

INTERNAL DOCUMENT

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Policy Statement

This policy specifies eligibility and standardizes the University’s practice of properly recognizing and memorializing University alumni who have made the ultimate sacrifice while serving in the United States Armed Forces or working on behalf of the U.S. Government in a combat zone.

Who is Governed by this Policy

All units of the University, with the exception of the Applied Physics Laboratory.

Purpose

Johns Hopkins University has a long tradition of service to others – through education, research, patient care, government service, military service, and more. We honor that tradition by recognizing those alumni who served in the United States Armed Forces and lost their lives in service to their country. JHU also recognizes the complexity of modern warfare and honors those who lose their lives while serving the U.S. Government in a combat zone. JHU recognizes that

the loss of a matriculated service member profoundly affects students, faculty, staff, and families. This Policy is intended to provide clarity for determining eligibility for service members and alumni serving the U.S. Government in a combat zone to be included in the University's existing alumni military memorial, the Gilman Hall Memorial Plaques, and guidance for the creation of alumni military memorials elsewhere.

Definitions

| | |
|---------------------------------|--|
| Alumni Military Memorial | A physical memorial to Johns Hopkins University alumni who lost their lives as a result of performance of military duty to the United States. |
| Defined Combat Zone | Combat zones are designated by an Executive Order from the President as areas in which the United States (U.S.) Armed Forces are engaging or have engaged in combat. An area usually becomes a combat zone and ceases to be a combat zone on the dates the President designates by Executive Order. |
| Operational Loss | An individual lost in the performance of duty as a member of U.S. Armed Forces while forward deployed, training, or preparing to deploy. The operational aspect is meant to distinguish between those losses in a domestic, non-duty status such as traffic and travel accidents, illnesses resulting in death, or accidents in general that are not as a result of performance of duty in service to the country. |

Policy

1. Eligibility for inclusion on the Gilman Hall Memorial Plaques. The Gilman Hall Memorial Plaques ("the Memorial") are dedicated to JHU alumni who lost their lives as a result of performance of military or Government duty in a combat zone in service to the United States. In determining the qualifications for recognition in the Memorial by the University, the following parameters shall be followed:
 - a. Service in the U.S. Armed Forces or in public service with the U.S Government. Individuals honored by the Memorial must be JHU alumni who served in the U.S. Armed Forces or, recognizing the complex and asymmetrical nature of modern warfare, those who are in public service with the U.S. Government as civil service or appointees who serve in a combat zone. Individuals are considered alumni upon receiving any accredited undergraduate or graduate degree from JHU.
 - b. Criteria for inclusion on the Alumni Military Memorial. In order for an alumni to have his or her name added to the JHU Alumni Military Memorial, one of the following criteria must be satisfied:
 - i. Died in a DoD defined combat zone; or

- ii. Died as a result of wounds (combat or hostile related) sustained in the combat zone; or
 - iii. Died while participating in or providing direct support to a combat mission immediately en route to or returning from a target within the defined combat zone.
 - iv. For clarification purposes on the above criteria, there is no requirement that the Service member was killed in action or that the cause of death was combat related.
- 2. Recognition outside of the Gilman Hall Memorial Plaques. For Operational Losses of those serving in the U.S. Armed Forces, alternative memorial locations may be designated by the alumni's school or by members of University administration.

Procedures

1. Recognition in the Memorial is a free service of the University. To nominate a fallen JHU alumnus, the requestor will submit the following information to the Office of Alumni Relations (preferably via email to alumni@jhu.edu):
 - a. Full name
 - b. JHU graduation year/Year degree obtained
 - c. Rank/Rating/Position
 - d. Branch of Service or Government, or nature of assignment
 - e. Unit/Ship/Organization
2. The Office of Alumni Relations will manage the receipt and review of incoming nominations for the Memorial. The office will coordinate with the family/guardian, Department of Defense, and/or other Government agencies to verify eligibility of the nominated alum.
 - a. Records created as a result of nomination and eligibility verification, regardless of media and format, shall be managed by the Office of Alumni Relations.
3. Eligible JHU alumni will be considered for memorialization via permanent engraving of their name on a panel of the Memorial.
 - a. Any addition of names to the Memorial must be submitted for review and approval by the Office of Alumni Relations.
 - b. Upon approval by the Office of Alumni Relations, scheduling and coordination of the engraving will be conducted by Facilities & Real Estate in conjunction with the Office of Alumni Relations and Gilman Hall administration.
 - c. The Office of Alumni Relations will schedule and coordinate unveiling ceremonies as appropriate.
4. From the date of nomination, the University will aim to have approved additions completed by the end of the next fiscal year.
5. Funding
 - a. Funding for new plaques and engraving will be the responsibility of the Office of Alumni Relations.

- b. Funding for any facility renovations to support future growth or repairs to Memorial Hall will be the responsibility of the Johns Hopkins Facility and Real Estate Office and/or the Division assigned space management (currently Krieger School of Arts and Sciences), depending on the nature of the work.

Contacts

| Subject Matter <i>(alphabetical order)</i> | Office Name <i>(not the name of an individual)</i> | Telephone Number <i>(XXX) XXX-XXXX</i> | E-mail/Web Address |
|--|---|--|--|
| Policy Clarification and Interpretation | Office of Alumni Relations | (410) 516-1205 | alumni@jhu.edu |
| Nominations and Records Management | Office of Alumni Relations | (410) 516-1205 | alumni@jhu.edu |
| Scheduling for On-Site Activity | Krieger School of Arts and Sciences | (410) 516-8722 | arts.sciences@jhu.edu |
| Vendor Management | Plant Operations, Facilities & Real Estate | (443) 997-5302 | facilities@jhu.edu |

Web Address for This Policy

Publish on University policy website: <https://www.jhu.edu/university-policies/>

Appendix

None