

The Moving Wall

Vietnam Veterans Memorial

Volunteer Handbook

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The Moving Wall



Newport, Rhode Island
September, 2019

Thank you for volunteering your time and energy to help make the Newport display a memorable, meaningful, and a well run event!

Maintaining a dignified and respectful atmosphere at *The Moving Wall* is of the utmost importance. Neither organizers nor any vendors may use the time or location for profit.

The Inscription from the Vietnam Veterans Memorial in Washington, D.C.

“In honor of the men and women of the armed forces of the United States who served in the Vietnam War. The names of those who gave their lives and of those who remain missing are inscribed in the order they were taken from us.

“Our nation honors the courage, sacrifice and devotion to duty and country of its Vietnam Veterans. This Memorial was built with private contributions from the American people. November 11, 1982”

A Little History...

The Moving Wall, a half-size replica of the Vietnam Veterans Memorial in Washington, D.C., was inspired by one soldier's visit for the dedication of the original in 1982. John Devitt, a former helicopter door gunner and Army veteran who served during the Vietnam War, was changed by his experience at the Memorial. He wanted to share that with others across the country who did not have the means to make the trip to the nation's capital to see it with their own eyes. With the help of friends, family, and fellow veterans, Devitt spent two years conceptualizing, financing, and creating *The Moving Wall*. Today, the monument has been touring for 34 years and has been to more than 1,000 communities across the United States. Devitt, who is dedicated to sharing his vision, wants *The Moving Wall* to be about honoring and remembering the individuals who died serving this country.

The Newport Visit

Bringing *The Moving Wall Vietnam Veterans Memorial* to Newport in 2019 is a community effort to honor the many veterans in Newport and throughout all of Aquidneck Island and Rhode Island. *The Moving Wall (TMW)* was brought here for every single Vietnam vet whose story went untold and unnamed for too long. It is hoped that the presence of *The Moving Wall* can bring healing, with acknowledgement that it can never replace the sacrifices made or loss of life. Bringing *The Moving Wall* here is a way for this community to say thank you to all Vietnam veterans—for enduring pandemonium, horror, and adversity and for reveling in moments of beauty, kinship, and harmony.

Volunteer Information



Assembly/Disassembly of The Moving Wall

The Moving Wall is intended to be a community-wide project. Prior to the installation, TMW personnel will gather a work crew together and brief volunteers on the best practices for assembly. The tools necessary to assemble the structure are brought with TMW itself.

With a minimum of ten volunteers, the assembly of TMW should take three hours. TMW has been touring the country for more than three decades and will continue to tour after the installation in Newport. Although the panels are lightweight, each panel must be transported by two people, and great care should be taken in handling each and every item. Though it may be tempting to carry a panel by yourself, it is **NOT ALLOWED**. This makes it easier on each volunteer and ensures the panels are not dropped or hit against obstacles while being carried.

Before TMW's arrival, a simple, level foundation of 2x4 lumber boards will be constructed. After the panels are in place, the foundation will be draped with cloth so that it is not visible from the front.

Ideally, the same individuals who assemble it will help with disassembly. Disassembly takes an hour and a half.

Inclement Weather

If severe weather such as high winds, hail, snow, etc. is imminent, the panels will be taken out of the foundation and placed in the trailer to keep them safe after TMW personnel makes the decision. Temporary removal will take 30 minutes with a crew of eight people. If this action is necessary, active (current shift and on deck) volunteers will be notified.

Maintenance and Groundskeeping

Volunteers are responsible for keeping the park and area around TMW free of litter. Occasionally, the panels may need to be cleaned. Volunteers may assist with cleaning after obtaining instructions from TMW personnel. It is ESSENTIAL that nothing be done to the panels unless specific instructions are given by TMW staff. Only the cleaning supplies brought with TMW or approved by the TMW personnel may be used to clean it. If *The Moving Wall* gets wet from rain, dew, etc., let it air dry. DO NOT ATTEMPT TO DRY IT!

Panel and Line Locations on TMW

The Moving Wall tells a story of the day-to-day personal tragedy of war, yet the wrap-around effects provides a closure, like a wound that is closed and healing. Names are arranged in chronological order by date of casualty (starting in 1959) or Missing in Action, beginning at the center of the Wall. Panels are labeled as “east” (right of center) or “west” (left of center). With the exception of the two center panels (1 East and 1 West), the bottom of each panel is demarcated with a number, from 2 to 70, and an “E” or “W” noting east or west.

Names begin at the top of panel 1E, continue down that panel, and continue on at the top of each successive panel, moving out toward panel 70E. They then wrap around to continue at 70W – the outermost panel on the left side of the Memorial – and move inward toward the center, finishing at 1W.

Within a given day, names are arranged alphabetically. Their location can be found in the Directory of Names (as discussed in the next section). On the edge of every other panel, white dots are placed every 20 lines, making it easier to find a specific line. For example, if you were looking for a name on line 44, you’d start at the top of the appropriate panel and count down two dots; the name will be located 4 lines below that second dot. NB: Several names have been added since the Wall was

carved in 1982. Those names were placed as close to the correct position as possible.

Directory of Names

The Directory of Names of the veterans lost is arranged in alphabetical order. Each name and the information associated with it take up one line, which includes rank, branch of service, date of birth, date of casualty, city and state, and panel and line number; MIA is noted with an asterisk (“*”). Care should be taken with the Directories as they are NO LONGER BEING PUBLISHED.

