

**BY ORDER OF THE  
SUPERINTENDENT**

**HQ UNITED STATES AIR FORCE ACADEMY  
INSTRUCTION 34-242**

**03 APRIL 2003**

**Services**

**USING THE USAF ACADEMY CEMETERY**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 34, *Mortuary Affairs*. It tells people how to determine who may be interred in the United States Air Force Academy (USAFA) Cemetery, how to go about interring the deceased, and how to meet more specific requirements to maintain the cemetery. Anyone wishing further information or clarification should write the USAF Academy Mortuary Affairs Office at 10 SVS/SVMM, 9023 Academy Drive, USAF Academy CO 80840, or call DSN 333-3323 or commercial (719) 333-3323. Reference **Attachment 1** for Glossary Of References And Supporting Information.

### **SUMMARY OF REVISIONS**

Paragraph **2**. is added to include an interment exclusionary policy for the Air Force Academy Cemetery. All subsequent paragraphs are renumbered. A bar ( | ) indicates revision from the previous edition.

**1. Who is Eligible to be Interred in the USAF Academy Cemetery.** Subparagraphs **1.1.** through **1.12.** list those people eligible; however, certain general conditions apply. First, all authorized military personnel must have discharges under honorable conditions (this also applies to graduates). Second, Academy authorities will not normally approve requests to inter individuals not authorized below. However, the 10th Air Base Wing Commander, (10 ABW/CC) can disapprove a request for an exception, but only the Superintendent can approve such an exception.

1.1. USAF Academy cadets.

1.2. Air Force military personnel assigned to the USAF Academy or to tenant units at the Academy at the time of their deaths. This does not include non-Academy personnel who are assigned on Permanent Change of Station (PCS) orders to the Academy Patient Squadron Section of the USAF Academy Hospital.

1.3. USAF Academy graduates. **NOTE:** Only the Superintendent may disapprove a request to inter a USAFA graduate in the Academy cemetery.

- 1.4. All active duty and retired USAF generals and lieutenant generals.
- 1.5. Former Superintendents, Vice Superintendents, Commandants of Cadets, Deans of the Faculty, Chiefs of Staff, appointed Directors of Admissions, Directors of Athletics, Permanent Professors, Sequential Tour Faculty Officers (formerly Continuous Tour Staff Officers), Tenured Faculty Officers, Preparatory School Commanders, Air Base Wing Commanders, and Academy Command Chief Master Sergeants.
- 1.6. Original cadre Air Force personnel assigned to the USAF Academy between 11 July 1955 and 10 September 1957.
- 1.7. USAF cross-commissioned officer graduates of West Point or Annapolis who have retired with 20 years of uniformed service.
- 1.8. Air Force Academy Board of Visitors members with prior distinguished military service.
- 1.9. All Medal of Honor recipients regardless of branch of service.
- 1.10. All Air Force Cross recipients.
- 1.11. Former CMSgts performing as Cadet Wing Sergeant Majors who held the position during 1972-1996.
- 1.12. Eligible relatives of a service-connected sponsor listed in paragraphs 1.2. through 1.11. who are interred or eligible to be interred in the Academy cemetery. The Academy cemetery inters eligible relatives who die before their service-connected sponsor only if the sponsor signs an agreement saying he or she wants to be interred in the Academy cemetery. These eligible relatives are as follows:
  - 1.12.1. A wife or husband.
  - 1.12.2. An unremarried widow or widower.
  - 1.12.3. Dependent unmarried children under the age of 23.
  - 1.12.4. A dependent unmarried adult, defined as one who at the time of death was over 21 years of age, incapable of self-support due to physical or mental condition, and who meets any of the following conditions:
    - 1.12.4.1. Received more than one-half of his or her support from the service-connected parent.
    - 1.12.4.2. If the service-connected parent is deceased and interred in the Academy cemetery, was receiving more than one-half of his or her support from the widow or widower of the deceased service-connected parent.
    - 1.12.4.3. Was receiving such support from some other source because of the prior death or inability of the parent or parents to provide such support.

**2. Conditions for Interment in the USAFA Cemetery:** The Air Force Academy promotes and upholds the highest standards of integrity and conduct. When determining whether to inter an otherwise eligible person in the USAF Academy Cemetery, the Superintendent will consider current regulatory and statutory rules that apply to national or state cemeteries before making the decision.

