

MINUTES

ADVISORY COMMITTEE ON ARLINGTON NATIONAL CEMETERY

FALL 2014 ORGANIZATIONAL MEETING

OCTOBER 23, 2014

ARLINGTON NATIONAL CEMETERY, ARLINGTON, VA

1. DESIGNATED FEDERAL OFFICER'S REMARKS. Ms. Renea Yates, Designated Federal Officer (DFO) for the Advisory Committee on Arlington National Cemetery (Committee) opened the Fall 2014 Organizational Meeting. She noted that SGM Brenda Curfman, the Assistant Designated Federal Officer was also present. Ms. Yates stated for the record that the Committee operates under authority of 5 US Code (U.S.C.) Appendix 2 and 41 Code of Federal Regulations 102-3.50(d), and is an Advisory Committee subject to the Federal Advisory Committee Act. Ms. Yates explained that Arlington National Cemetery (ANC), on behalf of the Department of the Army, is the sponsor of the Committee established by the Secretary of Defense (SecDef) in compliance with 10 U.S.C. § 4723 and the National Defense Authorization Act (NDAA) of 2012. ANC, a Direct Reporting Unit to the Headquarters, Department of the Army, is the agency that receives the benefit of the Committee's advice and recommendations, as well as provides the DFO, who is nominated by the Executive Director and appointed by the Administrative Assistant to the Secretary of the Army. Additionally, ANC provides administrative support to the Committee and its subcommittees.

Ms. Yates noted that the meeting was open to the public. She also reminded the public attending this open meeting and briefings that the public was not allowed to present questions from the floor or speak to any issue under discussion by the Committee without permission of the chair person. She noted that any member of the public was eligible to file a written statement with the Committee in accordance with the published Federal Register notice as posted in the binder at the entrance of the meeting room. Ms. Yates also noted that the proceedings were being recorded, and a summarized transcript of the meeting will be prepared.

2. CHAIRMAN'S OPENING REMARKS. HON Cleland welcomed everyone, especially the HON John McHugh, Secretary of the Army and Mr. Ronald Fetherson, a new member of the Committee.

3. ANNOUNCEMENT OF NEW MEMBERS AND GUESTS. Ms. Yates asked that the record reflect the presence of the HON John McHugh, Secretary of the Army; Mr. Patrick Hallinan, Executive Director of Arlington National Cemetery and the Army National Military Cemeteries Program; Mr. Jack Lechner, Superintendent of Arlington National Cemetery; and Mr. Ronald Fetherson, a retired sergeant major of the U.S. Marine Corps and new member of the Committee.

4. ADMINISTRATION OF THE OFFICIAL OATH OF OFFICE. HON McHugh administered the oath to all Committee members present. Ms. Yates asked all Federal Government officials present to join the Committee in renewing their oath.

5. REMARKS BY THE SECRETARY OF THE ARMY. HON McHugh welcomed Mr. Fetherson to the Committee. He reminded the Committee that this was the anniversary of the explosion killing 220 Marines, 18 Sailors, and three Soldiers at the barracks in Beirut in 1983, and noted that Arlington National Cemetery is a final resting place for members of each of the services. He thanked Committee members and staff for accepting the challenge of caring for ANC, which has come a long way in a relatively short time. HON Cleland said leadership starts at the top, and thanked HON McHugh for his guidance.

6. ADMINISTRATIVE REMARKS. Before taking roll, the DFO provided administrative announcements. The SecArmy and SecDef established the “Advisory Committee on Arlington National Cemetery” pursuant to the NDAA of 2012, codified in 10 U.S.C. §4723, and effective 1 August 2012. The DFO noted that the SecDef approved the three subcommittees and existing focus areas:

a. “Honor” Subcommittee: provide recommendations of methods to address the longterm future of ANC, including how best to extend the active burials and on what ANC should focus once all available space has been used.

b. “Remember” Subcommittee: provide recommendations on preserving the marble components of the Tomb of the Unknowns, including the cracks in the large marble memorial, the adjacent marble slabs, and the potential replacement of the marble stone for the memorial already gifted to the Army.

c. “Explore” Subcommittee: provide recommendations on the Section 60 Mementos study and improving the quality of visitors’ experiences, now and for generations to come.

