

# Memorial Article Inventory Sheet

Please, this Inventory Sheet must be completed, signed and returned either by scanning completed copy and emailing the file or by mailing the completed form. To be included with this form are the article, photo, and check (if you are ordering additional copies of the article or the magazine). Please send the article electronically on a CD or as an email attachment. **The cutoff date for Memorial Article submission is February 28 for the TAPS edition to be published in August of the SAME calendar year. The process involves several steps of editing, layout, proofreading and approvals so please be patient as this can take 4-6 months from the time we start working on your article. Articles received after February 28 are processed starting August 15 for the TAPS edition to be published in the NEXT calendar year.**

**Full Name of the USMA Graduate:** \_\_\_\_\_

**Cullum Number & Class Year:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

**Date of Death:** \_\_\_\_\_ **Place of Death (city & state):** \_\_\_\_\_

**Remains are (choose only one unless more apply):**

• **Interred** in (Cemetery, please include name, city & state): \_\_\_\_\_

• **Cremated** (check one): \_\_\_\_\_ Cremated & Inurned (Columbarium) \_\_\_\_\_ Cremated & Interred (Cemetery) \_\_\_\_\_ Cremated & Ashes scattered (Location)

(Name of Columbarium/Cemetery/Location; city & state): \_\_\_\_\_

**Photograph:** ☐ Please use the *Howitzer* photo (USMA Yearbook) ☐ I am submitting a personal photo ☐ Check here if you wish us to return your photo

**Name of legal Next of Kin:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Legal Next of Kin priorities are: living spouse, child, parent, sibling; NO EXCEPTIONS.**

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

*Graduates and others who submit content to WPAOG ("User Provided Content") for their files grant WPAOG a license to use and host the submission(s) to the extent and in the form or context we deem appropriate on or through any medium or media and with any technology or devices now known or hereafter developed or discovered. WPAOG acquires no title or ownership rights in or to any content submitted and nothing in this Agreement conveys any ownership rights in the content submitted to us.*

**Next of Kin's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Author's name and relationship to deceased:** \_\_\_\_\_

Shall we cite the author(s) name at the bottom of the article (check one)?

\_\_\_\_\_ NO

\_\_\_\_\_ YES. How should the credit appear? \_\_\_\_\_

**Author's address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Next of Kin will receive a complimentary copy of the Memorial Article printed on parchment-like paper in a document folder, as a special remembrance, free of charge.** Additional copies may be ordered: Please send a check with \$15.00 per additional.

*I wish to order \_\_\_\_\_ copies of the Memorial Article printed on parchment-like paper @ \$15.00 each.*

**You must pre-order your copies of TAPS. Please send \$25.00 per copy.**

*I wish to order \_\_\_\_\_ copies of TAPS @ \$25.00 each.*

**Mail to:** Memorial Articles Coordinator; West Point Association of Graduates; 698 Mills Road, West Point, NY 10996

**Phone:** 800.232.4723 ext. 1545 • **Email:** memorials@wpaog.org

# Guidelines for Writers of Memorial Articles

to be published by the West Point Association of Graduates (WPAOG)

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THE MEMORIAL ARTICLE PROGRAM IS FUNDED IN PART BY THE LONG GRAY LINE ENDOWMENT

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## Who writes Memorial Articles?

Typically, Memorial Articles are written by a classmate, family member, or close friend, usually working in cooperation with the Next of Kin. Some articles are group efforts, involving several people who knew the graduate at different times during his or her life. Memorial Articles also may be written by the Next of Kin.

## Who gets a Memorial Article published?

WPAOG publishes Memorial Articles for graduates of USMA and for ex-cadets in TAPS magazine and online at WestPointAOG.org.

## What about family approval?

The author is responsible for obtaining the Next of Kin's written approval of the article. Without approval, the article cannot be published. If no relatives are found after a reasonable, good faith search, the author may obtain approval from the graduate's class president.

