

# Autobiographical Data in Support of Future Memorial Articles

to be published in TAPS by the West Point Association of Graduates

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THE MEMORIAL ARTICLE PROGRAM IS FUNDED IN PART BY THE LONG GRAY LINE ENDOWMENT

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## May I submit the basics of a draft memorial article for myself, prepared by me or others?

Yes; we encourage you to do so. Send it to the address below. Prior to publication, your next of kin will receive a copy for amending, as appropriate, and approval. See format immediately below.

— OR —

## May I just provide supplementary biographical information?

Yes; you may send your biographical information along with some personal memories and reflections in a list format. See attached supplementary information sheets.

## This format is provided as a guide for preparing memorials.

Preparing Memorial Articles can be a difficult task. Providing this information in advance will assist your loved ones, friends and classmates with writing your final tribute.

### Life before West Point:

- Date and place of birth.
- Family background—military connection and/or lifestyle that helped prepare you for West Point.
- High School—name, city and state.
- Prior College—name, city and state.
- Why did you want to attend West Point?

### Cadet Life:

- Special achievements or incidents as a cadet that tell more about you as a person.
- What significant values, experiences or instruction were carried over to your life after graduation?

### Active Duty Period:

- Branch.
- Assignments; if answer to c. below is yes, disregard.
- Is your Register information current and complete?
- Significant assignments and achievements.
- Date you left military service.
- Did you retire?
- Place of retirement.
- Rank at retirement; specify if active, guard or reserve.

### Civilian Employment after Military Service:

- Career field.
- Post graduate schools attended, degrees attained.
- Position/s held—significant achievement/s.
- Date you left civilian employment.
- Did you retire?
- Current address—city and state.

### Family Life:

- Date and place of marriage.
- Name of spouse.
- Name of children.

### Life after Retirement:

- Interests, hobbies, membership in community and religious organizations, pursuits and accomplishments.
- Reflection on your life—you as a person as you want to be remembered.

### Additional sources of information about you and your life.

- Family members.
- Classmates.
- Friends.

### Additional Information:

Anything not covered above that you would like to share.

### What about a photograph?

Each article is published with a photograph. Select one that represents how the graduate would have preferred to be remembered. The photo must be clear and in good condition and will be returned after publication. If the photo you wish to use is of great sentimental value, we suggest that you have it scanned at high resolution and send the disk to us instead of the actual photograph. Please do not send a photocopy or a word document with the photo embedded. These are not usable.

If a suitable photo cannot be found, the graduate's Howitzer (USMA yearbook) photograph may be used. Digital photos must be high resolution (300 dpi saved as a .jpg). If the Memorial Article submitted is short (500–750 words), additional candid or formal photos reflecting military or similar service or defining interests may be submitted.

### To whom do I send the article or information?

Memorial Articles  
West Point Association of Graduates  
698 Mills Road  
West Point, NY 10996

Questions? Call 845 446-1545  
800 232-4723 ext. 1545

Email submission to: [memorials@wpaog.org](mailto:memorials@wpaog.org)

## SUPPLEMENTARY INFORMATION IN SUPPORT OF FUTURE MEMORIAL ARTICLES

The information provided below will be very helpful in ensuring that an appropriate Memorial Article can be written for you. Please update information as significant changes occur—i.e.: military/civilian retirement, change in marital status.

Last Name	First Name	MI	Title or Rank
Residence Address (Street or P.O. Box, City, State, Zip Code)			Phone Number
Current Military Assignment or Place of Employment; Address			Phone Number
Permanent Address			Phone Number
High School			
Appointment Information			

### PARENT INFORMATION

Father's Last Name	First Name	MI	<input type="checkbox"/> Father Deceased
Father's Date of Birth (Month/Day/Year)	Place of Birth (City/State or Country)		
Mother's Last Name	First Name	MI	<input type="checkbox"/> Mother Deceased
Mother's Date of Birth (Month/Day/Year)	Place of Birth (City/State or Country)		

### MARITAL STATUS

Married     Single     Widow     Widower     Divorced

Wife's Maiden Name (or Husband's Name) West Point Class, if applicable	
Spouse's Date/Place of Birth	Date/Place of Marriage
If Spouse is Deceased, List Date and Place of Death	
Name(s) of Spouse(s) by Previous Marriage(s); if USMA, Graduate include Class; indicate how marriage terminated	

### INDIVIDUALS WHO MIGHT ASSIST IN PREPARATION OF MEMORIAL ARTICLE—FAMILY MEMBERS, CLASSMATES OR FRIEND

Name	Address	Phone	Email
Name	Address	Phone	Email

**CHILDREN**

Full Name

Date & Place of Birth

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**GENEALOGICAL — WEST POINT GRADUATE ANCESTORS OR DESCENDANTS**

Full Name/Class Year

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**MILITARY ASSIGNMENTS (INCLUDE AWARDS) / CIVIL EMPLOYMENT (CITE FIRMS): ATTACH ADDITIONAL PAGES AS NEEDED**

Dates	Unit/Firm	Location	Duty/Position	Decoration/Awards
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**MILITARY / CIVILIAN STATUS**

Now on active duty Rank: \_\_\_\_\_ Retired from military Rank: \_\_\_\_\_ Date: \_\_\_\_\_  
 Resigned/Separated Rank: \_\_\_\_\_ Date: \_\_\_\_\_ NG/USAR Rank: \_\_\_\_\_

Civilian Title, if any \_\_\_\_\_

**MILITARY (CGSC AND ABOVE) / CIVIL EDUCATION**

School	Years	Degree/Year Awarded
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**PHOTOGRAPHS (PROTECT FOR MAILING; IDENTIFY ON BACK IN PENCIL—NO INK PLEASE)**

- Photo Enclosed       Photo to be forwarded by email to [memorials@wpaog.org](mailto:memorials@wpaog.org)

Remarks or other miscellaneous information you might wish to have included in your memorial; for example, favorite military assignments or civilian positions held—and why they were significant to you; community activities; hobbies; opinions or advice for current and future graduates; etc. Attach additional pages as needed.

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Current email address 28 January 2011