The DFO noted the binders in front of each member, which included the minutes of the 17 May 2014 meeting, the Committee’s June 2014 report to the Secretary of the Army, the Secretary’s formal written response to the Committee chair, and notification of the report to members of Congress.

7. ROLL CALL. Ms. Yates took roll call and stated the following as present: HON Max Cleland, Mr. Russell Davis, Mr. Ronald Fetherson, Mrs. Debra Lopez Fix, and Mr. James Peake, and asked that all ANC personnel and guests sign in. For the record, a quorum of the Committee was present. A list of attendees is appended to these minutes.

8. AGENDA INTRODUCTION AND REPORT REQUIREMENTS. Ms. Yates told the Committee it would receive updates that day on various actions ongoing at Arlington National Cemetery as well as certain specific actions requested by the Committee. The DFO stated by the

Committee's Charter that the Committee shall visit ANC at least once annually. Within 60 days after this annual visit, the Committee shall submit a written report of its actions, views and recommendations to the SecArmy. Pursuant to 10 U.S.C. § 4723, as codified with the NDAA of 2012, and not later than 90 days after receiving a report or recommendations from the Committee, the SecArmy shall submit the report of recommendations to the Congressional defense committees and the Committees on Veterans' Affairs of the Senate and House of Representatives and include such comments and recommendations of the SecArmy as he considers appropriate. The DFO added that any report of a visit, other than the annual visit, shall be submitted to the SecArmy within 60 days after the Committee's visit.

9. LEADERSHIP UPDATE. Mr. Hallinan began his brief with a video presentation. He continued by noting about 1,500 people attended the 150th anniversary ceremony. It was ANC's first evening ceremony, and all branches of the service participated. A brochure and DVD will be distributed to all Committee members. Mr. Hallinan is responsible for 40 military cemeteries under Army National Military Cemeteries. His team inspects each cemetery and ensures that they are being maintained and operated as national shrines. It intends to visit 20 cemeteries in the coming year. Almost everyone on the ANC staff has gone through Cemetery Responsible Official (CRO) training. Mr. Hallinan's inspection team has completed an assessment of Arlington National Cemetery.

ANC has memoranda of understanding with the American Battle Monuments Commission and the Department of Veterans Affairs. It also has an excellent working relationship with the National Park Service. HON Cleland introduced Wally Franklin, the new liaison officer from ABMC. Mr. Franklin is looking for opportunities for the two groups to work closer together. Mr. Hallinan said ANC is negotiating a possible transfer of land along Memorial Drive and around Arlington House with the Department of the Interior and National Park Service. HON Cleland mentioned the shooting at Canada's Tomb of the Unknown Soldier the previous day and suggested Mr. Hallinan address the issue of security in his presentation. Mr. Hallinan said Joint Base Myer-Henderson Hall (JBMHH) assumed responsibility for security and law enforcement at ANC on October 1. Their average response time is less than two minutes. The Military District of Washington (MDW) and JBMHH has stepped up security in the area as a response to the Canadian tomb incident.

ANC is authorized to have 201 employees; it currently has 153. There are 39 hiring actions pending HR approval. ANC has seen a large increase in services and burials in recent years, and it has risen to the occasion. The Millennium Project and Southern Expansion (the old Navy Annex area) should ensure that ANC will have enough burial space to last into the 2050s. Mr. Peake asked about support from contractors. Mr. Hallinan said there tend to be 16-17 contracts active at any given time. Mr. Peake also asked about funding. Mr. Hallinan said Congress and the Secretary of the Army support ANC's work, but these are tough fiscal times, and ANC tries to be a good steward of the taxpayers' money.

10. INTRODUCTION OF NEW STAFF MEMBERS. Ms. Yates introduced Brian Moore, Deputy Superintendent for Cemetery Operations; COL Joe Simonelli, Chief of Staff; COL Doug

Guttormsen, ANC Engineer; LTC Kevin Johnson, Strategic Planner. She added that SGM Curfman will retire in the near future.

