

**BY ORDER OF THE
SUPERINTENDENT**

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

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Services



USING THE USAF ACADEMY CEMETERY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 34-5, *Mortuary Affairs*. This instruction sets guidelines for who may be interred in the United States Air Force Academy (USAFA) Cemetery, the process for interring the deceased, and specific requirements to maintain the cemetery. This instruction applies to all USAFA personnel. This publication applies to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Anyone wishing further information or clarification should write the USAF Academy Mortuary Affairs Office at 10 FSS/FSOM, 5136 Eagle Drive, Suite 115, USAF Academy CO 80840, or call DSN 333-3323 or commercial (719) 333-3323. Please refer to USAFAI 32-1004, *USAF Academy Cemetery Planning and Development*, for additional information. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Reference Attachment 1 for glossary of references and supporting information.

SUMMARY OF CHANGES

Paragraph 13.2. is modified to update the timeframe of placement of small flags at the cemetery to coincide with the change of date of the USAFA graduation ceremony to prior to Memorial Day. Paragraph 1.6. is modified to update the ending date to read 29 August 1958. Added paragraph A2.3.3.1.1., A2.3.4.1.1., A3.5.1.1., and A3.6.1.1. to include the last name of the sponsor on the first line of the permanent markers and columbarium niche markers.

1. Who is Eligible to be Interred in the USAF Academy Cemetery. Subparagraphs 1.1. through 1.13. 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 Clinic.

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, Directors of Staff (formerly Chiefs of Staff), appointed Directors of Admissions, Directors of Athletics, Permanent Professors, Senior Military Faculty (formerly Continuous Tour Staff Officers and Sequential Tour Faculty 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 29 August 1958.

1.7. USAF cross-commissioned officer graduates of West Point or Annapolis who have retired with at least 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. Female Air Training Officers (ATOs) assigned to the USAF Academy between 1975 and 1977 in support of the arrival of the first female cadets who graduated in the Class of 1980. A list of names is on file in the Mortuary Affairs Office.

1.13. Eligible relatives of a service-connected sponsor listed in paragraphs 1.2. through 1.12. 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:

1.13.1. A wife or husband.

1.13.2. A remarried widow or widower.

1.13.3. Dependent unmarried children under the age of 23.

1.13.4. A dependent unmarried adult, defined as one whom 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:

1.13.4.1. Received more than one-half of his or her support from the service-connected parent.

1.13.4.2. 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.

1.13.4.3. 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. The Person Authorized to Direct Disposition (PADD) or Primary Next of Kin (PNOK) may not reserve a gravesite in advance. Once the need arises, the PADD or PNOK may apply in writing or in person to 10 FSS/FSOM, 5136 Eagle Drive, Suite 115 USAF Academy CO 80840 or by calling (719) 333-3323.

3.2. The Academy cemetery uses only one gravesite to inter all people and their relatives authorized by paragraphs 1.1. through 1.13. However, when the cemetery interrs an infant in the children's section, the sponsor is still entitled to a site in the adult section.

4. Deciding Which Cemetery Use:

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

4.2. The PADD/PNOK may place memorial markers in the memorial section only if the deceased meets the requirements in paragraphs 1.1. through 1.13. and 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.

5.1. The Memorial Pavilion is available for use for funeral services during the same hours as the cemetery. Services may be held either in the Pavilion or at the graveside based on family preference.

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

7. Conducting Flyovers. Follow 306th Flying Training 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 PADD/PNOK furnishes 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 FSS/FSOM, 5136 Eagle Drive, Suite 115, USAF Academy CO 80840. The PADD/PNOK 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 temporary and permanent 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 USAFA/CMA).

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. Therefore, the PADD/PNOK who wish to display or store remains must select a funeral home to receive them. Cremated remains may be sent to the Mortuary Officer for storage once a funeral has been scheduled.

11.2. The PADD/PNOK who wants to inter or scatter cremated remains on USAF Academy grounds should send written requests to the Mortuary Affairs Office, which makes the arrangements. The PADD/PNOK may only inter or scatter the cremated remains of those people meeting the criteria in paragraphs 1.1. through 1.13. anywhere on the Air Force Academy with the approval of 10 ABW/CC.

