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Cemeteries

Administration, Operation, and Maintenance of Army Cemeteries

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Washington, DC
1 May 1991

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Administration, Operation, and Maintenance of Army Cemeteries

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Administration, Operation, and Maintenance of Army Cemeteries

By Order of the Secretary of the Army:

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History. This UPDATE printing publishes a new DA pamphlet. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This pamphlet describes the procedures and policies for the administration, operation, and maintenance of Arlington National Cemetery, Soldiers' and Airmen's Home National Cemetery, and Army post cemeteries. It is a guide for the Superintendents of the Army's two national cemeteries.

Applicability. This pamphlet applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

Proponent and exception authority. Not Applicable

Interim changes. Interim changes to this pamphlet are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

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Chapter 1
Introduction

1–1. Purpose
This DA pamphlet serves as a guide to aid in discharging duties for the accomplishment of the overall Army cemetery mission. This pamphlet is also a source of reference on cemetery administrative policies, regulations, procedures, and technical requirements.

1–2. References
Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this pamphlet are explained in the glossary.

1–4. Background
a. The United States Army has two national cemeteries and 28 post cemeteries under its jurisdiction. Within Arlington National Cemetery, it also has a columbarium for the inurnment of cremated remains. Both the great and the obscure among those who have served in the Armed Forces lie in these various interment facilities.

b. Although Arlington National Cemetery has a distinctive status as a principal national shrine, the Soldier's and Airmen's Home National Cemetery and the post cemeteries are likewise steeped in history and the American tradition of doing honor to those who have served and given their lives.

c. It is crucial that the Army's cemeteries be maintained in the best condition possible, so that both the families of the deceased and the general public will be assured that the Army's cemeteries are fit resting places for those they love and revere. With the attentiveness and devotion of the civilian and military personnel who will use it, this pamphlet can be a valuable tool in successfully performing the overall Army cemetery mission.

1–5. Modifications
a. Numbered changes will be issued as required.

b. Recommendations for additions, deletions, or refinements to this pamphlet are encouraged and should be submitted through channels on a DA Form 2028 (Recommended Changes to Publications and Blank Forms), to the Commander, U.S. Total Army Personnel Command, ATTN: TAPC–PED, Alexandria, VA 22331–400.

(1) To ensure prompt publication, the exact language to be included in the proposed changes should accompany the recommendations for such change.

(2) When a proposed change to one part of the pamphlet necessitates changing another part, the language to be included in such changes should also be submitted with the recommendation.

c. Changes will be placed in effect as soon as possible but not later than 45 days after they are received. If more than 45 days will be required to implement changes, a request for a specific extension and the reasons for the delay will be submitted to the Commander, U.S. Total Army Personnel Command, ATTN: TAPC–PED, Alexandria, VA 22331–400.

Chapter 2
Administration

2–1. Administration
a. The Commander, U.S. Army Military District of Washington (MDW), under the direction of the Assistant Secretary of the Army (Civil Works) (ASA(CW)), administers, operates, and maintains the Arlington and Soldiers' and Airmen's Home National Cemeteries.

b. Under the Commander's supervision, the Superintendent, Arlington National Cemetery, takes care of the day–to–day operation, maintenance, and administration of Arlington and Soldiers' and Airmen's Home National Cemeteries.

2–2. Budgetary requirements
Resources for Arlington and Soldiers' and Airmen's Home National Cemeteries are authorized in the Annual Department of Housing and Urban Development (HUD) and Independent Agencies Appropriations Act under "Department of Army–Civil, Cemeterial Expenses, Army, Salaries and Expenses." These resources will not be used for any other purpose.

a. Preparation of data. Under the guidance of the ASA(CW), the Superintendent, Arlington National Cemetery will develop budget estimates in accordance with Office of Management and Budget (OMB) Circular A–11, which is issued annually.

b. Presentation. Budget estimates will be submitted for review and approval to the ASA(CW). Upon approval, submission will be made directly to OMB. This appropriation is completely separate from the Department of Defense (DOD) appropriation and will be defended before the Congress by representatives of ASA(CW), Commander, MDW, and the Superintendent, Arlington National Cemetery.

c. Execution. After enactment of appropriations by the Congress, Arlington National Cemetery will request apportionment through the MDW Director of Resource Management. Funds are "No Year," and are available for incurring obligations for an indefinite period. Funds will be issued to Arlington National Cemetery on a funding authorization document (FAD). Funds will be accounted for and controlled in accordance with OMB Circular A–34. The Superintendent will develop and maintain adequate systems to provide information on commitments, obligations, accrued expenditures, and outlays as needed for management purposes. The systems will provide essential information for budget execution, and review and will be the basis for preparing and supporting budget requests and reports required by OMB and the Congress. These systems will be designed to provide complete disclosure of the financial resources of the cemetery activities. They will prevent the creation of obligations and expenditures in excess of available funds and safeguard against waste, loss, unauthorized use and misappropriation of funds. Records of all financial transactions will be maintained to facilitate audits and enhance reconciliation.

2–3. Correspondence
a. Preparation. (See AR 25–50.)

b. Policy and channels. Correspondence for Army national cemeteries will be completed in accordance with the policies contained in AR 290–5.

c. Files. Files are maintained in accordance with AR 25–400–2 series.

2–4. Cemetery hours
a. The cemetery gates at Arlington National Cemetery will be open every day throughout the year 0800 to 1700, October through March, and from 0800 to 1900, April through September.

b. The Soldiers' and Airmen's Home National Cemetery will be open throughout the year between 0800 and 1700, with the exception of Memorial Day when gates will remain open until 1900.

2–5. Visitors
a. Visitors will be admitted during the hours the gates are open. Visitors who enter prior to the opening of the cemetery or who remain in the cemetery after visiting hours will be asked in a courteous manner to leave.

b. The Superintendent may, with the concurrence of the Commander, MDW, close the cemetery for public visits when climatic conditions create a safety hazard (snow, ice, sleet, high winds).

c. The use of Army cemetery drives as public highways is prohibited. The speed of vehicles will not exceed 20 miles per hour. The Superintendent, may, however, reduce the speed limit to be consistent with public safety and other pertinent factors. The Superintendent will prescribe and announce such rules as may be necessary to provide for safety and to control traffic.

d. When large crowds are anticipated, special advance plans will be developed to ensure proper conduct by all concerned; to limit the

number of vehicles in the cemetery to those that can be accommodated without undue congestion; to preclude parking in a gravesite or turfed area; and to provide for public safety. The Superintendent will designate the specific routes that will be used for funeral traffic and for traffic control during ceremonial events.

2–6. Use of the flag

a. The flag of the United States will be displayed at Arlington and the Soldiers' and Airmen's Home National Cemetery every day during the hours the gates are open. The storm–type flag is the authorized flag to be flown daily, but the post–type flag may be flown on holidays and other important occasions. General information regarding the rules and customs pertaining to the display, care, and disposition of the flag are contained AR 840–10.

b. The flag will be brought to half staff 1/2 hour before the first funeral on a given day. It will be retained in this position until 1/2 hour after the last funeral of the day, at which time it will be returned to full staff. The flag will not be flown at half staff except for funerals and as provided in AR 600–25.

2–7. Flags used on Memorial Day

a. The flag of the United States will be flown at half staff until 1200 and at full staff from 1200 to 1900.

b. On the workday immediately preceding Memorial Day, all cemetery graves will be decorated with small U.S. flags at Government expense.

c. A small Confederate flag of a size not exceeding that of the U.S. flag may be placed on graves of Confederates at private expense either on Memorial Day or the day when Confederate Memorial Day is observed. Those desiring to place such flags must agree in writing to absolve the Government from any responsibility for loss or damage to such flags, and agree to remove the flags as required by *g* below.

d. The U.S. flags will be placed on the graves in an upright position 1 foot to the front of, and centered with, the headstone or marker.

e. Confederate flags will be placed on the grave in the same position as U.S. flags except when displayed simultaneously with the U.S. flag. On such occasions, the Confederate flag will be placed 3 feet from the headstone or marker, and the height of the flag above ground will not exceed the height of the U.S. flag.

f. In case of group burials which are marked by one headstone, monument, or marker, only one U.S. flag will be used to decorate the grave, This restriction also applies to a Confederate flag.

g. Except as provided herein, U.S. flags will be removed from the graves on the first workday after Memorial Day. Confederate flags will be removed at private expense on the first workday following Memorial Day or the day observed as Confederate Memorial Day. If the flags are wet, they may be allowed to remain on the graves until dry.

h. Flags will not be permitted on graves except as outlined herein or as specifically authorized. Requests for exceptions to the above flag requirements will be submitted to the Superintendent, Arlington National Cemetery, together with recommendations and/or justifications.

2–8. Services and ceremonies

a. General. Groups may be authorized to conduct memorial services, subject to the following limitations:

(1) Services and all related activities in Arlington National Cemetery must be conducted with proper decorum. Organizations must provide assurance that their members will obey all regulations in effect in the cemetery and act in a dignified and proper manner at all times while within the cemetery grounds.

(2) Services must be purely memorial in purpose and dedicated to the memory of those interred in the cemetery or to all who have died in the military service of the United States or its allies.

(3) Partisan activities are inappropriate in Arlington National Cemetery, and all services or activities within the cemetery must be nonpartisan in nature. A service will be considered partisan and therefore inappropriate if it includes commentary in support of or in opposition to, or attempts to influence any current policy of the Government of the United States. If the service, although itself purely memorial, is closely related to partisan activities being conducted outside the cemetery, it will be considered inappropriate.

b. Procedure

(1) Request for permission to hold memorial services will be addressed to the Superintendent of Arlington National Cemetery. Such applications will describe the proposed ceremony in sufficient detail to allow the Superintendent to ensure that the proposed service meets the standards set forth in *a* above. Based on those standards, the Superintendent shall determine whether the service will be permitted and will inform the applicant. If permission is granted, an appropriate time will be assigned and assistance will be extended by the cemetery staff to carry out the program. No organization will be given permission to use the cemetery exclusively on a particular occasion.

(2) Request for permission to hold ceremonies or special visitations involving military support anywhere in Arlington National Cemetery will be addressed to the Commander, MDW, ATTN: Director of Ceremonies and Special Events, Fort Lesley J. McNair. Washington, DC 20319–5000, for approval. The scheduling of these ceremonies or special visitations will be coordinated with the Superintendent of Arlington National Cemetery, who has jurisdiction over and is responsible for ensuring that the area is properly prepared for the ceremony and that there are no conflicts with other ongoing cemeterial activities.

(3) The Superintendent, Arlington National Cemetery, is responsible for approving and scheduling all other ceremonies or special visitations that do not involve military support. Any requests for ceremonies or special visitations which appear to be in violation of paragraphs (1), (2), or (3) above will be referred to the Commander, MDW, for final decision. The ASA(CW) will be kept advised of the status of all controversial requests.

(4) Memorial services, ceremonies or special visitations to the President John F. Kennedy gravesite will be conducted only during those hours the cemetery is open to the public. These events will be conducted with minimum disturbance to the general public visiting the gravesite. Only the following types of activities will be authorized at this gravesite:

(a) Silent prayers for the deceased.

(b) Placing a wreath or floral tribute.

(c) Special private memorial services or visits by President Kennedy's immediate family may be authorized during hours that the cemetery is closed to the public.

(5) The following types of activities or items are prohibited at the President John F. Kennedy gravesite:

(a) Political speeches or comments.

(b) Organizational banners or signs.

(c) Lighting of torches, candles, lanterns, or similar items.

(6) The Superintendent of Arlington National Cemetery is responsible for providing an appropriate escort to the following visitors upon request:

(a) Foreign visitors sponsored by an executive department or the U.S. Congress, or other official visitors for whom a military escort is not required.

(b) Individuals accompanied by members of Congress or an official of cabinet rank.

(c) Groups or individuals who are blind, infirm or otherwise so handicapped as to require special consideration.

c. Presentations to the Unknown Soldier. The Superintendent, Arlington National Cemetery, must approve all requests from organizations or individuals to make presentations of a trophy or tribute to the unknown American heroes interred in Arlington National Cemetery. That office exercises approval authority over the type, size, and design of items that may be accepted for exhibition in the Memorial Display Room at Arlington National Cemetery Memorial Amphitheater.

(1) The Arlington National Cemetery Historian is responsible for receiving, displaying, safeguarding and maintaining records of all

trophies and tributes that are approved and presented to the Unknowns.

(2) Should donors of any approved tributes desire military support for the presentation ceremony, they will be advised to contact the Commander, MDW.

d. The Carillon. The carillon in Arlington National Cemetery may be played at appropriate times daily and on special occasions. Times for playing the carillon will be scheduled and coordinated so that there will be no interference with scheduled ceremonies at the Tomb of the Unknown Soldier. The music of the carillon will be limited to selections from the Army–Navy Hymnal, or other artistic or memorial–type music.

e. Historical Records. The Cemetery Historian will maintain a complete historical records of all significant events that take place in Arlington National Cemetery. This record will be both written and pictorial, and include details of: ceremonies and visits by national and foreign dignitaries; interments of prominent individuals; and construction of new buildings and facilities, and so forth. Historical records will not be removed from the cemetery without prior written authorization from the Superintendent, Arlington National Cemetery.

2–9. Photographs

a. The next of kin of the deceased or their representative may, if desired, photograph the interment service and/or the grave.

b. Filming of an interment service by news media or others will not be permitted unless specific authorization is given by the decedent's next of kin.

c. The taking of photographs or other filming for private or commercial purposes may be permitted subject to the approval of the Superintendent and coordination with the MDW Public Affairs Office. The following conditions must be adhered to:

(1) The use or sale of such photographs or other filming will not tend to detract from the dignity and reverential atmosphere associated with the cemetery, nor invade the privacy of the next of kin through publication of any photographs showing the name or identifying detail on individual grave markers.

(2) Filming will not be used for partisan or political purposes.

(3) No live stand–up filming with narration will be permitted on the plaza adjacent to the Tomb of the Unknowns.

(4) No filming will be permitted if its use will convey the impression that cemetery officials or the United States Government are endorsing any product or services.

d. Filming or other news media coverage of historic cemetery features or approved ceremonial events is authorized provided that prior clearance is obtained from the MDW Public Affairs Office.

