

## **A Simplified Guide for Recording Memorial Articles Data**

You are encouraged to use this guide to record your personal information and the contact information of others to assist your loved ones, friends and classmates with writing your final tribute. You are encouraged to elaborate in your responses, add topics, or not respond in every instance. You may update your information at any time.

It is recommended that one copy be sent to the AOG at the address below and that your company Memorial Articles Liaison is informed of that action.

### **Life before West Point:**

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

### **Cadet Life:**

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

### **Active Duty Period:**

- a. Branch.
- b. Assignments, elaborating on more significant ones and achievements.
- c. Post graduate schools attended, degrees attained.
- d. Date you left military service.
- e. Did you retire?
- f. Place of retirement.
- g. Rank at retirement; specify if active, guard or reserve.

### **Civilian Employment after Military Service:**

- a. Career field.
- b. Position/s held—significant achievements.
- c. Date you left civilian employment.
- d. Did you retire?
- e. Current address—city and state.

### **Family Life:**

- a. Parents.
- b. Date and place of your marriage.
- c. Name of spouse.
- d. Names of children.

### **Life after Retirement:**

- a. Interests, hobbies, pursuits and accomplishments.
- b. Reflection on your life—you as a person as you want to be remembered.

**Additional sources of information about you and your life (include name, relationship, address, phone number, and e-mail address if available):**

- a. Family members.
- b. Classmates.
- c. Friends.

**Additional Information:**

Anything not covered above that you would like to share.

**Your photograph(s)**

Each article is published with at least one photograph. Select one or more to represent how you would prefer to be remembered. If a suitable photo cannot be found, your Howitzer (USMA yearbook) photograph may be used. Digital photos should be high resolution (300 dpi saved as a .jpg). Additional candid or formal photos reflecting military or similar service or defining interests may be submitted.

**To whom do I send my data?**

Memorial Articles

West Point Association of Graduates

698 Mills Road

West Point, NY 10996

800 232-4723 ext. 1577

E-mail submission to: [memorials@wpaog.org](mailto:memorials@wpaog.org)

Questions? Call 1-800-232-4723, x1577 or contact your company MA Liaison (<http://www.usma1954.org/Contacts/MALiaisons.htm>) or Project Coordinator ([jporter@usma1954.org](mailto:jporter@usma1954.org)).