

# APPLICATION FREQUENTLY ASKED QUESTIONS

## **When is the Application deadline?**

The application and **ALL required documents** are due on **April 14th, 2017** to be eligible for the 2017 ceremony. Anything received after the deadline will be automatically rolled over into the 2018 application pool.

## **Can I submit a Biography?**

Please send as a separate sheet a typed biography of **no more than 300 words**. Please avoid handwritten bios, if possible. If the bio is longer than 300 words, VVMF may edit for length. The bio may include any information which you are comfortable with sharing.

### **For Example:**

John Smith was born on March 1, 1947 in Springfield, Wisconsin. He graduated from High School in 1965. John joined the Army in 1967 and did two tours in Vietnam serving as a flight engineer. On October 1, 1970 he married Jane Doe and they went on to have four children and three granddaughters. After leaving the Army, John worked as a maintenance mechanic for more than 30 years. He was a volunteer firefighter and an avid volunteer with the local VVA chapter and VFW post. He was incredibly proud of his service to his country. He also liked fixing cars and enjoyed carpentry. He had a wonderful sense of humor and was passionate in teaching his children and grandchildren new things. He enjoyed traveling whenever he could with trips to Mexico, Ireland, France, Texas, California, Florida, and Arizona. There was always room for golfing with friends and his wife. As any Wisconsinite, he was a cheesehead who enjoyed cheering on his Packers. He passed away on October 7, 2010 due to Non-Hodgkin's Lymphoma caused by exposure to Agent Orange during his service in Vietnam. John lived life to the fullest until the end and will be greatly missed by his friends and family.

## **What will the Biography be used for?**

The biography will be used on the Honoree's Virtual Honor Roll page.

## **Does "Hometown" refer to where the Honoree was born or where he lived?**

This is up to you. It can be the location where he spent most of his time, where he spent his formative years, or where he has the greatest connection.

## **What kind of photographs do you require?**

We require two clear different photos. The photographs can be whatever you would like. For example: Service photos, Prom photos, Wedding photos, photos from a family trip. We recommend that one photograph be from when the Honoree was serving in the military and one that is more recent.

## **How do I submit my photos?**

If you are mailing in hard copies please send clear photographs - **preferably NOT a photocopy**. Please **do not send originals as we cannot return them**. The photos will be used for the Tribute, Yearbook and Virtual Honor Roll.

## **What is the In Memory Yearbook?**

The yearbook has the full list (including photos) of all of the Honorees for the current year.

## **Will my Honoree be added to The Wall?**

Please understand that, while your Honorees' memory and service will be honored; his/her name will **not** be inscribed on The Wall.

## **Is there any representation of In Memory at the Memorial site?**

Yes, the In Memory plaque was dedicated in 2004 and is located in the Three Servicemen plaza adjacent to the Memorial. **Please note there is no listing of names at the site.**

The plaque reads: *In Memory of the men and women who served in the Vietnam War and later died as a result of their service. We honor and remember their sacrifice.*

**Vietnam Veterans Memorial Fund**  
**IN MEMORY APPLICATION 2017**

*In Memory* honors those who died as a result of the Vietnam War but whose deaths do **not** fit the Department of Defense parameters for inclusion on the Vietnam Veterans Memorial.

Please understand that, while your loved one's memory and service will be honored; his/her name will **not** be inscribed on The Wall.

**PERSON IN MEMORY HONORS** (provide as much information as known):

Last Name \_\_\_\_\_ Suffix (if applicable) \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Relationship to you \_\_\_\_\_

Dates of Vietnam Tour \_\_\_\_\_ Birth Date \_\_\_\_\_ Date of Death \_\_\_\_\_

Hometown \_\_\_\_\_ Home State \_\_\_\_\_

*Note: Hometown can be the place that the honoree lived the longest or had the closest association with.*

\*For Military Honorees: Branch of Service (circle):      A      N      F      M      C  
   Army      Navy      Air Force      Marine Corps      Coast Guard

**CAUSE OF DEATH** (as related to service in the country of Vietnam):

**BIOGRAPHICAL INFORMATION TO BE USED FOR THE VIRTUAL IN MEMORY HONOR ROLL**

Please attach as a separate sheet a typed biography of no more than 300 words. Please avoid handwritten bios, if possible. If the bio is longer than 300 words, VVMF may edit for length.

**INFORMATION ABOUT YOU**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Preferred Phone ( \_\_\_\_\_ ) \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Along with this application, please send one copy of the death certificate and one copy of the DD214 showing proof of service in Vietnam. Please also send two different clear photographs of the honoree. At least 4x6 inches is preferred for quality purposes. Please do not send originals as we cannot return them.**

If you do not have the DD214, you can request it online from the National Archives here: <http://www.archives.gov/veterans/>

Please mail application, supporting documents and photos to:  
Vietnam Veterans Memorial Fund, 1235 S Clark St., Suite 910, Arlington, VA 22202  
Attention: In Memory Program

**THE DEADLINE TO BE INCLUDED IN THE 2017 PROGRAM IS APRIL 14, 2017**

Questions? Please go to [www.vvmf.org/inmemory\\_FAQ](http://www.vvmf.org/inmemory_FAQ)