2–10. Solicitations

a. Solicitation within an Army cemetery is prohibited. This includes guide service and the sale of souvenirs and refreshments.

b. Violators will be asked to leave the cemetery and, in the event of refusal or unlawful reentry after such eviction, will be subject to prosecution under section 1382, title 18, United States Code.

c. In instances as outlined in b above, the Superintendent will notify the Commander, MDW, of the action taken, and furnish the following information:

(1) Date, time, and place of alleged violation.

(2) Name(s) of accused. If a corporation or partnership is involved, the name of such firm, as well as the name(s) of the individual offender(s), should be given.

(3) Detailed statement of the essential facts constituting the offense.

(4) Names and addresses of witnesses, whether they are Government employees, whether they are willing to testify, and a summary of the expected testimony of each.

2–11. Donations

a. AR 290–5 outlines the conditions under which donations may be accepted. Guns, cannonballs or like objects will not be accepted for placement in Arlington National Cemetery.

b. Donations of trees and other plantings may be accepted by the Superintendent, as provided for in AR 290–5, appendix B. The variety, size, and location for these plantings must be in accordance with the Arlington National Cemetery landscape planting plan.

2–12. Animals, pets, and fowl

The keeping within the cemetery enclosure of animals or fowl, other than those normally considered as household pets, is prohibited.

2–13. Cemetery lodges

a. General policies concerning lodges for cemetery Superintendents are outlined in AR 290–5.

b. Lodges in Army cemeteries serve as residences for Superintendents and dependent members of their households. However guests of the Superintendent who maintain households elsewhere and whose visits are of temporary duration, as well as family servants may reside in the lodge at the discretion of the Superintendent.

c. The subleasing or renting of lodges or portions thereof (by superintendents) is not authorized.

d. When a tenant is being charged rental fees for a cemetery lodge and is absent from the premises, the lodge will not be assigned to any other person without the concurrence of the tenant.

e. Superintendents are expected to make the lodge available for official inspections. Reasonable advance notice will be provided.

Chapter 3
Personnel

3–1. Personnel allowance and staffing

a. Personnel requirements for Arlington and Soldiers' and Airmen's Home National Cemeteries will be based on criteria established by the OMB, and will not exceed the full–time equivalent indicated in the annual Cemeterial Expense, Department of the Army (CEDA) Budget.

b. Before the beginning of each fiscal year, the Superintendent, Arlington National Cemetery, will prepare the Staffing Levels and will submit it to the Commander, MDW, for approval. Manpower ceilings will not exceed the total authorized in the approved CEDA Budget.

c. Subsequent to the Commander's approval, the Superintendent will furnish a copy of the Staffing Level to the servicing civilian personnel office for implementation.

3–2. Civilian personnel administration

All personnel processes, including but not limited to appointments, promotions, demotions, reassignments, position classifications, pay administration, career management, and performance appraisals will be accomplished by the servicing civilian personnel office.

3–3. Superintendent appointments

a. Whenever a vacancy occurs in the Superintendent position, the servicing civilian personnel office will recruit to fill the vacancy in accordance with the requirements indicated in AR 290–5, paragraph 1–12.

b. The servicing civilian personnel office prepares a list of all qualified applicants for the Superintendent position. This list of eligibles will be submitted to the Commander, MDW.

3–4. Hours of duty

a. The standard 40–hour week—8 hours a day—applies to all cemetery employees. Except in an emergency, each employee will be advised 2 weeks in advance of any change in tours of duty. Employees will be advised of any conditions which preclude the 2–week notice of change.

b. Supervisors are responsible for ensuring that the number of employees on duty at all times is sufficient to accomplish the interment, ceremonial, and visitors' services missions. Supervisors will submit all requests for overtime, holiday work, and/or change in tours of duty to the Superintendent for prior approval. Overtime and

holiday work will be held to the absolute minimum required to accomplish the specific mission.

c. The Superintendent, Arlington National Cemetery, and/or an authorized representative, must be on duty on the following occasions:

(1) Memorial Day.

(2) Veterans' Day.

(3) Easter Sunday.

(4) All major ceremonies and events.

d. The Superintendent of Soldiers' and Airmen's Home National Cemetery is authorized, in addition to a regular work week, one–half hour of overtime duty on Saturday and Sunday and no more than 2 hours on each Federal holiday, to raise and lower the flag and open and close the gates. The Superintendent of Soldiers' and Airmen's Home National Cemetery must also be on duty as required on Memorial Day or on the day when memorial services are held.

e. The Superintendents of Arlington and Soldiers' and Airmen's Home National Cemeteries may authorize overtime or holiday work if in their judgement it is necessary to the accomplishment of the cemeteries' principal missions, or when an emergency or other extraordinary situation exists.

f. To accomplish interments determined to be necessary, minimum paid overtime or holiday pay is authorized. A Classification Act employee whose rate of pay is in excess of the maximum scheduled rate of Grade GS–10 may be required to take compensatory time off instead of overtime pay.

g. The Superintendent and/or Deputy Superintendent is responsible for designating the individuals who will be assigned scheduled overtime or holiday duty and must formally notify the payroll office so that premium pay may be paid on the basis of certified time and attendance reports.

3–5. Scheduling leave

a. The Commander, MDW, is the approving official for the Superintendent's annual and/or sick leave.

b. Division supervisors are delegated authority to approve annual and sick leave for employees. Absence and leave statements will be administered in accordance with AR 690–990–2.

3–6. Conduct of employees

a. Cemetery employees will conduct themselves in a manner that will reflect credit on themselves and the Government, and that will promote and maintain good relations with the general public and agencies transacting business with the cemetery.

b. Cemetery employees will not engage in any activity or take any action against the Government's interest that will conflict in any way with the administration of the cemetery. Such actions include but are not limited to the following:

(1) Acting as an agent or being an employee for—

(a) Any contractor doing work for the cemetery.

(b) Any company or firm engaged in furnishing the cemetery equipment, supplies, and/or services.

(2) Accepting monies from private sources for services rendered in connection with burials, erection of monuments, or other official duties.

(3) Engaging in private enterprises that interfere with the performance of their duties.

(4) Discussing with visitors unusual conditions surrounding any interment or future plans concerning the cemetery; or expressing a critical opinion regarding the policy of the Department of the Army in the management of the cemetery. This does not prohibit answering any inquiry as to the place of burial, grave number, or similar information regarding a particular interment, or providing other general information regarding the cemetery.

(5) Requesting, without authority, modification of any contemplated, existing, or completed plans, specifications, or contracts approved by the Superintendent, Arlington National Cemetery, for construction work such as landscaping, alterations, remodeling, new construction, or utility service. Authority for such a request must be obtained from the Superintendent, Arlington National Cemetery.

c. The Superintendent will take appropriate disciplinary action in instances of insubordination, misconduct, or delinquency of any employee.

3–7. Personnel records

All civilian personnel records pertaining to civilian employees at Army cemeteries will be maintained by the servicing civilian personnel office in accordance with Department of the Army Civilian Personnel Regulations. Civilian payroll records will be subject to audit and examination by the Army Audit Agency. Standard Form 7–B (Employee Record) will be maintained by the Cemetery Administration Office for each cemetery employee.

3–8. Operating Procedures of the Superintendent and Deputy Superintendent

a. Superintendent. The Superintendent ensures that the following duties are performed in a timely, effective, and efficient manner:

(1) Care and maintenance of cemetery grounds, buildings, structures, and utilities.

(2) Preservation of cemetery property, supplies, and equipment, and accurate accounting for the same.

(3) Enforcement of laws and regulations pertaining to the operation and administration of the cemetery.

(4) Maintenance of records and preparation of reports and correspondence pertaining to the administration, operation, and maintenance of the cemetery.

(5) Continuous inspection and surveillance of cemetery facilities in order to correct or report deficiencies.

(6) Arrangement, coordination, and scheduling of funerals; assistance to families and funeral directors in obtaining religious services and military honors from the military service responsible for providing honors; attending, or providing representation at all interment services; and cooperation in arrangements for Memorial Day or other patriotic services in the cemetery.

(7) Layout and design of gravesites.

(8) Supervision of the opening, setup, and closing of graves.

(9) Erection of temporary grave markers.

(10) Receipt, inspection, and erection of permanent–type headstones, and acceptance inspection of private monuments.

(11) Inspection and acceptance of minor contractual work.

(12) Procurement of cemetery equipment and supplies.

(13) Soliciting, evaluating, and accepting bids for contractual work, supplies, material, and equipment in accordance with and as limited by Contracting Officers' Orders issued by higher procurement authority.

(14) Supervision of maintenance and repair work performed by cemetery personnel.

(15) The daily raising and lowering of the flag and the opening and closing of the cemetery gates.

(16) Receiving visitors and extending appropriate courtesies; maintaining good relations with and supplying information to the public; contacting decedent's next of kin; and, where appropriate, obtaining documents or data relative to interment and reservations.

(17) Examining service data submitted in support of eligibility for interment, and authorizing the interment of those decedents who clearly meet the established current interment eligibility criteria.

(18) Communication with local armed services command posts, camps, and stations; next of kin; and funeral directors with regard to interment eligibility, interment data, and procurement of headstones. Also arranges for interment, provision of military honors, religious services, shipment and receipt of remains, and related subjects.

(19) Represents of the United States in matters pertaining to Arlington National Cemetery to include giving personal tours to visiting dignitaries to the Tomb of the Unknown Soldier, the Memorial Display Room, the J.F. Kennedy Gravesite, and other historic points of interests within the cemetery. The Superintendent will also formally accept all approved items presented to the cemetery for display in the Unknowns' Memorial Display Room.

(20) Designate the routes of traffic within the cemetery for all

funerals and ceremonies. When required, designates specific parking areas to accommodate attendees at ceremonies and special events.

(21) Available to render assistance during non–duty hours on any and all matters pertaining to the cemetery to include residing in Government quarters located in the cemetery.

b. Deputy Superintendent. In the absence of the Superintendent, the Deputy Superintendent will carry out any and all of these duties as required.

Chapter 4
Operations

Section I
Interments

4–1. General

Persons eligible for burial in Arlington and the Soldiers' and Airmen's Home National Cemetery, as well as governing laws and specific eligibility requirements, are in AR 290–5, chapter 2.

4–2. Members of the Armed Forces dying on active duty

a. Interment authorization. The remains of a member of the Armed Forces may be interred in an Army cemetery having grave space upon the receipt of information from the military command to which the member was assigned that the decedent was on active duty at the time of death.

b. Delivery of remains. The remains of a member of the Armed Forces who died while on active duty may be directly consigned to the cemetery from a military installation. In such cases, the cemetery superintendent will, regardless of time of arrival, and if not otherwise provided, engage a funeral director to receive the remains at the common–carrier terminal. The funeral director, if necessary, holds the remains at his or her establishment until the date of the funeral, and delivers them to the cemetery. The funeral director will not be authorized to render any other service prior to the interment.

(1) The Superintendent must receive from the funeral director an itemized invoice of such services with the following certification: "I certify that the above bill is correct and just and payment has not been received."

(2) The Superintendent must confirm the correctness as follows: "The services itemized on this invoice have been satisfactorily rendered. "

(3) The invoice will be forwarded for processing and payment as indicated below:

(a) Army and Air Force: to the Commanding Officer of the continental United States (CONUS) shipping installation or, where the services prescribed by this paragraph are provided by contract, to a designated finance officer.

(b) Navy, Marine Corps and Coast Guard: to the Commandant or Commander of the appropriate Naval District or Coast Guard District.

c. Military honors.

(1) The Superintendent takes care of the coordination and overall supervision of all funerals conducted within the cemetery. This includes the setup at the gravesite and the routes taken by funeral processions within the cemetery. The Superintendent or an appointed representative will attend each funeral to give assistance to the funeral party.

(2) Providing military honors for funerals of deceased military personnel is the responsibility of the service of which the deceased was a member at time of death. However, local arrangements may be made with the other services for furnishing military honors for deceased personnel of another service, provided the rendering of such honors does not interfere with the mission of the accommodating command (AR 600–25).

(3) Cemetery superintendents, upon request, give assistance in arranging for appropriate honors at burial ceremonies for active duty members of the Armed Forces. However, they will not assume responsibility for obtaining honors, nor will they determine the extent of honors to be rendered. Providing the military personnel to participate in burial honors ceremonies is the responsibility of the appropriate command or installation of the service concerned. Instructions concerning the provision of firing squads by Army installation commanders are in AR 600–25.

(4) The rendition of military honors is not mandatory, and the next of kin may request that military honors be omitted.

d. Interment flag.

(1) When remains of decedents who die on active duty with the Armed Forces of the United States are consigned directly to an Army cemetery, the flag is usually inside the shipping case on top of the casket, and the words "flag inside" are marked on the top of the shipping case. If upon arrival at the cemetery there is no flag on the casket, a flag from the cemetery's stock will be used to drape the casket for the interment services. This flag will be presented to the next of kin. In such instances, replacement of the interment flag will be requested, through the supervising office, from the commanding officer of the deceased's last duty station.

(2) It is the responsibility of the cemetery Superintendent (or representative), to see that the flag is presented to the next of kin or his or her representative. If a person other than a parent is next of kin, an additional flag (with case) may be presented to the parent or parents who attend the interment services.

(3) The Survivor Assistance Office will contact the parent(s) concerning the presentation of the flag at the committal services. The presentation may be made after the interment services by the chaplain, clergyman, escort, cemetery Superintendent, or Superintendent's representative. A flag will be mailed to the next of kin or authorized representative if such persons are not present at the interment service. If parents are not present at the service, a flag will be mailed only upon specific request by the parent or parents.

4–3. Former members of the Armed Forces (including retired personnel)

a. General. When a request for burial is received, as much service information as possible pertaining to the decedent will be obtained. This includes the first, middle, and last name under which the decedent last served in the Armed Forces; service number and/or social security number; Department of Veterans' Affairs (VA) claim number; rank at the time of separation; organization; date and place of birth; dates of entry and separation from last service; and such other information as may aid in determining eligibility.

b. Verification. To ensure that the decedent meets the current eligibility criteria, verification of service will be initiated immediately upon request for burial. The interment will not be scheduled until after the verification process has been completed and eligibility for interment has been clearly established by the following methods:

(1) For retired officers of the U.S. Armed Forces, the official Register of Retired Personnel for each branch of service may be used to establish eligibility for interment. The listing of the decedent's name in these registers under the appropriate code indicating the individual was receiving, or was or will be eligible to receive, retired pay will be considered adequate authority for the interment. If the decedent's name is not listed in the register, and if a thorough examination of the service record does not settle the question of eligibility, all available data will be submitted to the Superintendent, Arlington National Cemetery for a decision.

