanscom Air Force Base, MA 01731.

Distribution. A MAKO

History. This publication has been updated, reorganized and

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*This publication supersedes TAGMA Pam 1-1, dated 1 November 2924

Chapter 1

Introduction

1-1. Purpose

This regulation explains the Massachusetts National Guard Memorialization Program including the policies and procedures to be followed in naming an installation, street, building, recreation area, or geographical site in honor of deceased Massachusetts National Guard personnel. It establishes the criteria and procedures for nomination, selection, and conducting ceremonies.

1-2. References

Required and related publications and prescribed and referenced forms are listed in Appendix A.

1-3. Explanation of Abbreviations and Terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1-4. Responsibilities

The Governor, as Commander-in Chief, shall be the approval authority for memorialization designations. This authority shall be exercised through The Adjutant General and may be delegated to the TAG's representative(s).

Chapter 2

Memorialization Criteria

2-1. Memorialization Criteria

a. Only deceased former members of the Massachusetts National Guard or its organizations will be memorialized.

b. Priority for selection;

- (1) Medal of Honor recipients.
- (2) Recipients of the Distinguished Service Cross, Navy Cross, or Air Force Cross.
- (3) Soldiers or Airmen killed in action.
- (4) Soldiers or Airmen who have been killed or deceased while in the line of duty in support of military operations.
- (5) Recipients of the Silver Star, Soldiers Medal, Navy Marine Medal, Airman Medal and Bronze Star w/"V" device.
- (6) Recipients of the Massachusetts Medal of Valor.
- (7) Military personnel who have served the Massachusetts National Guard with distinction and/or have received awards for valor.
- (8) Conspicuous Massachusetts individuals, member of the Massachusetts National Guard and Massachusetts organization.

2-2. Memorialization Board

The Memorialization Board appointed under this regulation will consist of six (6) voting members. Five (5) voting members will constitute a quorum. The voting members of the committee will be two (2) Assistant Adjutant Generals for Army, (1) Assistant Adjutant General for Air, the State Quartermaster (1), the Staff Judge Advocate (1) who will also serve as the Recorder. The Military Division Executive Officer (ATAG, Exec CoS to TAG) will serve as the chairman of the committee with voting rights. The Executive Officer will be the President and will convene the Board as necessary. Board recommendations will be forwarded to The Adjutant General for approval and the Commander-in-Chief for publication of a General Order and thereafter will be maintained as historical records of the Military Division, Commonwealth of Massachusetts.

2-3. Submission of Nominees

Nominations for the names of individuals and organizations for consideration by the Memorialization Board will be completed on TAGMA Form 5528, see Appendix B. In each instance, full justification must be made. Added documentation as applicable will be attached to the basic action. Submission of legible copies rather than original copies of documents is encouraged, since they will become a part of the permanent historical file and will not be

returned. Nominations will be endorsed through the chain of command to this office, ATTN: NGMA-AXO-ST, stating concurrence or non-concurrence and giving reasons. Nominations will be forwarded by this office to the Memorialization Board.

2-4. Memorial Allocation

All memorialization sites shall be allocated so as to be generally relevant to the deceased member's character of service. Site designation may be recommended by the Memorialization Board or selected by The Adjutant General.

2-5. Selection/ Non-Selection

Upon receipt of Memorialization Board recommendations, review action by The Special Military Reservations Commission or Armory Commission as appropriate, and approval by The Adjutant General, notification will be sent by the Adjutant General or his designated representative to the nominator. If favorable, notification to the next of kin or suitable organization representative will be accomplished by The Adjutant General through the Military Division Legislative Liaison.

Chapter 3

Ceremony Planning

3-1. Project Officer

When it has been determined that an individual or organization is to be memorialized, the Executive Officer will designate a Project Officer of appropriate military grade who shall be the single manager for the event. The selected individual, when practical, should be stationed on the site. Selection will be coordinated in advance with the commander and/or military custodian. The project officer will be responsible for:

- a. Coordination of all arrangements for the dedication ceremony.
- b. Personal consultation with the guest of honor.
- c. Provide an aide to the guest of honor on matters pertaining to the ceremony.

