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Description of document:	American Battle Monuments Commission (ABMC) meeting minutes, 2013-2017
Requested date:	24-August-2017
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Source of document:	American Battle Monuments Commission Attn: FOIA 2300 Clarendon Blvd., Suite 500 Arlington, VA 22201 FOIA@abmc.gov

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AMERICAN BATTLE MONUMENTS COMMISSION

Date: 9/5/2017

FOIA Tracking #: 2017-29

This letter concerns your Freedom of Information Act (FOIA) request dated 8/24/2017, and received in this Office on 8/24/2017, for records pertaining to Commission Meeting Minutes. This response is made on behalf of the American Battle Monuments Commission.

Specifically, you requested:

- “A copy of the digital/electronic copy of the ABMC Commission Meeting minutes covering Commission meetings during calendar years 2013, 2014, 2015, 2016 and 2017 to date.”

Please be advised that a search has been conducted within the agency of paper and digital records.

I have determined 68 pages are appropriate for release without excision and copies are enclosed. Also enclosed are four pages of material which are appropriate for release with excisions made pursuant to Exemption 5 of the FOIA, 5 U.S.C. § 552(b)(5). Exemption 5 pertains to certain inter- and intra-agency communications protected by the deliberative process privilege. Finally, I have determined that zero pages should be withheld pursuant to Exemption 5 which pertains to certain inter- and intra-agency communications protected by the deliberative process privilege. Although additional portions of the material we are releasing could be withheld pursuant to Exemption 5 of the FOIA, 5 U.S.C. § 552(b)(5), I have determined in this instance that such material may be disclosed as a matter of agency discretion.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. 552(c) (2006 & Supp. IV 2010). This response is limited to those records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

You may contact our FOIA Public Liaison, Monique Ceruti, for any further assistance and to discuss any aspect of your request at:

American Battle Monuments Commission
2300 Clarendon Blvd, Suite 500
Arlington, VA 22201
Telephone: (703) 696-6890
Email: cerutim@abmc.gov

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road, College Park, Maryland, 20740; email at ogis@nara.gov; telephone at (202)741-5770; toll-free at (877) 684-6448; or via facsimile at (202) 741-5769.

If you are not satisfied with ABMC's response to this request, you may administratively appeal by writing to the FOIA Officer, American Battle Monument Commission, 2300 Clarendon Blvd, Suite 500, Arlington, Virginia 22201, or you may submit an appeal through email, via: FOIA@abmc.gov. Your appeal must be postmarked or electronically transmitted within ninety days of the date of my response to your request. If you submit your appeal by mail, both the letter and the envelope should be clearly marked "FOIA Appeal: 2017-29." If you submit your appeal by email, the subject line should state "FOIA Appeal: 2017-29."

Sincerely,

Beatriz Collazo
Records Officer
FOIA Assistant



AMERICAN BATTLE MONUMENTS COMMISSION

October 9, 2013

MEMORANDUM FOR RECORD

SUBJECT: Summary Minutes of the 152nd Meeting of the Commission

The 152nd meeting of the American Battle Monuments Commission was held on April 16th at the Commission headquarters offices in Arlington, Virginia.

Commissioners and staff present included:

Commissioners

Honorable Merrill McPeak, Chairman
Honorable Cindy Campbell
Honorable Barbaralee Diamonstein-Spielvogel
(by phone)
Honorable Darrell Dorgan
Honorable John Estrada
Honorable Richard Klass
Honorable Constance Morella
Honorable Rolly Kidder
Honorable Ike Skelton
Honorable Maura Sullivan

Staff

Honorable Max Cleland, Secretary
Raymond Wollman, Deputy Secretary
Mike Conley, Chief of Staff
Monique Ceruti, Chief Information Officer
Pat Harris, Executive Assistant
Frank Manies, Director, Human Resources
Tim Nosal, Acting Director, Public Affairs
Chris Philpot, Chief Financial Officer
Tom Sole, Chief Engineer
Bill Aileo, Consulting Attorney
Harry Robinson, Executive Architect
John Marshall, Personal Aide to Secretary

1. The Chairman opened the business session at 9:20 a.m.
2. The Secretary congratulated the Commission on its receipt of an Historic Preservation Award from the Historic Hawaii Foundation, recognizing the design of the new Vietnam pavilions at the Honolulu Memorial. The award is given for the preservation of Hawaiian heritage.

The Secretary recommended that the next Commissioners' meeting be held in London to allow oversight visits to the Cambridge and Brookwood American Cemeteries; inspection of the new Cambridge Visitor Center, and World War I Centennial planning discussions with the Commonwealth War Graves Commission.

- i. The Commission approved the concept of a fall 2013 meeting in London.

3. The minutes of the 151st meeting were reviewed and accepted.

4. New Business:

- a. **Strategic Plan** – The Deputy Secretary briefed the Board on criteria developed to measure progress toward achieving the Commission’s strategic goals. The status of cemetery horticultural, infrastructure and interpretation programs will be portrayed as Green, Yellow or Red.
- b. **Overseas Operations Office Space** – In December 2012 the Board approved a recommendation to rent or buy new office space in Paris because of security and occupational issues with the Garches building. The Deputy Secretary reported at this meeting that the renting of commercial office space in Paris was the agency’s best option and that a move could occur as early as the fall of 2013.
 - i. Several Commissioners questioned whether the fiscal environment was right for such a move and asked that the requirement for the space be revisited before a final lease decision is made.
- c. **North Africa American Cemetery** – The situation in Tunisia remains tense, but the cemetery is open on weekdays. The site is being managed by the Tunisian foreman, as the Embassy has not yet cleared the return of an American superintendent. As a result the incumbent superintendent was permanently reassigned to Lorraine American Cemetery in France. The cemetery operation is monitored by the Regional Director in Garches.
- d. **Lafayette Escadrille Memorial** – The Chairman reported that there had been no substantive progress in reaching agreement with the French Government on a 50/50 cost sharing responsibility to raise funds to restore the Memorial. He reemphasized that this must be a joint venture or ABMC would not move forward with the project.
- e. **Clark Cemetery** – Legislation authorizing ABMC to restore and maintain Clark cemetery in the Philippines was passed and signed. Funding of \$5 million was authorized but not appropriated. The State Department has begun negotiation of an agreement with the Philippine Government to allow ABMC access to the site. Once an agreement is reached, the Manila cemetery staff will begin basic maintenance at Clark using existing appropriations and a study will be contracted to define maintenance and restoration requirements and costs so the Commission can seek appropriations to fund the work.
 - i. The Board expressed its agreement with the planned response as well as the staff assessment that Clark be maintained at a standard similar to that applied to the Commission’s cemeteries in Mexico and Panama, neither of which is a commemorative memorial cemetery as defined by the Commission’s World War I and World War II cemeteries.

- f. **“Telling the Story” at Manila** – In response to Commission direction at the December 2012 meeting, the staff presented an interpretive program concept for Manila cemetery. In keeping with the original intent of the program and a renewed emphasis on preserving heritage assets, the existing visitor building will be enlarged and renovated in lieu of new construction. The facility will be sized to balance expected visitation with the space required to tell the story of World War II in the southwest Pacific.
- g. **Visitor Center Construction** – Commissioners received a staff report on the status of three visitor center projects at the Pointe du Hoc Ranger Monument in France, Cambridge cemetery in England, and Sicily-Rome cemetery in Italy. Completion schedules have slipped since the December 2012 update, but all should be completed by early 2014.
- h. **Honolulu Memorial** – Commissioners received a staff report on the staining of the stone in the memorial’s World War II and Korean War Courts of the Missing. Consultants recommended removing the stain and sealing the stone. If the stain returns the only options will be to leave it as a natural feature of Trani stone or replace the stone. Funds are programmed in fiscal year 2014 to begin replacing the stone if needed.
- i. **Star of David Tablets** – At the request of Commissioner Diamonstein-Spielvogel, the Tablets of Moses w/Star of David in the World War I and World War II cemeteries had been raised from the floors of the chapels and placed on the altars in a more respectful position. At three cemeteries where the altars could not accommodate the Tablets (Brookwood, Meuse-Argonne and Netherlands), bronze stands will be fabricated to display the Tablets at altar height.

The present design incorporates a representation of the Ten Commandments tablets topped by a small Star of David.

- i. The Board approved Commissioner Diamonstein-Spielvogel’s request that in the event of breakage, the present Tablet design be replaced by one that incorporates only the Star of David as a more appropriate symbol of the Jewish faith.
- j. **U.N. Cemetery Monument, Korea** – Dedication plans for a new ABMC monument within the United Nations Memorial Cemetery Korea were shared with the Commissioners. Dedication was projected for the weekend of July 27, 2013, the 60th anniversary of the signing of the armistice ending the Korean War. The monument was designed by ABMC Executive Architect Harry Robinson.
 - i. Commissioner Diamonstein-Spielvogel was asked to represent the Commission at the ceremony. [She subsequently was named Head of Delegation for the U.S. at the Busan, Korea commemoration events.]

- k. **West Coast Memorial** – Commissioners received an update on work underway at the West Coast Memorial in San Francisco to provide handicapped accessibility. The new path is being built at cost of \$510,000.
- l. **New Memorials** – Commissioners were presented a concept for an ABMC monument that would be used to commemorate significant historical events at remote sites. The modestly scaled monument, designed by Mr. Robinson, is 1.5-feet deep by 4-feet wide by 7-feet tall.
 - i. The Board approved a set of guiding principles for determining design, content and location of new monuments; approved the proposed design concept; expressed a desire that text on the markers be kept to a minimum; and directed the staff to move forward with a proposal to place the first such monument at Midway Island.
- m. **Public Affairs** – Commissioners were briefed on the launch of a new education initiative in partnership with a university to develop a World War I Teacher's Institute for 12-18 teachers that results in cross-curricular materials and tools using ABMC resources. A contract award was expected in this summer. Updates on development of mobile apps and interactive programs and the website redesign also were provided.
- n. **Information Technology** – Updates were provided on the war dead database redesign project, a digital archiving proposal, the operational status of database kiosks at the World War II and Korean War memorials on the National Mall, and an Enterprise Architecture Review of the agency's email and database environments.
- o. **Budget** – Public Law 113-6 gave ABMC a total budget authority of \$79.4M for fiscal year 2013. However, 5.0 percent Sequestration and 2.713 percent Rescission cuts resulted in reductions of \$6 million, leaving the agency's Appropriation at \$73.4 million. The staff believed the agency could fulfill its mission requirements at that funding level.
- p. **GAO Audit** – Commissioners were briefed that the annual audit report is typically issued by the Government Accountability Office by March 1. However, extensive audit requests, which were not received until December 2012 resulted in an extension being granted to GAO to issue the report in mid-May.

As a result of a change in law, GAO will no longer perform the ABMC audit. Instead, a private audit firm must be selected to perform the fiscal year 2013 and subsequent audits. This change also results in the requirement to issue the annual audit reports by November 15, ninety days after the end of the fiscal year.

- i. The Chairman asked that the Board be notified when the audit firm selection process was completed.

- q. **Human Resources** – Commissioners were reminded of the success achieved with the summer hire team hired for the summer of 2012. The agency goals for the program remain the same, but a change in hiring regulations prevent us from reappointing last year's graduate students or summer hires without competition. The Office of Personnel Management's "Pathways" program requires agencies to competitively announce positions with veterans' preference in effect. The staff is negotiating an MOU with OPM to structure an ABMC program that will meet the hiring requirements while meeting ABMC objectives.
5. The Board went into executive session at 2:00 p.m.
6. The 152nd meeting of the Commission was adjourned at 3:30 p.m.

Approved by: _____

Max Cleland
Secretary

Submitted by: _____

Michael G. Conley
Chief of Staff

Accepted by: _____

Merrill A. McPeak
Chairman



AMERICAN BATTLE MONUMENTS COMMISSION

January 23, 2014

MEMORANDUM FOR RECORD

SUBJECT: Summary Minutes of the 153rd Meeting of the Commission

The 153rd meeting of the American Battle Monuments Commission was a conference call meeting held on December 3, 2013.

Commissioners and staff participating included:

Commissioners

Honorable Merrill McPeak, Chairman
Honorable Cindy Campbell
Honorable Barbaralee Diamonstein-Spielvogel
Honorable Darrell Dorgan
Honorable Richard Klass
Honorable Constance Morella
Honorable Rolland Kidder
Honorable Maura Sullivan

Staff

Honorable Max Cleland, Secretary
John Wessels, Dep Sec, Overseas Ops
Mike Conley, Chief of Staff
Tom Sole, Chief Engineer
Bill Aileo, Consulting Attorney

1. The Chairman opened the business session at 9:04 a.m.
2. The Board noted the October 2013 death of Commissioner Ike Skelton, recognizing his long and distinguished career in public service. In addition to his appointment by the President to the ABMC Board in July 2011, he had been elected Chairman of the newly formed U.S. World War I Centennial Commission shortly before his death.
3. The minutes of the 152nd meeting were reviewed and accepted.
4. New Business:
 - a. **Lafayette Escadrille Memorial** – The Chief of Staff reported that efforts to coordinate a framework agreement with the French Government were ongoing, but that no substantive progress had been made. Regarding fund-raising, the Air Force Association and Mitchell Institute had agreed to play a role in raising restoration

funds. The Commission staff provided the AFA with a concept flow chart depicting how funds raised in the U.S. and overseas could flow into the LEM Monument Maintenance Fund, which had been established by ABMC. No fund raising would be allowed to begin until an operational framework agreement with the French Government had been negotiated and signed.

- b. **Clark Cemetery** – The Chief of Staff reported that an agreement with the Philippine Government to allow ABMC maintenance of the site was imminent. The Deputy Secretary confirmed that the Manila cemetery staff was prepared to assume control of the grounds and begin basic maintenance using workers and equipment from Manila cemetery. The first major milestone will be completion of an assessment of restoration work required and an estimated cost of that work.
- c. **New Memorials** – Commissioner Campbell reported on her trip to New Zealand and Australia, with the Chief Engineer, to discuss with local officials potential sites for ABMC to place memorials honoring the service and achievements of U.S. armed forces based in those countries during World War II. The U.S. has been invited by the Government of New Zealand to place a major memorial in the capital city's memorial park. Great Britain and Australia were the only other nations to be invited. As both New Zealand and Australia are on the Board's Top 20 list for new memorials, and because of the two nations proximity, a site evaluation visit to Australia was added to the itinerary to minimize agency travel costs.

New Zealand

- i. The Chief Engineer focused his discussion on New Zealand, describing the host's expectations for the siting and scale of a U.S. memorial, which would be monumental and prominent. The staff recommended installing a temporary stone tablet in late 2015 or early 2016 to mark the designated site while a design architect or team for the permanent memorial is being selected.
- ii. Commissioner Diamonstein-Spielvogel recommended that the design architect be selected by competition, if the cost is reasonable, and that the ABMC Executive Architect develop a competition concept for review by the Board.
- iii. The sense of the Board was expressed as (1) to move ahead on the New Zealand plan and (2) to select a design architect through competition, if the cost is reasonable.

Midway

- i. The Chief Engineer reported on a working group discussion that included historians, the executive architect, and representatives of the Fish and Wildlife Service. Several locations on the island are under consideration for an ABMC monument. Fish and Wildlife emphasized that any new monument must add value, and there was a consensus among the working group that the virtual

realm of the Web be used in addition to the physical monument itself, given Midway's remote location and limited visitation.