(2) For retired enlisted personnel of the Armed Forces, the decedent's eligibility for interment will be verified by the cemetery Superintendent. All of the decedent's pertinent military data will be submitted to that official for a decision.

(3) For all discharged Armed Forces personnel, the decedent's honorable separation must be verified by the appropriate official record center. The most expeditious means of communication (either telephone or priority message) will be used to transmit pertinent military data. Replies from the record center will be made direct to the Superintendent and will be reviewed to determine—

(a) The service data furnished by the funeral director or family and the data from the official service record coincide, and are for the decedent.

(b) The last period of service was active Federal service, and terminated under honorable conditions.

(4) All discrepancies between the data furnished and record center data must be resolved before the interment, and to the Superintendent's satisfaction.

(5) The Supervisor, Administrative Services Division, is responsible for obtaining service verification from the official record center and for authorizing all burials. When problems in obtaining verification of service data or determining eligibility arise, the matter will be referred to the Superintendent, Arlington National Cemetery.

(6) A former service person who, subsequent to discharge, buried a dependent in the cemetery, and certified that he or she would be buried in the same gravesite, will be permitted burial without further verification of service. The next of kin, or other person responsible for the interment, must certify that the deceased former service person performed no military service after that which provided the basis for the earlier burial of his or her dependent. However, in a case where the dependent was interred while the service person was still on active duty, the official service record must be verified, at the time of the former service person's death, to ensure that the latter's last active duty terminated honorably.

(7) When a request is received for the burial of an eligible decedent, all available cemetery records will be checked to find out previous interments made, based upon that decedent's service. If it is found that a previous interment was authorized, the terms and conditions of the original burial must be complied with.

(8) Whenever a check with the official record center indicates that a decedent's verification of service cannot be satisfactorily completed because the decedent's records were either lost or destroyed, the Superintendent may accept a copy of the decedent's last discharge papers as verification of service. The net of kin must furnish a notarized statement that the discharge document presented represents the decedent's last period of active service.

c. Disabled Veterans' Eligibility for Arlington. A veteran who was discharged before 1 October 1949 for a disability of 30 percent or more is eligible for interment in Arlington National Cemetery.

(1) The veteran's last period of honorable service in the Armed Forces will be verified as indicated in *b* above.

(2) The veteran's name and, if available, service number, social security number, Veteran Affairs (VA) claim number, and the location of the regional office having jurisdiction over the veteran's record will be transmitted to the U.S. Department of Veterans' Affairs for verification of the veteran's disability status.

(3) Cemetery records will be annotated to indicate the date of verification, and the name and office designation of the VA official who provided the verification data.

(4) Veterans eligible to receive a pension for a nonservice–connected disability are not eligible for interment in Arlington National Cemetery unless they meet other qualifying criteria.

d. Decorated veterans' eligibility.

(1) A veteran whose last period of service in the Armed Forces terminated honorably is eligible for interment in Arlington National Cemetery, provided he or she has been awarded any one of the following decorations:

(a) Medal of Honor.

(b) Distinguished Service Cross, Air Force Cross, or Navy Cross.

(c) Distinguished Service Medal.

(d) Silver Star.

(e) Purple Heart.

(2) It must be verified that the deceased veteran was officially awarded one or more of the decorations mentioned. If the official records do not produce positive verification, any one of the following items may be accepted as proof of award:

(a) Copy of the citation or general orders associated with the award.

(b) Copy of discharge papers that indicate the veteran was awarded the decoration.

(c) Copy of an official correspondence from any branch of the U.S. Armed Forces in which there is a notation indicating that the veteran received the decoration in question.

(d) Statement from a veterans' organization chartered by Congress indicating their records reflect the veteran did receive the decoration in question, and that this information was verified from an official source. This statement must be on the organization's letterhead and signed by a duly elected officer of the organization.

e. Military honors. When requested by the next of kin, military honors will normally be provided by the service with which the veteran served. The extent of honors accorded an individual will be determined by the standards in AR 600–25.

f. Interment flag. The furnishing of a flag to drape the casket of an eligible veteran of the Armed Forces is the responsibility of the VA. Flags are issued, upon application of the next of kin or authorized representative, by VA field offices, and most post offices. Cemetery Superintendents are not authorized to issue flags for this purpose. If a casket containing the remains of a veteran arrives at the cemetery without a flag, a flag from cemetery stock may be used for the interment service. This flag, however, will not be presented to the next of kin or authorized representative, but will be returned to cemetery stock.

g. Delivery of remains.

(1) The provisions of paragraph 4–2*b* also apply when remains of U.S. civilian employees of the Armed Forces whose deaths occur while serving outside the continental United States (OCONUS), and who are eligible for interment on the basis of prior military service, are consigned directly to an Army cemetery for interment.

(2) Transportation and/or delivery of remains of retired personnel, veterans, and their dependents from place of death to the cemetery are the responsibility of the next of kin. In some cases, the next of kin may be entitled to reimbursement for the cost of transportation of remains to the cemetery. The next of kin should be advised to contact the VA and Social Security Administration for information concerning reimbursement of transportation expenses. There are no provisions in law or regulation for Army cemeteries to assume any of these transportation expenses.

4–4. Members of Reserve Components and National Guard

a. Membership in a Reserve Component or National Guard unit of the Armed Forces does not in itself constitute eligibility for interment in an Army cemetery. Members are not eligible for burial in an Army cemetery unless they also meet requirements in AR 290–5, chapter 2.

b. Members of Reserve Components or National Guard Units may be eligible for interment in other national cemeteries administered by the VA and should be referred to that office for information concerning interment.

4–5. Members of families entitled to interment

a. Spouse or child.

(1) The Superintendent may inter the remains of a spouse or minor child of a person on active duty with the Armed Forces of the United States, provided evidence is furnished that the service member is in an honorable status at the time of the request for burial.

(2) If an eligible dependent predeceases a former member of the Armed Forces who may be eligible for interment in an Army cemetery, the service of the military member will be verified as indicated in paragraph 4–3.

(3) A DA Form 2386–R (Agreement for Interment), must be obtained from the service member that he or she will eventually be interred in the same grave. The DA Form 2386–R will be completed and maintained in the cemetery record until the service member is interred, at which time the form will be destroyed. Figure 4–1 is an example of a completed DA Form 2386–R. DA Form 2386–R will be locally reproduced on 8½– by 11–inch paper. A copy for reproduction purposes is located at the back of this regulation.

(4) If the service–connected member is unable to complete the DA Form 2386–R by the scheduled interment data, the interment of the dependent can be authorized only by the Superintendent, Arlington National Cemetery.

(5) Provisions outlined in AR 290–5, chapter 2, will be followed when interment of an unmarried adult child is requested.

(6) The provisions of paragraph 4–2*b* apply when the remains of eligible dependents of members of the Armed Forces whose deaths occur while residing with such service members OCONUS are consigned direct to an Army cemetery for interment.

b. Widow or widower.

(1) When a request is received for the interment of a widow or widower of a service–connected person who has already been interred in the cemetery, the Superintendent will require the person making the request to submit a statement attesting to the relationship and to the fact that the widow or widower was, at the time of death, not legally married to another person. (See AR 290–5, para 2–6.) The completed DA Form 2386–R will be retained in cemetery records.

(2) The Supervisor, Administrative Services Division, must obtain from the Superintendent, Arlington National Cemetery, authority to inter the widow or widower of a member of the Armed Forces whose remains have been officially declared nonrecoverable or who was—

(a) Lost or buried at sea.

(b) Officially determined to be permanently absent in the status of missing, or missing in action.

(3) In order to obtain authority, the Superintendent will be furnished as much information as possible concerning the wife's or husband's military service, and the time and date tentatively scheduled for the interment.

c. Close relatives. See AR 290–5, for entitlements.

4–6. Burial permits

a. Burial and/or transit permits will be processed in accordance with state and local laws and regulations.

b. It is permissible, before receipt of the burial permit, to inter the remains of members of the Armed Forces who die on active duty.

4–7. Scheduling of interments

a. The cemetery Superintendent is responsible for controlling the schedule, date, and hour of all interments.

(1) All interments should be scheduled sufficiently early in the day to permit proper backfilling of the grave.

(2) Upon receipt of a request for interment, the requestor will be advised that the time is tentative pending official determination of eligibility and/or authorization for interment.

(3) Under normal circumstances, superintendents will tentatively schedule interments to allow 2 full workdays for verification of service data. However, if verification of service is received before the expiration of this 2–day period and the decedent is eligible, the scheduling of the burial service may be advanced provided the next of kin is agreeable, and there are no conflicts with other scheduled burial services.

b. Upon receipt of a request for interment, all pertinent cemetery records will be checked to determine prior interments or gravesite reservations made in that cemetery for a member of the immediate family of the deceased whose eligibility was derived from the same source. The next of kin or person in charge of the funeral arrangements will be asked whether any such family member has been interred in any other national or post cemetery.

c. Interment in Arlington National Cemetery before determination of eligibility will be the exception rather than the rule. If the Supervisor of the Interment Services Branch has not received verification of service in time to permit the interment as tentatively scheduled, he or she will notify the Superintendent for instructions. Upon consideration of the data available, the Superintendent will make a determination as to whether the interment will be permitted subject to the execution of an agreement for interment by the next of kin or other person who has the authority to direct disposition of the remains. The Supervisor of the Interment Services Branch will obtain the signed DA Form 238R in advance of accepting custody of the remains in all such cases.

d. When gravesite services and interments are not feasible due to hazardous conditions in the interment area, the Superintendent may authorize the service to be conducted at a suitable area near the gravesite. The remains will not be moved to the designated gravesite until after the next of kin and funeral party have departed from the area. However, the next of kin will be notified as to the exact location of the gravesite before he or she departs from the cemetery. If the next of kin objects to this type of interment service, the interment will be rescheduled to a time and date when the area is suitable for conducting interment services. Only the Superintendent or a designated representative may authorize an interment service at other than the assigned gravesite.

4–8. Interment at times other than normally authorized

a. Normally, interments will not be made on Saturdays, Sundays, or holidays.

(1) It is considered that a period of more than 2 consecutive days in which interments are not made may, in some cases constitute an unreasonable hardship upon the next of kin.

(2) The Superintendent may authorize burials on 1 or more of the days of an extended weekend (when a holiday occurs on or is observed by Federal agencies on a Friday or Monday, causing a 3–day lapse in which burials normally would not be made) upon determination that the delay in scheduling of interments would inflict further grief upon the next of kin.

(3) The Superintendent may also authorize interments on weekends if other extraordinary conditions exist (condition of the remains makes immediate interment advisable or religious practice indicates immediate interment).

(4) The Superintendent may, with the approval of the Commander, MDW, authorize burials on weekends because of extraordinary workload or other justifiable emergency conditions exist.

4–9. Interment services and facilities

a. Services provided.

(1) Burial equipment will be provided as justified by the interment workload of the cemetery. Equipment will not be provided for use on burial vaults or other extraordinary requirements beyond usual burial procedures.

(2) Services and facilities available without charge will be explained to the next of kin or a representative when burial arrangements are made. Services and facilities normally furnished include opening, preparation, and closing of the grave, placement and use of decorating grass sets, casket–lowering device, chapel tent or canvas shelter, chairs, and ground cloths. The Superintendent will determine the equipment necessary to prepare a setup.

(3) The Department of the Army will not object to the use of special or additional facilities if they are arranged privately by the next of kin or designated agent. However, the availability of cemetery services furnished without charge will be made known to the individual making the arrangements.

(4) The furnishing, at private expense, of services and facilities more elaborate than those available at a cemetery will not be used as a basis for the Superintendent to ask higher authorities for the provision of more elaborate services and facilities by the Department of the Army.

(5) In cases where private contractors (funeral directors) perform graveside functions and provide services ordinarily performed by cemetery personnel, the provision of such services will be subject to the following:

(a) The use of such private services will be fully coordinated with the Superintendent so that his part in the burial service can be properly arranged.

(b) A determination will be made in each case that such services by the funeral director, in stead of those available from the cemetery, are desired by the next of kin.

(6) The Superintendent will inform funeral directors or others arranging for interments that the acceptance of monies by cemetery employees is prohibited.

b. Burial vaults and liners.

(1) The use at private expense of metal, asphalt, concrete, and

other types of burial vaults or grave liners in national cemeteries is authorized; contractual arrangements will be made by the next of kin. The cemetery must be notified of the outside dimensions of the vault or liner in sufficient time for a grave or proper size to be prepared. The contractor must furnish equipment and personnel to place the vault or liner in the grave before the funeral service and to place the lid or the cover properly after the service is concluded.

(2) Cemetery personnel will avoid conveying the impression to the next of kin that the use of a vault or liner is a requirement of the Government.

(3) Cemetery personnel will ensure that vault installation activities and equipment do not conflict with or detract from funeral ceremonies.

c. Shipping cases.

(1) When outside shipping cases are delivered in advance of remains, funeral directors should deliver them to the gravesite at least 1 hour before funeral services are held. If the grave has been excavated and is ready for dressing, the funeral director should place the shipping case in the grave. If reasonably available, as determined by the Superintendent, cemetery labor may assist in placing the shipping case. If the grave is not completely dug or pumping is required. the funeral director should place the case adjacent to the grave for later placement in the grave by cemetery labor when the setup is made.

(2) Facilities are not provided for overnight storage of shipping cases.

d. Placement of flowers.

(1) Flowers and floral pieces, which normally are delivered to the cemetery immediately before the arrival of the funeral party, should be placed and arranged adjacent to the grave by the funeral director or his or her representative. When close scheduling occurs, the Superintendent may authorize Cemetery personnel to help carry floral pieces from the delivery vehicle to the gravesite.