3-2. Selecting the Guest of Honor

Selection of the guest of honor for the dedication ceremony will be in the following order of precedence:

- a. The surviving spouse.
- b. Eldest son or daughter.
- c. Parents.
- d. Siblings.
- e. Beneficiary, if no other close relatives are available.
- f. In the case of an organization to be honored, appropriate officers thereof.

3-3. Coordination After Selection

After selection of the guest(s) of honor, and before announcement of the dedication, The Adjutant General will or his designated representative will:

- a. Notify the next of kin or appropriate officers to ensure that the proposed action meets with their concurrence.
- b. If concurred by next of kin or appropriate organization officer, coordinate with Military Division Legislative Liaison to issue invitations to interested governmental and civic leaders plus such individuals as the next of kin or organizational officers.
- c. Direct the Military Personnel Director (G1) to publish a permanent type General Order to be issued by the Commander-in-Chief (Governor) announcing the dedication.

3-4 Funding

Funding arrangements will be coordinated by the Project Officer with the Assistant Adjutant General/Executive Officer and the senior commander and/or military custodian. If a guest of honor, organization officers, or others wish to present a plaque, portrait or other suitable memorial, it will be accepted. Normally, all expenses involved will be borne by the recommending party. The plaque, portrait, or other suitable memorial will become the property of the Commonwealth of Massachusetts and will be accepted by a member of the State Staff in the name of the Governor as the Commander-in-Chief.

3-5. Dedication Ceremonies

Every dedication must include an appropriate ceremony. The following ingredients and actions are used as a basic guide with appropriate modification as conditions may warrant.

a. Next of kin: Confirmation that next of kin will attend. Transportation should be furnished if feasible to the guest of honor and/or the deceased's parents or children. However, military airlift may not be furnished until current DOD regulatory requirements are satisfied. Determine the following from the next of kin (guest of honor).

(1) Confer to determine if any added persons should be added to the guest list.

(2) Make arrangements for the guest of honor and/or parents regarding hotel accommodations and make reservations accordingly. These accommodations may not be at Federal Government expense. Expenditure of State appropriated funds requires prior approval of the Assistant Adjutant General/Executive Officer. Guest quarters on the installation may be used if appropriate.

(3) Selection of a site that affords an opportunity for both ground and air views. Provide a suitable draped platform which will seat guest of honor, next of kin, dignitaries, and speakers.

(4) Arrange for printing and distribution of printed programs.

(5) Arrange for a band.

(6) Arrange for suitable flowers to include corsages if appropriate.

(7) Arrange for color photographic coverage. Appropriate photographs (8 x 10) should be placed in a bound album together with narration to the guest of honor, and/or parents and children of the deceased.

(8) A plaque or permanent marker should be made and placed in a conspicuous place adjacent to the street or facility or affixed to the selected building. If the guest of honor or deceased members' family wishes to present a plaque or other memorial, it may be accepted. A portrait is also acceptable. The plaque and/or portrait will become the property of the Massachusetts Army and Air National Guard and are accepted in the name of the Governor.

(9) Coordinate for military aircraft flyover if authorized by DOD, SEC AF or SEC AR per regulation.

3-6. Specific Ceremony

On the appointed day and hour the following will obtain:

a. The band and appropriate troops are assembled about ½ hour before formal dedication commences. The band plays appropriate airs.

b. Escort. An appropriate escort conducts the guest of honor and his/her party to the site of the ceremony.

c. Greetings. The installation commander and his/her staff (unless others are designated) receive the guest of honor at the reviewing platform and introduces the speakers and dignitaries while the band plays soft music.

d. Addresses. The total time should not exceed 15 minutes. Usually these addresses include the:

(1) Invocation by the chaplain.

(2) Introduction by the appropriate commander or senior officer.

(3) Remarks by other speakers.

(4) Dedicatory address by speaker of the day.

(5) If on an air installation and conditions permit, a flyover is usually presented as a part of the program.