**3. Reserving Gravesites:**

3.1. Next of kin may not reserve a gravesite in advance. Once the need arises, next of kin apply in writing or in person to 10 SVS/SVMM, 9023 Academy Drive, USAF Academy CO 80840.

3.2. The Academy cemetery uses only one gravesite to inter all people and their relatives authorized by paragraphs 1.1. through 1.12. However, when the cemetery inter an infant in the children's section, the sponsor is still entitled to a site in the adult section.

#### **4. Deciding Which Cemetery Section to Use:**

4.1. The next of kin may choose to inter a youth in either the children's section or in a family plot in the adult section. However, if the next of kin choose the children's section, the casket must fit a gravesite and vault in this section.

4.2. Next of kin may place memorial markers in the memorial section only if the deceased meets the requirements in paragraphs 1.1. through 1.12. but whose remains are nonrecoverable, not identified, cremated and scattered, buried at sea, or donated to medical science.

**5. When the Academy Cemetery Holds Funerals.** The cemetery normally schedules funerals Monday through Friday, between 0900 and 1400. It does not normally hold funerals on legal holidays or weekends.

**6. Conducting Interment Services.** Normally, chaplains assigned to the USAF Academy conduct interment services according to the ecclesiastical disciplines of their churches. If the next of kin ask, or the USAF Academy staff chaplain invites them, civilian clergy may assist in the services.

**7. Conducting Flyovers .** Follow 34th Operations Group directives when conducting flyovers. Normally, flyover aircraft use a south-to-north flight path.

**8. Permitting Disinterments.** The cemetery permits disinterments only when the next of kin furnish valid reasons, in writing, or when a court order directs the disinterment. The cemetery does not permit disinterments from one cemetery section for interment to another section. Anyone wishing a disinterment must apply, in writing or in person, to 10 SVS/SVMM, 9023 Academy Drive, USAF Academy CO 80840. The next of kin or estate must pay any expenses related to disinterment.

#### **9. Furnishing Grave Markers and Memorial Markers:**

9.1. The Academy cemetery furnishes and installs a flat bronze marker without cost to the family for each interment (this is the only authorized grave marker or monument). The cemetery installs markers level with the ground. The Mortuary Affairs Office procures grave markers through the Veterans Administration and observes the standard in [Attachment 2](#).

9.2. The cemetery will not install grave markers that memorialize military events or groups of people. Arrangements for such ceremonies can be made through Gifts and Memorials (HQ USAF/XPAG).

**10. Installing Vaults.** The Academy cemetery installs concrete vaults for each interment. The government procures these vaults at its own expense.

#### **11. Placing Remains and Cremated Remains:**

11.1. Other than interment, the Academy cemetery has no means for viewing and storing remains and cremated remains. Therefore, next of kin who wish to display or store remains and cremated remains must select a funeral home to receive them.

11.2. Next of kin who want to inter or scatter cremated remains on USAF Academy grounds should send written requests to the Mortuary Affairs Office, which makes the arrangements. Next of kin may only inter or scatter the cremated remains of those people meeting the criteria in paragraphs 1.1. through 1.12. anywhere on the Air Force Academy with the approval of 10 ABW/CC.

11.3. Next of kin may request burial for anyone authorized interment under paragraphs 1.1. through 1.12. even if the sponsor's remains are cremated and scattered at the Academy.

**12. Who May Not Enter the Cemetery.** Minor children may not enter the Academy cemetery unless accompanied by an adult. Dogs and other animals are excluded at all times, except when required to assist a physically disabled person during any memorial or interment service authorized by this instruction (in this exception, "dog" means a "Seeing Eye dog" which is the property of an authorized guest and necessary for the guest to attend the service).

**13. Decorating or Placing Memorials in the Cemetery:**

13.1. Visitors may place cut flowers, wreaths, and artificial floral arrangements on graves and memorial plots. However, except for new burials, visitors must use flower vases provided by the Air Force Academy. Cemetery maintenance people will remove floral arrangements not in these vases and all arrangements when they become unsightly. Visitors may not plant flowers, place potted plants, or use vases, cans, jars, or other ornaments in the cemetery.