11. HISTORICAL MEMENTOS. Dr. Steve Carney provided an update on the status of Section 60 and the Memorial Amphitheater Display Room renovation. All mementos collected during the Section 60 project have been declared a Memorial Collection. The collection phase will end when combat operations end in Afghanistan. The collection policy remains unchanged since May. Since October 2013, families have been authorized to leave photographs and small handmade items at gravesites, where they remain until they become unsightly. Collections now occur on the second and fourth Fridays of each month. These changes have led to a decline in the number of mementos collected. The first Memorial Collection exhibit is currently open. HON Cleland said the artifacts are a tangible, visible piece of these servicemembers' stories. The current exhibit on the lower level of the Memorial Amphitheater will be up for another two weeks or so. The impetus for the exhibit was a meeting between the Executive Director and a group of family members last spring. There are four wall panels dealing with 9/11, the Global War on Terror, bringing the fallen home, and memento preservation. The cases contain a sampling of mementos. The Display Room renovation was completed ahead of time and under budget. It reopened on May 13, 2014, ANC's 150th anniversary. Phase II of the renovation will include a marble and brass cleaning; it will also involve the two rooms upstairs and the lower level where the Section 60 exhibit is currently located. The 100th anniversary of the dedication of the mast of the U.S.S. Maine is approaching. Mr. Fetherson asked if there was a place to store the artifacts. Dr. Carney said they are being kept at a facility at Fort Belvoir.

12. MONUMENT PRESERVATION. Ms. Rebecca Stevens said an inventory was conducted of ANC's 69 historic structures, of which 39 received condition assessments. Her team selected 13 of those structures for repair. A contractor was chosen, but there is a bid protest. Ms. Stevens expects the Government Accountability Office (GAO) to make a decision by the end of December, which would enable work to begin in March. She hopes to write and award a multiyear service contract for the other monuments in FY 2015. This will be the start of an ongoing routine maintenance program. There are two big projects outside the routine maintenance cycle: restoration of the U.S.S. Maine Memorial and the Memorial Amphitheater.

13. EXPANSION PROJECT. COL Guttormsen discussed the two big expansion projects, the Millennium Project and Southern Expansion. The Real Property Master Plan was signed last year by the former Executive Director. The environmental assessment is out for public comment through the end of October. An important part of the Capital Investment Strategy is deliberately looking at options for sustaining and maintaining ANC infrastructure over the next 25 years. The Millennium Project will add 27 acres and over 27,000 interment opportunities to ANC. The acreage the Southern Expansion adds will depend on the exact parameters of the land negotiations. Infrastructure repair and sustainment is divided into four categories: operational capability, infrastructure and utility upgrade (waterline replacement, road repair, etc.), environmental compliance, and cultural resource preservation. Welcome Center renovation is expected to begin in the next couple weeks. The parking areas will be more ADA-accessible and sidewalks will be improved. Site work commenced on the Millennium Project 10 months ago,

remains on schedule, and is expected to be complete in July 2016. HNTB was selected as the AE for the Southern Expansion on July 30. A planning workshop was conducted in September. The next step is a planning charrette in January 2015 to solicit input. The design is expected to be complete in June 2017. ANC is negotiating with Arlington County over the realignment of Columbia Pike east of the Air Force Memorial. The 35 percent design drawings for the funeral procession queuing area are under review. Design is expected to be complete in April 2015, construction in October 2017. The intent of the changes is to improve accessibility and alleviate current confusion during queuing. The project is phased to sustain dignified operations. The Tomb of Remembrance project is intended to provide a dignified way to recognize unidentifiable remains. The 15 percent design concept was submitted in July. The Commission on Fine Arts (CFA) approved it in September. A shaft in the form of a cairn, surrounded by a white granite circle will receive the remains.