(6) The installation should observe an Open House policy on the day of the ceremony.

(7) It is sometimes suitable to follow a ceremony with a reception for the guest of honor and/or parents of the deceased. Cost thereof to include refreshments will be as determined by the Assistant Adjutant General/Executive Officer and the Commander and/or Military Custodian.

**Appendix A
References**

**Section I
Required Publications**

This section contains no entries

**Section II
Related Publications**

AFI 11-55

Administering practices, identification of installation and buildings

AR 1-33

Administering Memorial Programs

AR 600-25

Salutes, Honors and Visits of Courtesy

M.G.L. Chapter 33, Section 15d

M.G.L. Chapter 33, Section 125

**Section III
Prescribed Forms**

The following forms are available on MAKO

TAGMA Form 5528

Massachusetts National Guard Memorialization Board Nomination

**Section IV
Referenced Forms**

Except where otherwise indicated below, the following forms are available on the AKO, AHP, and APD web sites.

DA Form 2028

Recommended Changes to Publications and Blank Forms

Appendix B
TAGMA Form 5528, Massachusetts National Guard Memorialization Board Nomination

MASSACHUSETTS NATIONAL GUARD MEMORIALIZATION BOARD NOMINATION			
For use of this form, see TAGMA Pam 1-1, the program's AAG			
PART I. ADMINISTRATIVE DATA			
<p>1. Purpose. To nominate the name of an individual or organization for memorialization at a facility, installation, or property of the Massachusetts National Guard.</p> <p>2. Routine Use. A copy of this form will be maintained by the Memorialization Board as a source of information from which it can be determine whether others were considered for a particular action and, by exclusion, those whom have not been memorialized.</p> <p>3. Privacy Act Statement. Disclosure of personal information is voluntary. Individuals not providing the requested information cannot be notified of selection or non-selection of his/her recommendation for memorialization.</p>			
PART II. NOMINEE INFORMATION			
1. Name of Nominee		2. Rank/Grade	
3. Location of Memorialization			
4. Reason(s) for Nomination (Including but not limited to units, commanded and/or serviced in acts of service, heroism and distinction, length of service, decorations and awards. Attach any documentation that supports the reason for nomination.)			
PART III. SUBMITTER'S INFORMATION			
5. Name of Submitter			
6. Unit or Organization			
7. Phone		8. E-mail	
9. Address			
10. Would you or a representative be willing to appear before the committee in furtherance of your recommendation?			
Yes <input type="checkbox"/> No <input type="checkbox"/>			

PART IV. MEMORIALIZATION BOARD ACTION			
11. Board Date		12. Site Suggested	
13. Primary Nominee		14. Secondary Nominee	
15. Other			
16. Reasons for Decision:			
17a. President/Executive Officer		17b. Signature	
18a. Member/Asst Adj Gen., Army		18b. Signature	
19a. Member/Asst Adj Gen., Air		19b. Signature	
20a. Member/state Quartermaster		20b. Signature	
21a. Member/state Judge Advocate		21b. Signature	
PART V. THE SPECIAL MILITARY RESERVATION COMMISSION (TSMRC) ACTIONS			
22a. Chairman		22b. Signature	
22c. Action(s) Taken		122d. Date	
23a. Member		23b. Signature	
23c. Action(s) Taken		123d. Date	
24a. Member		24b. Signature	
24c. Action(s) Taken		124d. Date	
25a. Member		25b. Signature	
25c. Action(s) Taken		25d. Date	
26a. Member		26b. Signature	
26c. Action(s) Taken		26d. Date	
27. Remarks (if necessary)			

Glossary

Section I Abbreviations

AF

Air Force

AFI

Air Force Instruction

AR

Army Regulation

DA

Department of the Army

DOD

Department of Defense

MAKO

Massachusetts Knowledge Online

MGL

Massachusetts General Laws

TAG

The Adjutant General

TAGMA

The Adjutant General – Massachusetts

Section II

Terms

This section contains no entries.

Section III

Special Abbreviations and Terms

This section contains no entries.