- ii. The Board requested a project update from the staff prior to its next meeting.
- d. **Overseas Operations** – This was the first Board meeting for the recently appointed Deputy Secretary for Overseas Operations.

Garches Office Move

The Deputy Secretary reported that the planned move to commercial space in Paris would have been a mistake, as security infrastructure requirements and the rental market had driven the 10-year lease cost above an acceptable level. He is re-looking all options, including leased space closer to Garches, where most of the foreign service national employees live; building a new office at Suresnes American Cemetery near Garches; or remaining in the current facility, if it can be modernized at reasonable cost, including security enhancements, to adequately accommodate staff.

- i. Commissioner Sullivan reported that she had visited Suresnes during a recent trip and that the site was a viable option for the office space, recognizing that any such construction must be sensitive to the commemorative purpose of the site.
- ii. The Board requested an update at its next meeting.

Superintendents Leadership Council

The Deputy Secretary reported his establishment of a Superintendents Leadership Council, the members of which are selected by their peers. The Council will provide a field perspective to management decision making and policies. Commissioner Sullivan reported that her conversations with superintendents indicate that this and other leadership initiatives overseas are being well received.

e. Next Meetings

- i. The Board agreed to hold a meeting in London in May 2014 to meet the objectives of a meeting scheduled in October 2013 that had to be cancelled because of the federal government shut down. The focus in May will include–
 - Attending the Cambridge American Cemetery Memorial Day ceremony
 - Dedicating the new Cambridge cemetery visitor center
 - Visiting Brookwood American Cemetery
 - Discussing with the Commonwealth War Graves Commission the planning underway for the World War I Centennial

- ii. The Board also requested that the staff organize a conference call meeting in early March 2014.
5. The Board went into executive session at 11:00 a.m.
6. The 153rd meeting of the Commission was adjourned at 11:45 a.m.

Approved by: Max
Max Cleland
Secretary

Submitted by: Michael G. Conley
Michael G. Conley
Chief of Staff

Accepted by: Merrill A. McPeak
Merrill A. McPeak
Chairman



AMERICAN BATTLE MONUMENTS COMMISSION

May 6, 2014

MEMORANDUM FOR RECORD

SUBJECT: Summary Minutes of the 154th Meeting of the Commission

The 154th meeting of the American Battle Monuments Commission was a conference call meeting held on March 3, 2014.

Commissioners and staff participating included:

Commissioners

Honorable Merrill McPeak, Chairman
Honorable Cindy Campbell
Honorable Barbaralee Diamonstein-Spielvogel
Honorable Darrell Dorgan
Honorable Richard Klass
Honorable Rolland Kidder
Honorable Maura Sullivan

Staff

Honorable Max Cleland, Secretary
John Wessels, Dep Sec Overseas Ops
Mike Conley, Chief of Staff
Tom Sole, Chief Engineer
Bill Aileo, Consulting Attorney
Wally Frankland, Overseas Ops

1. The Chairman opened the business session at 10:05 a.m.
2. The minutes of the 153rd meeting were reviewed and accepted, with one edit: A reference to a working group meeting *having been held* to discuss placing a monument on Midway was changed to reflect that a meeting *would be held* to discuss the proposed monument.
3. Chairman's Opening Comments:
 - a. **Lafayette Escadrille Memorial** – The Chairman reported that, after many months of coordination and negotiation, he signed a Declaration of Intent with the French Ministry of Defense to partner in restoring the Memorial and to share equally in the cost of doing so, with an initial commitment for each partner to raise \$4.0M (3.0M Euro). The Chairman cited two urgencies: (1) to begin aggressive project planning for the restoration, in coordination with the MOD and LEM Foundation, and (2) to begin fundraising, with \$1.0M needed quickly to hire an A&E firm.

4. Deputy Secretary for Overseas Operations

- a. **Visitor Centers** – Three visitor centers are scheduled to open in the spring: ribbon cuttings for two new visitor centers at Cambridge and Sicily-Rome cemeteries on Memorial Day, May 26; and a ribbon cutting at the renovated Pointe du Hoc visitor center on June 5. There will be Commissioner representation at each. The Meuse-Argonne and Flanders Field visitor center renovation projects are underway, with construction funds expected to be obligated in FY 2015.
- b. **Clark Cemetery** – The Superintendent at Manila American Cemetery has assumed responsibility for maintaining the cemetery and has begun taking the necessary steps to transition the cemetery to full ABMC control. Transition actions since the cemetery became our responsibility in mid-December include:
 - Assigning two maintenance men from Manila to Clark on temporary duty to oversee a contract labor force of 7 providing basic maintenance at the site.
 - Moving grounds maintenance equipment to Clark from Manila.
 - Beginning discussions on burial policies and procedures with the Bases Conversion and Development Authority, as required by the bi-lateral MOU.
 - Transferring control of water and electricity accounts to ABMC.
 - Deploying our Director of Engineering from Garches to Manila for a two-year detail to oversee projects planned at Manila and that might evolve at Clark.

The next major milestone will be completion of an assessment of restoration work required and an estimated cost of that work.

- c. **Garches Office Move** – We will move slowly on this, carefully weighing all options, as this will be a significant long-term commitment for the agency. The decision is complicated by 24 Embassy security requirements that must be complied with in any new or leased space. We are back to square one on this.
- d. **Superintendents Leadership Council** – Tina Young was selected by the Council to serve as Chair. An initial meeting with Overseas Operations leadership was held, and the Council will meet with the Secretary in Belgium this month. The goal is field-informed decision making; the council members are enthusiastic and engaged.

5. New Memorials

- a. **Midway** – A working group including historians, the executive architect, and representatives of the Fish and Wildlife Service agreed that the “submarine wharf” area of the Island warrants a separate monument, simple in design and contemplative in nature. The monument will be Harry Robinson’s design concept approved previously by the Board. A secondary objective is to rehabilitate the existing Navy memorial. \$600K is programmed for the Midway initiative.

- b. **New Zealand** - A 3-phase selection process will be used to select a designer of the new U.S. memorial in New Zealand: 1) Open request for qualifications; 2) Request for proposal from 15 selected architectural firms; 3) \$20,000 stipend offered to 5 of the 15 firms to develop a design concept. A design jury will judge and select one of the final 5 submissions. \$250,000 is programmed for the design concept competition and development.

- c. **Honolulu Memorial**

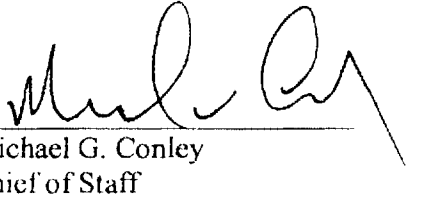
- The Corps of Engineers awarded a renovation contract for just under \$4.0M. Work includes repointing all Travertine cladding, replacement of the memorial roof, renovation of both restrooms, re-establishment of the original planting plan (including removal of VIP platforms), replacement of chapel pews, renovation of one bronze gate as proof of concept, and replacement of upper and lower terraces. Most of the work should be completed by the end of the calendar year.
- A charrette for the visitor center feasibility study was held in Honolulu on February 12. Four sites are being explored:
 1. Existing public restrooms on the overlook walkway
 2. WWI-era coastal defense tunnels
 3. Site adjacent to and just west of the memorial
 4. Off-site location on Papakolea Community land

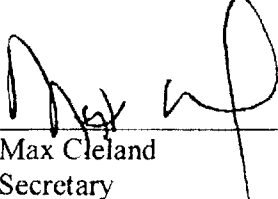
The option that appears most favorable is the public restroom site—the study will determine if the site is feasible and affordable. We should have the results of the study this summer.

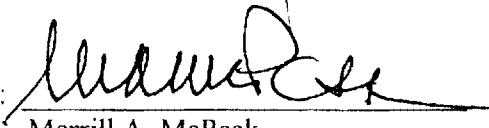
6. Finance

- a. **FY 14 Budget** – P.L. 113-76 gave ABMC \$63.2M for FY 14 Salaries and Expenses, a \$5.0M increase to our \$58.2M request. Congressional language designated the increase for the Interpretation Program and unanticipated maintenance requirements, which we interpret, in part, as Clark cemetery. \$14.1M was approved for our Foreign Currency Fluctuation Account.
- b. **FY 15 Request** – Our FY 15 budget request is \$70.1M for Salaries and Expenses and \$1.9M for the Foreign Currency account. The total budget authority of \$72.0M is nearly identical to our FY 14 request. The change in allocation between the Salaries and Expenses and Foreign Currency corrects a finding in our FY 13 audit, which reported that we were not properly estimating budget year exchange rates during budget development. Accordingly, a greater percentage of our total budget authority will now be reflected in Salaries and Expenses.

7. Next Meeting – the next meeting of the Board will be held in London May 26 – 28, 2014 to:
- a. Attend the Cambridge American Cemetery Memorial Day ceremony
 - b. Dedicate the new Cambridge cemetery visitor center
 - c. Visit Brookwood American Cemetery
 - d. Meet with the Commonwealth War Graves Commission to discuss planning for the World War I Centennial
8. The Board went into executive session at 11:30 a.m.
9. The 154th meeting of the Commission was adjourned at 12:15 p.m.

Submitted by: 
Michael G. Conley
Chief of Staff

Approved by: 
Max Cleland
Secretary

Accepted by: 
Merrill A. McPeak
Chairman



AMERICAN BATTLE MONUMENTS COMMISSION

August 8, 2014

MEMORANDUM FOR RECORD

SUBJECT: Summary Minutes of the 155th Meeting of the Commission

The 155th meeting of the American Battle Monuments Commission was held on May 28, 2014 in London, England. The meeting was preceded by a visit to Cambridge American Cemetery on May 26 to participate in the annual Memorial Day ceremony and dedicate a new visitor center; and visits to Brookwood American Cemetery and the Commonwealth War Graves Commission to discuss World War I Centennial planning on May 27.

Commissioners and staff participating included:

Commissioners

Honorable Merrill McPeak, Chairman
Honorable Cindy Campbell
Honorable Barbaralee Diamonstein-Spielvogel
Honorable Darrell Dorgan
Honorable Larry Ellis
Honorable Thomas Lamont
Honorable Connie Morella
Honorable Maura Sullivan

Staff

Honorable Max Cleland, Secretary
John Wessels, Dep Sec Overseas Ops
Mike Conley, HQ Chief of Staff
Wally Frankland, Overseas Ops
Bill Gwaltney, Overseas Ops Director of
Interpretation
Tina Young, Sicily-Rome Superintendent
Chris Sims, Flanders Field Cemetery Associate

1. The Chairman opened the business session at 8:00 a.m.
2. Chairman's Opening Comments
 - a. The Chairman welcomed Commissioners Ellis and Lamont to their first Commission meeting. President Obama appointed Commissioner Lamont to the Board in March 2014 and Commissioner Ellis in May 2014.
 - b. The visit with the Commonwealth War Graves Commission was thought provoking.
 - i. Owning its own building allows the CWGC to take advantage of lobby space to tell the story of its mission and allow the public to search war dead databases on the premises. Perhaps ABMC should look at alternatives for its

headquarters office space, seeking a facility in Washington, D.C. that allows similar (and easier) public interaction with our staff and products?

- ii. Although the ABMC and CWCG missions are similar, the CWCG mandate is much broader ABMC's. ABMC commemorative mission is restricted to the period since U.S. entry into World War I in April 1917, and our care of war dead graves is limited to those buried within our 25 assigned cemeteries. Perhaps we should review the ABMC mandate: was it about right for General Pershing's time, but too restrictive today? Should the U.S. Government care about isolated burials around the world, and if so who would assume that responsibility if not ABMC?

iii. The Chairman directed the staff to study these two issues and report the results at the next Commission meeting.

3. Secretary's Opening Comments

The Secretary acknowledged the Chairman's direction, while expressing budgetary concerns that could evolve from expanding ABMC's mandate too broadly or relocating to potentially more expensive office space in the District of Columbia.

4. Award Presentation

The Secretary presented the Commission's Distinguished Service Medal to Flanders Field cemetery associate Chris Sims, in recognition of his four decades of service to ABMC, during which time he published military histories on each of the 368 soldiers buried in the cemetery and the 43 whose names appear on the Wall of the Missing. His innovation and excellence, demonstrated in so many ways throughout his ABMC career, helped ensure that "Time will not dim the glory of their deeds."

5. The minutes of the 154th meeting were reviewed and accepted.

6. Overseas Graduate Studies Program

Commissioner Dorgan proposed reconvening a sub-committee to develop a program to link ABMC cemeteries with colleges and universities, which would provide graduate students to perform research and docent services at the cemeteries.

i. The Board appointed Commissioners Dorgan (chair), Lamont and Sullivan to explore the potential of an ABMC overseas graduate studies program.

7. Interpretation / Visitor Center Program

- a. At the request of the Chairman, the Commissioners were briefed on the history of ABMC's visitor center/interpretation program, which began with the dedication of a new visitor center at Normandy cemetery in 2007. New visitor centers at Cambridge, Sicily-Rome and Pointe du Hoc were dedicated in late May/early June 2014; projects at Meuse-Argonne and Flanders Field are in design; and visitor centers at Honolulu

and Manila are in the planning stage. While the Normandy visitor center is 30,000 square feet and was built at a cost of \$35 million, warranted by its annual visitation in excess of one million, none of the other visitor centers approach this scale or cost. Congressional Appropriations committees have been supportive of the program, appropriating \$32 million for ABMC's Interpretation Program since the completion of the Normandy visitor center. These monies also fund interpretive products such as campaign interactive programs and mobile apps, and ABMC's education program.

- b. The Interpretation Program is driven by the Commission's recognition that as the world wars recede in time, our mission increasingly requires visitor education. Commissioners were told that to effectively interpret U.S. history overseas we need to increase the professionalism of our cemetery staffs through training, coaching and certification, a priority of the Overseas Operations Office.

8. Superintendents' Leadership Council

Tina Young, chair of the SLC, discussed the Council's top three goals for the year: review and update the cemetery associate position description, recruit a permanent Horticulture Program director, and develop a new ABMC uniform policy. She also described a field driven process for identifying and championing Opportunities for Improvement within the agency.

9. Overseas Operations

- a. **Clark Cemetery** – Maintenance of the cemetery continues to be coordinated by the Manila cemetery superintendent and basic improvements in appearance have begun. A full assessment will begin soon to determine long-term requirements, using Corozal cemetery as the standard. Commissioner Sullivan commented that her recent visit to the cemetery confirmed her belief that Clark cemetery is too far to be managed effectively from Manila.
- b. **Foreign Payroll** – All but three cemeteries (Manila, Corozal, Mexico City) have been converted to a monthly pay system administered for ABMC by activPayroll. Foreign service national staffs at the three remaining cemeteries are paid through local U.S. Embassies, a process that is working and should be allowed to continue.
- c. **Lafayette Escadrille Memorial** – The Chairman reported that the Air Force Association was assisting in raising the U.S. half of the \$8.0M required to restore the memorial, but that very little had been raised to date. The Garches staff was ready to release a Request for Proposals to hire an A/E firm as soon as \$1.0M was available to fund such a contract. There is an urgency if we are to have any hope of completing restoration work prior to the Lafayette Escadrille Squadron centenary in April 2016.
- d. **Historic American Landscapes Study** – Bill Gwaltney, Garches director of interpretation, presented the results of an Historic American Landscapes Study conducted at Flanders Field American Cemetery. The detailed drawings, photos and historical information produced by the study will be of great value to our preservation

of the site, and will be permanently archived for public access at the Library of Congress. The staff intent is to produce similar studies for other ABMC cemeteries.

