

MINUTES
ADVISORY COMMITTEE ON ARLINGTON NATIONAL CEMETERY
SPRING 2014 ORGANIZATIONAL MEETING
MAY 7, 2014
ARLINGTON NATIONAL CEMETERY, ARLINGTON, VA

Approved!
JD
5/7/14

1. DESIGNATED FEDERAL OFFICER'S REMARKS. Ms. Renea Yates, Designated Federal Officer (DFO) for the Advisory Committee on Arlington National Cemetery (Committee) opened the Spring 2014 Organizational Meeting. 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 Regulation 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.

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. CO-CHAIRS OPENING REMARKS. Hon Cleland opened with remarks about June 6, 2014 being the 70th Anniversary of D-Day in Normandy, France. He stated that it will be hosted by the British with the Queen of England in attendance. Hon Cleland informed the committee that this might be the last time that WWII veterans are present. A presentation was then made to Mr. Edwards while Hon Cleland talked about the restoration of Point Du Hoc on Utah Beach stating Mr. Edwards worked diligently at this restoration and that a dedication of an Interpretive Center will happen this year at Point Du Hoc. Hon Cleland then called the meeting to order at 0945 and asked Ms. Yates to take roll. Hon Cleland asked Ms. Yates to update the committee on the committee reports.

The DFO noted that the SecDef approved the three subcommittees and existing focuses:

a. "Honor" Subcommittee: provide recommendations of methods to address the long-term 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 are available to the public, which included the agenda, information and slides for the ANC 150TH Anniversary events, Status of Expansion Projects, Section 60 Historical Mementos, Burial Scheduling and ANC Explorer 2.0.

5. ROLL CALL. Ms. Yates took roll call and stated the following as present: HON Max Cleland, Mr. Thomas Kelley, Mr. Russell Davis, Mr. Chet Edwards, Mr. James Peake, and SGM Brenda Curfman, and asked that all ANC personnel and guest sign in. For the record, a quorum of the Committee was present. A list of attendees is appended to these minutes.

6. AGENDA INTRODUCTION AND REPORT REQUIREMENTS. Ms. Yates began the meeting by noting the briefings the Committee would receive: Colonel Michelle Stewart on the Status of Expansion Projects; Dr. Steve Carney on the Historical Mementos Collection and Disposition; Ms. Jennifer Lynch on the ANC 150th Anniversary of Arlington National Cemetery; and Ms. Jill Gaspar on the ANC Explorer 2.0 update and release.

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 NOAA 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.

7. ANCP LEADERSHIP UPDATE. Mr. Hallinan, Executive Director for ANC, began his brief with the presentation of ANCs new seal which the Committee liked. Mr. Hallinan began briefing about the 150th Anniversary events. Hon Cleland asked about the first Union Soldiers being buried at the Soldiers and Airman's Home and the transformation from 2010 along with the honors we still provide. Mr. Hallinan discussed the fact that ANC stayed open during the extremely bad winter and praised the staff for working around the clock to ensure ANC stayed

open and ready to serve the public. He discussed the reason for our 150th celebration in order to honor our true heroes and about the transformation from 2010 and ANCs transformation from index cards and old maps to apps and updated technology; a transformation that will restore information for future generations. Mr. Hallinan related that ANC leads the way in National Cemeteries on technology and that we are looking at private industry to begin benchmarking. He spoke specifically of the headstone placement and how much more quickly it is placed now as well as the upgrades to the display room and our infrastructure issues. Mr. Hallinan described how ANC preps for major holidays by assigning sections to all supervisors to walk through, make corrections and learn the cemetery. Mr. Hallinan informed the committee that he is committed to ensuring the military has a strong presence at ANC. Last, the OIP program was mentioned and the fact that ANC has done a self assessment to validate the regulation and the way ahead for ANMC. Mr. Edwards mentioned that the MoH organization presented its Distinguished Citizen award to Ms. Condon. Mr. Edwards also addressed the fact that Mr. Hallinan is concerned about ANC for 50 and 75 years to come. He then asked Mr. Hallinan if he was confident that things would and could not slip back to how they were previously. Mr. Hallinan stated he is 100% confident that the procedures and SOPs that are in place will maintain ANC for years to come but it will include ensuring the right people are brought in who have the talent to maintain the standards. Mr. Davis talked about ensuring that we instill in the American public why our veterans are important to the future of our country.