13.2. Except for Memorial Day commemorations and dedications of memorial wall plaques, no one may place small flags on graves and memorial plots. The cemetery custodian places small grave-decorating flags on the graves of military personnel 1 week before Memorial Day and removes them the week following the USAF Academy graduation. When dedicating memorial wall plaques, the cemetery custodian will place small flags only in the memorial plot section and only for the minimum time necessary for the ceremony. For more information on dedications of memorial wall plaques, contact HQ USAFA/XPAG (see USAFA Plan 7).

**14. Administering Cemetery Operations:**

14.1. The USAF Academy Mortuary Affairs Office (10 SVS/SVMM):

14.1.1. Coordinates all arrangements for the funeral service and provides the authorized military honors if the next of kin request them.

14.1.2. Advises the appropriate chaplain of the impending funeral and coordinates on the date and time for the service.

14.1.3. May request personnel to be detailed as pallbearers for any nongraduates from the 10th Communications Squadron Commander's Support Staff (10 CS/CSS). No later than 3 duty days after the services, 10 SVS/SVMM follows up a verbal request with a detail request memorandum to 10 CS/CSS (see USAFAI33-301, *Administering the Command Detail Program*).

14.1.4. Furnishes the names and addresses of local funeral directors to the next of kin upon request. If the next of kin decide to use a local funeral director, 10 SVS/SVMM arranges to transfer the remains to that establishment.

14.1.5. Advises the Development and Alumni Programs Division if a USAF Academy graduate, original cadre member, friend, or donor of the Air Force Academy dies.

14.1.6. Assigns grave space.

14.1.7. Makes necessary arrangements with the 10th Civil Engineer Squadron (10 CES/CC) which is responsible for maintaining grounds and gravesites and opening and closing the grave (including installing a concrete vault and placing an authorized grave marker and flower vase).

14.1.7.1. Notifies 10 CES six (6) hours in advance of any ceremony requiring tent setup during normal duty hours.

14.1.8. Requests the appropriate grave or memorial marker.

14.1.9. Notifies the appropriate staff activities to lower required flags to half-staff on the day of the funeral or memorial service for a military member. The Academy does not lower flags for funerals of family members. The installation commander has the authority to half-staff flags in accordance with DODI 1005.6, *Half-Staffing of the National Flag* (available on the World Wide Web).

14.1.10. Briefs the funeral service participants as required.

14.1.11. Provides whatever assistance and facilities the next of kin wish (within the capabilities of the USAF Academy).

14.1.12. Maintains all cemetery records and scale maps of grave plots and makes these documents available to visitors during normal duty hours.

14.1.13. Maintains a services contract through the Academy Contracting Office with a local mortuary and uses this contract as requested by the next of kin for the deaths of active duty personnel stationed at the Academy. 10 SVS/SVMM is the quality assurance evaluator (QAE) for that contract according to AFI34-242, *Mortuary Affairs Program*.

14.1.14. Notifies the Command Section (HQ USAFA/CV/CC), Commandant of Cadets (Commander, 34th Training Wing (34 TRW/CC)), Dean of the Faculty (HQ USAFA/DF), and Director of Athletics (HQ USAFA/AH) as to the date and time of the scheduled service.

#### 14.2. **10th Communications Squadron (10 CS/CSS):**

14.2.1. In the event the Air Force Academy Base Honor Guard is unable to provide pallbearers, 10 CS/CSS will detail personnel to be pallbearers as the Mortuary Office requests.

14.2.2. Details additional personnel to assist the Mortuary Affairs Office during very important person (VIP) funerals.

14.3. **Staff Chaplain.** Cadet Chaplain's Office (HQ USAFA/HC) or 10th Air Base Wing Chapel, (10 ABW/HC) ensures an appropriate chaplain:

14.3.1. Arranges for memorial, chapel and graveside services (including coordination with civilian clergy if the next of kin request them).

14.4. **Commander, 34th Operations Group.** 34 OSS/CC arranges aircraft flyovers with Federal Aviation Administration (FAA) agencies, USAF Academy Airfield Base Operations (34th Operations Group), and the unit that will provide aircraft support.

14.5. **Development and Alumni Programs Division.** The Development and Alumni Programs Division (HQ USAFA/XPA) prepares condolence letters for the Superintendent's signature to the next of kin of all graduates, original cadre members, friends, or donors.