- e. **Cemetery Security** – Commissioner Diamonstein-Spielvogel expressed concern about cemetery security, given the open designs of ABMC cemeteries. Commissioner Ellis commented that ensuring our sites security should be our highest priority.

i. The Chairman directed the staff to work with Embassy RSOs on a security assessment of our sites and to report progress at the next Board meeting.

10. New Memorials

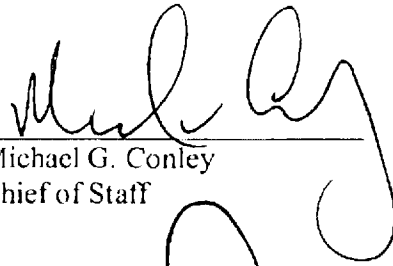
Commissioner Campbell referenced the read-ahead summary of memorial initiatives that had been provided to Commissioners prior to the meeting. The paper provided status updates on projects planned for Midway (design concept approved), New Zealand (competition to select a design architect to begin soon), and Honolulu (restoration of the Honolulu Memorial and a feasibility study for a new visitor center underway).

11. Other Items

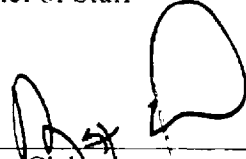
- a. The next meeting of the Board will be scheduled in the Fall of 2014.
- b. The Board went into executive session at 10:30 a.m.

12. The 155th meeting of the Commission was adjourned at 11:45 a.m.

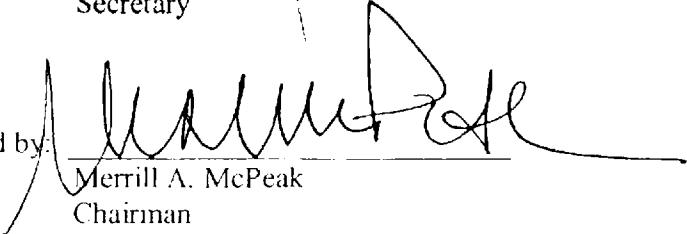
Submitted by:


Michael G. Conley
Chief of Staff

Approved by:


Max Cleland
Secretary

Accepted by:


Merrill A. McPeak
Chairman



AMERICAN BATTLE MONUMENTS COMMISSION

March 27, 2015

MEMORANDUM FOR RECORD

SUBJECT: Summary Minutes of the 156th Meeting of the Commission

The 156th meeting of the American Battle Monuments Commission was held November 20-21, 2014 at the agency headquarters in Arlington, Virginia.

Commissioners and staff participating included:

Commissioners

Honorable Merrill McPeak, Chairman
Honorable Cindy Campbell
Honorable Barbaralee Diamonstein-Spielvogel
Honorable Darrell Dorgan
Honorable Larry Ellis
Honorable John Estrada
Honorable Rolly Kidder
Honorable Dick Klass
Honorable Tom Lamont
Honorable Connie Morella

Staff

Honorable Max Cleland, Secretary
Rob Dalessandro, Deputy Secretary
John Wessels, Deputy Secretary
Mike Conley, Chief Administrative Officer
Monique Ceruti, Chief Information Officer
Chris Philpot, Chief Financial Officer
Tim Nosal, Chief of Public Affairs
Tom Sole, Chief Engineer
Bill Aileo, Consulting Attorney

Thursday, November 20

1. The Chairman opened the business session at 9:05 a.m.
2. Secretary's Opening Comments: The Secretary introduced Robert J. Dalessandro, Deputy Secretary for Headquarters Operations, who had joined the Agency two months earlier in September 2014.
3. The minutes of the 155th meeting were reviewed and accepted.

4. Memorials

- a. Lafayette Escadrille Memorial – Deputy Secretary Wessels presented an update on planned restoration work, reporting that the target date for completion of Phase I work was April 2016, the 100th anniversary of the formation of the Escadrille. More than \$500,000 had been raised in the U.S. to fund the work, and 300,000 euros was expected soon from the French Ministry of Defense. This project continues to be tracked closely.
- b. Pershing Park – The staff reported that the World War I Centennial Commission, chaired by Deputy Secretary Dalessandro, had been given authority to restore Pershing Park and the American Expeditionary Forces Memorial on Pennsylvania Avenue in Washington DC. The memorial has been designated a National World War I Memorial, along with the Liberty Memorial in Kansas City, Missouri. While ABMC built the AEF Memorial, it is administered by the National Park Service, thus it is neither unusual nor inappropriate for an organization other than ABMC to be given the restoration authority. Deputy Secretary Dalessandro expects that ABMC will be consulted on the restoration as planning moves forward.
- c. Honolulu – Restoration work continues satisfactorily, including re-roofing, plaza replacement, and repointing. Stain removal tests on the Trani stone within the Courts of the Missing were disappointing, leaving replacement of the stone as the only suitable option. Various stone options will be explored to determine the most appropriate, durable and cost effective replacement for the Trani.
- d. Midway – The staff continues to await clearance from Fish & Wildlife to install the completed ABMC monument, and work was progressing well on the new mosaic panel for the existing Navy Memorial on the island.
- e. Iceland – Commissioner Campbell reported on her site visit to Iceland to explore opportunities and sites for placement of an ABMC monument to commemorate the role of U.S. armed forces based there during the Battle of the Atlantic in World War II. A site overlooking the strategic fjord of Hvalfjordur was recommended, in addition to placement of an informational kiosk at Keflavik airport.

The Board approved the proposed site and directed that the project enter the design phase.

- f. New Zealand – The staff reported that a design competition was in progress, with four architectural firms selected to develop design concepts. A Design Jury was to evaluate the submissions in December; results will be presented to the Board at its Spring meeting for approval.

g. New Monuments List

- i. The Board revisited its New Monuments priority list, recognizing that the time to complete each project will be longer than anticipated, due to varying commemorative, diplomatic, and commercial interests that arise at monument sites. Commissioner Campbell described a three-phase process to address these realities: (1) Site Selection / Concept Development; (2) Design, including competition if appropriate; and (3) Construction.
- ii. Commissioner Kidder suggested that the building of the Alaska Highway during World War II should be a candidate for the New Monuments list. The Board was receptive to future consideration of the recommendation.
- iii. Commissioner Estrada proposed moving Okinawa down the priority list because of political sensitivities there, and moving Inchon, Korea up the list. The Board was receptive to moving Okinawa down the list, and to future consideration of moving Inchon higher.

The Board directed that the near-term focus remain on completing the top seven projects on the priority list:

- *Midway*
- *New Zealand*
- *Iceland*
- *Germany (Cold War)*
- *Vietnam*
- *United Kingdom – Devon (WWII)*
- *China-Burma-India (WWII)*

- h. Vietnam – The staff reported that ABMC had not yet received a response to the Secretary's letter to the Department of State requesting guidance on if the time is right to approach the Vietnamese government about placing a commemoration of U.S. armed forces participation in the Vietnam War in that country.

5. Public Affairs

- a. Education Program – The staff provided an update on the progress of the Education Program, which is moving forward on two fronts: a World War I program being developed by the University of North Carolina and Virginia Tech, and a World War II (Northern Europe) program being developed by National History Day and George Mason University. Both programs will deliver classroom resources for grades 6-12 that are teacher developed, standards based and cross curricular, and they will give ABMC increased presence on the Web and at national and regional conferences. Future programs will address World War II (Southern Europe), World War II (Pacific), the Korean War, and the Vietnam War.

- b. Flower Fund – The staff recommended that the Flower Fund, a legacy program dating to the 1950's, be ended no later than June 1, 2015. There is no mandate for the program; there is no dedicated budget or staff; and processing of orders is cumbersome. With the ready availability of commercial floral companies that can provide the service more efficiently, it is time for ABMC to get out of the flower business. The staff recommended continued processing of orders in the system for the next two years and, where practical, refunding existing donor balances.

The Board approved the staff plan to end the Flower Fund program.

- c. Lithograph Program – For similar reasons, the staff recommended that the Lithograph Program be ended. The program dates to 1956. Intended solely for relatives of World War II war dead, the program gradually expanded to include World War I and requests from anyone, not just next of kin. Mailing costs for a lithograph package ranged from \$5 to \$11/package. The staff recommended closing the current program by September 2015 and transitioning to an automated solution.

The Board approved the staff plan to close the Lithograph Program as it functions currently and transition to an automated on-line solution.

6. ABMC Mission Mandate

- a. The Board had asked for a review of current agency mission parameters, questioning whether the agency role should be expanded to include conflicts and cemeteries/monuments that fall outside of the current charter, in particular the restriction imposed by the April 6, 1917 date for agency commemorative authority.
- b. Author Chris Dickon used examples from his book, *The Foreign Burial of American War Dead*, to discuss locations worldwide that hold remains of American war dead, but are outside the purview of ABMC. He asked, should ABMC be proactive in taking responsibility for such sites?
- c. Deputy Secretary Dalessandro told the Board that ABMC's authority was less restrictive than that of the Commonwealth War Graves Commission, which limits its commemorative program to the World War periods of 1914-18 and 1939-1945. He recommended that the staff study the feasibility of pursuing through OMB the legislative authority or executive order required to expand the Commission's authority to establish new overseas monuments to commemorate U.S. armed forces service and achievements from 1775 forward.

The sense of the Board was to accept the staff recommendation to pursue new legislative authority for the establishment of monuments, but not to assume responsibility for maintaining the graves of U.S. war dead not currently under the care of the Commission.

7. Strategic Plan

Deputy Secretary Dalessandro discussed the status of strategic planning, stating that the process needs to get back on track to effectively influence agency planning and programming and to meet OMB performance plan requirements. He reported that a set of guiding principles had been added to the Vision Statement as foundational elements. It now reads:

"THE PREEMINENT GUARDIAN OF AMERICA'S OVERSEAS COMMEMORATIVE CEMETERIES AND MEMORIALS, WE ARE DEDICATED TO FULFILLING THE PROMISE THAT 'TIME WILL NOT DIM THE GLORY OF THEIR DEEDS.' WE SERVE OUR STAKEHOLDERS, GUIDED BY OUR CORE VALUES AND THROUGH OUR GUIDING PRINCIPLES: TELLING THEIR STORY, PRESERVING OUR HERITAGE ASSETS, AND FURTHER DEVELOPING OUR CULTURAL AND HISTORICAL RESOURCES."

Commissioner Ellis asked that Core Values be reviewed carefully to ensure they are meaningful and not simply generic statements typical of many such plans.

8. Headquarters Location

The Board had asked previously for a study of the Commission headquarters location and whether a move from Arlington, Virginia to Washington, D.C. would provide more visibility for the ABMC mission. The staff reported that (1) the cost of office space in the District was approximately \$10 more per square foot; (2) only one GSA-controlled lease space meeting square footage requirements was available and it was in an area un conducive to public interaction; and (3) a costly move of the Garches headquarters also is planned and is considered more urgent for reasons of security and suitability.

The sense of the Board was to accept the staff recommendation that consideration of a headquarters move be deferred until the Garches move was funded and completed, at which time more suitable space in the District may be available for consideration.

9. The Chairman adjourned the first day session of the Board meeting at 4:30 p.m.

Friday, November 21

10. The Chairman re-convened the 156th meeting of the Board at 9:00 a.m.

11. Information Technology

The Board was briefed on upgrades to the information kiosks at the World War II and Korean War Veterans memorials on the National Mall. Infrastructure, database and

content improvements significantly enhanced the visitor experience. The memorials are administered by the National Park Service as elements of the National Park System, but kiosk operations remain an ABMC responsibility.

12. Status of Funds

The Board was briefed on the FY 15 budget request, which had not yet been passed by the Congress at the time of this meeting. The request is for \$70.1 million for Salaries and Expenses. Also discussed was a carryover balance of \$23.0 and leadership plan to execute these funds by the end of FY 15.

13. Overseas Graduate Studies Program

Commissioner Dorgan provided a report on the status of this initiative, mentioning the possibility of having students already in overseas university study programs work part-time in the Commission's cemeteries. The Overseas Support Office sees great promise for the program; the Headquarters staff is working to de-conflict Pathways guidance with the Office of Personnel Management. Legislative authority may be required for overseas execution.

The Board remained receptive to the possibilities of an overseas graduate studies program, but asked that additional details be worked out before a definitive course of action is decided.

14. Overseas Operations

- a. Site Security – Deputy Secretary Wessels discussed the overseas security environment and the initial efforts being taken to ensure the safety of ABMC personnel and property and visitors. He assigned an Overseas Support Office staff member to a newly-created position of *Director of Facility and Staff Security* and directed a threat assessment of each ABMC site, which will be conducted in coordination with Embassy Regional Security Officers.

The Chairman asked that results of the threat assessments and action plans that result from them be briefed in detail to the Board at its Spring meeting.

- b. Clark Cemetery – Since the signing of an MOU with the Philippines in December 2013, there has been significant disagreement between the Base Conversion Development Agency and Department of Foreign Affairs (two Philippine Government agencies) over control of operational policy. The BCDA sees Clark as a tourism draw and seeks to control U.S. investment choices, and halted burials until differences can be resolved. This is largely a diplomatic disagreement, with Embassy Manila leading discussions on behalf of the U.S. We continue to maintain the grounds with minimal investment and contract staffing.

Phase I of the independent assessment of the cemetery condition has been completed, including a topographic and relocation survey, soil inventory report, headstone data sheet w/GSP coordinates and property survey. Still to come are a master plan, infrastructure evaluation, and survey of burials.

The Chairman asked that the Clark master plan be briefed in detail to the Board at its Spring meeting.

- c. Garches Office Move – ABMC Executive Architect Harry Robinson is conducting a study to determine the feasibility of moving the Overseas Support Office from Garches to Suresnes cemetery. Such a move may not be feasible because of two significant components: meeting State Department Diplomatic Security standards and gaining approval of the Commission of Fine Arts. A fallback position may be commercial leased space, but in a broader search area than previously considered.
- d. Interpretation Program – Deputy Secretary Wessels reported the following status of Commission visitor center projects:
 - Cambridge – *open*
 - Sicily-Rome – *open*
 - Pointe du Hoc – *open*
 - Meuse-Argonne – *in design*
 - Flanders Field – *in design*
 - Honolulu Memorial – *in design*
 - Manila – *soon to be in design*
 - Chateau-Thierry Monument (near Aisne-Marne) – *in development*
 - West Coast Memorial (Presidio) – *researching potential*

Deputy Secretary Dalessandro, who chairs the U.S. World War I Centennial Commission, reinforced the importance of the World War I projects, and reported that the WWI Commission will focus centennial events on Flanders Field, Meuse-Argonne and Chateau-Thierry.

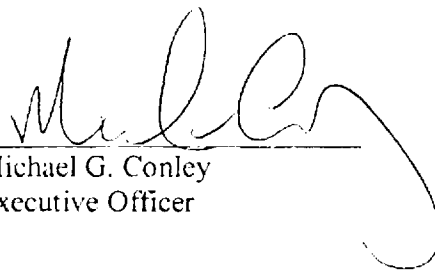
Secretary Cleland discussed the potential at the Presidio for an interpretive center on the site where the home of ABMC's first Chairman, General Pershing, sat before it was destroyed by fire in the early 1900's. The Presidio Trust, which manages the former Army Post, suggested that ABMC consider building an interpretive center at the site.