11.3. The PADD/PNOK may request burial for anyone authorized interment under paragraphs 1.1. through 1.13. even if the sponsor's remains are cremated and scattered at the Academy.

11.4. The columbarium located on the East side of the Memorial Pavilion is available for placement of cremated remains.

11.4.1. Each niche on the first seven rows measures 9-1/2" wide x 7-5/8" high x 12-1/2" deep. Each niche on the bottom row measures 9-1/2" wide x 7-3/8" high x 12-1/2" deep.

11.4.2. Each niche is designed to hold two urns.

11.4.3. A single 5x7 nameplate will be provided at no cost per niche.

12. Who May Not Enter the Cemetery. Minor children may not enter the Academy cemetery unless accompanied by an adult.

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. Christmas wreaths, grave blankets, and other seasonal adornments may be placed on graves from December 1 through January 20. They may not be secured to markers. Grave floral blankets may not be larger in size than 2x3 feet. Each class may place decorative flags for each graduate and/or spouse buried in the cemetery but they must be removed upon completion of the event.

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 staff places small grave-decorating flags on the graves of military personnel on the Monday before the USAF Academy graduation and removes them the Wednesday following Memorial Day. 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/CMA (see USAFAI 32-1004).

14. Administering Cemetery Operations:

14.1. The USAF Academy Mortuary Affairs Office (10 FSS/FSOM):

14.1.1. Coordinates all arrangements for the funeral service and provides the authorized military honors if the PADD/PNOK 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. Furnishes the names and addresses of local funeral directors to the PADD/PNOK upon request. If the PADD/PNOK decide to use a local funeral director, 10 FSS/FSOM arranges to transfer the remains to that establishment.

14.1.4. Advises the Development and Alumni Programs Division in the event of the death of a USAF Academy graduate, original cadre member, friend, or donor of the Air Force Academy who is authorized interment in the USAFA Cemetery in accordance with (IAW) this instruction.

14.1.5. Assigns grave space in conjunction with the 10 Civil Engineer Squadron (10 CES/CC).

14.1.6. Makes necessary arrangements with the 10 CES, which is responsible for lowering the cemetery flag to half-staff, 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. Requests the appropriate grave or memorial marker.
- 14.1.8. 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 flag may also be lowered to half-staff for Air Force Academy graduates killed in combat but buried at another location. 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, *Display of the National Flag at Half-Staff* (available on the World Wide Web).
- 14.1.8.1. In accordance with AFI 34-1201, *Protocol*, the Mortuary Officer will notify appropriate staff activities to display the POW/MIA flag on Armed Forces Day, Memorial Day, Flag Day, Independence Day, National POW/MIA Recognition Day, and Veteran's Day.
 - 14.1.8.1.1. The 10th Air Base Wing Executive Support (10 ABW/CCEA) is responsible for the flag located at building 8034.
 - 14.1.8.1.2. The 10th Security Forces Squadron (10 SFS) is responsible for the flags located at the north and south gates.
 - 14.1.8.1.3. The Cadet Honor Guard is responsible for the flag located in the cadet area.
 - 14.1.8.1.4. The Preparatory School is responsible for the flag located at the Preparatory School.
 - 14.1.8.1.5. The cemetery caretaker is responsible for the flag located at the cemetery.
 - 14.1.8.1.6. The Association of Graduates is responsible for the flag located at Doolittle Hall.
- 14.1.9. Briefs the funeral service participants as required.
- 14.1.10. Provides whatever assistance and facilities the PADD/PNOK wish (within the capabilities of the USAF Academy).
- 14.1.11. Maintains all cemetery records and scale maps of grave plots.
- 14.1.12. Maintains a services contract through the Peterson AFB CO Contracting Office with a local mortuary and uses this contract as requested by the PADD/PNOK for the deaths of active duty personnel stationed at the Academy. The 10 FSS/FSOM is the Quality Assurance Evaluator (QAE) for that contract according to AFI 34-242, *Mortuary Affairs Program*.
- 14.1.13. Notifies the Command Section (HQ USAFA/CV/CC), Commandant of Cadets (USAFA/CW), Dean of the Faculty (USAFA/DF), and Director of Athletics (USAFA/AD) as to the date and time of the scheduled service.
- 14.1.14. In the event the Mortuary Officer is unable to obtain a flag presenter with a personal connection to the family, the following rotational schedule approved by HQ USAFA/CC will be used.

