

MINNESOTA NATIONAL GUARD REGULATION  
NUMBER 1-33 (ARMY)

STATE OF MINNESOTA  
DEPT OF MILITARY AFFAIRS  
ADJUTANT GENERAL'S OFFICE  
SAINT PAUL, 29 APRIL 2009

**MEMORIALIZATION AT CAMP RIPLEY**

“Court of Honor Induction Program”

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1. **Purpose:** To set forth policies and procedures governing the permanent recognition or “memorialization” at Camp Ripley individuals who have distinguished themselves in service to the Minnesota Army National Guard. 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 in tact.

3. **Types of Memorialization:** Individuals may be memorialized at Camp Ripley in two possible ways:

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\*This regulation supersedes MNGR 1-33, Memorialization at Camp Ripley, dated 12 September 2007.

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3. a. Memorial Court. 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. Since 1992 facilities and sites are no longer named after individuals instead their names are added to The Court of Honor. When facilities and sites were named after an individual they had to have been deceased for two years. Streets in the cantonment area, permanent structures and buildings (or portions thereof), permanent training facilities, ranges and prominent terrain features anywhere on post may be named after deceased persons i.e., Joseph E. Nelson Hall, Ernest B. Miller Range. (Note: Roads and trails in field training areas were typically named after battles, campaigns or geographical areas where Minnesota Army National Guard personnel served in combat. Following an established tradition, southernmost roads should be named for the Civil and Indian War period with reference to subsequent combat as one moves northward.)

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

a. Military Personnel. Military personnel may be considered for the Court of Honor Induction Program in the Memorial Court of Honor or for Camp Ripley site naming at Camp Ripley on the basis of heroism or distinguished professional achievement and service.

(1) For heroism - members of the Minnesota Army National Guard who have been 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 immediately send the nomination to the Board for review. (Two (2) years.)

(2) For distinguished professional achievement and service - military personnel who have attained 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 over an extended period after retirement the following attributes. They are eligible three (3) years at time of ceremony.

(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?);

(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;

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

b. Military Personnel (Died in Line of Duty). Military personnel who have died in Line of Duty will be nominated for review for Memorialization. The waiting period should be at least be two (2) years after death.

c. Civilian Employees. Civilian employees of the Department of Military Affairs may also be considered on the basis of distinguished professional achievement and service for the Memorial Court 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 3.a.(2).

d. Waiting period for eligibility.

(1) For the Memorial Court: At least two years following the heroic action, or at least three years following retirement, or at least two years following death.

(2) For naming of facilities and sites at Camp Ripley: At least two years following death. (Features of Camp Ripley will no longer be named for living persons.)

**5. Selection of Individuals for Memorialization:**

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

(1) The Board will have twelve (12) voting members, consisting of both active and retired members of the Minnesota Army National Guard, and be composed of eight (8) officers, including the current Chief of Staff, the current Camp Ripley Post Commander, at least one General Officer, and four (4) senior enlisted persons, the State Command Sergeant Major and one more Command Sergeant Major.

(2) A non-voting ninth member will be 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 will serve for two years, renewable terms. To assure continuity, no more than three new members shall be 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, but they will not have Orders/Duty Appointments will be announced by this Headquarters in November.

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5. b. Responsibilities of the Memorialization Board.

(1) Solicitation of nominees. The Board will annually invite nominations for Memorialization, through a variety of means, from active and retired members of the Minnesota Army National Guard. All nominations must be submitted on the form shown at Appendix A and addressed to: The Adjutant General, ATTN: Memorialization Board, Veteran's Service Building, St. Paul, MN 55155-2098. 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 3 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 unusually special people 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, as 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.

5. b. (4) Nominations to the Adjutant General - Nominations for Memorialization will be made in writing to the Adjutant General every other 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., Memorial Court 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.

(6) Solicitation for nominations to retirees. The following tools will be used to publicize nominations from the retired community. #1 – The J1 Retirement Service NCO will include the notification of the upcoming Court of Honor Induction Program in the quarterly newsletter sent out to retirees. #2 – A Board member will attend and speak at the retiree breakfast held periodically in the Camp Ripley area.

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, he will compile and make available a list of additional facilities and features that would be potentials for possible future Memorialization in coordination with the Facilities Management Office at Camp Ripley.

7. **Court of Honor Induction Program Ceremonies:** Effective 2009 ceremonies will be now be held annually instead of every other year (from 1988 to 2008 ceremonies were held in the even-numbered years). The public ceremony will be held the first weekend in October a Court of Honor Induction Program ceremony will be conducted at Camp Ripley. Maximum publicity will be given to this event at all levels of command, down to each individual soldier. If in the judgment of The Board no one deserves or is eligible for Memorialization, the ceremony will be postponed that year.

