

**Joint Force Minnesota
Regulation 36-3108**

Administration

**Memorial Program – Flight of Honor
Induction Program**

**Joint Force Headquarters – Minnesota
Minnesota National Guard
Saint Paul, MN
6 December 2021 (Revised)**

Administration

Memorialization Program – Flight of Honor Induction Program

By Order of the Adjutant General:

//Signed//

SHAWN P. MANKE
Major General, MNARNG
Adjutant General

Official

//Signed//

SANDRA L. BEST
Brigadier General, MNANG
Deputy Adjutant General

History. Revised 6 December 2021 to incorporate changes recommended by board following first complete cycle of the Minnesota Air National Guard (MN ANG) Flight of Honor Memorialization Program.

Summary. This regulation on the MN ANG Memorialization Program has been established to emphasize the Adjutant General's policy for Memorializing individuals in the MN ANG. It covers memorialization eligibility policy, approval authorities, records, and memorialization ceremonies for Air National Guard bases.

Applicability. This regulation applies to all Air National Guard units in Minnesota.

Proponent and exception authority. The proponent of this regulation is the Adjutant General. 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 senior leader of the MN ANG in the rank of colonel or above.

Supplementation.

Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Adjutant General, ATTN: NGMN-ZA, 20 - 12th Street West, Saint Paul, Minnesota 55155-2004.

Suggested improvements. Users are invited to send comments and suggested improvements on recommended changes directly to the The Adjutant General, Minnesota, ATTN: Air National Guard Memorialization Committee, 20 -12th Street West, St. Paul, Minnesota 55155-2004.

Distribution. Distribution of this publication is distribution "A" (Army) & "F" (Air).

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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 Air National Guard (MN ANG).

2. **Naming of the Memorialization Ceremony:** Effective 16 October 2020, the title of the Memorialization Ceremony will be, “Flight of Honor Induction Program.”

3. **Types of Memorialization:** Individuals may be memorialized at the 133rd Airlift Wing and 148th Fighter Wing by having their names added to the Flight of Honor monument. In special cases, at the discretion and recommendation of the Memorialization Board and approval of the Adjutant General, individuals may be further honored by having facilities or sites named after them. Outdoor monuments are located at both the 133rd Airlift Wing outside the Operations Building and 148th Fighter Wing adjacent to the Great Lakes Dining Facility that permanently display the names of all Flight of Honor Inductees.

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

a. **Military Personnel.** Military personnel are considered for the Flight of Honor Induction Program at the 133rd Airlift Wing and 148th Fighter Wing Flight of Honor sites on the basis of heroism or distinguished professional achievement and service. To support inclusive practices, all are invited to be a part of the program regardless of race, sexual orientation, socioeconomic status, gender, gender variance, age, religion, culture, political position, disability, or nationality.

(1) Heroism. Members of the Minnesota Air National Guard who are officially recognized for acts of valor or heroism at the risk of one's life. Recipients of the Medal of Honor, Distinguished Service Cross, Silver Star, or the Minnesota Medal for Valor would normally fit into this category and actual retirement from service is not a pre-requisite. The nominator 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 Air National Guard. “Uncommon prestige” implies that an individual would likely have demonstrated distinguished achievement and the following attributes over an extended period of time, including: while serving in the MN ANG, after retirement or separation, and in non-military service.

(a) Strong, proactive leadership in key positions of responsibility impacting the MN ANG;

(b) 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.

(c) 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 or Board Chair following the Adjutant General's approval of the Memorialization list.

(1) MN ANG personnel who die in the Line of Duty as the result of enemy actions are automatically board nominated upon notification from J1 MILPO of death. During the first subsequent memorialization board cycle, the board is strongly encouraged to approve such nominations.

(2) All other cases: Nominations of MN ANG personnel who die in the line of duty (CONUS or OCONUS) as a result of an accident, injury, or illness follow the normal nomination and board approval process.

c. **Civilian Employees.** Civilian employees are eligible for memorialization on the basis of distinguished professional achievement and service.

d. Waiting period for eligibility. Generally, there is a waiting period as indicated in paragraphs (1) and (2) below. However, the Memorialization Board can recommend exceptions to this guidance in special circumstances.

(1) Flight of Honor. At least two years following the heroic action or a minimum of three years following retirement or separation from service to the MN ANG. (The eligibility date for the three years since retirement or separation must be met prior to the date the Flight of Honor Induction Ceremony is held.) There is no waiting period for those who die in the Line of Duty as a result of enemy actions.

(2) Naming of facilities and sites at the 133rd Airlift Wing and 148th Fighter Wing at least two years following death.

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 nine (9) voting members, both active and retired members of the MN ANG. 133rd Airlift Wing Retired General Officer; 148th Fighter Wing Retired General Officer; Full-time MN ANG Senior Leader from Joint Force Headquarters; 133rd Airlift Wing Commander; 148th Fighter Wing Commander; MN ANG State Command Chief Master Sergeant; MN ANG Joint Force Headquarter's Personnel Superintendent; 133rd Airlift Wing Retired Chief Master Sergeant; 148th Fighter Wing Retired Chief Master Sergeant. The Board Chairperson retains the ability to break ties in voting, if necessary.