14.1.14.1. 10 ABW will be on call for the months of January, April, July, August, and October.

14.1.14.2. USAFA/CW will be on call for the month of February.

14.1.14.3. USAFA Staff will be on call for the months of May and November.

14.1.14.4. Dean of Faculty will be on call for the months of March, June, September, and December.

14.1.14.5. For all CMSgt funerals, HQ USAFA/CCC will be the primary while 10 ABW/CCC and HQ USAFA/CWS will be the alternates. For all other enlisted funerals, a CMSgt will be assigned.

14.2. 10th Air Base Wing Command Chief (10 ABW/CCC):

14.2.1. 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) provides an appropriate chaplain if available.

14.3.1. Arranges for memorial, chapel, and graveside services (including coordination with civilian clergy if the PADD/PNOK request them).

14.4. Commander, 306th Flying Training Group. The 306 OSS/CC arranges aircraft flyovers with Federal Aviation Administration (FAA) agencies, USAF Academy Airfield Base Operations (306th Operations Group), and the unit that will provide aircraft support.

14.5. Developmental Programs Division. The Alumni and Developmental Programs Division (HQ USAFA/CMA) prepares condolence letters for the Superintendent's signature to the PADD/PNOK of all graduates, original cadre members, friends, or donors.

14.6. Association of Graduates (AOG) and USAFA Endowment:

14.6.1. The USAFA Endowment assists a family wishing to establish appropriate memorialization.

14.6.2. The AOG arranges for appropriate floral arrangements or other contributions on behalf of the deceased member's graduating class.

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 if manning permits.

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

14.8. Squadron and Tenant Unit Commanders. Unit commanders write a memorandum of condolence to the PADD/PNOK, 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.

LOUIS L. VAN DE MARK, GS-14
Director, 10th Force Support Squadron

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 34-242, *Mortuary Affairs Program*

AFI 34-1201, *Protocol*

AFMAN 33-363, *Management of Records*

AFPD 34-5, *Mortuary Affairs*

DODI 1005.6, *Display of the National Flag at Half-Staff*

USAFAI 32-1004, *USAF Academy Cemetery Planning and Development*

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

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

Abbreviations and Acronyms

AF—Air Force

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

AOG—Association of Graduates

FAA—Federal Aviation Administration

OPR—Office of Primary Responsibility

PADD—Person authorized to direct disposition

PCS—Permanent Change of Station

PNOK—Primary next of kin

QAE—Quality Assurance Evaluator

RDS—Records Disposition Schedule

USAFA—United States Air Force Academy

VA—Veterans Administration

VIP—Very Important Person

USAFA—United States Air Force Academy

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: Memorial Programs Service, Dept of Veteran's Affairs, 5109 Russell Road, Quantico VA 22143-3903.

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.

A2.3.3.1.1. Last name of sponsor may be included on the first line at the request of the sponsor.

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.

A2.3.4.1.1. Last name of sponsor may be included on the first line at the request of the sponsor.

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).