14.6. **Association of Graduates (AOG):**

14.6.1. Assists a family wishing to establish a memorial or memorial fund.

14.6.2. Arranges for appropriate floral arrangements on behalf of the deceased member's graduating class.

14.6.3. Anyone wishing to create memorials or plant trees and shrubs as memorials outside the cemetery must apply, in writing, to the Association of Graduates.

14.7. **Security Forces (10 SFS/CC):**

14.7.1. Provides vehicle escort for funeral processions on USAF Academy grounds when the Mortuary Affairs Office requests.

14.7.2. Controls traffic at funeral services when the Mortuary Affairs Office requests.

14.8. **Squadron and Tenant Unit Commanders.** Unit commanders write a memorandum of condolence to the next of kin, for the Superintendent's signature, in the event of the death of:

14.8.1. A service member in their organization who is not a graduate of the USAF Academy.

14.8.2. An immediate family member (spouse or dependent) of a service member in their organization.

**15. Form Adopted.** VA Form 40-1330, Application for Standard Government Headstone or Marker.

CHARLES E. MILAM  
Director, 10th Services Squadron

**Attachment 1**

**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION**

*Abbreviations and Acronyms*

**AOG**—Association of Graduates

**FAA**—Federal Aviation Administration

**PCS**—Permanent Change of Station

**QAE**—Quality Assurance Evaluator

**USAFA**—United States Air Force Academy

**VA**—Veterans Administration

**VIP**—Very Important Person

## Attachment 2

### HOW TO FORMAT INSCRIPTIONS ON GRAVE AND MEMORIAL MARKERS

**A2.1. Requisition Packages** . Accompany requisitions with a cover letter enclosing Veterans Administration (VA) Form 40-1330, **Application for Standard Government Headstone or Marker**, addressed to: Office of Memorial Programs Service, Processing Site, 395 Biddle Blvd, Ft Leavenworth KS 66027-2307

**A2.2. Religious Emblems** . At its own expense, the government will inscribe on the marker any religious emblem reflective of one's religious beliefs and approved by the VA.

**A2.3. Formats** . Follow the formats below for standard inscriptions on grave and memorial markers.

**A2.3.1. For USAF Academy, West Point, and Annapolis Graduates and USAFA Cadets:**

A2.3.1.1. (1st line) Full name, including maiden name, if desired.

A2.3.1.2. (2nd line) Full rank, including USAF.

A2.3.1.3. (3rd line) Graduating class.

A2.3.1.4. (4th line) Lower left side, date of birth; lower right side, date of death.

A2.3.1.5. Religious emblem if desired.

**A2.3.2. Other Military Personnel:**

A2.3.2.1. (1st line) Full name, including maiden name, if desired.

A2.3.2.2. (2nd line) Full rank, including USAF.

A2.3.2.3. (3rd line) Lower left side, date of birth; lower right side, date of death.

A2.3.2.4. Religious emblem if desired.

**A2.3.3. Spouse of Military Sponsor:**

A2.3.3.1. (1st line) First, middle, and if desired, maiden name of deceased.

A2.3.3.2. (2nd line) Left side, date of birth; right side, date of death.

A2.3.3.3. (3rd line) Wife or husband of (applicable relationship to the sponsor).

A2.3.3.4. (4th line) Rank (sponsor's rank, abbreviated) (full name of sponsor).

**A2.3.4. Child of Military Sponsor:**

A2.3.4.1. (1st line) First and middle name of deceased.

A2.3.4.2. (2nd line) Left side, date of birth; right side, date of death.

A2.3.4.3. (3rd line) Daughter or son of (applicable relationship to the sponsor).

A2.3.4.4. (4th line) Rank (sponsor's rank, abbreviated) and full names of parents.

**A2.3.5. Inscription.** On memorial markers, inscribe "In Memory Of" on the first line, followed by the appropriate wording contained in paragraphs [A2.3.1.](#) through [A2.3.4.](#)

A2.3.6. **Number of Characters.** Do not exceed 21 characters per line on the VA grave and memorial marker, including spaces. Do not exceed 26 characters per line, including spaces, for additional inscriptions.

**A2.4. Additional Inscriptions .** Next of kin may request and must pay for an additional inscription of a replica of authorized emblems such as those pictured below:

**Figure A2.1. Emblem Examples.**