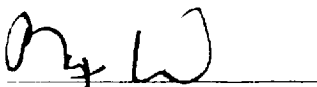
- e. Superintendents Symposium – Deputy Secretary Wessels reported on a successful symposium attended by all ABMC superintendents and assistant superintendents. The symposium was organized by the Superintendents Leadership Council with field-driven topics and discussion. A follow-up survey reflected positive reaction and results for the symposium, the first such gathering in nearly three years.

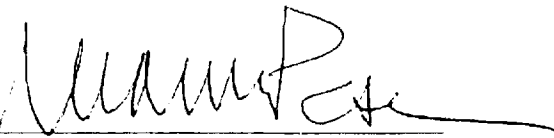
15. Next Meeting

The Board set its next meeting for April 2015 in Rome, Italy. The meeting will include site visits to Sicily-Rome and Florence cemeteries, and commemorations of the 70th anniversary of the liberation of Italy in World War II.

16. The Chairman adjourned the 156th meeting of the Board at 11:30 a.m.

Submitted by: 
Michael G. Conley
Executive Officer

Approved by: 
Max Cleland
Secretary

Accepted by: 
Merrill A. McPeak
Chairman



AMERICAN BATTLE MONUMENTS COMMISSION

February 19, 2015

MEMORANDUM FOR RECORD

SUBJECT: Summary Minutes of the 157th Meeting of the Commission

The 157th meeting of the American Battle Monuments Commission was a conference call meeting held on January 15, 2015.

Commissioners and staff participating included:

Commissioners

Honorable Merrill McPeak, Chairman
Honorable Cindy Campbell
Honorable Barbaralee Diamonstein-Spielvogel
Honorable John Estrada
Honorable Rolland Kidder
Honorable Richard Klass
Honorable Connie Morella

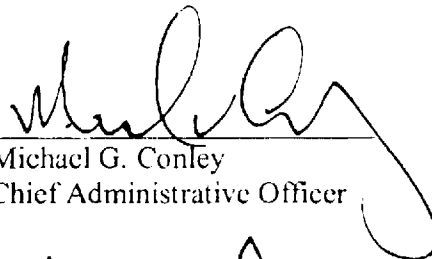
Staff

Honorable Max Cleland, Secretary
Rob Dalessandro, Dep Secretary
John Wessels, Dep Secretary
Mike Conley, Chief Administrative Officer
Tom Sole, Chief Engineer
Rich Cobb, Director of Security
Mike Bachofen, Director of Contracting
Bill Chapman, Advisor to the Secretary

1. The Secretary opened the call at 10:35 a.m. The purpose was to discuss security at ABMC sites following the terrorist shootings at the Charlie Hebdo newspaper in Paris, France. As most ABMC sites are in Europe, the shootings raised concerns among the Commissioners.
2. John Wessels and Rich Cobb briefed the Commissioners on precautions being taken and additional evaluations planned, all of which are focused on the safety of our staffs, our visitors, and our property, and recognizing that security planning must account for the public outreach nature of the agency mission.
3. The Chairman thanked the staff for the update but directed that a more detailed briefing on the ABMC security program be presented at the Board meeting scheduled for April 27-29 in Rome, Italy.

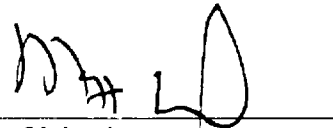
4. The 157th meeting of the Commissioner was adjourned at 11:10 a.m.

Submitted by:



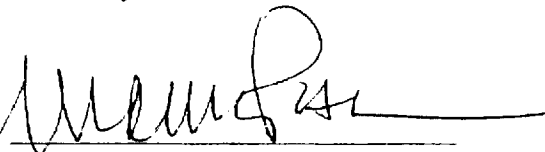
Michael G. Conley
Chief Administrative Officer

Approved by:



Max Cleland
Secretary

Accepted by:



Merrill A. McPeak
Chairman



AMERICAN BATTLE MONUMENTS COMMISSION

September 30, 2015

MEMORANDUM FOR RECORD

SUBJECT: Summary Minutes of the 158th Meeting of the Commission

The 158th meeting of the American Battle Monuments Commission was held April 27-29, 2015 at the Hotel Boscolo Exedra, Rome, Italy.

Commissioners and staff participating included:

Commissioners:

Honorable Merrill McPeak, Chairman
Honorable Cindy Campbell
Honorable Barbaralee Diamonstein-Spielvogel
Honorable Darrell Dorgan
Honorable Larry Ellis
Honorable John Estrada
Honorable Rolly Kidder
Honorable Dick Klass
Honorable Tom Lamont
Honorable Connie Morella

Staff:

Honorable Max Cleland, Secretary (phone)
Rob Dalessandro, Deputy Secretary
John Wessels, Deputy Secretary
Monique Ceruti, Chief Knowledge Mgmt
Tom Sole, Chief Engineer
Gerald Torrence, Strategic Planner
Edwin Fountain, Chief Counsel
Jim Botzet, General Engineer
Larry Adkison, Supt, Manila AC (phone)

Monday, April 27

The Board visited Sicily-Rome American Cemetery, Nettuno, Italy. Activities at the cemetery included a briefing on cemetery operations; an interpretive tour of the new visitor center; visits to the Chapel, Map Room and Burial Plots; and a wreath laying ceremony at the Memorial.

Tuesday, April 28

1. The Chairman opened the business session at 8:30 a.m.
2. The minutes of the 156th and 157th meetings were reviewed and accepted.

3. Site Security

Commissioners were briefed on the current security status of ABMC cemeteries and actions underway to protect staff, visitors and infrastructure.

The sense of the Commission is that ABMC should follow the lead of Department of State Regional Security Officers—the security experts for the U.S. Government overseas, and that a security standard for things the agency can effect be established for all ABMC sites.

4. Garches Office Move

The staff reported that the feasibility study of moving the Overseas Operations Office from Garches to Suresnes American Cemetery was ongoing. While that remained the primary option until ruled out, other options remained possible. These could include leasing space in the Paris area, or moving the office out of Paris to a site near the Chateau-Thierry Monument about an hour east of Paris.

The Board asked that a final report on the Suresnes possibility be provided at its next meeting.

5. New Memorials

- a. Honolulu – Restoration of the memorial's horticultural features, restrooms, plazas, fountains, roofs and stone repointing is making good progress and significantly improving the appearance of the memorial. Concurrently, architectural design has begun on a potential new visitor center at the VA / NCA desired site within the Punchbowl; work on an inter-agency agreement on operation of the new center continues. And efforts to remove the staining on the Trani stone in the memorial's Courts of the Missing were unsuccessful; \$10.7M was obligated to replace the stone.

The Board questioned why the stone for the Cabanatuan Memorial was not purchased in the United States. While the Buy America Act does not apply to overseas contracting, the sense of the Board is that ABMC should respect its intent.

- b. Midway – The new ABMC monument and the new mosaic panels for the Navy Memorial have been shipped. Installation is expected in the summer of 2015.
- c. New Zealand – A design contract has been awarded to Monica Ponce de Leon (MPdL). Construction is estimated at \$1.0M. Installation and site plantings are projected for late 2016/early 2017.

- d. Iceland – The completion to select an A&E for the Iceland Monument project will be announced in June 2015, with the expectation of awarding a design contract in December 2015. The Icelandic government has expressed interest in participating in the design process. The project could include a smart app guided tour and a kiosk at Keflavik airport with ABMC's Battle of the Atlantic campaign interactive. Currently, these initiatives are unfunded.
- e. Devon, England – ABMC staff met with the Commonwealth War Graves Commission in January 2015 to discuss potential projects in Devon, England; Northern Ireland; China-Burma-India; and Australia. A site evaluation trip to Devon was scheduled in June 2015.

6. Strategic Planning

The staff provided an information briefing to the Commissioners about the strategic plan update and the institution of the Knowledge Management Directorate. Three of the five strategic focus areas in the plan were emphasized: Lack of Communication, Improvement of Work Processes, and Sustainment of Individual Job Satisfaction.

The sense of the Board is that:

- *Commissioners need to be more involved in the strategic planning process.*
- *Vision, Mission and Goals should originate with the Board; determining how to execute that direction is the responsibility of staff.*
- *ABMC must begin preparing now for the post-digital age.*

The Board voted Commissioner Klass as the Board's representative to the staff strategic planning team.

7. Clark Veterans Cemetery

- a. The staff provided a general overview of Clark cemetery — ABMC's 25th — summarizing its history from 1900 through 2013, when ABMC became responsible for its care. The agency's initial efforts focused on remedial clean-up and maintenance; conducting topographic, Geotech and Hydraulic studies; collecting headstone data; and developing a master plan. Initial construction work being considered is a new perimeter fence and maintenance facility, parking, headstone repair or replacement, and plot area improvements.
- b. ABMC was authorized by Congress to spend up to \$5.0M to restore the cemetery; current and prior year funds have been identified to cover restoration costs.

The Chairman asked the staff to research the origins of the name “Clark Veterans Cemetery” and determine if that is the appropriate name.

The Chairman expressed concern about ABMC not closely supervising burials and asked the staff to consider the appropriateness of a more active role.

The sense of the Board was that the graves of World War II executed at Clark cemetery be left in place.

8. Lafayette Escadrille Memorial

The Chairman provided an overview of the progress on the Lafayette Escadrille Memorial restoration. The total cost is down to 4.5M Euros. Phase 1 would cost 1.5M Euros and would be completed by April 2016. It is a 50/50 cost share with the French and we have raised nearly \$600K in the U.S. The French government has contributed 300K Euros and the Foundation still has about 400K Euros left over from past U.S. government contributions. With 1.2 to 1.3M Euros available, he has given instructions to begin work.

9. Memorial Day

Deputy Secretary Wessels explained that Commissioner travel for major commemorative events such as Memorial Day or Veterans Day would be coordinated through the Chairman. If the Chairman approves of the travel, the ABMC staff would provide an escort.

10. Flower Fund

Deputy Secretary Dalessandro provided an overview of the situation since administration of the Flower Fund Program was changed. He said that some constituents had the impression that ABMC no longer allows flowers to be placed on graves. This is not true—we simply deferred that process to the floral industry professionals rather than providing the service in-house. For direct family members, ABMC continues to provide the service and photos of the flower arrangements in place.

11. Next Meeting

The Board set its next meeting for October 2015 in the agency’s Arlington, Virginia headquarters.

12. The Chairman adjourned the business meeting at 5:30 pm.

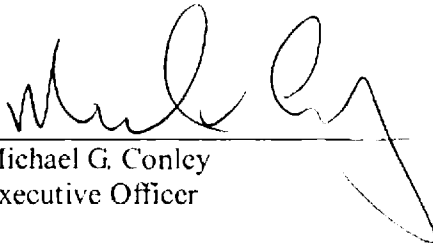
Wednesday, April 29

The Board visited Florence American Cemetery. Activities at the cemetery included a briefing on cemetery operations; visits to the Chapel, Map Room and Burial Plots; and a wreath laying ceremony at the Memorial.

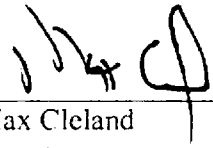
Special Award Recognition

On behalf of the Board, the Chairman presented the ABMC Distinguished Service Medal to Ms. Gabriella Migani and her daughter Isabella LoCastro for their combined 63 years of service to ABMC in the Commission's Rome office.


Submitted by:


Michael G. Conley
Executive Officer

Approved by:


Max Cleland
Secretary

Accepted by:


Merrill A. McPeak
Chairman



AMERICAN BATTLE MONUMENTS COMMISSION

December 31, 2015

MEMORANDUM FOR RECORD

SUBJECT: Summary Minutes of the 159th Meeting of the Commission

The 159th meeting of the American Battle Monuments Commission was held October 7-9, 2015 at the ABMC Headquarters in Arlington, Virginia.

Commissioners and staff participating included:

Commissioners:

Honorable Merrill McPeak, Chairman
Honorable Cindy Campbell
Honorable Barbaralee Diamonstein-Spielvogel
Honorable Darrell Dorgan
Honorable Larry Ellis
Honorable John Estrada
Honorable Rolly Kidder
Honorable Dick Klass
Honorable Tom Lamont
Honorable Connie Morella

Staff:

Honorable Max Cleland, Secretary
Rob Dalessandro, Deputy Secretary
John Wessels, Deputy Secretary
Monique Ceruti, Chief Knowledge Mgmt
Mike Conley, Executive Officer
Edwin Fountain, Chief Counsel
Tim Nosal, Chief External Affairs
Chris Philpot, Chief Financial Officer
Tom Sole, Chief Engineer
Jerry Torrence, Chief Strategic Planner

Wednesday, October 7

Several Board members participated in optional workshop sessions on Strategic Planning and New Memorials initiatives. The results of those workshops were briefed to the full Commission during the Board's October 8th session, the results of which are documented below.

Thursday, October 8

1. The Chairman opened the business session at 9:00 a.m.
2. The minutes of the 158th meeting were reviewed and accepted.

3. Strategic Planning

The staff presented the results of the previous day's Strategic Planning workshop for approval, including revised Vision and Mission statements; Core Values; and text edits to the five focus areas: Operational Enhancement; Security, Safety and Welfare; Knowledge Management; Care and Accountability of Cultural Resources; and, Career Programs and Development.

Vision

To serve the public by preserving our commemorative sites to an exceptional standard, developing our cultural and historical resources, and telling the story of those we honor.

"Time will not dim the glory of their deeds."

General John J. Pershing

Mission

As the preeminent guardian of America's overseas commemorative cemeteries and memorials, the American Battle Monuments Commission honors the service of the armed forces by designing, constructing, maintaining and operating permanent American cemeteries, and establishing, maintaining, and approving designs of memorials, markers, and monuments where America's armed forces have served beyond our borders.

Core Values

Excellence	We will strive for excellence in everything we do.
Integrity	We will do what is right: legally, morally and ethically.
Stewardship	We will be careful and responsible guardians of the sacred mission entrusted to our care.
Commitment	We will be dedicated to our mission, each other, and the public we serve.
Respect	We will treat others with high regard and one another as valued members of our team.

The Board accepted the Vision and Mission statements; the Core Values; and the text revisions to the plan.

The Board discussed and approved an annual meeting schedule as follows:

- ***Fall on-site meeting in the Arlington, Virginia headquarters***
- ***Winter conference call meeting***
- ***Spring on-site meeting at an overseas location, timed to allow participation in significant commemorative ceremonies and oversight visits to Commission cemeteries and memorials***
- ***Summer conference call meeting***

4. Organizational Realignment

The deputy secretaries briefed a realignment of staff functions, to more clearly delineate headquarters service functions and overseas operational functions, as follows:

<u>Service Functions</u>	<u>Operational Functions</u>
Human Resources	Cemetery and Monument Management
Public Affairs	Engineering
Educational Outreach	Visitor Services
Finance and Budget	Security
Knowledge Management	Horticulture
Administration & Contracting	Collections Management
Legal	Information Technology Field Operations
Congressional Liaison	Commemorative Events
Policy Coordination	

The Chairman expressed the Board's desire to participate in future re-organization initiatives as a matter of policy.

5. Awards

Civilian Service Award designs were developed for ABMC by The Institute of Heraldry. There are two categories of civilian decorations:

- a. Civilian Service Medals that recognize exceptional performance by career ABMC employees, with four levels of award: Distinguished, Superior, Meritorious and Commendation;
- b. Public Service Medals that recognize substantial or significant contributions by civilians not employed by the agency, with three levels of award: Distinguished, Superior and Meritorious.