(2) It should not be assumed that the assistance by cemetery labor in placing floral pieces before a funeral is an obligation of the cemetery. This is a service for which the funeral director normally is responsible.

e. Pallbearers. Cemetery personnel will not act as pallbearers. This does not preclude cemetery labor carrying remains, when away–from–the–gravesite setup is used. Except in those cemeteries where military pallbearers are available, as determined by the military commander concerned, superintendents will inform funeral directors that they are obligated to provide sufficient pallbearers, if not provided by the relatives.

4–10. Viewing of remains in national cemeteries

a. Viewing of remains in Army cemeteries is not authorized since there are no facilities for this purpose.

b. Individuals who request that caskets be opened for viewing of remains will be advised to arrange for private viewing outside the cemetery. All expenses in this connection must be paid from private funds.

c. Requests for the viewing of remains in military chapels will be referred to the chaplain in charge of the chapel in question. The Superintendent will not assume any responsibility for granting or denying permission for the viewing of the remains in military chapels since they do not come under his jurisdiction.

4–11. Conduct of a military funeral

a. General. Information pertaining to funeral and interment ceremonies is in AR 600–25, Air Force Manual 143–1, and NavPers 15956B. The approved method of folding the U.S. flag during a military funeral is indicated in these regulations.

b. Interment area. The Superintendent is responsible for all trees, plants, shrubs, physical conditions, and equipment in the interment areas. Facilities and/or equipment will not be removed, changed, or altered solely for the convenience of rendering military honors, unless authorized by the Superintendent. Officers in charge of military units rendering honors in the cemetery will make appropriate adjustments in troop positioning according to conditions at the gravesite location.

c. Religious Services. When an active duty or retired member of the Armed Forces dies, his or her branch of service will provide a military chaplain to conduct graveside services if desired by the next of kin.

4–12. Group burials

a. Cemetery designation. The casualty officials of the Military Department responsible for processing a group burial will designate the national cemetery in which the group burial is to take place, and will coordinate with the Superintendent for appropriate services in accordance with AR 600–8–1.

b. Date and hour of interment. The Superintendent determines the date and hour of interment in coordination with the Military Department responsible for the group burial. Based upon the date and hour set for interment, the Military Department responsible for interment will inform the shipping installation and the cemetery Superintendent of the date and hour the remains are to arrive at the designated common–carrier terminal or at the cemetery, if delivery is made by motor vehicle.

c. Military honors and religious services. The Military Department responsible for the group burial will arrange appropriate military honors and burial services.

d. Notification of next of kin. The Military Department responsible for the burial will notify each next of kin of the location, date and hour set for interment services in sufficient time to enable them to attend. Instruction on providing transportation for the next of kin to attend group burials will also be furnished by the responsible Military Department.

e. Foreign dead. When a group burial includes both U.S. and foreign decedents, the Military Department responsible for the burial will notify the Department of State of the following in order that the appropriate foreign embassy may be advised:

(1) The names of the foreign decedents in the group and the address of the next of kin, if available.

(2) The total number of remains in the group.

(3) The total number of caskets containing the group remains.

(4) The scheduled location, date, and hour of interment.

(5) All other information pertinent to the special nature of the case.

f. Superintendent. The cemetery Superintendent within the guidelines of regulations is responsible for:

(1) Notifying the Military Department responsible for the burial when the arrangements for a group burial have been completed.

(2) Furnishing, as available, assistance by the Military Department responsible for the group burial.

(3) Furnishing all practical assistance to the next of kin.

(4) Execution of final interment on the date and hour scheduled. The group burial plot, as well as such detail features as corner markers and grave markers, will be laid out on the basis of interment diagrams (See fig 4–2 and 4–3.)

(5) Ensuring that a U.S. flag (with case) accompanies the remains for each military deceased included in the group burial. When the next of kin of a decedent is present, a flag (with case) other than a ceremonial flag used to drape the caskets, will be presented to that next of kin. If next of kin is a person other than a parent (such as a widow), a flag (with case) may be presented to the parent or parents who attend the interment services. The Survivor Assistance Officer will contact the parent(s) to ask if they wish to be presented with a flag at committal services. The presentation may be made by the chaplain, clergyman, escort, or cemetery Superintendent. The Superintendent mails the flag(s) to the next of kin or authorized representatives if they are not present at the services. However, flag(s) will be mailed to one parent or parents only upon specific request. The date the flag is mailed will be indicated on the DA Form 2122 (Record of Interment/Inurnment).

g. Group headstone or marker. The Superintendent will submit completed DA Form 2122 together with a design drawing to the U.S. Department of Veterans' Affairs for each group burial headstone or marker required. The VA will order the headstone or

marker for delivery to Arlington National Cemetery. The headstone will be inscribed with the name of each member of the group. The next of kin will not be required to furnish inscription data.

h. Photographs. When the stone has been erected and the grave is in a presentable condition, the Superintendent arranges to have the grave and headstone or marker photographed. The photographs will be forwarded to the next of kin of each decedent in the group.

4–13. Preparing, closing, and marking graves

a. Special care will be taken to ensure that graves are laid out and numbered in accordance with gravesite layout plans approved by the Superintendent.

b. When casketed remains are to be interred, graves will be dug 5 feet deep for a single burial when no future interment is anticipated, and 7 feet deep or more for two or more interments in the same graves. (See fig 4–4.)

c. When cremated remains are to be interred, the grave opening will be approximately 18 inches square and 3 feet deep. The center of the opening will be approximately 30 inches from the foot end of the gravesite.

(1) When a second container of cremated remains is interred in the same grave, the center of the opening will be 4 feet from the head of the gravesite.

(2) When cremated remains are to be interred in a grave containing casketed remains, the former will be placed on top of the casket and the grave opening located as in *c* above.

(3) When casketed remains are to be interred in a grave containing cremated remains, the latter will be placed on or beside the casket.

d. Where possible, turf will be removed in uniform pieces, square or rectangular in shape, and averaging 1 inch in thickness of soil, so that it can be neatly replaced when the graves are filled. Topsoil removed will not be used for backfilling of graves, but will be stockpiled for use as top dressing for the graves. Excavated earth will be neatly piled on a tarpaulin or similar cover in the vicinity of the grave, except where complete removal is more expedient. It will be covered with grass greens or canvas covers to prevent an unsightly appearance during funerals. Casket–lowering devices will be installed and facilities made ready prior to arrival of the funeral party.

e. When a grave, reopened for a second interment, is found not to be deep enough to permit the interment, the first remains will be lowered sufficiently to allow for the second interment. Care will be taken to screen off the gravesite from public view while the removal is made.

f. Graves will be closed as soon as possible after interment services and before the close of business on the day of interment. When filling graves, earth will be thoroughly tamped in layers not exceeding 1 foot. Care will be taken to tamp all voids surrounding the burial case to reduce subsequent ground settlement. Sod will be carefully replaced and graves will not be mounded. Sunken graves will be filled level with the ground and care will be taken to preserve and replace topsoil and sod.

g. Live or artificial floral emblems, wreaths, evergreens, or cut flowers left by the funeral party will be neatly arranged upon the graves.

h. DA Form 2385 (Temporary Grave Niche/Marker) (fig 4–5), which shows the grave or niche and section number, name, grade, branch of service, dates of birth, death, and interment or inurnment will be inserted in a commercial–type metal gravemarker. (See fig 4–6.) The form should be typewritten in capital letters or handlettered with waterproof ink. The marker will be placed at the grave or niche immediately after an interment and will not be removed until the permanent headstone or niche marker is installed.

4–14. Assignment of gravesites

a. The Superintendent is responsible for the assignment of all gravesites in the cemetery under his or her jurisdiction. Gravesites will not be assigned in advance of actual need. Funeral directors, next of kin, or others making arrangements for interment will be advised that private selection of specific gravesites or sections is not authorized.

b. Under present policy, only one gravesite is authorized for the burial of the service member and eligible members of the immediate family (AR 290–5, para 2–5). When arrangements are being made for the burial, the surviving spouse will be informed of the one–gravesite policy and the right to be interred in the same gravesite. The Superintendent will ascertain at that time whether or not eventual interment in the same grave is desired. If so, DA Form 2122 will be so annotated. Gravesite reservations made before the one–gravesite policy will remain in effect as long as the reservee remains eligible for interment.

c. The cemetery Superintendent will communicate every 5 years with the surviving nonservice–connected spouse having a reservation to determine whether the reservation is to remain in force. In the event that it is not possible to obtain a request for continuation, the reservation is subject to cancellation.

4–15. Disinterments

AR 290–5 contains general information and requirements covering disinterment and removal of remains from Army cemeteries.

Section II
Headstones and Markers

4–16. General

General instructions on headstones and markers are in AR 290–5.

4–17. Delivery and receipt

a. Headstones and markers for Army cemeteries are procured by the U.S. Department of Veterans' Affairs. That office will furnish the Superintendent a list of the headstones or markers that have been ordered for the cemetery.

b. Pending receipt of the headstone, the Superintendent will set up a suspense file, by month, using the DA Form 2122. Upon receipt of the summary of monuments list the inscription data will be verified with the DA Form 2122, and any discrepancies noted will be telephoned at once to the U.S. Department of Veterans' Affairs, so correction can be made before the headstone is inscribed. Cemetery records will be annotated to indicate that date and time the corrections were called in.

c. The Superintendent reviews the suspense file each month. Followup action in writing will be taken if the headstone has not been received within 120 days after interment. This followup action will be sent to the Procurement Division, National Cemetery System, U.S. Department of Veterans' Affairs. It will include the decedent's full name, date of interment, grave number, section, and SF 1103A (Government Bill of Lading (GBL)) number, if available.

d. When the next of kin inquires about nonreceipt of a headstone, and the normal time period has elapsed, the Superintendent corresponds with the Director, instead of suggesting that the next of kin write for the information. In this way, the Superintendent knows first hand of the problem and ensures that the headstone is erected as soon as possible.

e. When a headstone is received at the cemetery, with no discrepancies, the DA Form 2122 will be annotated to include date received and erected, and GBL number.

f. When headstones or markers are delivered to the cemetery, the Superintendent examines them for damage. Any damage will be noted on the carrier's delivery ticket. The Superintendent also obtains a damage inspection report from the carrier and forwards this report to the Director, Monument Service, National Cemetery System, U.S. Department of Veterans' Affairs, along with a letter requesting a replacement of the broken or damaged headstones. In the event the carrier's agent does not inspect the damage, the Superintendent notifies the U.S. Department of Veterans' Affairs so that they may obtain adjustments from the carrier.

g. When headstones or markers are delivered to the cemetery and the Superintendent is not able to inspect the headstone at that time, he will annotate the carrier's delivery ticket to indicate the delivery is being accepted conditionally, and that any concealed damage will

be reported at a later date. The procedure for replacement of a damaged headstone indicated in *f* above will be followed.

4–18. Erection and storage

a. Headstones and markers will be erected as soon as possible after receipt. They will be protected from the weather to avoid damage or staining from crating materials. Preferably, each stone will be placed to rest on its long edge in a vertical freestanding position for easy accessibility. When there is a shortage of space and there is a wall or other substantial support at the storage area, the headstones may be stored resting on their bottom edge and leaning against the wall at a safe and stable angle. Several stones may be stacked against the first to conserve space.

b. Headstones for individual graves will be erected on the centerline at the head of the grave with the inscription facing the grave. They will be set plumb and aligned laterally, transversely, and diagonally with the headstones at other graves. (See fig 4–7.) Measurements will be taken from the section layout monumentation points and not from headstones previously set; in this way, small discrepancies in measuring will tend to cancel out and not be compounded.

c. New and replacement headstones in old sections (where stones have not been and cannot be set at the standard height) will be set at the same distance above ground as adjacent headstones, provided they can be set with the inscription above the ground level. When reporting new interments or requesting replacement of headstones in such sections, the Superintendent will indicate in the "Remarks" box on DA Form 2122 (or in a letter if a replacement is required) the height of existing headstones in the section so that the last line of the inscription on the stone will not be too close to the ground.

d. When a general realignment or resetting of headstones is scheduled in an area where there are older types of markers, they should be set in accordance with the following:

(1) Upright type (35– or 10– by 2–inches): set 18 inches out of ground.

(2) Unknown type (30– by 6– by 6–inches): set 12 inches out of ground.

e. In new sections of Army cemeteries, all upright headstones will be set at a nominal height of 24 inches from the finished grade to the top of the arc. Headstones which have been previously set at other heights above grade, but present a neat and uniform appearance with the inscription visible, will not be reset to meet the stated heights. The nominal height of 24 inches for the current standard of headstone setting is the average height. Minor deviations in the normal height are permissible to provide a fair and pleasing top line and to compensate for slight ground rises or depressions within a burial section. Where a number of adjacent stones are set or reset in a section and ground conditions make vertical settlement likely, an extra 1 inch may be allowed in the aboveground projection when the stone is initially set.

f. Trees or shrubs that obstruct headstones will be considered for removal. When trees are to be retained, the portion of an affected headstone that is, or should be, below the ground will be removed. The remaining portion will be used as a flat marker, with long dimension parallel to the longitudinal axis of the grave. Cutting to size will be done locally. Where it is impracticable to remove or cut the existing headstone, the cemetery Superintendent will submit a request for a shortened replacement stone giving complete justification for the replacement. Instructions for the placement of the shortened–type stone on the grave are in figure 4–8.

g. Unless approved special one–man devices are available, headstones will be lifted, transported, and set by at least two men. Realignment, when consisting merely of straightening the headstone with a prybar or similar implement, may be done by one man.

h. Where a flat marker is used, it will be set on the gravesite with its top edge 7 inches from the head of the gravesite and centered on the width of a grave. The face of the marker will be set 1 inch above the parallel to the surface of the ground. Instructions for location and placement of flat markers are in figure 4–7.

4–19. Maintenance

a. The natural surfaces of headstones and markers will be retained. They will not be painted, white washed, or calcimined.

b. Headstones and markers will be cleaned to remove objectionable accumulations, such as bird droppings, mud, tire or hose markings, grass stains, residue from trees, and fungi. The toning or patina of the stone will not be removed unless as a result of cleaning to remove such accumulations. In this instance, the stone should be cleaned in its entirety to present a uniform appearance.

c. The following methods will normally be used for cleaning headstones or markers.

(1) Marble headstones and markers. Add one–half pound of calcium hypochlorite (Ca(OC1)2) to 13 quarts of water and mix thoroughly. For best results, apply the solution with a longhandled brush and scrub the headstones until all foreign material is dissolved. Rinse with clear water.