8. STATUS OF EXPANSION PROJECTS. Colonel Stewart began by discussing the Master Plan and stated that it was officially signed by the ED last summer and is a living document that continues to be expanded. ANC has added two projects to the plan consisting of \$28.7 million worth of renovations and projects. Colonel Stewart related that the centerpiece of our effort is the Millennium Expansion that is well underway with trees being removed, stabilizing slopes, and putting in roads. As of now we are satisfied with our contractor who is on time with this 27 acre expansion. She stated the flagstone repair at the amphitheater is being replaced and is anticipated to be complete prior to Memorial Day and the ANC 150th. Colonel Stewart spoke of the significant renovation to the interior of display room, and the parking garage which has been under major renovation however Phase I is complete. She explained that the renovation lasted longer than expected due to structural damage that was unexpected. Mr. Davis asked how many cars can park there and was told approximately 350 cars and buses. Colonel Stewart then discussed the utility removal adjacent to Eisenhower Drive and that Arlington County will remove and relocate those utilities which will give us a lot more burial space. She explained that the waterline repairs are a five phased project and we are in the process of replacing all water lines in ANC. Welcome Center renovation was discussed. Renovation will mainly include the basement and the restrooms on the first floor for the visitors as well as fire sprinklers and a multipurpose room. The cemetery has arranged for placement of restroom trailers outside for visitors. A second trailer will be at the old admin parking lot for relocation of basement employees and will only exist for the duration of the renovation. The contract for renovation is up for contract. Mr. Hallinan stated this multipurpose room will be a good location to provide the public a place to be educated and will hold approximately 60 people. Colonel Stewart additionally reviewed the status of the Tomb of Remembrance as one of the two projects added to the Master Plan. Originally called the Ossuary it is intended to be used for any

cremated remains that are unidentifiable. It will be placed in Section 70 as the intent was to locate it near other cremated remain areas. The Corps of Engineers has provided 5 separate concepts of what this project could look like. Colonel Stewart then described these concepts. Mr. Edwards stated he thought that the design was not appropriate looking for its intended purpose. Mr. Hallinan stated that the concepts are going to be sent back for additional work as ANC was not completely satisfied with any of the designs. Colonel Stewart then went into detail on the FY14 projects which will consist of a lot of road repair and an American Disabilities Act accessibility project. ANC is analyzing all cemetery areas for improved access. Ms. Hallinan commented on the newer generation of warriors who are handicapped and our obligation to take them into consideration for years to come. Colonel Stewart continued discussing projects such as road repair in conjunction with other projects so as to not repeat work; service complex upgrades for salt and sand; over this past winter we realized our storage unit was insufficient in size for storage of salt, sand, and fill. She also mentioned that ANC intends to replace fuel pumps and the generator which will assist in the traffic flow inside this area; Ord and Wetzel columns restored and reused; and the Eternal Flame renovation which brought to our attention that the vault was not draining properly and what the way ahead for that is. She stated the project was completed on the damaged wall adjacent to JBMHH. Last, Colonel Stewart stated the Southern Expansion design process is getting started and ANC expects the contract to be awarded in June 2014; funding dependant, this project could begin in the next two years. Mr. Hallinan stated this is also our standard and not just an operational need and that we intend to employ our cultural resource manager to develop a long term plan to routinely service our monuments so we can maintain them. ANC will capture the cost of this so we can be budgeted for it annually.