The Board approved the proposed award program and designs.

6. Education Program

The Chief, External Affairs briefed the Board on Education Program progress: resources for grades 6-12 that are teacher developed, standards based and cross curricular; increased web presence and video content; presence at national conferences; and exposure to emerging technologies that foster new ways to reach new audiences.

- a. **WWI** (2013) – A follow-on contract was awarded to Virginia Tech to assess and revise materials, to integrate materials that use GIS and mapping software, and to develop an overall education program strategic plan.

- b. **WWII in Northern Europe** (2014) – National History Day & George Mason University were in final production of products that would be premiered at the 2015 convention of the National Council for the Social Sciences.
- c. **WWII in the Mediterranean** (2015) – National History Day & George Mason University began work on this expansion to complete the WWII story in Europe.
- d. **WWII in the Pacific** (future) – this future program will be a partnership with the National Cemetery Administration’s *Legacy Initiative*.
- e. **Korea and Vietnam** (future) – these storylines will be developed for the Education Program following the WWII in the Pacific project.

The Board applauded the results achieved in the Education Program and suggested that the staff engage with the sponsors of the Eisenhower Memorial in Washington, D.C. to determine if there are additional educational partnership opportunities.

7. Intranet / E-Travel

- a. The staff reported good progress on development of a modern Intranet site—OneABMC—for the agency, using cloud technology and expanding the ability to share news, content, policies & procedures, calendars, training, etc. Objectives are to make information more accessible agency-wide, automate manual processes, and improve financial reporting. Projected roll-out of the Intranet is February 2016.
- b. Concurrently, staff is developing an E-Travel service that will streamline travel, reduce travel costs and clerical effort, and improve controls and reporting. Two key requirements are that the system accept foreign currency transactions and interface with Oracle, the agency’s financial management system.

8. National Mall Visitor Experience

The Chief of Knowledge Management provided an update on work being done in partnership with the National Park Service to enhance the visitor experience at the World War II and Korean War Veterans memorials on the National Mall. A significant enhancement will be the development virtual tours and enhanced wireless access.

The Board suggested that staff coordinate its work with the Trust for the National Mall and the Friends of the National WWII Memorial, to ensure a synergy of effort without redundancy.

9. Status of Funds

The Board was briefed by the Chief Financial Officer that the Commission was operating under a FY 16 Continuing Resolution, which required a \$7.0M reduction of 1st Quarter allocations, from \$21.0M to \$14.0M. Among the effects of this reduction was a curtailment of all but mission essential travel. Pending in the Congress was the Commission's FY 16 budget request of \$75.1M. Concurrently, the FY 17 request for \$79.1M had been submitted to the Office of Management and Budget. Additionally, the CFO reported that the agency had appointed a Program Budget Analysis Committee to develop and institutionalize a 5-year project planning process.

10. Memorials

The Board received updates on several memorial projects:

- a. **Lafayette Escadrille Memorial** – \$1.6M has been raised for the LEM restoration project, \$1.4M of which has been obligated for work ongoing. Sufficient funds are available to complete Phase I work prior to the April 20, 2016 ceremony commemorating the 100th anniversary of the Escadrille. Phase II work will not begin until after the ceremony, and will depend on availability of additional funds.
- b. **Honolulu Memorial** – Cleaning of the memorial and restoration of original landscape features is nearing completion; design work has begun on an interpretive center, although no construction is anticipated before 2020 because of planned National Cemetery Administration projects; and \$10.7M has been obligated to replace the stained Trani Stone in the memorial's Courts of the Missing, with work beginning in FY 16.
- c. **Midway Monument** – The new monument has been installed on the island, and the new polychromatic concrete mosaic panel is in place at the existing Navy Memorial; dedication plans are pending.
- d. **New Zealand Memorial** – A \$210K design contract was awarded to Monica Ponce de Leon in April 2015 and design work is ongoing. An historical search has begun to find an appropriate inscription for the central monument stone.
- e. **Iceland Monument** – Stages 1 and 2 of the design process have been completed. Stage 3 design is awaiting resolution of land rights for the site selected for the monument.

The sense of the Board is that there must be information at other sites, such as a kiosk at the airport that provides historical context for the monument and directs visitors to the monument site.

- f. **Devon Monument** – Following consultation with the Commonwealth War Graves Commission, the staff recommended that the Board approve locating this monument in the city of Dartmouth, Devon County, England. A city park may be an option, which would have the advantage of city maintenance, and monuments have already been placed at Slapton Sands, a previously discussed site. The monument will commemorate the service of all Americans who were stationed in the Devon County area in World War II.

The Board approved siting the monument in Dartmouth, England.

- g. **Vietnam and Cold War** – The staff continues to await guidance from the Department of State before proceeding with these memorial projects.

The Board directed that Vietnam be removed from the New Memorials list, believing that it is still too soon for such an initiative.

The Board also asked that staff historians determine if a commemoration of the sinking of the Leopoldville should be added to the list.

11. Board Meetings

The Board scheduled its next on-site meeting for the week of April 18th in Paris, to participate in the 100th Anniversary commemoration of the establishment of the Lafayette Escadrille.

The Board determined that it would meet four times per year:

- *On-site at the Arlington, Virginia headquarters each Fall*
- *On-site at an overseas location each Spring*
 - o *In conjunction with significant international commemorative events*
 - o *In conjunction with oversight visits to ABMC cemeteries and memorials*
- *Via conference calls scheduled between the on-site meetings*

12. The Board went into Executive Session at 2:00 pm.

13. The Chairman adjourned the meeting for the day at 3:30 pm.

Friday, October 9

14. The Chairman opened the Friday business meeting session at 8:30 am.

15. Memorials (cont.)

The Chairman reopened discussion of the New Memorials program to allow consideration of a New Memorials Policy document. The policy details funding strategies, design criteria, site selection criteria, selection and responsibilities of a design jury, and travel authorizations.

The Board approved the proposed New Memorials Policy document.

16. Committee Appointments

The Board approved the following committee assignments:

New Memorials Committee

Commissioners Campbell (chair), Diamonstein-Spielvogel, Dorgan, Estrada and Klass.

Strategic Planning Committee

Commissioners Klass (chair), Diamonstein-Spielvogel, Estrada, Kidder and Lamont.

Audit Committee

Commissioners Ellis (chair), Kidder, Klass and Morella.

17. Overseas Operations

- a. **Engineering** – Major FY15 projects obligated have included replacing, realigning and leveling of headstones at Brookwood cemetery (\$355K); constructing a new deep well at Meuse-Argonne (\$122K); resurfacing a path and waterproofing the Wall of the Missing at Rhone (\$233K); renovating the Panoramic road at Florence (\$1.2M); rehabilitating the service area at Ardennes (\$502K); creating handicap access to the Netherlands chapel (\$355K); and repairing the northern entrance to Cambridge (\$459K).
- b. **Visitor Centers / Contact Stations** – Four visitor center and visitor contact stations are in design or under construction: Meuse-Argonne cemetery visitor center (rehabilitation/100% design/10% construction); Flanders Field cemetery visitor center (rehabilitation/95% design); Manila cemetery visitor center (new construction/15% design); and Chateau-Thierry Monument visitor contact station (adaptive reuse/5% design).

- c. **Clark Cemetery** – ABMC’s 25th cemetery contains 12,000 burial plots with 8,791 current burials, leaving 3,209 plots available for future burials. Work completed toward restoration of the cemetery includes development of a Master Plan; topography, borings, and Geotech and hydraulic studies; headstone data collection; and design and specs for new service area facilities and perimeter fence.
- d. **Safety and Security** – ABMC’s Safety and Security Program focuses on three primary areas: the protection of our employees, the protection of our visitors, and the protection of U.S. Government property. The Board was provided an assessment of the security status of the cemeteries and security enhancement work in progress or planned at the sites.
- e. **Historic Preservation** – A new focus of the Overseas Operations Office is the extension of ABMC’s standard of excellence to the care and long-term protection of its historic documents, photographs, artifacts, art objects and furnishings. Site visits and preliminary needs assessments have been completed at nine cemeteries and five monuments; an inventory and condition assessment of the historic Pershing Hall collection has been completed; and a five-year prioritized program for Collection & Preservation has been developed.
- f. **Office Location** – The assessment of options for the re-location of the Overseas Operations Office from its Garches, France location continues. The option of building an office campus at Suresnes American Cemetery outside Paris was ruled out because of security constraints. Remaining options to be studied include Pershing Hall, State Department office space, French Government office space, and commercial space.

The Board expressed its interest in visiting Chateau-Thierry Monument, the site of a new visitor contact station, during its April 2016 meeting in Paris.

The sense of the Board was that a commemorative table top book highlighting the Commission’s historic sites and collections should be produced by the staff.

The sense of the Board was that Pershing Hall would be a good physical location for the Overseas Operation Office if it could meet all selection criteria.

18. Arlington National Cemetery

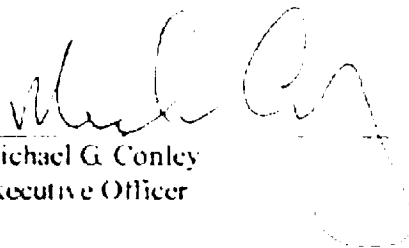
The Board visited Arlington National Cemetery (ANC), where it was briefed on the evolving ABMC/AMC partnership, including exchange visits of staff to share best business practices; attendance by ABMC superintendents at ANC cemetery operations training courses; and a joint World War I exhibit for the ANC welcome center.

The exhibit design will be modeled on the free-standing glass panels used in the Normandy Visitor Center. The project is expected to be complete in summer 2016.

19. The Board went into Executive Session at 12:00 noon.

20. The Chairman closed the 159th meeting of the Commission at 1:30 pm.

Submitted by:



Michael G. Conley
Executive Officer

Approved by:



Max Cleland
Secretary

Accepted by:



Merrill A. McPeak
Chairman



AMERICAN BATTLE MONUMENTS COMMISSION

March 28, 2016

MEMORANDUM FOR RECORD

SUBJECT: Summary Minutes of the 160th Meeting of the Commission

The 160th meeting of the American Battle Monuments Commission was a conference call held on January 28, 2016.

Commissioners and staff participating included:

Commissioners:

Honorable Merrill McPeak, Chairman
Honorable Cindy Campbell
Honorable Barbaralee Diamonstein-Spielvogel
Honorable Larry Ellis
Honorable John Estrada
Honorable Rolly Kidder
Honorable Dick Klass
Honorable Connie Morella

Staff:

Honorable Max Cleland, Secretary
Rob Dalessandro, Deputy Secretary
John Wessels, Deputy Secretary
Mike Conley, Executive Officer
Edwin Fountain, Chief Counsel
Christine Landrum, Dir, Collections Mgmt
Brendan McAloon, Senior Advisor, OO
Chris Philpot, Chief Financial Officer
Tom Sole, Chief Engineer
Jerry Torrence, Chief Strategic Planner

1. The Chairman opened the meeting at 10:00 a.m.
2. The Chairman announced the Board's spring meeting schedule. The meeting will be held in Paris, France on April 18-20, 2016, with the following schedule:
 - 18 Apr: Visit Aisne-Marne, Belleau Wood, Chateau-Thierry Monument
 - 19 Apr: Business meeting
 - 20 Apr: Centennial rededication of the Lafayette Escadrille Memorial
3. The minutes of the 159th meeting were reviewed and accepted.

4. Status of Funds: The Commission's FY 16 appropriation was \$105.1M, a \$30.0M plus up of our \$75.1M request. This was a one-time plus up; the Commission's FY 17 request is again \$75.1M.

The additional \$30.0M will be allocated as follows:

\$ 9.7M	Large planned projects
\$ 8.3M	Significant repairs at Normandy and Pointe du Hoc
\$ 2.4M	Interpretation for the World War I Centennial
\$ 9.6M	Security
\$ 30.0M	

The Chairman requested that the staff present, at the April Board meeting, the details of large projects planned with the additional allocation.

5. Security: The Board received an update on the security status and enhancements completed at the Commission's overseas commemorative sites. The Board acknowledged the progress being made.

Commissioner Diamonstein-Spielvogel requested that the staff present, at the April Board meeting, options available to [REDACTED]

6. Garches Office Move: The Overseas Operations staff informed the Board that options to procure new office space have been narrowed to commercial leased space, as there is insufficient Embassy-leased space available; building at Suresnes American Cemetery is not possible; and new construction built to current security standards would be cost-prohibitive. The current Garches office has approximately 1,600 square meters and cannot be expanded or retrofitted to accommodate the staff while complying with security standards. The requirement is [REDACTED] square meters; the geographic region being looked at most closely is [REDACTED] Exemptions

The Chairman requested that the staff present, at the April Board meeting, a progress report on acquiring leased space and a timeline for the move.

7. Lafayette Escadrille Memorial: Phase I restoration work underway at the memorial was reported to be on schedule for completion in time for the bi-lateral centennial ceremony on April 20, 2016. Phase I project costs are estimated at \$1.6M; sufficient funds have been raised to cover Phase I costs.

The consensus of the Board was to defer discussion of Phase II restoration and long-term maintenance options until after the April 2016 rededication of the memorial.

8. New Zealand Memorial: The Board was presented, for approval, a staff-recommended inscription for the Memorial Stone that will be the centerpiece of the New Zealand Memorial. The inscription was taken from an address by Secretary of the Navy Frank Knox, recorded for broadcast in Australia and New Zealand on Anzac Day, April 25, 1943. The inscription reads:

TOGETHER, IN OUR STRENGTH, WE SHALL KEEP THAT OCEAN--PACIFIC!...AS WE
ARE COMRADES IN BATTLE, SO WE SHALL BE PARTNERS IN VICTORY. I SALUTE
THE LANDS OF THE ANZACS AS OUR COMPANIONS IN THE PEACE THAT WILL
FOLLOW, COMRADES AND PARTNERS AS AN EXAMPLE TO ALL THE WORLD OF
WHAT CAN BE ACCOMPLISHED BY A FRATERNITY OF FREE MEN.

The Board approved the proposed inscription and authorized presentation of the memorial concept design to the Commission of Fine Arts for approval.

9. Strategic Plan: The Board was informed that revisions in the Executive Strategic Plan approved at the October 2015 Board meeting had been made, that the document was in translation for distribution to Agency personnel worldwide, and that work had begun on detailed tasks for each Focus Area.
10. Visitor Centers:
- a. **Meuse-Argonne - Visitor Center Rehabilitation**
 - i. On schedule for substantial completion by the end of 2016
 - ii. Cost – \$2.5M
 - b. **Flanders Field - Visitor Center Rehabilitation**
 - i. On schedule for substantial completion by the end of 2016
 - ii. Cost – \$2.4M
 - c. **Chateau-Thierry - New Visitor Contact Station / Curatorial Storage Facility**
 - i. On schedule for substantial completion in early 2017
 - ii. Cost – \$5.0M
 - d. **Manila - New Visitor Center**
 - i. On schedule for substantial completion in late 2018
 - ii. Cost – \$6.0M
11. Clark Cemetery: Restoration work at Clark Cemetery in the Philippines is estimated to be completed by mid-FY 17. The work includes:
- a. Emergency stabilization and site assessment – Completed
 - i. Immediate perimeter security and cleaning
 - ii. Site master plan, due diligence
 - iii. Awarded in phases during FY14 and FY15 [\$300k]

- b. Phase I Construction – Ongoing
 - i. Service Building Facility and Perimeter Wall
 - ii. Contract awarded in November 2015 [\$1.8M]
 - iii. Duration: 1 year
 - iv. Contractor has mobilized on site and work has started
- c. Phase II Construction – In Process
 - i. Plot Area leveling, headstone alignment, drainage, landscape, hardscape
 - ii. Design is 80% complete
 - iii. Will award contract by early 3rd Qtr of FY 16 [\$2.9M estimate]
- d. Other Related Work:
 - i. Headstone replacement (from flat to upright & those damaged, ~3000)
 - ii. Burial historic research (HQ initiative – in progress)
 - iii. Irrigation
 - a) This project would be completed only if the Commission determines that the cemetery should be “green” year-round – the cost is estimated at \$1.0M.
 - b) Funding would have to be requested, as the \$5.0M previously authorized by Congress is committed to the work detailed above in paragraphs 11a-c.
- e. Executed Soldier Graves: Among the more than 8,000 burials at Clark is a section of soldiers executed for crimes committed during World War II. The section is not separated from the other plot areas, which has been a concern to local U.S. veterans.