(2) Flat granite markers.

(a) To remove grass stains and mud, wet the marker with clear water. Apply a small amount of any standard household detergent, powder, or liquid, in accordance with manufacturer's directions. Allow emulsion to form, scrub with brush, and rinse.

(b) To remove rust or stubborn dirt stains, wet marker with clear water. Apply, with a brush, a solution of 2 parts orthophosphoric acid and 1 part water. Rinse thoroughly when stain disappears. Failure to remove solution may result in discoloration and damage to the surface of the stone. Exercise extreme caution in using this solution. Personnel performing the work, mixing the solution, or pouring it from one container to another, should be equipped with acid–proof face protectors, rubber gloves, aprons, and boots. Employees applying the solution should stand on the windward side of the stone. The following method may be tried in place of the orthophosphoric acid solution: wet the marker with clear water, apply a mild abrasive cleanser (diatemaceous earth or volcanic ash), and rub gently with a fiber brush until stain disappears.

c. Superintendents will exercise utmost care to prevent headstones and markers from being chipped, marred, or damaged.

4–20. Replacement

Headstones and markers will be replaced only as prescribed by AR 290–5. Requests for replacement will be submitted to the Procurement Division, U.S. Department of Veterans' Affairs, with the following information:

a. Inscription data. Extent of illegibility or type of damage (chipping, scratching, cracking, breakage, or discoloration), and area of stone or marker affected. A sketch will be attached, where necessary, to portray accurately the extent of damage.

b. Cause of damage. State corrective action taken to prevent similar damage if caused by cemetery activities.

c. Report of damage. State whether damage was reported by next of kin or cemetery personnel.

Section III
Private Monuments

4–21. Authority for installation

a. Prior approval of the Superintendent is required for monuments and markers to be erected in Army cemeteries at private expense to mark graves in stead of Government headstones and markers. General instructions concerning private monuments and markers are in AR 290–5.

b. Written authority from the next of kin or other responsible person must accompany any request for the erection of a private monument. Such request will include the full name, address, and relationship of the next of kin or responsible person.

c. The letter of approval from the Superintendent to the next of kin or responsible person will include a statement that it is agreed that the Department of the Army will not be liable for maintenance of, or damage to, the monument. The Department of the Army may replace the monument with a Government headstone if it is not maintained in a safe and serviceable condition, as determined by the Department of the Army.

d. If the request is to erect a private monument to span two gravesites, or to mark a single gravesite in which an additional interment will be made, the letter of approval will include the statement that the purchaser of the monument will make all necessary arrangements, financial and otherwise, to provide for the completion of the inscription when the subsequent interment has been made.

e. Footstones are permitted only at graves in lots marked with a private monument spanning the centerline of the lot. Should the next of kin or responsible person desire to place a footstone, application will be submitted to the Superintendent, with a drawing showing the design and proposed inscription.

4–22. Stipulation of contracts

a. The Department of the Army does not recommend any monument firm but grants permission for the erection of monuments in individual cases. Therefore, any transaction or arrangement with a monument firm must be considered a private matter for which the Department of the Army assumes no responsibility.

b. Contracts made by next of kin or responsible person with a monument firm for the erection of a private monument or marker will stipulate that such monument or marker is—

(1) Subject to approval by the Superintendent, Arlington National Cemetery.

(2) Subject to determination whether private monuments or markers are permitted in the section where the grave is located.

4–23. Emblems and insignia

Full–sized drawings of details of carvings, emblems, insignia, or molded effects must be submitted to the Superintendent, Arlington National Cemetery (AR 290–5). The drawings will show in detail the kind of carving and lettering, such as V–sunk, U–sunk, or panelled. Shaped carving will be used to place emblems and insignia on monuments.

4–24. Specifications

a. Size of monuments. The dimensions of any monument will be governed by the size of the gravesite or lot (2 gravesites) on which it is to be erected. The minimum width of a monument will be 13 inches at the ground level. The maximum width of a monument permitted on any lot or gravesite will be 7 feet at the ground level with a minimum of 6 inches between the extreme ends of the monument and the side boundaries when centered on the site. On narrower lots or gravesites for example, the standard gravesite of 5–foot width, the monument will be restricted to a size that will provide the same minimum of 6 inches between the ends of the monument and the side boundaries of the site. The thickness of the monument will be governed by its width and height and by the space available between the foot of the excavation (interment) of the abutting gravesite and the head of the excavation of the gravesite on which the monument is to be placed. The maximum thickness and height permitted are 2 and 5 feet, respectively. The center line of the monument will be aligned laterally and longitudinally with the centerline of existing headstones and monuments. Footstones will not exceed 10– by 20–inches at the top.

b. Type of material. The monument must be constructed of durable stone, an approved color, and clear monumental stock of the very best quality. Any stone (granite or marble) that can be identified by name on the list of materials approved by the Superintendent for the erection of monuments may be approved upon written application. Otherwise, a sample must accompany the drawing.

c. Finish. A fine axed, hammered, rubbed, steeled, sanded, or honed finish is permissible for the exposed surfaces of the die block, and all such surfaces will be of matching finish. If any surface of the die is rubbed, all other surfaces (except undersurface) will also be rubbed. Glossy polished surfaces are permitted under the same conditions. It is also required that the die and base of the monument be of the same material and finish. The wash and margin of the base will be finished to match the die block. Footstones will be considered of the same material and will match the finish of the monuments erected on the lot. One–piece (monolith) monuments may be finished as specified for the die block described above. Since the lower portion of such monuments is subject to damage, it is suggested that a simulated joint be provided and the surface of the monument below this line be finished rock–faced. Such line usually will be more than 12 inches above the bottom of the exposed portion of the monument if on fairly level ground, but should be at least 4 inches above the high point of the grave on sloping ground.

d. Engraving. Inscriptions will be aesthetically arranged on the monument to enhance the appearance of the stone. V– or U–sunk letters normally will be used. Raised carving or lettering may be used only within a sunken panel, and the outer face of the lettering or carving will not extend beyond the surface of die. The word "panel," means that raised carving (decorative elements, insignia, and lettering) must be surrounded by a solid border or edging that may or may not be the face of the monument, but must be at least 1 inch wide, and project from its field at least to the extent of the maximum projection of the carving. All lettering must be of first–class workmanship, properly proportioned, spaced, and cut to ensure permanency and legibility. V–sunk letters will be cut so that the sides of the V are straight, preferably at 60 degrees to the face of the stone. Although hand–carved and sandblasted lettering are permitted, the type used must conform to that shown in the specifications previously approved by the Superintendent, Arlington National Cemetery. Any additional inscription at a later date will be of the same type and style as the original. No artificial coloring, pigment, pencil, milk, or other foreign substance will be used on inscriptions or carvings. The use of a portable sandblasting machine in the cemetery is permitted, but the using firm will be required to leave the surrounding ground in the same condition as when the work was started.

e. Requirements for inscriptions.

(1) The inscriptions for the service member must be placed on the front face of the monument, and must include the following: name, rank, organization or component, and date of death.

(2) When the wife, husband, or child of a service–connected person is interred in the same grave, it is customary and desirable to place that person's inscription on the front face of the monument. It may, however, be placed on the rear face or sides. The relationship, name, and date of death are mandatory. Terms of endearment such as "Beloved Wife" are permitted. Inscriptions for a nonservice–connected person will not be permitted before the interment.

(3) Where the service member and spouse are to be interred in the same grave and a monument is erected before the death of the service member, the name of the service member must appear on the front face of the monument. Sufficient space must be reserved to complete the inscription.

(4) The following optional elements may be placed on the front or rear face or on the sides:

(a) For service members. Any decorations or military honors awarded, corps or other service badges and insignia of a strictly military nature; those of such organizations as the American Legion and the Veterans of Foreign Wars (membership is confined to persons with former military service); and wars and campaigns participated in.

(b) For service or nonservice dependent. Date of birth, place of birth and death, and not more than two lines of biblical or classical quotations in English. Source reference must be furnished for both, but may be inscribed only in connection with Bible quotations.

(5) The following optional elements may be used only on the rear face and sides and only for service–connected persons: official titles held in civilian life and inscriptions in conformity therewith; any insignia of fraternities and societies, if they are not grotesque.

(6) The family name, an optional element, may be used on the rear face only.

(7) The grave or lot number will be inscribed on the lower right–hand comer of the rear face of the die in numbers approximately 5/8 inches high. On a one–piece monument, the number will

be on the rear face, near the lower right comer, not more than 6 inches above the grade.

(8) Trademarks or copyright designations are optional elements. They will be placed in the lower left–hand comer of the rear face of the die, not more than 6 inches above the base line or above ground level in the case of a one–piece monument. The symbol may be incised in the monument or a nonstaining metal piece inserted flush with the surface of the monument. The symbol will not exceed one and one–fourth inches at its greatest dimension. The request must specify that a trademark or copyright designation is to be used and that the purchaser is agreeable to its use.

4–25. Delivery and acceptance

a. The Superintendent will inspect the monument when delivered to the cemetery. If it does not conform in every detail to the requirements prescribed by the Superintendent and these regulations, or is otherwise unsatisfactory, it will not be erected, even though satisfactory to the purchaser. Monument dealers should therefore be advised to visit the site of a proposed monument to familiarize themselves with the grade.

b. Monument dealers will be required to report to the Superintendent's office before starting any work in connection with the erection of the monument. This is required so that cemetery personnel will have knowledge of the proposed work and can perform their inspection and control responsibilities. Monument dealers will also be required to unload and set each monument individually. They will not be permitted to deliver several monuments at different locations for subsequent setting.

4–26. Erection

a. Foundations. Foundations for monuments will be constructed and placed by the monument firm.

(1) The foundations will be made of portland cement consisting of 1 part cement; 2 parts sharp, clean sand; and 4 parts washed gravel or broken stone of a hard nature, mixed with a minimum amount of water for workability. The stone or gravel will not be larger than a 3/4–inch cube.

(2) The foundation will extend the full size of the monument base and will be brought within 1 inch of the lowest point of grade.

(3) The depth of the foundation will be at least 3 feet below the lowest point of grand not less than 6 inches below the frost line.

(4) The foundation will not be wider than 4 feet for a monument placed on a lot spanning two gravesites, with a minimum of 6 inches between the extreme ends of the foundation and the side boundaries of the site when centered.

(5) The excavation for the foundation will be dug with straight and plumb sides and level bottom.

(6) The Superintendent must approve the excavation before the pouring of the concrete.

b. Subbase.

(1) Where subbase is used, the bottom surface of the base will be finished straight and true in order to make a joint of uniform thickness where it meets the subbase. Where the subbase consists of more than one piece, the vertical joints will be on the ends of the monument and not on the front or rear face. Pieces less than 3 inches high and 6 inches thick will not be used.

(2) The subbase will be set level and true to line, and the remainder of the foundation built up the same height with concrete of the same mixture as used for the lower portion. It will be allowed to set at least 24 hours before the monument is placed.

(3) Humoring or other alteration of the natural grade of a lot to avoid the use of a subbase will not be permitted.

(4) A subbase or levelling stone of sufficient height to raise the base to the required level will be furnished where the grade of a lot upon which a two–piece monument is to be placed is such that placing the base on a level foundation 1 inch below the point of grade would cause the outside edge of the wash to be less than 4 inches above the highest point of grade. This subbase may be in one or more pieces and will be of the same material and finish as the base. If desired, it may project slightly beyond the edge of the base, but in no case more than three–fourths of an inch.

c. Securing die stone to base. When, in the opinion of the Superintendent, the monument would lack stability and result in a hazard, stainless steel or bronze dowels will be required to secure a die stone to base, and/or the base of a monolithic monument to its foundation. The dowels will be of the size and number approved by the Superintendent. Monoliths of narrow design will be set in a pocket, precast in the foundation.

d. Cessation of work. All work in connection with the setting of a monument or cutting of an inscription will cease while a funeral or interment is being conducted nearby.

e. Use of powered trucks. Monument dealers will not be permitted to drive powered trucks over grassed areas. Monuments will be moved from the regular established roadways to gravesites on wooden pipe rollers placed upon plant skids laid on the grass, or by means of pneumatic–tire hand trucks approved by the Superintendent. Monuments will not be moved while the turf is in a soft condition.

f. Condition of grounds. After the erection of a private monument, the Superintendent will make certain that the monument dealer leaves the surrounding grounds in the same condition as when the work began.

g. Compliance with rules. Monument dealers must comply with all applicable rules and regulations. Violations will be brought to the attention of the Superintendent, who may refuse to grant violators permission to place other work in the cemetery.

4–27. Disposition of headstones or markers

Any headstones or markers placed before the erection of the private monument will be removed by the monument dealer and turned over to the Superintendent for proper disposal in accordance with Department of the Army regulations.

Section IV
Memorials and Commemorative Tablets

4–28. General

The erection or placing of monuments, memorials, and tablets in Army cemeteries to commemorate events, units, groups, and organizations is not permitted except as authorized by a Joint or Concurrent Resolution of the Congress. Memorial markers dedicated to persons missing in action or whose remains are not recoverable can be erected, as indicated below.

4–29. Authority and jurisdiction

a. The Act of August 27, 1954 (68 Stat. 880), as amended by the Act of July 3, 1956 (70 Stat. 489) (24 USC 279d) provides as follows: "The Secretary of the Interior and the Secretary of the Army shall set aside, when available, suitable plots in the national cemeteries under their jurisdiction to honor the memory of members of the Armed Forces missing in action, or who died or were killed while serving in such forces, and whose remains have not been recovered, have been buried at sea, or have been determined to be nonrecoverable, and shall, under regulations to be jointly prescribed by them, permit the erection of appropriate markers thereon in honor of any such member or groups of members."

b. Final determination of eligibility to have a memorial marker placed in an Army cemetery will be made by the Superintendent.

4–30. Application for memorial headstone or marker

VA Form 40–1330 (Application for Headstone or Marker), will be completed by the next of kin and submitted to the Superintendent for processing to the U.S. Department of Veterans' Affairs.

