



# Suggestions For Completing The Form

1. A veteran is anyone who has served his/her country in the armed forces of the United States. He/She does not have to have been in combat or fought in a war to be considered a veteran.
2. There is no specific information that must be contained on a brick. You, the purchaser, should include the information about your honoree which you feel most accurately reflects his/her service accomplishments.
3. Suggested information to include: (not limited to these suggestions)
  - ◆ Name of veteran
  - ◆ Rank of veteran
  - ◆ Branch of service
  - ◆ Dates of service
  - ◆ Special awards or medals received (ex. Bronze Star, Purple Heart)
  - ◆ Specific battles or conflicts (ex. WWII, Vietnam, Desert Storm)
4. Do not worry about trying to center the information on the brick. This will automatically be done by the engraver.
5. For long names, consider using only a first or middle initial, instead of a full name. If you must use the full name and it is more than 18 characters (including spaces), then consider using two lines.  
For example: WILLIAM FITZGERALD JOHNSON, listed as:

**WILLIAM FITZGERALD  
JOHNSON**

6. Spaces and punctuation marks count as a character. To save space, do not include punctuation marks, such as commas or periods.  
For example: John W. Smith, Jr. - Master Sergeant - U.S.A.F. , abbreviated to:

**JOHN W SMITH JR  
MSGT USAF**

7. Service dates work best if abbreviated in the following manner:  
For example: **February 18, 1986 through February 17, 2006** abbreviated to:

**18 FEB 86 - 17 FEB 06**

8. Please do not include any name on the brick other than the name of the veteran you are honoring.
9. Unsure of your veteran's service record? Please contact:

**National Archives and Records Administration**  
8601 Adelphi Road  
College Park, MD 20740-6001  
1-866-272-6272  
[www.archives.gov](http://www.archives.gov)

10. Still have additional questions? Please call **(540) 483-0907** or e-mail [dalexander@rockymountva.org](mailto:dalexander@rockymountva.org).