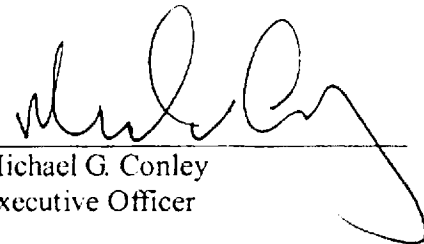
The Chairman requested that the staff present, at the April Board meeting, a recommended course of action.

12. Rosette: The Army Institute of Heraldry was asked to design a unique rosette for use in marking names of war dead listed on the Commission’s Memorials and Walls of the Missing that have since been recovered and identified.
 - a. **Description**: A circular bronze rosette. Overall dimensions are 13/16 inches (2.06 cm) in diameter, displaying a wreath of rosemary leaves surmounted by an eight-pointed compass rose, all bronze.
 - b. **Symbolism**: The rosemary wreath is in tribute to remembrance of the fallen, recovered and identified. The compass rose is emblematic of the search and rescue efforts all over the globe.

The Board approved the rosette design for production.

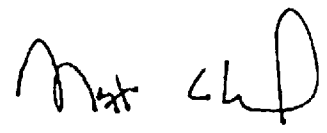
13. The Board having determined that an Executive Session was not required, the Chairman closed the 160th meeting of the Commission at 11:53 am.

Submitted by:



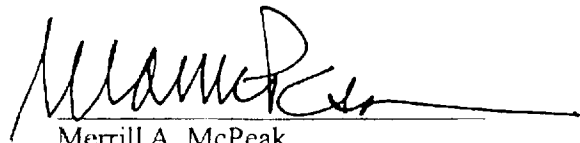
Michael G. Conley
Executive Officer

Approved by:



Max Cleland
Secretary

Accepted by:



Merrill A. McPeak
Chairman



AMERICAN BATTLE MONUMENTS COMMISSION

August 22, 2016

MEMORANDUM FOR RECORD

SUBJECT: Summary Minutes of the 161st Meeting of the Commission

The 161st meeting of the American Battle Monuments Commission was held in Paris on April 18-20, 2016.

Commissioners and staff participating included:

Commissioners:

Honorable Merrill McPeak, Chairman
Honorable Cindy Campbell
Honorable Barbaralee Diamonstein-Spielvogel
Honorable Darrell Dorgan
Honorable Larry Ellis
Honorable Rolly Kidder
Honorable Dick Klass
Honorable Tom Lamont
Honorable Connie Morella

Staff:

Honorable Max Cleland, Secretary
Rob Dalessandro, Deputy Secretary
John Wessels, Deputy Secretary
Mike Conley, HQ Executive Officer
Edwin Fountain, Chief Counsel
Chris Philpot, Chief Financial Officer
Tom Sole, Chief Engineer
Monique Ceruti, Chief Knowledge Mgmt
Jerry Torrence, Chief Strategic Planner
Justin Radford, OO Executive Officer
Tina Young, Director Overseas Operations
Christine Landrum, Dir Collections Mgmt
Gary Blackburn, OO Dir Human Resources
Brendan McAloon, OO Senior Advisor
Scott Desjardins, Supt Leadership Council

Monday, April 18

The Board visited Aisne-Marne American Cemetery; the Marine Monument at Belleau Wood; and the Chateau-Tierry Monument, where Commissioners inspected the construction site of a new visitor center in the monument basement. The Chateau-Thierry site also will include a collections storage facility for agency artifacts of historical significance.

Tuesday, April 19

1. The Chairman opened the first of two business meeting sessions at 9:00 a.m., the primary focus of which was on overseas operations.
2. The Board was presented the minutes of the 160th meeting for acceptance.

The Board approved the minutes for acceptance.

3. Disinterment Program

The Board was provided an information briefing on Defense POW/MIA Accounting Agency plans to disinter Unknown remains from Commission cemeteries. DPAA's goal for this year is to disinter [REDACTED] remains for possible identification. Under current policy, remains that can't be identified within two years must be returned to the overseas cemetery for reburial. The staff is coordinating [REDACTED] with DPAA to ensure the national policy to account for all of our Nation's war dead is accomplished while preserving the integrity of the overseas cemeteries, without disruption to visitation and commemorative activities.

4. Disposition of Executed Graves at Clark Veterans Cemetery

The Board was presented a decision brief on 20 service members from World War II that are buried at Clark Veterans Cemetery and who were executed due to various crimes. The burial plot containing the graves is close to those that were honorably buried. While options to separate the plot areas could be explored, the staff recommended that the historical condition of the cemetery be maintained.

The Board approved the staff recommendation.

5. Security

The Board was provided an information brief on security enhancements at Commission cemeteries and memorials, with improvements made in several measurable capabilities. While much progress had been made, the staff recognizes that vigilance and proactive adjustments must remain a leadership priority.

6. Talent Management

The Board was provided an information brief on the Agency human resources program. ABMC was one of the first federal agencies to implement a new electronic application process through the Office of Personnel Management's USAjobs website, allowing ABMC to cast a wide net in search of new talent and

increasing the effectiveness of staff recruitment and hiring. Other areas of emphasis are compliance with Federal mandated training, professional development, and performance management.

7. Superintendents Leadership Council

The Board was provided an information brief on the charter and activities of the Superintendents Leadership Council (SLC). This field driven “think tank” group serves the cemeteries and advises the Deputy Secretary for Overseas Operations. One of the methodologies the SLC used are “Opportunities for Improvement,” 36 of which have resulted in implementation of new policies, standards or guidelines. SLC priorities include balancing assignments within the Agency; developing operational standards and measures; and leadership development and training.

8. Collections and Historic Preservation

The Board was provided an information brief on efforts to gain intellectual and physical control over ABMC collections for accessibility and accountability, to ensure legal compliance with the National Historic Preservation Act of 1966, and to professionalize Agency preservation practices.

During the presentation, the Board expressed its interest in preserving the Pershing Hall collection in France, which includes a set of World War I unit histories that may be one of the finest in the world. While it appears that the American Legion may sell Pershing Hall to a hotel chain, it may be possible to obtain the rights to the collection so that it can be preserved properly.

The Board directed the staff to pursue rights to the Pershing Hall collection from the American Legion, as expeditiously as possible.

9. Garches Office Move

The Board was provided an information brief on efforts to find suitable lease space in Paris to relocate the Overseas Operations Office from its current location in Garches. The current facility is no longer suitable for several reasons, and the proposal to build a new office on the grounds of Suresnes American Cemetery is not feasible. The staff reported that five lease properties were under consideration, in consultation with the U.S. Embassy.

10. Visitor Center Projects

The Board was provided an information brief on visitor center projects underway at Meuse-Argonne, Flanders Field and Manila American Cemeteries, and the Chateau-

Thierry Monument. The projects at Meuse-Argonne, Flanders Field and Chateau-Thierry are in various stages of construction, with each scheduled for completion in calendar year 2017. The Manila project is pending concept design approval by the Commission of Fine Arts.

11. New Memorials

- a. Honolulu Memorial: Replacement of the Trani stone at the memorial's Courts of the Missing will be accomplished in two phases beginning by October 2016. \$10.7M has been obligated for stone, engraving and labor.
- b. New Zealand: A concept design for the memorial to be placed in Wellington, New Zealand received conditional concept design approval from the Commission of Fine Arts in February 2016, but the CFA requested modifications to the design, which are in progress.
- c. Iceland: The private land owners of ABMC's preferred site for this new monument have expressed concerns about the tourists it will draw to a location without restrooms and limited parking. The staff reported that we may need to explore alternate sites.

The Board directed the staff to seek a site near the fjord with World War II significance, but controlled by the local government so there are no land owner issues.

The Board further directed that the staff work with the Department of State on this and future projects to identify pre-vetted sites that meet the commemorative objectives of proposed new monuments.

- d. Dartmouth, England: Two locations have been scouted for a new monument to commemorate the American presence and build-up for the D-Day invasion during World War II. An initial concept design by ABMC Executive Architect Harry Robinson was shown to the Board to provide a sense of direction the project could take. Further discussions with Dartmouth officials are needed to obtain approval of the proposed site before committing to a monument design.
- e. Sinking of the Leopoldville: A proposal was made to add the sinking of the Leopoldville to the Commission's Top 10 list of proposed new monuments. ABMC policy precludes commemorating single incidents, but Commissioner Dorgan asked that an exception be made and that a suitable commemoration be placed near Cherbourg, France. Commissioners Campbell and Diamonstein-Spielvogel expressed concern about the precedent this would set.

The Chairman directed the staff to evaluate the proposal in consultation with the military service historians, and present a recommendation to the full Board during the summer conference call meeting.

- f. New Memorials Committee Membership: Commissioner Campbell announced that she would be resigning from the Board to accept a position with another government agency, unless it was determined that she could continue to serve on the ABMC Board. In anticipation of her departure, Commissioner Diamonstein-Spielvogel was appointed as Chair of the New Memorials Committee and Commissioner Lamont was added as a Committee member.

12. Status of Funds

The Board received an information brief on the status of agency funds. The staff reported that the FY 17 budget request of \$75.1M had cleared the House MilCon-VA Appropriations subcommittee, but there had been no other movement on the Hill to date.

In response to the Chairman's request at the previous Board meeting, a detailed summary of allocations against the \$30.0M FY-16 plus up was presented, as follows:

a. Manila Visitor Center	\$ 5,500,000
b. Clark Cemetery Restoration	\$ 2,000,000
c. Manila Irrigation System	\$ 716,000
d. Chateau-Thierry Contact Station	\$ 1,500,000
e. Normandy Sewer System Upgrade	\$ 850,000
f. Pointe du Hoc Sewer System Upgrade	\$ 600,000
g. Normandy Deep Well	\$ 160,000
h. Normandy Exhibit Upgrades	\$ 1,800,000
i. Security Upgrades -- Various Sites	\$ 9,620,000
j. Pointe du Hoc Master Plan / Roads & Trails	\$ 2,594,000
k. Normandy Entrance, Restrooms & Security Flow	\$ 2,300,000
l. WWI Centennial – Temporary Exhibits	\$ 2,010,000
m. WWI Centennial – Update WWI Timeline to HTML.	<u>\$ 350,000</u>
	\$ 30,000,000

13. Lafayette Escadrille Memorial

- a. The Board was provided an information brief on the Lafayette Escadrille Memorial restoration project, the purpose of which was to restore and preserve the Memorial to the fullest extent possible, within available funds. The scope of work included cleaning the monument; resolving issues with humidity and leaks

in the crypt; restoration/repairs to the faux marble sarcophagi; repairs to the crypt wall lamps, cross, and ventilation; repairs to exterior steps; and renovation of the stained glass windows. Work was completed in March 2016, one month prior to the April 20, 2016 rededication ceremony on the 100th anniversary of the establishment of the Lafayette Escadrille. The \$1.7M project was funded by monies raised privately in the United States and funds provided by the LEM Foundation and French Ministry of Defense.

14. The Board adjourned to executive session at 3:35 pm.

Wednesday, April 20

15. The Board attended the Rededication Ceremony of the Lafayette Escadrille Memorial on the occasion of the 100th anniversary of the establishment of the Escadrille.

16. The Chairman re-convened the Board in business session at 3:30 p.m.

- a. Alex Blumrosen, on behalf of the Lafayette Escadrille Memorial Foundation, requested that the Commission acquire the memorial. Commissioners had questions about the assumption of liabilities, tax obligations and maintenance costs. Staff presented a resolution expressing the sense of the Commission that it desired to acquire the memorial. The Chairman expressed his intent to secure the remainder of the financial obligation from the French government (300,000 euros). The memorial would be deemed ABMC's 26th cemetery.

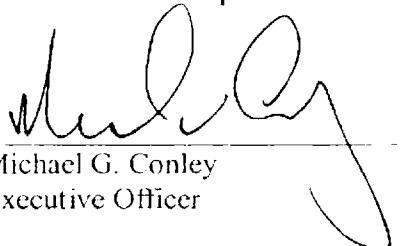
The Board adopted the resolution unanimously.

- b. Commissioner Dorgan moved that the staff of the Overseas Operations Office develop a scholarship internship program for an enrolled graduate student from a Sioux tribe. The intern would be assigned to the Lafayette Escadrille Memorial under the guidance of the Overseas Operations Office. The internship would be for an academic year and would be used for graduate level study and research in Europe.

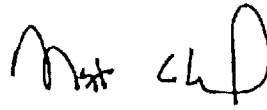
The Board approved the proposal unanimously.

17. The Chairman adjourned the 161st meeting of the Commission at 4:00 p.m.

Submitted by:



Michael G. Conley
Executive Officer

Approved by:



Max Cleland
Secretary

Accepted by:



Merrill A. McPeak
Chairman



AMERICAN BATTLE MONUMENTS COMMISSION

December 27, 2016

MEMORANDUM FOR RECORD

SUBJECT: Summary Minutes of the 162nd Meeting of the Commission

The 162nd meeting of the American Battle Monuments Commission was held via conference call on August 31, 2016.

Commissioners and staff participating:

Commissioners

Honorable Merrill McPeak, Chairman
Honorable Cindy Campbell
Honorable Barbaralee Diamonstein-Spielvogel
Honorable Darrell Dorgan
Honorable Larry Ellis
Honorable Rolly Kidder
Honorable Dick Klass
Honorable Tom Lamont
Honorable Connie Morella

Staff

Honorable Max Cleland, Secretary
Rob Dalessandro, Deputy Secretary
Mike Conley, HQ Executive Officer
Chris Philpot, Chief Financial Officer
Justin Radford, OO Executive Officer
Christine Landrum, Dir Collections Mgmt
Mike Bachofen, Contracting Officer

1. The Chairman opened the conference call meeting at 10:00 a.m. EDT.
2. The Board was presented the minutes of the 161st meeting for acceptance.
 - a. Commissioner Ellis asked that the minutes be amended to reflect his attendance at the 161st meeting.
 - b. Commissioner Dorgan asked that the minutes be amended to reflect the Board's decision to develop a scholarship internship program for an enrolled graduate student from a Sioux tribe, who would be assigned to the Lafayette Escadrille Memorial under the guidance of the Overseas Operations Office.

The Board approved the minutes for acceptance, as amended.