4–31. Memorial sections

a. A detailed layout map of each Memorial Section will be prepared by the Superintendent, Arlington National Cemetery. Details of the memorial sites, 5 by 5 feet, the location where the markers are to be erected, as well as provisions for recording the placement of markers, will be included in each plan. These plans will serve as

the permanent record of memorial markers unless the volume requires a supplemental record, in which case the Superintendent may also keep a DA Form 2122, with the title of the form "Record Of Interment/Inurnment" blocked out, and the top of form annotated in Caps "MEMORIAL MARKER."

b. Section and plot numbers will be assigned in alphabetical and numerical order by the Superintendent. Upon erection of the marker, the Superintendent will annotate on the order form the date the marker was received and the date the marker was erected. The Memorial Section layout plan at the cemetery will be posted by the Superintendent. He or she will also notify the next of kin of receipt and erection of the Memorial Marker.

4–32. Delivery and inspection

The procedures prescribed for the receipt and inspection of headstones (para 4–17*f*), are applicable to the inspection of memorial markers for damage or imperfections, and errors in inscriptions.

AGREEMENT FOR INTERMENT

For use of this form, see DA Pam 290-5; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 24 USC 281 and AR 210-190.

PRINCIPAL PURPOSE: To permit interment of a deceased dependent.

ROUTINE USES: To be filed at the interring cemetery, with access restricted to DOD personnel.

DISCLOSURE: Voluntary, but failure to provide personal data requested could delay or preclude interment.

NOTE: "Interment" as used herein refers to either ground burial or inurnment in a Columbarium niche.

This Agreement made this 4th day of May, 1982.

I, John N. Smith (Name), wish to have my wife (Relationship), Jane M. Smith (Dependent's Name), interred/inurned in Sec 69, Gr. 13-D (Grave or Niche Location), Arlington National Cemetery Cemetery on the basis of my present eligibility for interment therein.

Therefore, I agree to be interred in the same grave/niche upon my own death, and direct my executor to carry out this commitment if I am unable to do so. I further agree that, should I become ineligible for interment in the Cemetery, should I or my executor decide in future I will be interred elsewhere, or should this agreement become unenforceable for any other reason, my dependent's remains will be removed from the Cemetery without cost to the Government.

SIGNATURE

John N. Smith, COL, 111-22-3333
PRINTED NAME, GRADE, AND SERVICE NUMBER/SSN

U.S.A.
ORGANIZATION

121 Main Street
HOME OF RECORD *(Street Address)*

Arlington, VA 22207
(City, State, ZIP Code)

WITNESSES:

(1) Mary Smith Doaks
SIGNATURE

12 Blank Street
STREET ADDRESS

Aspen, Pennsylvania 19000
CITY, STATE, ZIP CODE

(2) William T. Penn
SIGNATURE

1208 Blank St.
STREET ADDRESS

Philadelphia Pa. 19001
CITY, STATE, ZIP CODE

THIS PORTION TO BE COMPLETED BY CEMETERY PERSONNEL

GROUND BURIAL	COLUMBARIUM INURNMENT	
SECTION: 69	COURT	STACK
GRAVE: 13-D	SECTION	NUMBER

DA FORM 2386-R, Jun 82 REPLACES DA FORM 2386, FEB 64, WHICH IS OBSOLETE.

Figure 4-1. Sample DA Form 2386–R Agreement for Interment

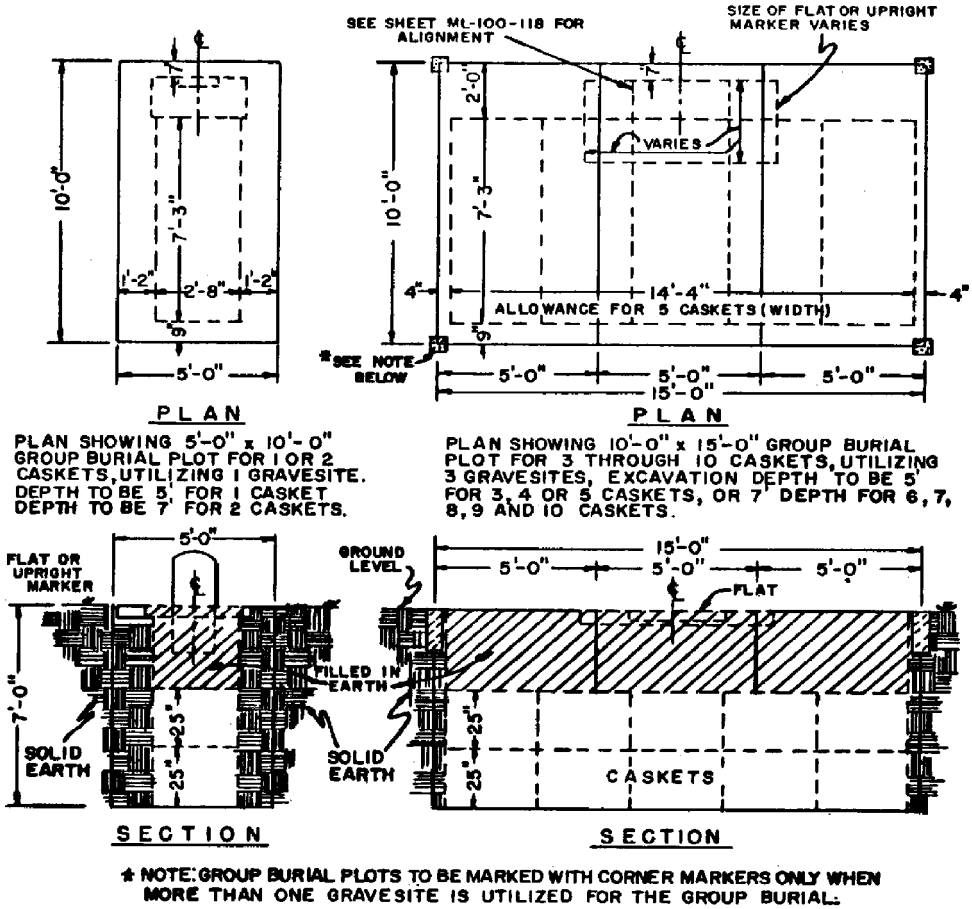


Figure 4-2. Group burial plots for 1 through 10 caskets

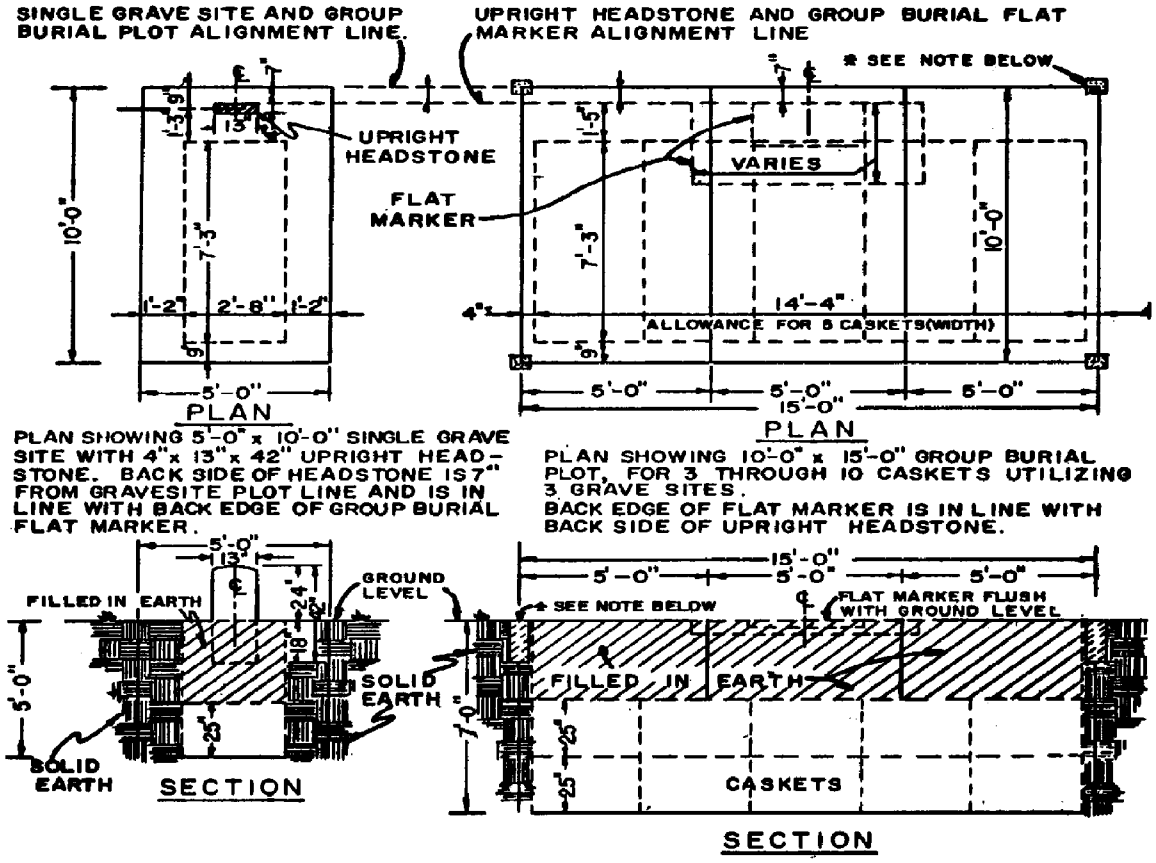


Figure 4-3. Method of alining group burial flat markers with upright headstones

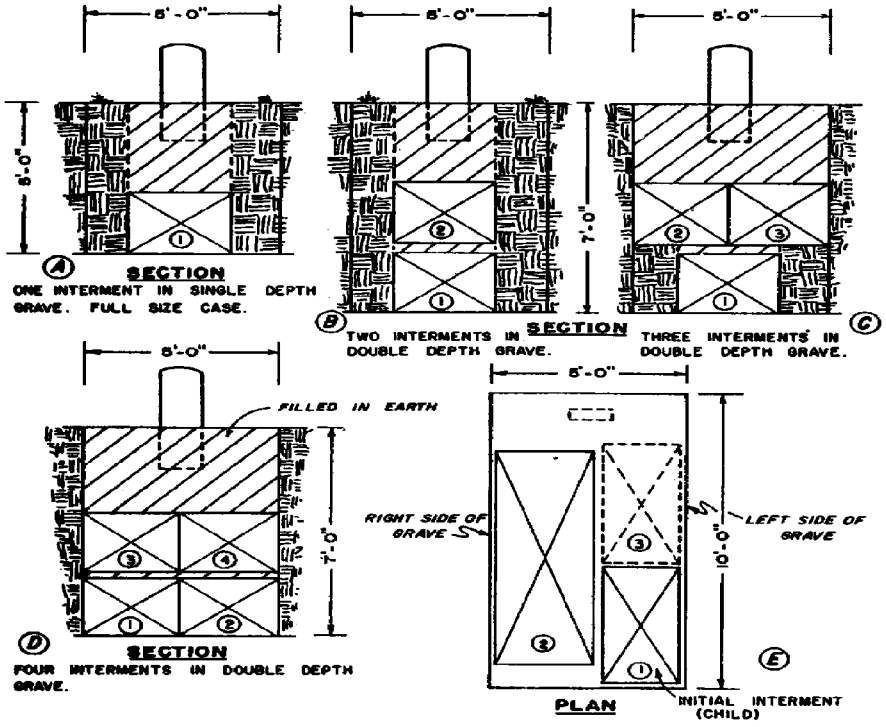


Figure 4-4. Side by side interments in one gravesite

TEMPORARY GRAVE/NICHE MARKER

NAME (Last, First, Middle)								PVT MON
DOE, John Albert								NO
GRADE	BRANCH OF SERVICE				RELIGIOUS DENOMINATION			
SFC	US ARMY				PROTESTANT			
DATE OF BIRTH			DATE OF DEATH			DATE OF INT/INURN		
MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR
Nov	18	1921	Apr	30	1982	May	03	1982
WAR SERVICE					RELIGIOUS EMBLEM			
WW II KOREA VIETNAM					Christian			
GRAVE NO.	SECTION NO.	NICHE/COURT	SECTION		STACK		NUMBER	
1525	67							

(Detached from DA Form 2384)

Verification of Headstone/ Niche Marker Data

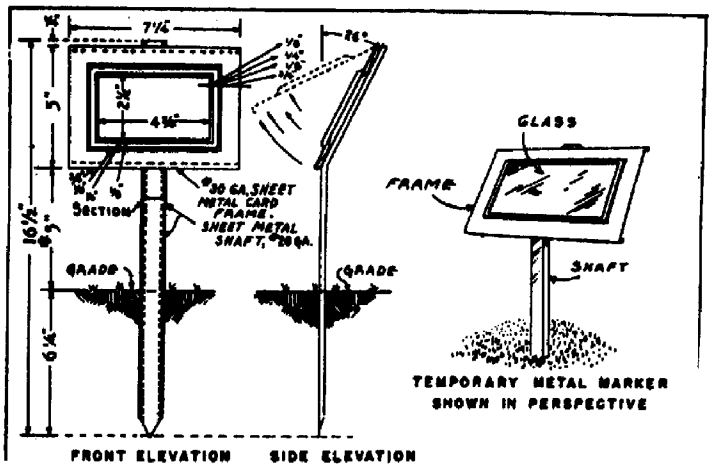
This information will be used by the Veterans Administration for the inscription to be shown on the Government headstone. Any desired changes, corrections, or additions to the information shown on the form should be made in the space provided below.

CHANGES/CORRECTIONS/ADDITIONS:		
Request that the following inscription be shown on the headstone: "Duty, Honor, Country."		
I certify that the information furnished above is correct:		
DATE	RELATIONSHIP TO DECEASED	SIGNATURE OF NEXT OF KIN
May 3, 1982	Widow	Mrs. Florence Doe

DA FORM 2385 Jun 82 — EDITION OF MAY 71 IS OBSOLETE. — TEMPORARY GRAVE/NICHE MARKER

For use of this form, see DA Pam 290-5; the proponent agency is ODCSPER

Figure 4-5. DA Form 2385 (Temporary Grade/Niche Marker)



1. The illustrated marker, consisting of a rustproof sheet metal frame, of thickness noted, with hinged card receptacle meets the requirements established for use in national cemeteries, however, commercially available markers satisfying the above requirements will be acceptable.