Mr. Buller then began briefing on the Southern Expansion stating we are finishing up some remediation for contamination on this project. He explained that ANC has been working with the State of VA and Arlington County to swap some land with them so that we can have a continuous piece of land to add to ANC. This gives slightly less acreage to ANC but more usable space in the end. Mrs. Davis asked about Air Force Memorial parking to which Mr. Buller informed him that the short term parking solution would be to allow parking in our employee lot. He also discussed the concession contract which will allow for greater experiences and expansions for visitor transportation within ANC as it will provide public transportation within the cemetery, from the Iwo Jima across the cemetery to the Air Force Memorial. Mr. Kelley asked where the funding comes from for this to which Mr. Buller stated it is funded by the concession with visitors paying to ride it. Mr. Peake asked if we are aware of what Arlington County intends to do with their land. Mr. Buller responded part of it may be used as a maintenance yard. Mr. Edwards then stated we need to ensure the maintenance yard does not distract from ANC. Mr. Peake asked if we have any data that indicates what our visitor traffic will be once we increase the monuments that can be seen with this new expansion. Mr. Buller stated that traffic patterns have been studied in the past.

9. HISTORICAL MOMENTOS. Dr. Carney provided an update on the status of the pilot section 60 program as well as a concept for an exhibit of these items collected in section 60. Items collected have been re-designated as a memorial collection and are no longer in a state of

limbo for disposition. ANC will draft a policy for the memorial collection and incorporate it into the Army policy. Dr. Carney explained the need for a code generated by the CMH that identifies this collection in the Army museum database. Hon Clelland stated that some of the memorabilia that was left behind in Paris after World War II is in two chateaus and tends to get scattered and that now is the time to collect the section 60 mementoes as the biggest challenge for ANC will be to tell the story of our generation's wars. Hon Clelland noted for the committee that ANC is the history teacher for the world and where America has been and that this is a very important endeavor. Preserving all of our gifts is a huge implication for ANC and not just Section 60. Dr. Carney discussed how ANC must select those items that best describe the past 10 years and ensure they are preserved and ready for display as our short term effort. The long term effort will be to shift to the collection management phase rather than the collection phase. The collection management phase will incur a cost to conserve these items as well as updating the database system. Dr. Carney gave statistics on the collection process. The collection consists of 28,100 items collected since Oct 2009 from 809 gravesites on a bi-monthly basis. The current pilot program will end either on 31 December 2014 or when the US no longer had troops in OEF/OIF. Dr. Carney answered questions regarding the current policy of photographing items collected. Mr. Edwards commented on and commended ANC staff for communicating with the families about this process. Dr. Carney discussed the meeting with the families in April and the task of putting together an exhibit to display these section 60 items. Dr. Carney explained the exhibit concept and that the exhibit will be on display in the visitor center. Items will be put in the gift case as well as a larger exhibit in the Tomb of the Unknown Soldier. Dr. Carney also showed pictures of how the actual exhibit will be designed.

Dr. Carney explained the renaming several areas within ANC, specifically, the Old Amphitheater and the Memorial Amphitheater "Chapel". He described why naming the Old Amphitheater James Tanner Amphitheater would be appropriate. Mr. Edwards asked if the record was checked for any criminal record or otherwise that would be negative and Dr. Carney assured him we had. Mr. Davis was curious as to the numbering of sections and why they don't go chronological. Ms. Yates and Dr. Carney explained how this has changed over time from letters to numbers and then re-numbered as new sections were opened.

10. BURIAL SCHEDULING.- Ms. Yates explained the executive summary of the 2013 DoDIG Report and what challenges still exist. The report stated that ANC has made great progress. The report recommended ANC stabilize operational systems and personnel so that improvements and initiatives can become routine. Ms. Yates discussed ANC initiatives to develop and implement a single data entry record management system for ISB. Mr. Edwards asked if there were any problems with the system at ANC and if the goal was to spread this out across all Army cemeteries. Mr. Davis asked what the time line target was for this. Ms. Yates discussed optimizing and assessing the effectiveness of current process and manpower levels and working with the military services to assess alternate scheduling options to reduce the backlog. ANC has increased scheduling personnel however workload levels remain at such a high level that military honors and availability of services cannot improve the timelines. ANC is considering that it may be time to change our policies. The committee then viewed the new "What to Expect video".