3. Status of Funds

- a. The CFO reported that nearly \$7.9M of the \$30.0 FY 16 plus-up was obligated on Large Planned Projects, Significant Repairs at Normandy and Pointe du Hoc, Interpretation for the World War I Centennial, and Security Projects.
- b. The CFO also reported that the FY 16 audit was underway, with projected completion on November 15 and no reportable findings as of the meeting date; that progress continued to be made toward an e-travel capability; and that FY 17 funding remained uncertain, with full-year funding or partial-year funding under a continuing resolution both still possible outcomes.

4. Security

The Board was provided an information brief on security enhancements at Commission cemeteries and memorials, with improvements made in several measurable capabilities. A guard force is now present at nearly all cemeteries and our worldwide emergency notification capability has been improved significantly.

5. Garches Office Move

The staff reported that of five lease properties under consideration for a new Overseas Operations Office, only one was approved by the Embassy Regional Security Officer. The expected lease cost is \$1.7M/year after the first 19 months. The State Department intends to sell the Garches home that currently houses the Overseas Operations staff, a facility that cannot meet security requirements.

6. Lafayette Escadrille Memorial

The staff reported that the transfer of the memorial from the Lafayette Escadrille Memorial Foundation to ABMC could occur as early as November 2016, and that the French Ministry of Defense had paid its final installment of the restoration cost share. Maintenance has been contracted through the end of 2016.

7. New Memorials

- a. The staff proposed that the focus through the end of 2017 be on completing three projects currently in development: Dartmouth, England; Wellington, New Zealand; and Reykjavik, Iceland. Once these have been completed, other opportunities on the Top 10 Priority List can be explored.

The Board approved the staff recommendation.

- b. New Zealand: The memorial concept design will be presented to the Commission of Fine Arts for final approval at its September 15, 2016 meeting.
- c. Dartmouth: A site has been identified, which Dartmouth officials seem receptive to, and a concept design has been developed. Commissioner Diamonstein-Spielvogel, Executive Architect Harry Robinson, and Executive Officer Mike Conley will visit Dartmouth in October to confirm site and design decisions with Dartmouth officials so the project can move forward.
- d. Iceland: Land negotiation issues continue to stymie this project. A new DCM has been named for the U.S. Embassy, which may present a good opportunity to revisit the site selection process to obtain access to public land for a simply monument similar to those placed in Korea and Midway, and planned for Dartmouth.
- e. Leopoldville: At a previous meeting of the Board, Commissioner Dorgan asked that consideration be given to commemorating the sinking of the Leopoldville on Christmas Eve 1944, a tragedy that resulted in the deaths of 800 Americans; 76 of the war dead are buried at Normandy American Cemetery and 450 names are memorialized on the cemetery's Walls of the Missing. Because of these and other memorialization's of the Leopoldville sinking, and because it has been ABMC policy not to commemorate such single-ship tragedies or similar single military incidents, the staff recommended, with the concurrence of the Department of Defense Chief Historian, that ABMC not undertake a new commemoration of the Leopoldville.

The Board approved the staff recommendation with one dissension.

8. Visitor Center Development

- a. Visitor Center Openings: The staff reported that the Meuse-Argonne American Cemetery Visitor Center will be completed in the fall of 2016 and that the Flanders Field American Cemetery and Chateau-Thierry Monument visitor centers will be completed in 2017. Also scheduled to open in early 2017 is a World War I exhibit at the Arlington National Cemetery Welcome Center, a partnership project of ABMC and ANC.
- b. Manila American Cemetery: The Commission of Fine Arts approved the visitor center concept design at its July 2016 meeting and exhibit design has begun. Projected completion of the new center is in FY 19.
- c. Temporary Exhibits: A contract was awarded just prior to the Board meeting to develop 2 case/3 panel exhibits for ABMC World War I sites not receiving full visitor centers.

9. Clark Veterans Cemetery

a. Restoration:

- i. The staff reported that restoration work was going well. Phase I (Service Area, Perimeter Wall, Parking) is 50% complete with 100% completion expected by the end of 2016. A Phase II (Plot Leveling, Headstone Realignment, Irrigation, Drainage, Walkways) contract was recently awarded and work is underway; completion is projected by June 2017.
- ii. The \$4.7M total cost of this work is within the \$5.0M Congress authorized for restoration. Also, the staff is working with the VA to replace damaged upright headstones and to replace flat headstones with upright headstones.

b. Renaming:

- i. The staff briefed that when operation of this cemetery fell to ABMC, the name Clark Veterans Cemetery was retained. Most ABMC cemeteries reference "American" in their names, Mexico City being the only other exception. (Congress declared the Mexico City Cemetery to be a "national" cemetery in 1873, so it's historical status is unique.)
- ii. The staff suggested that renaming Clark Veterans Cemetery as Clark American Cemetery would better designate the site as one administered by ABMC on behalf of the American people; the staff requested Board approval to explore this option with the Government of the Philippines.

The Board approved the staff recommendation.

The Board further directed the staff to discuss with the Embassy the possibility of negotiating a change in the MOU governing Clark from its current "10-year renewable" status to an "in perpetuity" status.

10. Disposition of Headstones following Disinterment

- a. The staff briefed that interment of remains in commemorative cemeteries administered by ABMC is considered permanent. However, ABMC is committed to assisting DoD in fulfilling its obligation to achieve the fullest possible accounting for U.S. personnel lost in past conflicts. This past year there have been many exhumations from several ABMC sites and the current practice is to leave the unknown headstones in place following exhumation. However, a clear policy and direction regarding the disposition of the headstone is required.

- b. ABMC WWI and WWII commemorative cemeteries are not simply "cemeteries," they are "memorial cemeteries." As such, each element, each headstone is important to the design composition in honoring those buried at these sites.
- c. Accordingly, the staff recommended that the Board approve the following policy guidance:
 - i. Following the disinterment of remains from ABMC cemeteries, the original headstone will be placed back into position and will be left in place pending DoD identification of the disinterred remains.
 - ii. If the remains are identified and returned to ABMC for re-interment, the "Unknown" headstone will be replaced with a new headstone containing an identification inscription consistent with the ABMC standard.
 - iii. If the remains are identified but not returned to the ABMC cemetery for re-interment, an ABMC rosette will be carved onto the front of the original "Unknown" headstone, which will remain in place marking the empty gravesite. In addition, a plaque will be placed in the visitor center with the service member's name and a short explanation of where he/she is now interned.
 - iv. If the remains are not identified, DoD will return the remains to ABMC for re-interment and the original "Unknown" headstone will continue to mark the gravesite.

The Board approved the policy recommendation.

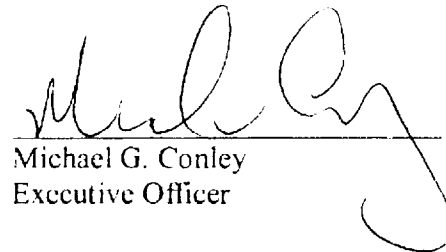
11. Pershing Hall Collection

The staff reported that the American Legion had passed a resolution at its annual convention that authorizes transfer of the Pershing Hall collection to the American Battle Monuments Commission for perpetual care and preservation. Only items of parochial interest to the Legion (i.e., an historic American Legion gavel) will be retained by the Legion.

Initially, ABMC staff intent is to store the collection at the Army Support Facility at Ft. Belvoir, Virginia and at the ABMC storage facility under construction at the Chateau-Thierry Monument.

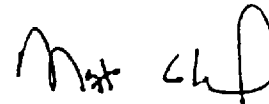
12. The Chairman adjourned the 162nd meeting of the Commission at 11:45 a.m. EDT.

Submitted by:



Michael G. Conley
Executive Officer

Approved by:



Max Cleland
Secretary

Accepted by:



Merrill A. McPeak
Chairman



AMERICAN BATTLE MONUMENTS COMMISSION

May 18, 2017

MEMORANDUM FOR RECORD

SUBJECT: Summary Minutes of the 163rd Meeting of the Commission

The 163rd meeting of the American Battle Monuments Commission was held in Arlington, Virginia on January 18, 2017.

Commissioners and staff participating:

Commissioners

Honorable Merrill McPeak, Chairman
Honorable Cindy Campbell
Honorable Barbaralee Diamonstein-Spielvogel
Honorable Darrell Dorgan
Honorable Larry Ellis
Honorable Lisa Hallett
Honorable Jerry Hultin
Honorable Rolly Kidder
Honorable Dick Klass
Honorable Tom Lamont
Honorable Connie Morella

Staff

Honorable Max Cleland, Secretary
Rob Dalessandro, Deputy Secretary
John Wessels, Deputy Secretary
Mike Conley, Executive Officer
Chris Philpot, Chief Financial Officer
Edwin Fountain, General Counsel
Tim Nosal, Chief of External Affairs
Alex Blumrosen, President, Lafayette
Escadrille Memorial Foundation

1. The Chairman opened the meeting at 9:00 a.m..
2. Chairman's Remarks
 - a. The Chairman introduced and issued the Oath of Office to ABMC's newly appointed Commissioners Lisa Hallett and Jerry Hultin. Commissioners Hallett and Hultin were appointed to the Board by President Obama in December 2016.
 - b. The Chairman announced the Commission's official acquisition of the Lafayette Escadrille Memorial Cemetery as ABMC's 9th World War I Cemetery. The transfer of ownership of the memorial cemetery from the Lafayette Escadrille Memorial Foundation to ABMC occurred on January 9, 2017.

3. Secretary's Remarks

Secretary Cleland announced that, in accordance with White House policy for paid fulltime political appointees, he had submitted his resignation effective on Inauguration Day, January 20, 2017. He expressed his gratitude for the opportunity to serve the President, the Nation, and the mission of the American Battle Monuments Commission during the Obama Administration.

4. The Board was presented the minutes of the 162nd meeting for acceptance.

The Board approved the minutes for acceptance.

5. Ethics

The General Counsel provided a required reminder to the Commissioners of their responsibilities as Special Government Employees:

- a. Subject to civil service ethics rules
- b. Subject to post-employment restrictions
- c. May not have conflicting financial interests
- d. May not improperly use nonpublic information
- e. May not solicit or accept gifts from persons doing business with ABMC
- f. May not use government resources or positions for other than official purposes

6. Status of Funds

- a. The CFO reported that the Commission's FY 18 budget request would be \$75.1M, the same as the FY 17 appropriation. The Office of Management and Budget had not yet called for FY 18 submissions, given the pending change in Administrations.
- b. The CFO also reported that: the Commission had received an Unqualified Opinion on its FY 16 audit; the "Go Live" date for the new eTravel system is estimated in June; and the Finance team is in the early phase of implementing an automated procurement system.

7. New Memorials

- a. Dartmouth Monument

Commissioner Diamonstein-Spielvogel, Executive Architect Harry Robinson, and the Executive Officer met with Dartmouth officials in September 2016 to explore site options for the proposed Dartmouth Monument. Two sites were

selected and confirmed by local officials: a park setting near the river for a 6' granite monument, and the foyer of Britannia Royal Naval College for a bronze plaque. The monument design has been approved by the Commission of Fine Arts (CFA) and the Dartmouth Planning Committee; the Plaque design is being submitted to the Royal Navy for approval. Dedication of both elements is projected for the anniversary of D-Day, June 6, 2017.

b. New Zealand Memorial

The Executive Officer met with New Zealand Ministry of Culture & Heritage officials in November, in conjunction with a site dedication ceremony attended by Secretary of State John Kerry. The CFA approved the memorial construction documents, and the Ministry will meet on January 30th to review and approve the CD's. Site construction will be managed by the ABMC Pacific Region engineer in Manila, while stone fabrication will be managed by Headquarters staff. Dedication is uncertain, but November 2017 is a possibility.

c. Iceland Monument

The U.S. Chargé met with the government officials and land owners in Iceland and conveyed ABMC expectations for placing a Korea or Dartmouth-scale monument on accessible public land, and that the Commission had no interest in a project that would require paving roads or installing parking & toilets. The Chargé believed it was time for another visit to break the impasse, to revisit two potential sites near the fjord, and to explore the possibility of a site within Reykjavik (similar to our siting strategy in Dartmouth). The trip is planned for February 2017.

8. Education Program

The Chief of External Affairs provided the Board with an update on the agency Education Program, highlighting several positive outcomes, including a World War I focused "Bringing the Great War Home" iBook, and a World War II focused "Understanding Sacrifice" program. The WWII program includes an educational resource website at ABMCEducation.org and publication of a book titled "When the Akimotos Went to War." The program received two National Association of Interpretation First Place Awards for best website and best new book. To date, 54 middle school and high school teachers have participated in developing the resources that are being shared in classrooms throughout the country.

9. Security

The Board was provided an information update on security enhancements at Commission cemeteries and memorials. Deputy Secretary Wessels reported that the

U.S. Embassy in Tunisia had given permission to reinstate an American superintendent at North Africa American Cemetery, and that recruiting had begun for a director of security in the Overseas Operations Office.

10. Garches Office Move

ABMC received Department of State security approvals and locked in the terms of a lease for new office space in Paris. The new location was the only property on the market in Paris that met ABMC operational needs and Department of State security mandates. The overseas staff is working toward a July 2017 move from the Garches office to [REDACTED]

Exemption B

11. Visitor Center Development

a. Meuse-Argonne

The building and exhibit work has been completed and the facility has been opened to the public. The formal ribbon-cutting dedication will be coordinated with World War I commemorative activities.

b. Flanders Field

The visitor center renovation had reached 80% completion in December and exhibit installation is underway. Completion is expected in March.

c. Chateau-Thierry

Building construction has been complicated by discovery of Hazardous Materials, but work continues and exhibit final text is under review. Exhibit production is to begin in March with installation expected in December 2017.

d. Manila

The CFA approved the building design concept, and design development is at 50 percent. Construction and exhibit fabrication contracts are scheduled for award in FY 2018.

The Chairman requested a more detailed presentation on the Manila Visitor Center project at the Board's next meeting.

Commissioner Klass asked the staff to request a Department of Defense review of the executions of Soldiers interred in "Plot E" at Oise-Aisne American Cemetery, to determine if the executions were warranted.

12. Clark Veterans Cemetery

The staff reported that \$4.7M of the \$5.0M authorized by Congress to restore Clark Veterans Cemetery has been obligated. Phase I construction (service area, parking,

perimeter wall) is projected to be completed in February 2017. Phase II construction (Plot Area leveling, headstone alignment, drainage, landscape, hardscape, irrigation) is ongoing, with completion projected in May 2017. The staff is working with the Department of Veterans Affairs on the potential replacement of up to 3,000 flat or damaged upright headstones.

13. Lafayette Escadrille Memorial Cemetery

With acquisition of the Lafayette Escadrille Memorial Cemetery complete, ensuring that this iconic memorial is properly maintained to ABMC standards, the staff presented a capital improvement concept that would include conversion of the caretaker's cottage into a small visitor center; utilities for the visitor center and monument; road rehabilitation; exhibit and wayside signage; path restoration and rehabilitation; and horticulture and landscape restoration and maintenance. If fully executed, the 5-year plan is estimated to cost \$6.2M.

Sufficient donated funds remain to cover the estimated cost of the caretaker cottage renovation into a visitor center facility, but exhibit design and fabrication costs must be funded by ABMC appropriations. Building construction is expected to begin in June 2017 with completion in January 2018.

The Chairman requested that additional detail be added to the notional concepts presented, to create a Capital Plan.

Commissioner Diamonstein-Spielvogel requested that a landscape usage plan be included in the Capital Plan, and that the visitor center design be reviewed by Executive Architect Harry Robinson and, if necessary, by the CFA.