2. A tolerance of ½ inch plus or minus from indicated dimensions will be permitted but thickness of metal indicated shall be minimum.

3. Card frame and holder shall be so constructed as to permit easy insertion and removal of card with no tools except screw driver. Frame shall be fitted with a secure latch which will prevent accidental removal or loss of card when closed and shall be weatherproof.

4. If material is of steel, the marker will be treated, after fabrication, to galvanizing or the application of rust inhibiting paint and finished in enamel. No finish coating required if non-rusting metal is used.

* Shaft length above grade may be increased to 18" in those cemeteries subject to deep snow.

Scale 3" = 1' — 0"

Figure 4-6. Temporary upright metal marker for gravesites

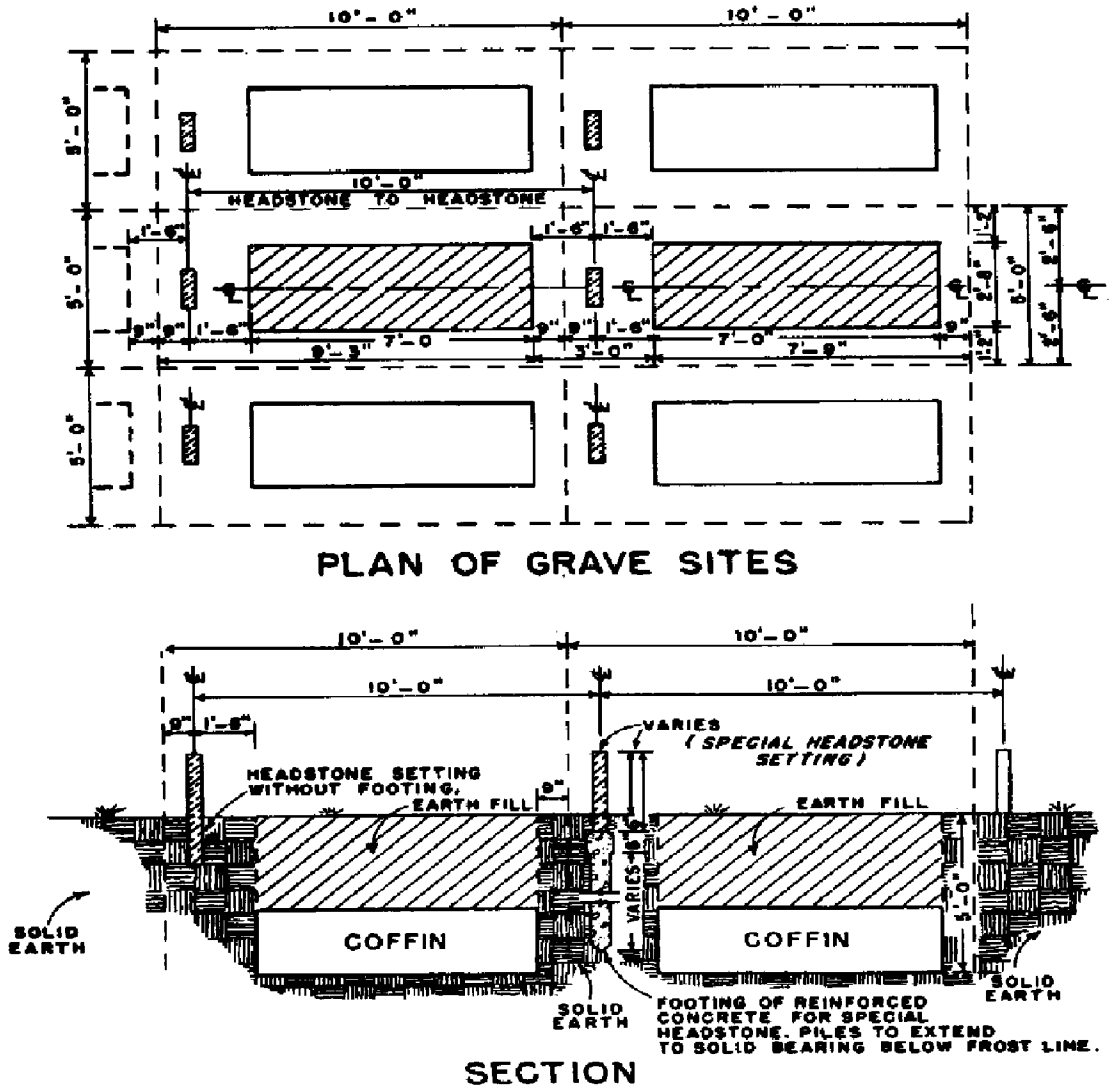


Figure 4-7. Typical layout of 5– by 10–foot gravesites and sections showing upright headstones

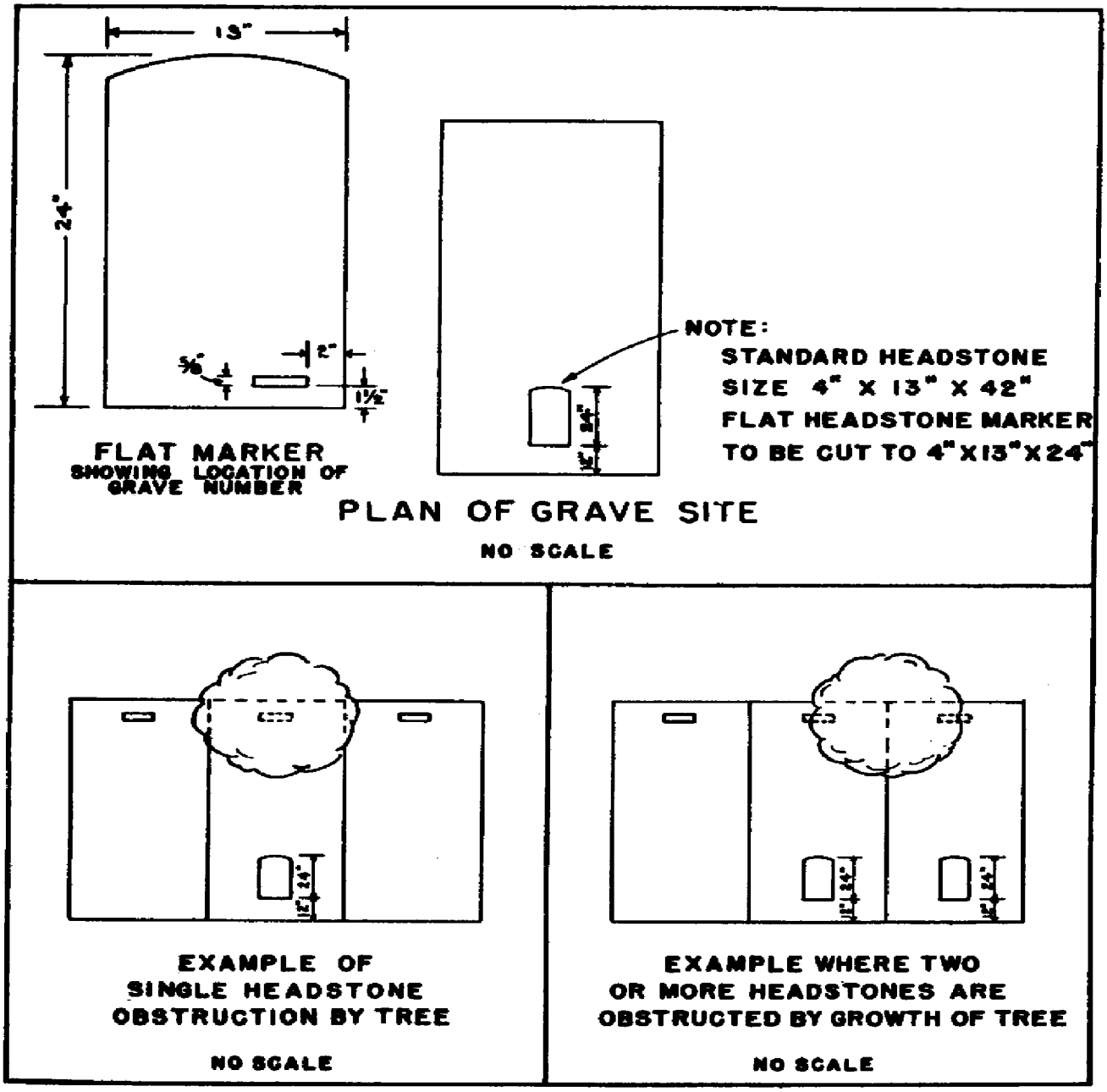


Figure 4-8. Location of flat headstone for obstructed gravesites

Chapter 5
Cemetery Maintenance

5–1. Buildings and structures

a. The standards prescribed below will be observed to the fullest extent possible in order to obtain maximum initial construction, and subsequent repair and maintenance, at a minimum expenditure of funds. The Superintendent will submit justifications to the Commander, MDW, for any deviations necessary for efficient operation of the Cemetery. Buildings or other structures will be constructed, extended, or razed only after authority has been granted by the Commander.

b. The Cemetery Facility and Maintenance Manager will make frequent operating and maintenance inspections. The Facility Maintenance Manager is authorized to make whatever repairs and maintenance are required to keep buildings and structures safe, operational, and in presentable condition. Major repairs or alterations require the Superintendent's approval.

c. In the interest of fuel conservation, temperature(s) will be maintained in accordance with current directives.

d. Painting, repair, and alterations to lodges, outbuildings, fences, gates, flagpoles, and other fixtures that have been constructed to fit certain prescribed types of architecture will conform to the original. Special instructions will be obtained from the Superintendent, if there is doubt regarding any feature of the work.

(1) Colors of exterior and interior surfaces will be changed only upon approval of the Superintendent.

(2) New masonry will not be painted but, when masonry is repainted, mortar joints will not be striped or pencilled.

(3) All exterior metal work, except copper, bronze, aluminum, stainless steel, and similar nonrusting metals, will be painted an approved color after application of an approved metallic base paint.

(4) Slate, clay, and tile roofing will not be painted.

(5) Exterior copper, bronze, aluminum, stainless steel, and similar nonrusting metal surfaces will be left in the natural state.

(6) Exposed pipes, radiators, and similar interior items will be left in the natural state.

e. Superintendents will be constantly on the alert, especially during the fall and winter, to determine the condition of buildings and structures and to effect repair and maintenance necessary to safeguard them against loss or damage due to the elements.

f. Drains or grading will be used to divert surface water away from buildings to prevent damage to foundations.

g. Rubbish will not be permitted to accumulate in, under, or around buildings and structures.

h. Roofs, valley, gutters, drains, and downspouts will be cleaned as frequently as necessary, but not less than once each quarter.

i. Doors, window frames, and other outside wooden surfaces will be caulked and painted as frequently as necessary to protect the material from rot and deterioration.

j. Foundations and frames of buildings and structures will be inspected at least once each 6 months. They will be treated, as required, to eliminate termites and other destructive insects, fungi, dry rot, or extraordinary deterioration.

k. Electric wiring, plumbing, and heating equipment will be inspected frequently to detect defects, leaks, fire hazards, or other dangerous conditions. Corrective action will then be taken. Electrical work should conform to the National Electric Code, National Fire Protection Association (NFPA) Publication No. 70.

l. Commemorative tablets and other fixtures, such as cannonballs, projectiles and gun monuments, will be cleaned when their condition detracts from the general appearance of the cemetery. Monuments constructed of materials subject to rust will be kept neatly painted.

m. Ornamental bronze, including flagpole bases and tablets, will be cleaned with water to remove surface soiling. The patina, which is formed due to weathering, should be retained for its aesthetic quality and as a protective device.

n. Monumental structures will be observed continually and will be carefully inspected at least once a year. Remedial measures will be taken to correct any hazardous conditions to persons or property that might result from settlement or other damage.

o. Perimeter fences and walls will be maintained in a condition as not to present a hazard to the public either inside or outside of the cemetery grounds.

p. The interiors of buildings will be neatly maintained, and facilities will be kept in good working order.

5–2. Utilities systems

a. Current location of water, sewer, and gas lines will be indicated on the layout plans. When opening new grave sections for interments or when excavating for any purpose, layout plans will be consulted and markers placed to indicate the location of any lines in the section.

b. The lawn watering system will be inspected by the Cemetery Facilities Maintenance Manager on a quarterly basis. Immediate corrective measures will be taken to correct any defects noted.

5–3. Grounds

a. Grass will be cut, as necessary, to maintain a height of not less than 3 inches nor more than 5 inches. During the winter season, grass will be permitted to retain a growth of 3 to 5 inches to prevent frost damage.

b. Care will be taken to prevent damage to headstones during all cemetery maintenance operations, including fertilizing, seeding, pruning, tree spraying, and excavating and filling graves. Particular and continual care is necessary and will be emphasized to protect the headstones from chipping, scraping, scratching, breakage, or soiling during mowing and trimming of the grass. The following precautions are mandatory:

(1) Power mowers, both rotary and reel–type, will be operated no closer than 12 inches from the headstones, markers and trees. Bumper guards will be used. Such bumper guards will be provided with white or nonstaining rubber or other resilient material at the points where they would contact the headstone.

(2) The grass immediately around the headstones will be trimmed within 24 hours each time the lawn is mowed using a string trimmer.

(3) No tools or other articles (lunch boxes or coats) will be placed on headstones at any time. Tools will not be leaned against the headstones, and personnel or visitors will not be permitted to sit on or lean against them.

