

**PENNSYLVANIA ARMY NATIONAL GUARD**  
**HEADQUARTERS, 28TH INFANTRY DIVISION**  
**14TH & CALDER STREETS**  
**HARRISBURG, PA 17103-1297**

**STANDARD OPERATING**  
April 2008  
**PROCEDURES 08-001**

15

**28<sup>TH</sup> DIVISION (BOALSBURG) MONUMENT PROCEDURES**

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1. **CONCEPT.** This SOP provides guidance to 28<sup>th</sup> Infantry Division units desiring to place memorial monuments at the 28<sup>TH</sup> Infantry Division Shrine on the Pennsylvania Military Museum grounds in Boalsburg, Pennsylvania.

2. **ELIGIBILITY.** Only units of company size or larger from within the 28<sup>th</sup> Infantry Division past and present will be considered for enshrinement at the 28<sup>TH</sup> Infantry Division Shrine in Boalsburg. This will include Units of Company size or larger built specifically for mobilization. Memorials will represent recognized conflicts of the United States Department of Defense.

3. **APPLICATION PROCESS.**

a. The proposing unit will provide through the chain of command to the 28<sup>th</sup> ID Chief of Staff's office, a complete proposal packet that will include:

1. Memorandum appointing a project officer.
2. Conceptual drawing of the proposed monument to include below grade portions and dimensions. (Architectural and Engineering drawings and **technical specifications** will be required upon concept approval)
3. Memorandum containing materials, inscription, location, and time frames information.
4. Estimated cost of construction
5. Memorandum containing how the project will be funded.

**6. General proposal for installation of the monument. (Architectural and Engineering drawings and technical specifications will be required upon concept approval)**

The request will be reviewed by the Chief of Staff and the Division Commander. If the proposal is not approved at the Division HQ it will be returned to the proposing unit with corrective comments for resubmission.

b. Once approved at the Division HQ the proposal will be sent forward to the Pennsylvania Military Museum (PMM) **Administrator** at Boalsburg PA for review by PMM staff, agency staff of the Bureau of Historic Sites and Museums including staff from the Division of Architecture and Preservation (DAP), **and the Pa. State Historic Preservation Office for archaeological clearance (see ARCHAEOLOGY below)**. Design and location comments will be forwarded to Division HQ for further consideration and action. Long term maintenance and upkeep will be a major consideration in the review and approval process. **Architectural and Engineering drawings, and technical specifications will be provided to and approved by the PMM staff prior to construction.** These drawings must match the design of the originally submitted conceptual drawings, and within the original budget amount.

4. **PROJECT OFFICER:** The requesting unit will appoint a Project Officer in memorandum format. This person will be the primary point of contact for the memorial from concept to installation. The Project Officer will be the liaison with the requesting unit, the Division HQ, museum authorities, contractors and other parties

5. **ARCHITECTURAL DESIGN AND ENGINEERING.** Once the requesting unit has received a fully approved proposal, they will obtain professionally made drawings of the new monument having an Architects or Engineers seal. These drawings will then be sent to the Administrator of PMM for review by the Bureau's Architectural Services Division (DAP). Once the professional drawings have been fully reviewed and approved, the Unit's Project Officer will meet with the Administrator of PMM to discuss scheduling the installation of the monument. If the requesting unit will be using its military resources to install the monument, then an installation plan will be agreed upon. If the installation will require a private construction contractor, then the Project Officer will work directly with the Administrator of PMM to coordinate bidding specifications, and conditions for installing the monument.

6. **ARCHAEOLOGY** Prior to the installation of any new monument requiring ground disturbance, DAP will submit the proposed monument design and location to the SHPO for their review and records. Because the site has already been archaeologically surveyed, it is not anticipated that any additional archaeological investigations will become necessary resulting from this submittal.

**7. LOCATION.** The location of the monument will be determined by the Commanding General 28<sup>TH</sup> Infantry Division collaborating with the administrator of the PMM **and will be based on the PMM Monument Placement Plan.** The location will take into consideration the conflict involved, materials, and recommendation of the Project Officer. Final decision authority for the monument location is the CG and the PMM administrator.

**8. SIZE.** The proposed monuments will not exceed 28 feet in height, be no more than 48 inches in depth and no more than 72 inches in width.

**9. MATERIALS & APPEARANCE.** The appearance of and the types of materials used for the monument must meet the standards of currently emplaced monuments at the shrine. Final approval of the materials and appearance rests with the CG, 28<sup>TH</sup> ID and the PMM administrator. If the proposed monument is designed with pavers, they will be made of stone or concrete so that the overall design is similar to the existing monuments. Concrete pavers with donor names etched into them (used in fundraising activities) are not acceptable for the 28<sup>th</sup> ID Shrine.

**10. FUNDING.** The unit requesting the memorial is responsible for all costs associated with the placement of the new memorial, including design, engineering, fabrication, **archaeological testing**, installation, and site preparation and cleanup. Once the monument is installed, maintenance of the monument becomes the responsibilities of the PMM.

**11. SELECTION OF CONTRACTOR:** Once the final design and location has been reviewed and approved, the Unit's Project Officer will meet with the Administrator of PMM to discuss the contract bidding, selection of a contractor, and the installation of the new monument. **Required PHMC General Conditions of the bidding specifications will be provided to the Unit's Project Officer by DAP. The PHMC General Conditions will be added to the technical Specifications by the Unit's Project Officer for bidding.** Bidding If requesting unit will be using military assets to install the monuments, then the Project Officer will work directly with the Administrator of PMM to schedule the installation and maintain site standards.

**12. INSTALLATION:** Once the contractor has been selected, the Project Officer will meet with the Administrator of PMM to discuss the scheduling of the installation. All installation and construction of memorials in the 28<sup>th</sup> Infantry Division Shrine will be performed by contractors approved by the PMM staff. Unapproved contractors will not be granted access to the site.

FOR THE COMMANDER:

ROBERT L. HODGSON  
COL, GS, PAARNG  
Chief of Staff

**PENNSYLVANIA ARMY NATIONAL GUARD**  
**28<sup>th</sup> DIVISION SHRINE NEW MONUMENT SOP**  
**CHECKLIST AND APPROVALS**

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Requesting Unit

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Unit Project Manager

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Initial Proposal Approval by Division Commander Date

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Initial Proposal Approved by PHMC Date

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Returned to Unit Project Manager for Architectural and Engineer drawings. Date

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Drawings Approved by PHMC – Contract Bidding if Necessary Date

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Installation Scheduled with PMM Administrator Date

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Unveiling Ceremony Scheduled Date