14. "Friends of ABMC"

The Board was presented a proposal to endorse creation of a non-profit "Friends of ABMC" foundation, whose purpose would be to provide programmatic and financial support to the ABMC mission. During the ensuing discussion, Board members raised questions about control, oversight, implementation, branding, and the potential impact on Commission appropriations.

The sense of the Board is that the concept of a support foundation is good, but that the staff first conduct a feasibility study of the concept, addressing the questions and concerns raised.

15. World War I Centennial Commission

- a. The Board was presented a proposal to consider absorbing certain staff functions of the U.S. World War I Centennial Commission, because of the

potential that the WWI Commission will run out funding for staff and administration. When Congress established the WWI Commission it provided no appropriation, but rather authorized fund-raising and support from other federal agencies. Most donations have supported establishment of a National WWI Memorial and other WWI programs.

- b. Given this reality, Deputy Secretary Dalessandro, who also serves as Chair of the WWI Centennial Commission, asked that the Board authorize the ABMC staff to pursue consolidation of certain WWI Commission staff functions into ABMC, limited to four FTE filled by contract at an estimated cost of \$500k/year for two years. Contract staff efforts would focus primarily on education and outreach, dovetailing with ABMC's own commemorative efforts in support of the WWI Centennial. Consolidation would not include support of WWI Commission fundraising.

The sense of the Board is that the staff pursue the proposed consolidation.

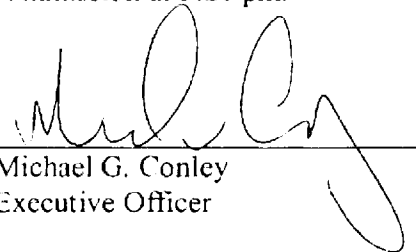
16. Next Meeting

The Board determined that it would hold its next business meeting in France, possibly in June 2017, in conjunction with a World War I Centennial event.

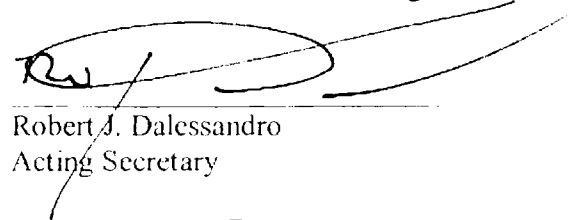
17. The Board went into Executive Session at 2:00 pm.

18. The Chairman adjourned the 163rd meeting of the Commission at 3:20 pm.

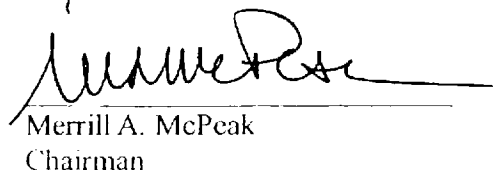
Submitted by:


Michael G. Conley
Executive Officer

Approved by:


Robert J. Dalessandro
Acting Secretary

Accepted by:


Merrill A. McPeak
Chairman



AMERICAN BATTLE MONUMENTS COMMISSION

May 31, 2017

MEMORANDUM FOR RECORD

SUBJECT: Summary Minutes of the 164th Meeting of the Commission

The 164th meeting of the American Battle Monuments Commission was held in Paris, France on May 25, 2017.

Commissioners and staff participating:

Commissioners

Honorable Merrill McPeak, Chairman
Honorable Cindy Campbell
Honorable Barbaralee Diamonstein-Spielvogel
Honorable Darrell Dorgan
Honorable Larry Ellis
Honorable Lisa Hallett
Honorable Jerry Hultin
Honorable Dick Klass
Honorable Tom Lamont
Honorable Connie Morella

Staff

Rob Dalessandro, Acting Secretary
John Wessels, Deputy Secretary
Mike Conley, HQ Executive Officer
Chris Philpot, Chief Financial Officer
Edwin Fountain, General Counsel
Monique Ceruti, Chief Knowledge Mgmt
Beatriz Collazo, Records Officer
Justin Radford, OO Executive Officer
Karen Wurzbarger, OO Project Manager
Gerald Lowe, OO Cemetery Operations
Jerry Lefler, OO Cemetery Operations
Emily Farrell, OO Director of Finance
Christine Landrum, Director of Collections
Doug Meney, Director of Horticulture

1. The Chairman opened the meeting at 9:00 a.m.
2. The Board was presented the minutes of the 163rd meeting for acceptance.

The Board approved the minutes for acceptance.

3. Lafayette Escadrille Memorial Cemetery

The Board was briefed on a Capital Improvement Plan that includes conversion of the caretaker cottage to a visitor center, utility improvements for the visitor center and

monument, road rehabilitation, path restoration and rehabilitation, and horticulture and landscape restoration and maintenance. Estimated cost of the 5-year plan is \$5.8M. In addition to the availability of funds, potential constraints include obtaining architectural design approvals from the U.S. Commission of Fine Arts and French historic preservation agencies, and the extent of the protected status of the land and trees.

The Chairman asked the staff to update the Wikipedia entry for the LEMC to reflect the Commission's acquisition of the site.

4. Garches Office Move to Paris

Exemptions Planning continues for the move of the Overseas Operations Office from Garches to [REDACTED]. Annual rent will be \$1.6M, with 19 months free. The move will be completed in the [REDACTED] placing the overseas office staff in a more secure and convenient operational location. Exemptions

5. Security

The Board expressed concern that ABMC sites will continue to grow in visibility as symbolic targets and that processes need to be in place for Department of State Regional Security Officers to provide threat alerts directly to the cemetery staffs. The Deputy Secretary reported that the Overseas Office is working closely with State to ensure that ABMC is fully enmeshed in regional security communications, and reported that nearly all ABMC cemeteries now have [REDACTED]

Exemptions

6. Disinterment Program

Exemptions The staff reported that [REDACTED] Accounting Agency was signed in [REDACTED] and that coordination of disinterments of Unknowns for identification has been proceeding smoothly. Fifty-six disinterments have been completed this fiscal year and [REDACTED] others have been approved at 10 cemeteries. Weekly coordination meetings are ensuring professional and respectful operations in this highly visible national effort to account for our MIA's.

7. Clark Veterans Cemetery

The staff reported that all planned restoration work at Clark cemetery was nearing completion. In total, \$4.9M of the \$5M authorized by Congress to restore the cemetery has been obligated. Work includes the following:

- a. Initial emergency stabilization and site assessment; perimeter security, crew, site cleaning and minor repairs; and studies, surveys, master planning and design. The cost for these initial efforts was \$500K.

- b. Phase I Construction included a service area facility, parking and a new perimeter wall. The work was completed in March 2017 at a cost of \$1.8M.
- c. Phase II Construction includes plot area leveling, headstone alignment, drainage, landscape, hardscape and irrigation. The work was to be completed by June 2017 at a cost of \$2.4M.
- d. Ongoing efforts include working with the VA to replace damaged and flat headstones, and conducting burial historic research.

8. Cemetery Accountability Project

The overseas staff is partnering with Arlington National Cemetery (ANC) on a proof of concept for a cemetery accountability project. The project is modeled after a comprehensive and successful effort by ANC to improve internal accountability and increase agency and public access to information. Consistent with the ANC project, the ABMC proof of concept will include Geospatial Information Systems (GIS) data collection, headstone digital photo capture, historic document scanning, Georectification and digitizing of plot map, and utility data collection.

The ABMC-ANC partnership will be limited to a proof of concept at two ABMC cemeteries to field test the scalability of the project for wider application and to control cost. Normandy and Suresnes American Cemeteries were selected due to proximity to the Overseas Operations office for project support, access to Paris to facilitate ANC team travel, WWI and WWII origin, and comparative size. The staff expects data collection to begin in the fall of 2017.

9. Visitor Center Updates

- a. Arlington National Cemetery – The completed exhibits in the cemetery welcome center have heavy ABMC content. Visitor exposure has been high, and feedback overwhelmingly positive.
- b. Meuse-Argonne American Cemetery – The visitor center is open and will be dedicated in the presence of the Commission on Sunday, May 28, following the cemetery's annual Memorial Day ceremony.
- c. Flanders Field American Cemetery – The visitor center is open and will be dedicated on April 6, 2017.
- d. Chateau-Thierry Monument – Construction is expected to be completed by the end of October 2017. Following exhibit installation, the new visitor center will be dedicated in May 2018 as part of the weekend Memorial Day events.

- e. Manila American Cemetery – This 8,000 square-foot project is nearing the end of the architectural design phase. The design has been approved by the Commission of Fine Arts and construction documents are in preparation. The new visitor center, sited on the hillside behind the memorial chapel, is expected to open in early 2019.

10. Pointe du Hoc Site Master Plan

The staff reported that visitors use the Pointe du Hoc Ranger Monument site as they want, without regard to walking paths and safety. As a result, the cultural landscape is being destroyed and there are increasing risks of injury. To address these concerns, a site master plan will be developed to protect the historic landscape while continuing to provide an enjoyable and educational visitor experience. One element of the plan is likely a 25-meter set-back from the cliff, which is the desire of the French authorities.

11. Historic Preservation

- a. WWI Chapel Preservation Documentation – The staff launched a digital documentation preservation and virtualization project to develop a 3D digital record of WWI chapel features, which coupled with interpretive narratives will be available to the agency and the public via a themed web portal. The interpretive content is under final review and is being integrated with the digital data and project web portal. The project was to be completed in June 2017.
- b. Chateau-Thierry Plaster Project - The plaster molds used to fabricate and document architectural features of ABMC chapels, monuments and memorials were placed in wooden crates and stored underneath Chateau-Thierry Monument in the 1960s. In 2015, the staff began working with conservators to address the documentation, conservation, and long-term storage of the collection. The conservators are performing minor cleaning and conservation stabilization for each item in the collection and developing a Collection Condition Survey with recommendations for ABMC review. The plaster molds will remain at the art storage facility in suburban Paris until the Chateau-Thierry collections repository project is complete.

12. New Memorials

- a. Dartmouth – The Dartmouth Monument and XI Amphibious Force Marker are on schedule to be dedicated on 6 June 2017. Commissioner Diamonstein-Spielvogel will represent the agency as the senior U.S. representative.
- b. New Zealand – Design work has been completed and all approvals received. Contract solicitations for both stone fabrication and site construction are in progress and should be awarded by the end of summer.

- c. Iceland – In March 2017 a team led by Commissioner Diamonstein-Spielvogel met with U.S. Embassy and Icelandic government officials to resolve open siting issues for a proposed U.S. monument. Sites around a fjord that was a base of U.S. operations in World War II and within the city of Reykjavik were visited. The staff recommended that two monuments be built: one along the fjord, which could become a commemorative centerpiece of a WWII Heritage Trail; and one in Reykjavik, along the harbor that is evolving as a public art environment and is an ideal location to commemorate the service of U.S. armed forces in support of a bi-lateral partnership that began during World War II and continued through today.

The Board approved the Iceland Monuments proposal for submission to the Icelandic governing bodies.

Further, the Board expressed its desire that momentum for this program not be stopped, and that funds remaining from the \$2.0M committed to new monument projects currently underway be used to develop monuments for other locations on the Board-approved Top 10 New Monuments list.

13. Status of Funds

The CFO briefed the current funds status, reporting that the Commission's FY 18 appropriation request of \$75.1M had been submitted. The amount requested is the same as the FY 17 appropriation, per Office of Management and Budget direction. It was also reported that the FY 17 Audit is underway, with completion targeted for 15 November 2017; the eTravel system will go live on 10 July 2017; implementation of a Contract Lifecycle Management procurement system will begin 17 July 2017; and an Oracle financial system upgrade will be completed in March 2018.

14. Records Management

The agency Records Officer informed Board members that official agency records must be preserved until authorized for disposal or transfer to the National Archives, and that when it is time for them to leave Federal service, Board members will have exit interviews with records management staff to ensure that Federal records are maintained under the control of the Government and are available to their successors and the public.

15. "Friends of ABMC"

At its January 2017 meeting, the Board was presented a proposal to endorse creation of a non-profit "Friends of ABMC" foundation, whose purpose would be to provide programmatic and financial support to the ABMC mission. During the ensuing

discussion, Board members raised questions about control, oversight, implementation, branding, and the potential impact on Commission appropriations, but approved a feasibility study of the concept.

The General Counsel explained that ABMC may encourage private persons to form a foundation and may take part in joint activities, including fundraising if proceeds are deposited into an ABMC account, but the Commission may not form or control a foundation. The vision remains to create a partnership to support and strengthen ABMC's mission. Governance is envisioned as an independent Board of 6-8 members, and a binding, enforceable Memorandum of Understanding with ABMC that defines the control, accountability, quality and independence of foundation activities.

The Board endorsed the formation of a U.S.-based "Friends" group that would act as a programming and fund-raising partner of ABMC.

16. World War I Centennial Commission

The Acting Secretary reported that ABMC's assumption of commemoration responsibilities from the World War I Centennial Commission, approved by the Board at its January 2017 meeting, would not be necessary. The World War I Centennial staff found alternative solutions.

17. Oise-Aisne American Cemetery – Plot E Burials

The Acting Secretary reported that he had contacted the [REDACTED] to discuss the possibility of reinvestigating the executions of soldiers buried in "Plot E" at Oise-Aisne American Cemetery. The [REDACTED] staff replied that [REDACTED] there were no plans for further review.

The Board concurred with the staff recommendation that the Commission not pursue the issue further.

18. Executive Session

The Board went into Executive Session at 3:30 pm and reconvened in open session at 4:15 pm.

19. Headquarters / Overseas Operations Realignment

At its January 2017 meeting, the Chairman directed a staff study to determine proper functional alignment of the Arlington Headquarters and Garches Overseas Operations offices, specifically—

- a. Where does Agency policy originate?
- b. How should the Headquarters be organized?
- c. What should be done in Washington versus Overseas?
- d. Have we sent too much to Garches?
- e. If so, what should come back to Washington ... and when?

The Board reviewed the results of the staff study and endorsed recommended realignments at the Arlington and Garches offices, which by 2021 will result in a reduction of one Senior Executive Service position and the relocation of six U.S. Civil Service staff positions from Paris to the Arlington headquarters.

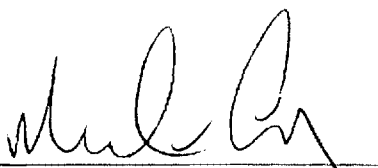
20. Next Meeting

The Board determined that its next meetings in 2017 would be a late summer conference call and a late fall session at the Arlington headquarters.

21. The Chairman adjourned the 164th business meeting of the Commission at 4:30 pm.

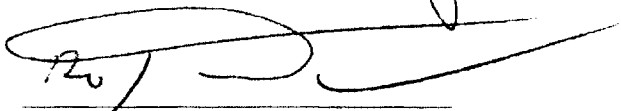
Following the Paris business meeting, the Board toured the Meuse-Argonne battlefield and the Douaumont Cemetery and Ossuary within the Verdun battlefield, and participated in the Visitor Center Dedication and annual Memorial Day Commemoration Ceremony at the Meuse-Argonne American Cemetery.

Submitted by:



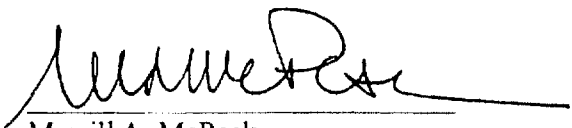
Michael G. Conley
Executive Officer

Approved by:



Robert J. Dalessandro
Acting Secretary

Accepted by:



Merrill A. McPeak
Chairman