## Who qualifies as the Next of Kin?

Next of Kin is the surviving spouse (whether he/she has remarried or not). If the graduate was divorced, or there is no surviving spouse, the Next of Kin is the graduate's oldest surviving child. If the graduate never married, parents qualify as the Next of Kin. If there are no surviving parents, the Next of Kin is the oldest surviving sibling. If there are no siblings, the Next of Kin is the closest surviving relative.

## May I write a draft Memorial for myself in advance?

Yes; we encourage you to do so. Send it to the address below. Prior to publication, your Next of Kin will receive a copy for approval.

## How can I obtain information on file at WPAOG?

WPAOG keeps a file on each graduate, known as the Cullum File. Some graduates have regularly updated their files; some have not. Copies of this material can be requested for the purpose of writing the Memorial Article by contacting Marilee Meyer at 800.232.4723, ext. 1545, or email [memorials@wpaog.org](mailto:memorials@wpaog.org).

## How long should the article be?

Articles need to be a minimum of 850 words, but they cannot be longer than 925 words. The editors of WPAOG's Communication and Marketing department reserve the right to edit any article in accordance to space needs, for adherence to WPAOG's style guide, to follow Standard English grammar, or for any other factors they deem relevant at the time of editing.

## Is there a standard format?

Most Memorial Articles are chronologically organized, including events before West Point, significant achievements and activities as a cadet, assignments and achievements in the military, marriage and children, retirement or separation from the military, important activities in civilian life, anecdotes and quotations, and an impressionistic section quite like a testimonial.

## In what format should I submit the article to WPAOG?

We prefer receiving articles electronically as Microsoft Word files attached to an email or on a CD. Word documents must contain final text only (please do not embed images). **Articles that contain mark-up text (i.e., tracked changes) will be returned.** Otherwise, please send a typed copy. Please do not use all uppercase type. We prefer the Times New Roman font.

## What must accompany a Memorial Article?

All Memorial Articles must be accompanied by a completed inventory sheet. We can mail or email one to you, or you can obtain one at: [WestPointAOG.org](http://WestPointAOG.org); go to **News & Multimedia** and click on **TAPS**; then select **Memorial Inventory Sheet** under **Submitting a Memorial Article**.

## Requirements for TAPS photos:

Howitzer photos will be used unless a personal photo is submitted. Submitted photos must meet the following criteria. Unacceptable photos will be returned. An article is not complete until the Howitzer photo is chosen or a photo meeting the criteria below has been submitted. **Only one photo per article (NO EXCEPTIONS).**

### Hard copy photo:

- Clear, sharp, well defined image on quality photo paper
- Image contains deceased only
- Proportion is 2w x 2.5h
- Black and white image preferable: Color photos are converted to black/white and large blocks of dark color will convert to black
- Professional or military dress preferable

### Electronic image (preferred):

- 300 dpi or larger at actual size
- Image contains deceased only
- Jpeg or tif file format
- Clear, sharp, well defined image
- Proportion is 2w x 2.5h
- Black and white image preferable: Color photos are converted to black/white and large blocks of dark color will convert to black
- Professional or military dress preferable

### Unacceptable:

Please note that images submitted that fall in this category will be returned with a request to submit a photo meeting the needed criteria.

- Group photos
- Photocopies of photos or scans of such images
- Images from previously published magazines, newspapers, or scans of such images
- Inkjet or laser printouts or scans of such images
- Illustrations

## When will the article be published?

All articles completed within the last publication cycle (approximately one year) will be published in the annual TAPS magazine which is printed in summer. Once the article has been uploaded online, you can view it and leave a personal testimonial if desired. After completion please visit [WestPointAOG.org/memorials](http://WestPointAOG.org/memorials) to view article and leave a testimonial.

## How do I receive copies of the Memorial Article?

Next of Kin will receive a complimentary copy of the Memorial Article printed on parchment-like paper and mounted in a document folder, as a special remembrance, free of charge. To order additional copies, please send a check with \$15.00 to: Memorial Articles, West Point Association of Graduates, 698 Mills Road, West Point, NY 10996.

Note: You may also pre-order copies of TAPS for \$25.00 each.