Ms. Yates then explained eligibility for burial and military honors. Mr. Edwards ascertained how the math shows that we are consistently getting further behind in burials to which Ms. Yates explained the dynamics of the services and other obligations. She also spoke about the family rooms and the difficulties of accommodating everyone with the volume of funerals. Ms. Yates then shared the ANC burial trends with the committee. Mr. Kelley asked the question of who determines what constitutes the various honors. Mr. Davis asked about the status of commissioned officers and Mr. Peake asked what the most critical thing was that could be changed to reduce the backlog. Ms. Yates stated the possibility of reducing eligibility for full military honors because that is the largest population of requests and the lowest available resources. Mr. Edwards asked if this required congressional decision making or otherwise in which Ms. Yates stated that it is not law but rather policy so it would not take congressional intervention. Mr. Davis asked about changing the name of “standard military honors” because it sounds like something less than appropriate. Mr. Kelley stated that we will probably see fewer funerals as time goes on. Mr. Davis made the point of possibly using the National Guard bands or any potential band in the area as options to augment the military services.

11. ANC 150TH – Ms Lynch began talking about the 150th ANC celebration explaining that we are in the execution mode at this point. ANCs goal was for these events to be all encompassing of ANC beginning with the first burial in ANC; Army Private William Christman, Section 27, Grave 19. ANC media has done a great job getting the word out as well as organizations across the Army getting the word out across the services and that overall it was heavily covered by media. Ms. Lynch discussed updating our website and how the trends are leaning towards smart phones and tablets. Ms. Lynch then discussed our social media endeavors specifically our “Today I Remember” and then displayed the ANC Facebook page and several of the recent favorable posts.

12. ANC EXPLORER 2.0- Ms Gaspar briefed on the ANC Explorer application development. She explained that this system gives the user a real time walking tour and advanced search capabilities. She also discussed the kiosk in the Welcome Center and the functionalities of those. She related that the new release will focus on enhancing options for the user since it’s been slightly confusing in the past. This new app will add other administrative type data such as opening hours or parking, etc. The app will allow the user to select the quickest path or the easiest path depending on their preference. This app will allow people to build custom tours with an improved functionality. She stated that the feedback function was very important for the entire cemetery. Ms. Gaspar informed the committee that there is an internal management system and added image management for multiple photos which has added entire photo albums instead of just one to two photos. Ms. Gaspar then demonstrated the use of the App. from an iPhone. Mr. Edwards asked if this was available now of which he was told it is not but it’s coming soon. He also made the comment about how this App will bring the younger generation alive because of the new technology that they are accustomed to using.

13. SUB-COMMITTEE REPORTS.

a. Honor Sub-committee: Mr. Peake stated the subcommittee covered most of the same areas already and had no particular items to bring to the committee.

b. Explore Sub Committee: Mr. Edwards stated he thinks the staff deserves great gratitude and recognition for the American public. He wants to commend everyone for their effort.

c. Remember Sub Committee: Mr. Davis discussed the cultural engineer brief and the continued monitoring of the TUS crack. Monitoring includes an on sight inspection every 3-5 years. He is concerned about ensuring this doesn't get away from us. He also talked about cleaning the top of the TUS and that it was clean and looks very good. He also discussed the rust on the walkway where the guards walk and the challenges of cleaning it stating we need to continue to try to find measure to clean it without damaging it any further. Mr. Davis talked about the block of marble in Colorado and believes we need to decide what we are going to do with it; should we move it here; can we move it here; and how would we move it here. It isn't necessarily a requirement at this time however we should explore it for years down the road. Last, he talked about monuments request and that there is a process they are going through.

14. COMMITTEE REQUESTED INFORMATION AND BRIEFINGS.

a. The Honor subcommittee requested continued updates on major construction projects, specifically the Tomb of Remembrance.

b. The Remember subcommittee requested the status of all current requests for memorial monuments to be placed at ANC.

c. The Explore subcommittee requests continual updates on the progress of the Section 60 memorial collection.

15. FORMAL COMMITTEE RECOMMENDATIONS. By unanimous vote, the Committee had no recommendations at this time.

16. NEXT MEETING. Proposed timeline from Ms. Yates is end of October. HON Cleland said November was not possible for him. Ms Yates stated she would send out notes for subcommittee meeting. Meeting adjourned at 1450.

Honorable Maxwell Cleland
Chairperson, Advisory Committee on
Arlington National Cemetery