- If you are uncertain about the spelling of a name, ask the interested party. There are many variations with name spellings. If a person doesn't recall or know the spelling, ask your fellow volunteers for ideas on spelling variations.
- Several common names like “John Smith” will have multiple listings. To determine the correct listing, use middle initials, branch of service, or date of birth or casualty if information is available.
- When searching TMW for a name, be sure you are looking at BOTH the correct panel and line. Use a ruler or piece of paper to assist you. It may be challenging at first, but your eyes will eventually adjust the task.
- Names with two capital letters (e.g., MacGregor) may be located at the end of the entries under an alphabetical listing.
- Please note and pass along any discrepancies, with suitable contact information, to the Driver/Caretaker.
- The Directory of Names is also searchable by date of casualty.
- Please note that city and state listed in the directory constitute Home of Record, not necessarily place of birth or residence.

Additional Resources

Download the Vietnam Veterans Memorial Fund's Mobile Tour app to explore the Vietnam Veterans Memorial as your own tour guide.

Apple:

<https://itunes.apple.com/us/app/vvmf-mobile-tour/id1301339456?ls=1&mt=8>

Android: <https://play.google.com/store/apps/details?id=com.inadev.ima.vvmf>

Name Rubbings

Name rubbings are ONLY permitted using lumber crayons, which will be available

at the information table in the Fallen Heroes tent. Absolutely **NO pointed pencils or pens** are to be used. Unless a child has a relative on *The Moving Wall*, students and children are not permitted to take rubbings as it creates additional wear and tear on the panels, which should be avoided. If you are one of the volunteers assisting with rubbings, please practice so you can assist people who may have difficulties.

Good results are obtained by holding the piece of crayon on the ends and rubbing the paper over the name; rub back and forth **LIGHTLY**, until the name begins to appear.

Artifacts Left at *The Moving Wall*

Frequently, visitors to TMW leave letters, poems, photographs, etc. Items may be pinned to the cloth, **NEVER** taped to TMW. The items should be placed in plastic bags to help keep them dry. Before disassembly, volunteers need to collect all non-perishable artifacts and place them in boxes. TMW Planning Committee will make certain the Vietnam Combat Veterans, Ltd. receive the artifacts so they may preserve those items.

***The Moving Wall* Hours**

The Moving Wall will be open for viewing for a 24-hour period each day of the display, September 19-23, 2019, from the completion of assembly to commencement of disassembly. TMW will be lit and staffed at all times.

Security

Volunteers on overnight shifts will be provided with a means of communication with local law enforcement and first-aid personnel.

Fallen Heroes Tent/*Information Table*

Items permitted on the information table are the Directory of Names, pads for writing down information, name rubbing paper/forms, crayons for rubbings, a list of names of local veterans, and tissues. No literature or materials promoting organizations that seek contributions are allowed within 100 yards of TMW. A volunteer information book will also be available here for volunteer reference.

Volunteer Roles

For each hour that *The Moving Wall* is in Newport, there must be a minimum of five

volunteers working. During peak periods, assembly, disassembly, and ceremonies, more volunteers will be required. We will also need a list of 10 or so volunteers for an on-call list in case we are hit with a higher number of visitors.

We need two people to stand watch over *The Moving Wall* at all times to ensure its safety. These volunteers will be posted at the entrance and exit, which will be clearly marked. The individuals are to look for signs of trouble but to call for backup from the local police department if necessary. Each Watch person needs a walkie-talkie; please make sure at the beginning of your shift that the device is stationed on the same channel as the other volunteers on your shift.

We need two people to work together in the Fallen Heroes/Information Tent. One will be stationed at the Directory of Names to look up names for visitors and write them down. (This is an excellent job for a volunteer with mobility issues.) The second person will escort the visitor to the location on *The Moving Wall*, bringing the name and location as well as rubbing papers and a lumber crayon. Assist with the rubbing as needed. Each Fallen Hero Attendant needs a walkie-talkie; please make sure at the beginning of your shift that the device is tuned to the same channel as the other volunteers on your shift.

The fifth person is a Rover, meaning they travel from place to place making sure the park is tidy and providing help wherever it is needed. The Rover needs a walkie-talkie; again, please make sure at the beginning of the shift that device is turned to the same channel as other volunteers' walkie-talkies.

Communications

There will be a Volunteer Shift Leader available on site should any questions or problems come up during your shift. There will also be walkie-talkies available for active volunteers to communicate with one another. Please make sure we have your contact information so we can notify you of any circumstances that may impact your shift.

Wheelchairs

At least two wheelchairs will be available on-site for the duration of the installation. We hope to have an oversized chair for visitors as well as standard-sized chairs.

First Aid Tent & EMS

First Responders are available to any visitors who require such services. Please inform your Volunteer Shift Leader if there is an emergency.

Mental Health Services

There will be a Department of Veterans Affairs mobile counseling center located on the side of the park should any veteran visitors need additional mental health support.

Restroom Facilities

There are portable toilets available for visitors and volunteers near the park.

Donations

All contributions to the donation box must be accounted for at the end of each shift and given to the Shift Leader.

Frequently Asked Questions

What dates does the Wall cover?

July 8, 1959 – May 15, 1975

What are the dimensions of the Wall?

253 feet in overall length; each side of the Wall is 126.5 feet. At the tallest point the Wall is 6 feet high.

Which wall is East, and which is West?

Facing the Wall, the East wall is to the right and West is to the left.

How many names are on the Wall?

As of January 1, 2018 there were 58,318 names listed on the Memorial. Approximately 1,300 are still unaccounted for POWs and MIAs.

How many women are listed on the Wall?

Eight women are listed; seven were U.S. Army nurses and one was an Air Force nurse.