## To whom do I send the article?

Memorial Articles Coordinator  
West Point Association of Graduates  
698 Mills Road  
West Point, NY 10996

Email submission to: [memorials@wpaog.org](mailto:memorials@wpaog.org)

Fax submission to: 845.446.1695

## Questions?

Call 845.446.1545 or 800.232.4723 ext. 1545



## Kirby S. Kapp '59

No. 22710 ★ Nov 30, 1936 – Dec 28, 1965 ★ Died in Parsons, TN  
Interred in Mt. Oliver Cemetery, Chicago, IL



**Kirby Stanley Kapp** was born in Cook County, Chicago, IL, the son of Lillian Laura Kirby and Stanley John Kapp. Growing up, Kirby had the military in his sights. In his preparation for West Point, he graduated from Marion Military Academy in Aurora, IL, and attended the University of Dayton for one year. Kirby received a congressional appointment to the Academy from Representative Fred B. Busby of the 3rd District of Illinois.

Kirby excelled in sports at West Point. He particularly liked sports requiring skill, perfection, and teamwork. He participated in soccer during Plebe year, but really found his niche in rifle, where he was a member of both the Plebe and varsity teams.

Kirby enjoyed his time on the range. He tried out for both pistol and rifle, and he settled on rifle. He enjoyed rifle because it was an exacting skill, and one where feedback was immediate and progress was eminently measurable, whether in success or failure. It catered to his preference for detailed and clear goals, and it provoked his enthusiasm for excellence and self-reliance. At the same time, however, rifle was a team sport, where a single misstep

or a moment's distraction by one of the team could sink the chances for victory. Rifle, then, not only challenged Kirby to perform at his best, but it also gave him the chance to coach others to reach for new personal levels of achievement. He drew deep satisfaction from both shooting and coaching. He earned his class numerals during Plebe year and minor "A" and two gold stars for defeating Navy in his Second and First Class years.

Kirby was an active member of the Catholic Choir, Camera Club, and Outdoor Sports Club. He also participated in the Pistol Club and was president of the Rifle Club. He was a member of the Ski Club and always looked forward to weekend afternoons, when he could check out skis and visit the Victor Constant Ski Slope.

As a backwoodsman from Chicago, Kirby always found time to fish and go to the rifle range, despite his academic battles with the math department. He never let anything get him down and, through thick and thin, would always say, "but I'm happy." He was a cadet sergeant during First Class year and devoted much of his free time to improving his academic performance.

During his summer vacation in 1957, Kirby and classmate Bob Holman set out to explore the by-ways of Europe. After experiencing the joys of Paris, Kirby and Bob joined a local tour group on a bus trip to Brussels and the World's Fair. The bus trip through France was particularly interesting, because the route went through many of the areas of large World War I battles that they had re-

cently studied in military history class at the Academy. At one of the rest stops, the local farmers had large piles of artillery shell fragments that they had plowed up that spring to sell to tourists or sell for recycling. Kirby made friends easily in Europe, just as he did at the Academy.

Kirby loved his friends and was enthusiastic about their successes. He was a true friend and was always willing to assist classmates in academics or sports.

Following graduation on 3 Jun 1959, Kirby was assigned to the Infantry and attended the Infantry Officer Basic Course and Basic Airborne Course #9 at Ft. Benning, GA, prior to reporting to Flight School at Ft. Rucker, AL. He completed flight school and was assigned to Ft. Benning as a support pilot to the Infantry School. Kirby was soon reassigned back to Ft. Rucker as a flight instructor, where he remained until 1965. His final assignment was at Ft. Benning, again in support of the Infantry School. On 28 Dec 1965, while on a training mission, Kirby was killed in a tragic aircraft accident near Parsons, TN.

Kirby had an abundant zest for life, characterized by his boundless energy and ability to make genuine friends. His early departure from this life saddened his classmates and all who enjoyed his friendship. We relished spending time with him and marveled at how much he got out of his short life.

*Classmates*

*He enjoyed rifle because it was an exacting skill, and one where feedback was immediate and progress was eminently measurable, whether in success or failure. ... Rifle, then, not only challenged Kirby to perform at his best, but it also gave him the chance to coach others to reach for new personal levels of achievement.*

—1959 Howitzer