8. **Timetable:**

a. Appointment of the Memorialization Board by the Adjutant General will be 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 will be retained for future consideration).

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8. d. Nominations will be forwarded to the Adjutant General for review and/or approval NLT April 15<sup>th</sup> and approvals returned to The Board NLT May 15<sup>th</sup>.

e. Court of Honor Induction Program Ceremonies will take place the first Sunday in October.

**9. Record Keeping:**

a. Permanent Orders will be 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 will contain information about each individual who has been memorialized.

10. **Permanence of Memorialization:** Names in the Memorial Court are permanent. As a general rule, names given to Camp Ripley features should be 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 Memorial Court. For all names removed from features, and for names designated in the memorial court, the individual's picture, citation and biography will be provided to the memorialized individual or to the 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.

11. **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.

<p><b>The proponent of this regulation is the Chief of Staff. Users are invited to send comments on DA Form 2028 (Recommended</b></p>
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**Changes to Regulations) to Office of The Adjutant General,  
ATTN: JFMN-COS, Veterans Svc Bldg, St. Paul, MN 55155-2098**

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BY DIRECTION OF THE GOVERNOR:

OFFICIAL:

//Signed//  
LARRY W. SHELLITO  
Major General, Minnesota  
Army National Guard  
The Adjutant General

//Signed//  
WAYNE M. HAYES  
COL, GS, MNARNG  
Chief of Staff

Appendixes:

- Appendix A – Nomination Form.
- Appendix B - Example of Narrative.
- Appendix C – Campaign Plan.

DISTRIBUTION:

"A" (Army)



**Appendix A to MNGR 1-33**

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

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. **Nominee's last unit/station in the Minnesota Army National Guard:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
5. **MTOE position last occupied with the MN ARNG (include dates of service):**  
\_\_\_\_\_  
\_\_\_\_\_
  
6. **\*\*Nominee's home address (include zip code):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. **\*\*Nominee's home phone number (include area code):** \_\_\_\_\_
  
8. **Nominees business phone number (include area code):** \_\_\_\_\_
  
9. **\*\* (If deceased) Name and address on next of kin, to include relationship of the nominee:** \_\_\_\_\_  
\_\_\_\_\_



## Appendix B to MNGR 1-33

### EXAMPLE FOR THE MEMORIALIZATION NARRATIVE

Sergeant Major (SGM) Smith's military service began when he enlisted as a private on \_\_\_\_\_. He attended basic training with Company C, 3<sup>rd</sup> Battalion, 3<sup>rd</sup> Brigade at Fort Ord, California. His specialty was 71A10, unit clerk. Once completing basic training in \_\_\_\_\_, Private Smith reported back to his Minnesota Army National Guard unit, Battery C, 1<sup>st</sup> Battalion, 174<sup>th</sup> Artillery in Ortonville.

SGM Smith served in a variety of positions. Most noteworthy were: First Sergeant, 1<sup>st</sup> Bn, 174<sup>th</sup> Field Artillery; Operations Sergeant, HHB 1<sup>st</sup> Bn 174<sup>th</sup> Field Artillery; Division Command Sergeant Major, 47<sup>th</sup> Infantry Division; Chief Operations Sergeant, HHC 34<sup>th</sup> Infantry Division and Operations Sergeant for the Plans, Operation and Training Office, Headquarters State Area Command.

For over 35 years during his military career and even today, the name Smith is synonymous with the 175<sup>th</sup> Field Artillery. Because of his leadership, mentoring and devotion to the Battalion, the 175<sup>th</sup> Field Artillery was the top battalion in the state.

As the Operations Sergeant for the 34<sup>th</sup> Infantry Division, he was a very aggressive Operations Sergeant Major through many difficult War Fighter exercises and with little assistance developed the TOC configuration for the new operations vans as they were fielded. He was totally dedicated to the success of the Division and extremely knowledgeable about Division operations. As the Division Command Sergeant Major, he was well known as a no-nonsense Command Sergeant Major throughout the three state Division.

He continued his outstanding performance while performing as the Operations Sergeant for the State Area Command. His understanding of the Army Training System (TAMS) was the best in the state and he had the drive to implement it. He trained many officers in operations and had extremely low tolerance for incompetence. SGM Smith was the "go to man" on so many soldier and training issues that his positive influence is still being felt.

SGM Smith was a visionary, a mentor and a true professional soldier. He always had an opinion and those opinions were valued and used to sustain the readiness of the Minnesota Army National Guard.

SGM Smith is an active member of the American Legion and the Minnesota National Guard Enlisted Association.

SGM 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**

**CAMPAIGN PLAN FOR COURT OF HONOR INDUCTION PROGRAM  
AT CAMP RIPLEY**

**(TO BE PUBLISHED IN THE FUTURE.)**