(2) A non-voting tenth member is appointed by the Adjutant General to serve as Recorder and will provide staff assistance to the board as well as maintain 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 three-year term. To assure continuity, however, no more than three new members are appointed for a given year. Appointments need to be staggered. Alternates may 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) No board member may be considered for nomination to the Flight of Honor while serving on the board.

(6) Board members are not permitted to submit Flight of Honor candidates while serving on the Board.

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 Air National Guard. Self-submissions are not permitted. 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. See example nomination narrative in Appendix B.

(2) Choosing from among nominees. Members of the Memorialization Board shoulder a great responsibility. Memorializations provide an excellent opportunity for the Minnesota Air 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 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 MN ANG, may be better known and have simply done their job well. The loyalty, dedication and military performance of citizen-airmen 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. The 133rd Airlift Wing and 148th Fighter Wing may submit an unlimited number of nominations. While there is not a limit on the Memorialization Board's annual recommended number of Inductees, high standards for selection must be maintained.

(3) Meetings. The Memorialization Board will meet as necessary, but not less than once each year at the call of the Chair or the Adjutant General. Five (5) 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., Flight of Honor or naming of a special feature of the 133rd Airlift Wing and 148th Fighter Wing.) Final approval of persons to be memorialized rests with the Adjutant General.

(5) Notification process upon approval by the Adjutant General:

(a) The Memorialization Board Program Manager will promptly correspond with all persons who submitted nominations, informing them of the outcome of their nomination. The Chair may invite a nominator or a non-selected individual to resubmit the nomination in a subsequent year.

(b) The Memorialization Board Program Manager will personally call all new inductees to inform them of their selection to the Flight of Honor as well as nominators of deceased Airmen selected to gain concurrence of the family.

(c) The nominator or Memorialization Board Program Manager will personally contact families of deceased members selected for memorialization per paragraph 4. (b) above for concurrence.

(d) Upon completion of notifications per a-c above, the Program Manager of the Memorialization Board will mail letters of selection to those individuals (or their families) who have been approved for Memorialization. A non-selection letter and any material submitted in support of a non-selected candidate will be returned to the nominator.

(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. Flight of Honor Induction Program Ceremonies: The 133rd Airlift Wing and the 148th Fighter Wing will acknowledge Receiptants at their Recognition Programs in December. The 133rd Airlift Wing's and 148th Fighter Wing's Public Affairs Officers 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 is sent Distribution "A" and "F". If the board has no eligible nominations for the Flight of Honor, the ceremony is postponed until the following year.

7. Timetable:

a. Appointment of the Memorialization Board by the Adjutant General is accomplished NLT November 15th.

b. Solicitation of nominations for Flight of Honor Induction Program is a perpetual process, however an aggressive annual nomination campaign begins immediately following the publication of the annual duty appointment memorandum.

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. The Flight of Honor Induction Ceremony will alternate each year in October between the 133rd Airlift Wing and the 148th Fighter Wing, with the first ceremony taking place at the 133rd Airlift Wing in 2021. Going forward, even numbered years will take place at the 148th Fighter Wing. In addition, recognition of inductees will take place at the 133rd Airlift Wing and 148th Fighter Wing during their respective wing's awards ceremony in December.

8. Record Keeping:

a. Permanent Orders are published for all memorialized persons.

b. Files for past Memorializations will be maintained at the 133rd Airlift Wing and 148th Fighter Wing and copy at Joint Force Headquarters:

- (1) Permanent Order
- (2) Biographical sketch/citation
- (3) Two 5x7 pictures of individual – must be a military or professional photo
- (4) Nomination for Flight of Honor Induction Program
- (5) Copy of program
- (6) Copy of each year's video
- (7) Post Retirement Vetting – any service discrediting behavior

c. Official records will be maintained by the office of the Adjutant General.

9. Fallen Airman Statue Standardization: Organizations desiring to memorialize Fallen Airman on Minnesota Air National Guard or State property will submit a request/plan to the Memorialization Board (see Appendix D). 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 Airman, 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.

10. Permanence of Memorialization: Names in the Flight of Honor are permanent. As a general rule, names given to 133rd Airlift Wing and 148th Fighter Wing features are considered permanent; however, there are exceptions.

a. Under special circumstances, the board may recommend that a feature be renamed. In such an event, names removed from a feature at 133rd Airlift Wing or 148th Fighter Wing will continue to be perpetuated, in the Flight of Honor. For all names removed from features, and for names designated in the Flight of Honor the individual's picture, citation and biography are provided to the memorialized individual's next of kin. Should the memorialized individual have no known next of kin, the picture, citation and biography will be placed in the permanent file at the 133rd Airlift Wing and 148th Fighter Wing.

b. If a named feature is removed due to demolition, act of nature, etc. and is being rebuilt, the board could recommend to retain the name/memorialization for the new feature, if appropriate. In the event the feature is not rebuilt, the structure is renamed, or the board does not recommend to retain the name on the new feature, the removed name will continue to be perpetuated in the Flight of Honor. For all names removed from features, and for names designated in the Flight of Honor, the individual's picture, citation, and biography are provided to the memorialized individual's next of kin.

