

SOP # 101 Revision: _____
Effective Date: 6/21/11

Prepared by: KT
Approved by: AFWMF

Title: Memorial Placement

Policy: Memorial placement is offered to who served from the Gulf War to present date and who meet the following qualifications;

1. Those who are listed KIA in a military theatre (**Automatic placement but petition is recommended**)
2. Deaths related to combat injuries with death occurring during or after a combat tour. (**Petition Required**)
3. Active duty military personnel who are killed while performing duties (**Petition Required**)
4. Active duty PTSD/Suicides as a result of combat tour (**Petition Required**)

Placement is automatic for those listed KIA by the DOD, the Memorial petition is not required but is recommended. Memorial petition is necessary to identify those who may qualify for placement due to PTSD/suicide combat injury related deaths occurring after combat tour. Memorial petition is required for active duty personnel who are killed while performing duties.

Purpose: To clarify those who are eligible for memorial placement.

Scope: The Following procedures apply when granting approval for memorial placement.

Procedure:

1.0 COMPLETION OF MEMORIAL PLACEMENT PETITION

- 1.1 Petition must be submitted either via the AFWMF online form or downloaded and mailed, faxed or emailed to the AFWMF.
- 1.2 Petition must include next of kin information and valid contact information.
- 1.4 Received petitions will be recognized with an email response or receipt.

2.0 MEMORIAL PLACEMENT APPLICATION REVIEW

The AFWMF Memorial Placement Committee will review each petition for eligibility and will make contact with next of kin if additional information is required.

2.1 PLACEMENT NOTIFICATION OF ACCEPTANCE OR DENIAL:

- a) All Memorial placement applications may request verification of status.
- b) If eligibility is questionable an AFWMF Placement Specialist will contact next of kin for further information on the circumstance of the death.
- c) Placement denial will be provided in writing via email or address provided.

2.2 PURPOSE OF APPLICATION POLICY:

- a) To ensure that all legitimate Fallen Warriors receive their rightful place on the AFWM.
- b) To ensure accuracy of application.
- c) To gather information about each Fallen Warrior.
- d) To provide guidelines for placement eligibility.

Revision History:

Revision	Date	Description of changes	Requested By
0	06/21/11	Initial Release	
1	05/07/12	Revised to clarify qualifications	AFWMF Board
2	11/15/13	Revised to clarify qualifications	AFWMF Board

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