

Guidelines for Writers of Memorial Articles

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

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

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.

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.

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. Otherwise, please send a typed copy. Please do not use all uppercase type. We prefer Times New Roman font.

What about a photograph?

Each article is published with the graduate's Howitzer (USMA yearbook) photograph.

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; go to The Poop Sheets and click on Memorial Articles; then select Memorial Inventory Sheet in the Memorial Articles tool bar located on the right.

When will the article be published?

Articles are published online within a month of completion. They are printed annually in TAPS magazine.

How do I receive copies of the Memorial Article?

Next of Kin will receive a complementary 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 \$15.00 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

Questions?

Call 845.446.1545
800.232.4723 ext. 1545



Kirby S. Kapp '59

No. 22710 ■ 30 Nov 1936 – 28 Dec 1965
Died in an aircraft accident near Parsons, TN
Interred in Mt. Olivet 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

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