14. MEMORIAL ARBORETUM. Mr. Stephen Van Hoven said the purpose of the arboretum is to be a living memorial, recognize the natural and cultural landscape resources at the cemetery, solidify commitment to preservation of trees and landscapes, enhance the visitor experience, interpret the natural history and tree shrub collection, preserve ANC as a major greenspace, and promote sustainability. His goals are to develop plant labels, develop interpretive materials for the Explorer App and website, improve the tree and shrub inventory, continue developing tours, continue Arbor Day events, foster collaboration and partnerships, participate in ArbNet and the American Public Gardens Association, develop an Arboretum Plan, Collection Policy, and Curation Strategy, and apply for accreditation. For the last 17 years, PLANET has organized Renewal and Remembrance, a volunteer day in July. The day includes turf, landscape, tree, and irrigation work, and a children's planting and education program. Mrs. Fix asked about the Horticulture Division's role in the expansion projects. Mr. Van Hoven assured her that it was heavily involved in making sure that ANC does not lose its historic trees. HON Cleland reminded the Committee that Mr. Van Hoven's team has no control over the land owned by the National Park Service. Mr. Peake asked about rain gardens. Mr. Van Hoven said they were intended to mitigate runoff after storms. Mrs. Fix asked if ANC was home to any species requiring protection, like the spotted owl. Mr. Van Hoven said there was a lot of wildlife, but no endangered or threatened species.

15. ENHANCING THE VISITOR EXPERIENCE. Mr. Dave Kammen said the Display Room renovation, covered earlier by Dr. Carney, was a major component of enhancing the visitor experience. The format for the temporary display space, up to four wall panels and a raised area for display cases, makes it possible to highlight different areas of ANC that visitors might not be aware of. The expanded Visitor Assistance Contract covers the Welcome Center, wreath and Honor Flight scheduling, the parking garage, the Women in Military Service for America Memorial Building, the Roosevelt Crosswalk, King Drive, the Tomb of the Unknowns, and the Kennedy Family Gravesites. The contract has a built-in surge capacity which can provide additional personnel with one or two days' notice. The Non-Appropriated Funds Contracting Agency (NAF) is in the final stage of awarding the Concessions Contract. It expects to have an award next week. The contract will include an ANC-run tour service, free handicapped service, free gravesite visitation, expanded weekday and weekend/holiday tour routes, and eventually,

new vehicles. HON Cleland asked about the tour rates. Mr. Kammen said they were \$9.00 for an adult, \$8.00 for a senior, \$8.00 per person for a group, and \$4.50 for a child under 11. Mrs. Fix asked about the capacity of each tour vehicle. Mr. Kammen said it would depend on the type of vehicle that gets purchased. Mr. Peake asked if there was a charge for people entering ANC on foot. Mr. Kammen said the charge was just for the ride and tour service.

16. SUB-COMMITTEE REPORTS.

a. Explore Sub-Committee: Mrs. Fix said this sub-committee is basically a work in progress, but it will likely be meeting with Dr. Carney to discuss projects.

b. Honor Sub-committee: Mr. Peake said the sub-committee met yesterday and covered the Tomb of Remembrance in greater detail. He believes the design looks better because of the input from CFA. The sub-committee also received a briefing on the queueing area. Members are pleased that the improvements will be phased so they will not affect the operations of ANC. The sub-committee will plan for a meeting in December to review the plans prior to the January charrette.

c. Remember Sub-Committee: Mr. Davis said the sub-committee met yesterday. He thinks Ms. Stevens has devised an excellent plan for monument preservation. After its meeting, the sub-committee toured the amphitheater. The sub-committee will meet this winter, possibly by telephone. There have been three attempts to fill the cracks in the Tomb of the Unknowns, and the sub-committee will explore more non-destructive methods. The next time the sub-committee meets at ANC, it will probably spend more time looking at the individual monuments. HON Cleland cautioned the Committee to beware individuals bearing gifts; he said he would prefer to discover and articulate a need and go through a normal acquisition process.

17. NEXT MEETING. Ms. Yates has set aside a window of March 24-26, 2015 for the next full open meeting. The meeting adjourned at 1430.



Honorable Maxwell Cleland
Chairperson, Advisory Committee on
Arlington National Cemetery