

## MA Approval and Submittal Form

The AOG form used for MA Approval and Submittal is the **Memorial Articles Inventory Sheet**.

It may be found at

<http://www.westpointaog.org/NetCommunity/Document.Doc?&id=15>

and copied below. It is used by the Next of Kin to provide both needed information and permission at the time of submittal of the completed **Memorial Article** to the Association of Graduates. Although the form together with the completed article can be submitted initially by e-mail to [memorials@aogusma.org](mailto:memorials@aogusma.org), before publication can be scheduled, hard copies of each must be received by:

Memorials Editor  
AOG, USMA  
698 Mills Road  
West Point, NY 10996

### **ACTION COORDINATORS:**

Please explain to the Next of Kin our wish that they NOT initial the sentence on the form that reads "**Not withstanding the above, to restrict publication to printed publications only, initial here\_\_\_\_\_**" that immediately follows their signature in the permission block. Otherwise, we end up having to recontact the NOK to secure permission for appearance of the published Memorial Article on the appropriate company page of our class web page. Contact your company MA Liaison or the Project Coordinator if you have questions.

# Memorial Article Inventory Sheet

Please fill out the information requested.

Include this form with the article, photo, and check (if you are ordering additional copies of TAPS).

## Mail to: Memorial Articles Editor

AOG, USMA; 698 Mills Road, West Point, NY 10996

Phone: 800 232-4723 ext. 1623

Full Name of the USMA Graduate: \_\_\_\_\_

Cullum Number & Class Year: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Date of Death: \_\_\_\_\_

Place of Death (city & state): \_\_\_\_\_

### Remains are (complete one):

• Interred in (cemetery name, city & state): \_\_\_\_\_

• Cremated/Inurned in (formal cemetery or columbarium name, city & state): \_\_\_\_\_

• Cremated/Ashes scattered: \_\_\_\_\_

Photograph instructions (check one): \_\_\_ Photo submitted \_\_\_ Use *Howitzer* (USMA Yearbook) Photo

Name of Next of Kin: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

► To authorize publication of the enclosed memorial article in AOG printed publications and non-password protected AOG and USMA class web sites sign below:

Next of kin's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notwithstanding the above, to restrict publication to printed publications only, initial here \_\_\_\_\_.

If you would like additional copies of the TAPS issue in which the memorial is published, see below:  
(Next of kin will receive two complimentary copies. Extra copies are \$5 for the first copy and \$3 for each additional copy.)

# of additional copies: \_\_\_\_\_ total \$ amount: \_\_\_\_\_

Please enclose payment when returning this Inventory Sheet. (check one)

\_\_\_ Checks (make payable to AOG) \_\_\_ MasterCard \_\_\_ Visa \_\_\_ American Express

Credit Card Number: \_\_\_\_\_ exp. date: \_\_\_\_\_

Name of the memorial article author and relationship to deceased: \_\_\_\_\_

Shall we cite the author(s) name at the bottom of the article (check one)? \_\_\_ YES \_\_\_ NO

If yes, how should the credit appear? \_\_\_\_\_

Author's address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

18 January 2006