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.

The proponent of this regulation is the Adjutant General of the Minnesota National Guard. Users are invited to send comments on DA Form 2028 (Recommended Changes to Regulations) to Office of the Adjutant General, ATTN: NGMN-ZA, Veteran Services Building, Saint Paul, MN 55155-2004

Appendix A to JFMNR 36-3108

MEMORIALIZATION NOMINATION FORM
(* Required)

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 Air National Guard: _____
5. Nominee's last unit/station in the Minnesota Air National Guard: _____

6. Military position last occupied with the MN ANG (include dates of service):

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

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

12. Spouse's Name: _____

Appendix A to JFMNR 36-3108

(Continued)

13. *Narrative will be submitted in accordance with the guidelines provided in paragraph 4 using the following sections.

Section one: Describe the nominee's military service. Specifically include: a) any acts of heroism and b) distinguished professional military achievements and service which demonstrate the nominee's "uncommon prestige." Cite specific "positions of responsibility" or "positions of great responsibility", the associated challenges overcome, and achievements in those positions. Awards, commendations or other documents that support the above requirement can be included with the nomination.

Section two: Describe the nominee's civilian leadership positions held that demonstrate the concept of Citizen-Airman. Describe the nominee's involvement in their community, including after retirement or separation from the Minnesota Air National Guard. This paragraph is strengthened by specific examples of leadership positions held, activities performed, and achievements as opposed to mere organizational association.

14. *Nominator name(s) and relationship(s) to the nominee:

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

16. *Preferred phone numbers & e-mail address:

Appendix B to JFMNR 36-3108**EXAMPLE NOMINATION NARRATIVE**

Chief Master Sergeant (CMSgt) John J. Smith's military career began when he enlisted as an Airman Basic in the Minnesota Air National Guard on 14 Jan 1972. He attended basic training at Lackland Air Force Base, TX. He completed his 3P031, Security Forces Apprentice Technical Training at Lackland Air Force Base, TX. After completing basic training and technical training, he returned to the 133rd Airlift Wing Security Forces Squadron in Saint Paul, MN.

CMSgt Smith served in a variety of positions of impact and leadership in his 40 years of service in the Minnesota Air National Guard. Most noteworthy were: Minnesota Air National Guard State Command Chief Master Sergeant, Joint Force Headquarters; Wing Command Chief Master Sergeant, 133rd Airlift Wing; Security Forces Manager and Security Forces Operations Superintendent, 133rd Security Forces Squadron; and First Sergeant, 133rd Mission Support Group. He was president of the 133rd Airlift Wing's First Sergeant's Council.

Because of his leadership and mentoring, the 133rd Security Forces Squadron received the coveted Security Forces Squadron of the Year Award, which is a distinguished unit award through national competition. Furthermore, he deliberately developed Airmen who went on to receive individual state and national awards. Due to his leadership and mentoring skills, CMSgt Smith helped guide newly minted officers to successful careers, with three achieving the rank of Colonel, one becoming a Brigadier General, in addition to his three direct subordinate NCOs that achieved the rank of CMSgt.

CMSgt Smith and his wife, Jane, live in Lakeville, Minnesota. They have two grown children, one of whom is a Pilot (1st Lt) with the 109th Airlift Squadron. John holds a Bachelor of Science degree in Criminal Justice.

While CMSgt Smith has rendered exceptionally dedicated service in all of his assignments, his community involvement is also 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 four years as Post 123 Chaplain.
- Involved in starting the local Minnesota chapter for the Air Force Security Forces Association, where he served as President.
- Minnesota National Guard Enlisted Association, former Secretary on the Board.
- Air Force Association's local chapter, former Vice President of the Board.
- 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 nine years, including one year as President.
- Served on the Johnsonville City Council for 10 years.

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**EXAMPLE NOMINATION NARRATIVE
(continued)**

Chief 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 JFMNR 36-3108

FALLEN AIRMAN MEMORIALIZATION REQUEST
(* Required)

1. *Organization requesting the memorialization: _____

2. *Organization POC: _____

3. *POC Phone number and email address: _____

4. *Attach a memorialization design proof. The design will not detract 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.

5. Attach a cost estimate (bid) for the memorialization. In the space below, detail the source of funding for the initial construction and installation of the memorial in addition to the long-range cost of preserving the memorial.

6. * In the space below, detail the annual maintenance plan to ensure the memorial is preserved, safe guarded, and receives the care and distinction it deserves.