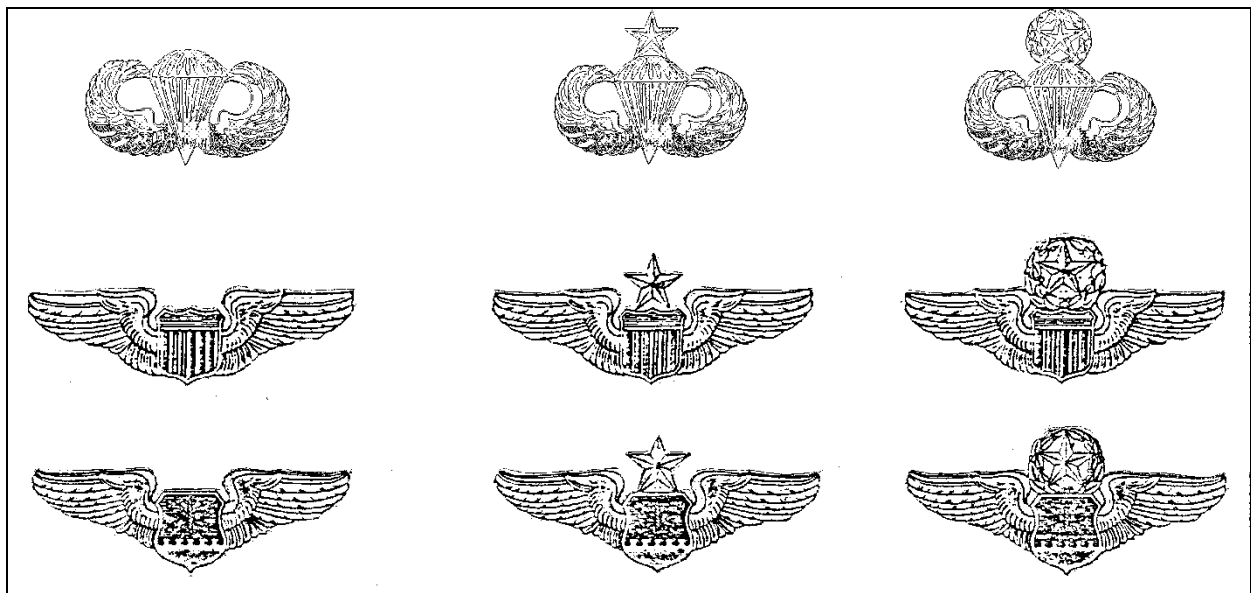
A2.3.4.4. **(4th line)** Rank (sponsor's rank, abbreviated) and full names of parents.

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. The PADD/PNOK 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.



Attachment 3

HOW TO FORMAT INSCRIPTIONS ON COLUMBARIUM NICHE COVERS

A3.1. 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.

A3.2. Formats. Each niche cover is 5"x7" and may contain no more than 8 lines of text for both people inurned in each niche or 4 lines per person. Follow the formats below for standard inscriptions on columbarium niche covers.

A3.3. USAF Academy, West Point, and Annapolis Graduates, and USAFA Cadets:

A3.3.1. **(1st line)** Full name, including maiden name, if desired.

A3.3.2. **(2nd line)** Full rank, including branch of service

A3.3.3. **(3rd line)** Graduating class.

A3.3.4. **(4th line)** Lower left side, date of birth; lower right side, date of death.

A3.3.4.1. Religious emblem if desired centered between the dates of birth and death.

A3.4. Other Military Personnel:

A3.4.1. **(1st line)** Full name, including maiden name, if desired.

A3.4.2. **(2nd line)** Full rank, including USAF.

A3.4.3. **(3rd line)** Lower left side, date of birth; lower right side, date of death.

A3.4.4. **(4th line)** Additional text may be included consisting of no more than 26 characters.

A3.4.4.1. Religious emblem, if desired, centered between the dates of birth and death.

A3.5. Spouse of Military Sponsor:

A3.5.1. **(1st line)** First, middle, and if desired, maiden name of deceased.

A3.5.1.1. Last name of sponsor may be included on the first line at the request of the sponsor.

A3.5.2. **(2nd line)** Left side, date of birth; right side date of death.

A3.5.2.1. Religious emblem, if desired, centered between dates of birth and death.

A3.5.3. **(3rd line)** Wife or husband of (applicable relationship to the sponsor).

A3.5.4. **(4th line)** Rank (sponsor's rank, abbreviated) and full name of sponsor.

A3.6. Child of Military Sponsor:

A3.6.1. **(1st line)** First and middle name of deceased.

A3.6.1.1. Last name of sponsor may be included on the first line at the request of the sponsor.

A3.6.2. **(2nd line)** Left side, date of birth; right side, date of death.

A3.6.3. **(3rd line)** Daughter or son of (applicable relationship to the sponsor).

A3.6.4. **(4th line)** Rank (sponsor's rank, abbreviated) and full name of sponsor

A3.7. Additional Insignia. The PADD/PNOK may request a replica of authorized emblems such as those pictured in Figure A2.1. Authorized emblem would be placed between the rank and branch of service.