

# APPLICATION FREQUENTLY ASKED QUESTIONS

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

The application and **ALL required documents** are due on **March 29, 2023** to be eligible for the 2023 program. Anything received after the deadline will be automatically rolled over into the 2024 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 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. 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 a part of the honoree's online personal remembrance page on the *In Memory* Honor Roll.

## **Does "hometown" and "home state" refer to where the honoree was born or where they lived?**

The home town/state should be the area where the honoree had the greatest connection. This could be where they were born or spent their formative years or where they retired – it's up to you. The home state you list is important because that is the only state where your honoree's name and photo will be on display when *The Wall That Heals* is on exhibit.

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

We do not require photographs to honor your loved one through *In Memory*, but suggest you send in two clear, different photos. The photographs can be whatever you would like. For example: service photos, prom photos, wedding photos or 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. Photos will be displayed as a part of the honoree's online personal remembrance page on the *In Memory* Honor Roll, on the printed personal tribute certificate and in the *In Memory* yearbook.

## **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**.

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

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

## **Does the death certificate need to specifically show the veteran's cause of death was connected to their service?**

We understand that the death certificate does not always state the death was caused by Agent Orange exposure, PTSD or other illnesses related to their service. We do not require proof of service connection to honor a Vietnam veteran through the In Memory program.

## **What is an example of a military document that shows Vietnam service?**

DD-214, service records or other documents/awards. Example proof of service in Vietnam can be established showing receipt of Vietnam Service Medal (VSM), Vietnam Campaign Medal (VCM) and/or Vietnam Service Ribbon on a DD-214 or other military document.

# Vietnam Veterans Memorial Fund IN MEMORY APPLICATION 2023

*In Memory* honors Vietnam veterans who returned home and later died, but whose deaths do **not** fit the Department of Defense parameters for inclusion on the Vietnam Veterans Memorial (The Wall). Please understand that, while your loved one's memory and service will be honored; his/her name will **not** be added to The Wall.

**PERSON IN MEMORY HONORS:** (example: Smith Jr, John Allen)

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

Relationship to you \_\_\_\_\_ Birth Date \_\_\_\_\_ Date of Death \_\_\_\_\_

Date of Vietnam Tour(s) (ie: 1968 – 1970): \_\_\_\_\_

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

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

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

Did the honoree suffer from any of the following? (Check all that apply):

PTSD related illnesses / events       Exposure to Agent Orange and similar chemicals

Other: \_\_\_\_\_

## BIOGRAPHICAL INFORMATION TO BE USED FOR THE ONLINE 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.

## INFORMATION ABOUT YOU

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

Address \_\_\_\_\_

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

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

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

How did you hear about the Program? \_\_\_\_\_

**Along with this application, send a copy of the death certificate, a copy of a military document showing proof of service in Vietnam and two different clear photographs of the honoree. Do not send originals as we cannot return them.**

If you do not have military documentation showing service in Vietnam, you can request it online from the National Archives here: <http://www.archives.gov/veterans/>

**Please mail all materials 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 2023 PROGRAM IS MARCH 29, 2023  
Questions? Please go to [www.vvmf.org/in-memory-program](http://www.vvmf.org/in-memory-program)**