(4) Cemetery maintenance personnel will be thoroughly oriented in these requirements, and the Superintendent will see that they are observed at all times.

c. Both organic and inorganic fertilizers and weed killers will be used to maintain lawns in the best possible condition. Mechanical equipment for collecting and pulverizing leaves and returning them to the lawns may be utilized. To achieve the desired results, mowers 20 inches or less, which grind satisfactorily, should be used to the maximum and only those areas with low thatch content should be mulched. Oak leaf mulch will increase soil acidity. Applications of fertilizer and soil amendment will be in accordance with recommendations of the cemetery Horticulturist. Grass should be watered as often as necessary to prevent loss of turf. Bare spots in turf will be resodded or reseeded when necessary and seasonal conditions permit. Aeration should be considered when upgrading existing turf. The process stimulates root growth and provides for better penetration of water and fertilization.

d. Flowerbeds will be permitted in Army cemeteries only upon approval of the Superintendent. A well–kept lawn with trees and shrubs located properly is more important and contributes more to the beauty and general appearance of the cemetery than the distribution of flowerbeds.

e. Trees, shrubs, or vines will be planted, altered, or removed to conform to plans approved by the Superintendent. Superintendents will acquaint themselves with the proper methods of planting and caring for trees and shrubs, especially those that thrive best in the cemetery vicinity.

f. Transplanting and new planting will not be undertaken in hot or very dry weather. Trees should be moved with a ball of earth at the most advantageous time of the year. A liberal amount of soil will be removed with the plants, and special care will be taken to ensure that the roots are disturbed as little as possible, and not exposed to the wind or sun for extended periods. Holes will be dug large enough for a considerable quantity of rich topsoil to be deposited before the plant is placed in position. Normally, plants will not be put deeper in the earth than before removal. Soil around new plantings will be kept loosened and mulched. Two or 3 inches of shredded bark or other suitable mulch should be placed over the plant saucer or bed. Roots will be kept well–watered during dry seasons, and necessary insect and disease control will be maintained.

g. Dead, dying, or broken limbs and branches and destructive growths, such as honeysuckle, ivy, or brambles, will be removed from trees and shrubs. Serious injuries to trees and shrubs will be reported promptly to the Superintendent. Diseased plants will be treated and/or removed if the sources of infection cannot be arrested.

h. The Superintendent must specifically approve the removal of live lower limbs or branches of evergreen or deciduous trees.

i. Mistletoe will not be removed from trees unless there are indications it is doing harm to them.

j. Shrubs may be trimmed to give plants the full benefit of light and air and to assure that headstones are not obstructed. This will be accomplished by pruning some of the older branches or by thinning out some of the new shoots where they are dense. The cutting is to be done to the base of the shrub.

k. Trees and shrubs, especially those adjacent to buildings, will be kept trimmed to provide the benefits of air and light. They will be cabled, spliced and fertilized, when necessary. Cavities in trees will be filled when justified by reasonable life expectancy.

l. When trees are removed, care will be taken to avoid damage to

buildings, monuments, headstones, shrubs, or other trees. When a tree is cut down, the entire stump will be removed, where possible; otherwise, the trunk will be cut at least 8 inches below ground level in order that proper resodding or seeding can be accomplished.

m. Nontoxic ivy or vines growing on the enclosure wall may be retained but will be kept trimmed or trained on a line parallel with the lower edge of the coping. The Superintendent must approve new plantings of ivy or vines. Ivy or ground covers in an open border will be maintained neatly, and kept free from grass, weeds, dead leaves, debris, and rubbish.

n. Planting of flowering vines, such as running roses and clematis, must conform to the approved landscape design or be authorized by the Superintendent. Flowers or other plants growing in boxes, tubs, or other types of receptacles will be permitted only when in conformity with plans approved by the Superintendent. This restriction does not apply to the interior living quarters of the Superintendent.

o. Developed areas will be kept free of weeds to the greatest extent possible. Obnoxious plants, such as poison ivy, poison oak. and sumac, will be removed from the cemetery grounds, trees, walls, buildings, fences, and other facilities.

p. Brushwood, debris, or rubbish will not be burned in Army cemeteries.

q. When possible, brush and grass will be cut and turned under in undeveloped areas to assist in developing the soil, and/or minimizing fire hazards.

r. Eroded areas will be restored and preventive measures taken against recurrence.

s. Control measures will be taken where ground moles or other destructive animals or insects are found.

t. The cemetery will be policed, for the removal of trash, dead flowers, and flower receptacles (except those permanently installed).

u. The placement of floral items on graves other than at the time of interment is subject to the following:

(1) Fresh–cut flowers may be placed on graves at any time.

(2) Statues, vigil lights, glass objects, or other artificial commemorative items are not permitted on graves at any time.

(3) Artificial flowers may be placed on graves in Arlington and Soldiers' and Airmen's Home National Cemeteries from 10 October through 15 April. Christmas wreaths or grave blankets are permitted during the Christmas season only and will be removed no later than 1 February.

(4) The Superintendent normally will remove floral items as soon as they become faded and unsightly, or according to the floral removal schedule. Floral removal schedules will be posted at each cemetery. Specifications for size, color, and wording of these signs are shown at figures 5–1 and 5–2.

(5) Plantings will not be permitted on graves. Potted plants will be permitted on graves 10 days before and 10 days after Easter Sunday.

(6) Floral items and other types of decorations will not be secured to headstones or markers.

(7) Temporary flower containers may be used. They will be removed from the grave when unsightly flowers are removed as provided in (4) above.

(8) Requests for exceptions to the foregoing flower requirements will be submitted to the Superintendent together with justification and/or recommendations.

(9) Only one type of flower container is approved for permanent use in a national cemetery. Permanent containers will not be permitted on graves until 1 year after interment. This 1–year waiting period will minimize damage or loss of the containers caused by the initial settlement of the soil. Persons desiring to place flowers before the end of the year will be encouraged to use temporary metal containers provided by the Government.

(a) The permissible permanent flower container consists of an outside sheath set into the ground and a separate vase that fits into the sheath. The sheath has an opening at the bottom to permit drainage. When not in use, the vase may be removed from the sheath, inverted, and replaced flush with the top flange of the sheath. The Superintendent will, upon request, arrange to have the container placed by cemetery labor so that the top of the vase, when in use, is flush with the ground. A positive locking or latching device will be provided to prevent the vase from rising when the sheath becomes filled with storm water.

(b) Only one container may be placed on a grave, including the graves used for a group burial. Relatives or friends of the deceased who desire to place the container on a grave will be advised that the container becomes the property of the Government, that it may be used by anyone to place flowers on the grave, and that the Government is not responsible for the maintenance, replacement, or return of the container.

(c) Containers placed in new sections will be centered on and situated 3 feet from the front edge or face of the headstone or flat marker. However, when new containers are set in a section where existing flower containers are in accordance with former regulations (2 feet in front of the headstone or marker), they will be set in the same manner as those previously placed. Justifications for deviation from this policy will be presented to the Superintendent.

(d) The Superintendent will bring these regulations to the attention of visitors desiring to place flowers on a grave. The Superintendent will not sell flower containers nor act as an agent for commercial firms selling flower containers to individuals.

(e) The Superintendent will dispose of unauthorized containers with other trash or waste.

v. Flower baskets, pads, easels, metal wreath frames, etc., which are abandoned on graves in Army cemeteries will be destroyed by the cemetery Superintendent unless it is determined that such material can be disposed of through contractual arrangements that will result in a net saving to the cemetery.

(1) Such contracts will require removal by the contractor of all abandoned floral items, including dead flowers and other debris from all graves indicated by the cemetery Superintendent or representative.

(2) In determining whether disposition by such a contract would result in a saving to the cemetery, the Superintendent should consider at least the following:

(a) The cost in man–hours and equipment necessary for cemetery personnel to pick up and destroy such material versus the cost of obtaining such a contract and providing cemetery personnel to indicate to the contractor the items to be removed.

(b) The fact that monies realized through such contractual disposition will not be returned to cemetery funds.

w. Instructions for current plot and grave layout plans are in paragraph 7–4. Permanent and intermediate gravesite control monuments will be installed prior to use of a section for interment. On generally flat terrain, temporary (intermediate) monuments will be spaced at a maximum distance of 100 feet, and located on the intersection of gravesite division lines. Where the ground has considerable slope, these monuments should be spaced at closer intervals, so that horizontal tape measurements can be conveniently made to locate the individual gravesites. Permanent monuments will usually be placed three to each burial section, with one near each end of the greater rectilinear dimension and one at a right angle to this line. Under special site conditions where line of site is limited, additional permanent monuments will be necessary. Placement of monuments one gravesite length or two gravesite widths inside the actual limits of a burial section will minimize accidental displacement. Methods of placing gravesite control monuments are illustrated in figures 5–3 and 5–4. Symbols for control monuments are shown in figure 5–5.

5–4. Roads, drives, walks, and drains

a. Roads, drives, walks, and drains will be established, extended, or abolished only when authorized by the Superintendent, who must also approve any changes in the character or material of their construction.

b. Cemetery drives and walks must not present a hazard to vehicles or pedestrians. They will be kept free of potholes and mounds. Cracks will be filled with joint compound to arrest deterioration and

postpone major repairs. If immediate repairs cannot be made, barriers will be erected or other steps taken to prevent accidents.

c. Curbs and gutters will be repaired to prevent water from getting under the road surface and to prevent ravelling of surface treatment. Paved gutters will be kept free from grass, leaves, weeds, and other obstructions. Unpaved gutters will be grassed over with strong–rooted creeping grasses, which will be kept close–cut. Manholes, catch basins, and sewers must be cleaned or flushed as often as necessary, but at least once a year.

d. Ice and snow will be removed from main roads, drives, paths, and walks in order to provide visitors reasonable access to all areas.

e. The Superintendent will be responsible for maintaining parking areas, Government–owned approach roads, and rights–of–way unobstructed and in good condition, with trees trimmed and gutters clear.

f. The Superintendent will make arrangements with local authorities to mark, in accordance with local standards, roads, or streets that end at cemetery perimeter fences or walls.

g. Specific authorization will be obtained from the Superintendent before placing signs within the cemetery. These include directional and special informational signs necessary for guidance of the public. The proposed sign, its location, design, and size, as well as justification for the sign, will be submitted. The foregoing will not apply to temporary signs necessary to warn the public of a hazard, or restricted areas.

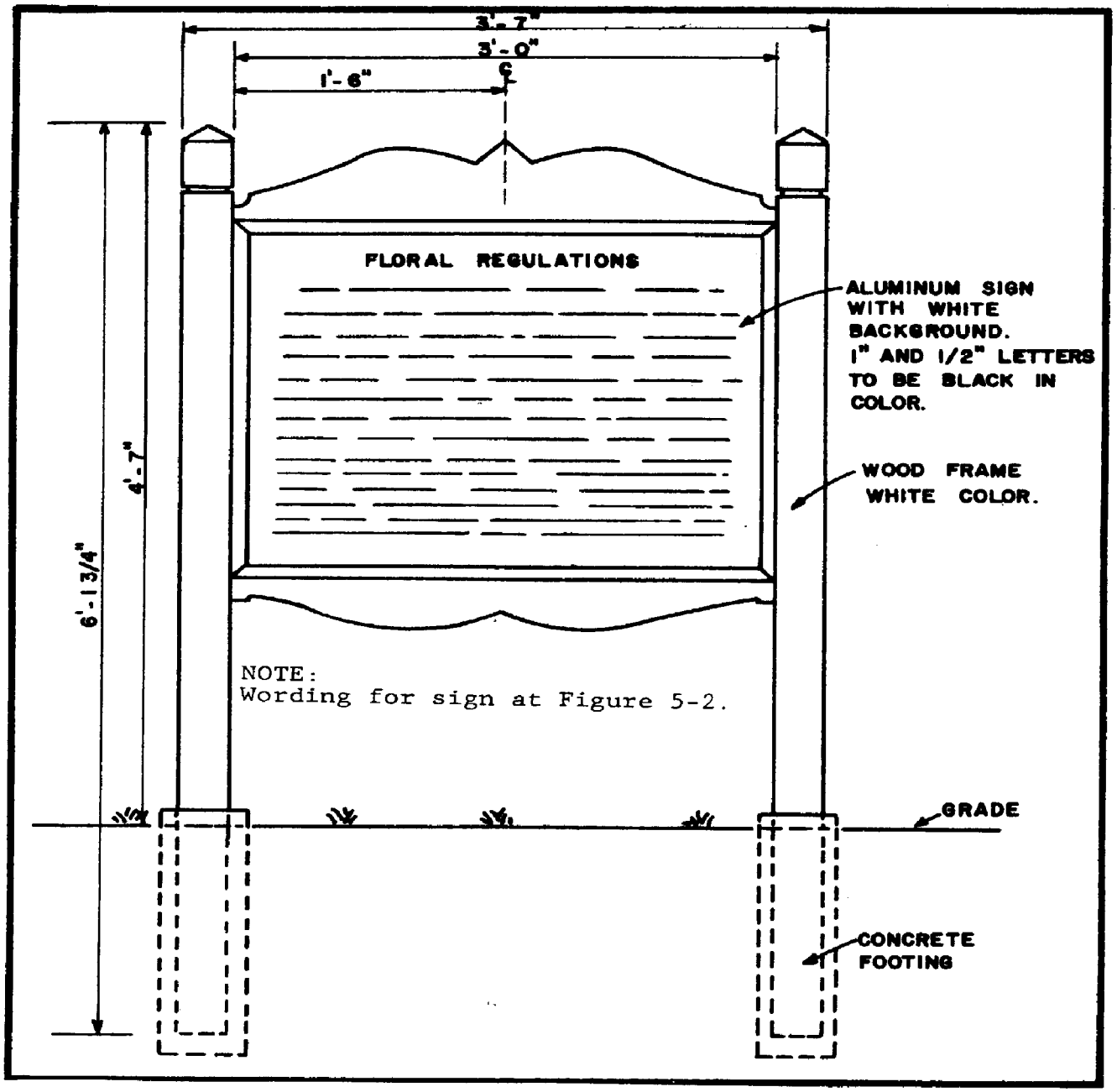


Figure 5-1. Floral regulation sign

Wording for Floral Regulation Sign

1. Fresh cut flowers may be placed on graves at any time. Metal temporary flower containers are permitted.
2. Artificial flowers may be placed on graves only during the period 10 October through 15 April.
3. Plantings will not be permitted on graves at any time. Potted plants will be permitted on graves only during the period 10 days before and 10 days after Easter Sunday.
4. Christmas wreaths or grave blankets are permitted on graves during the Christmas season and will be removed not later than March 1st of each year.
5. Floral items will be removed from graves as soon as they become faded and unsightly.
6. During the lawn mowing and ground maintenance season, all floral items will be removed from graves on _____ and _____ of each month.
7. Statues, vigil lights, glass objects of any nature, and any other type of commemorative items are not permitted on graves at any time.
8. Floral items and other types of decorations will not be secured to headstones or markers.
9. Please contact cemetery superintendent for information regarding installation of a permanent flower container.

Figure 5-2. Wording for floral regulation sign

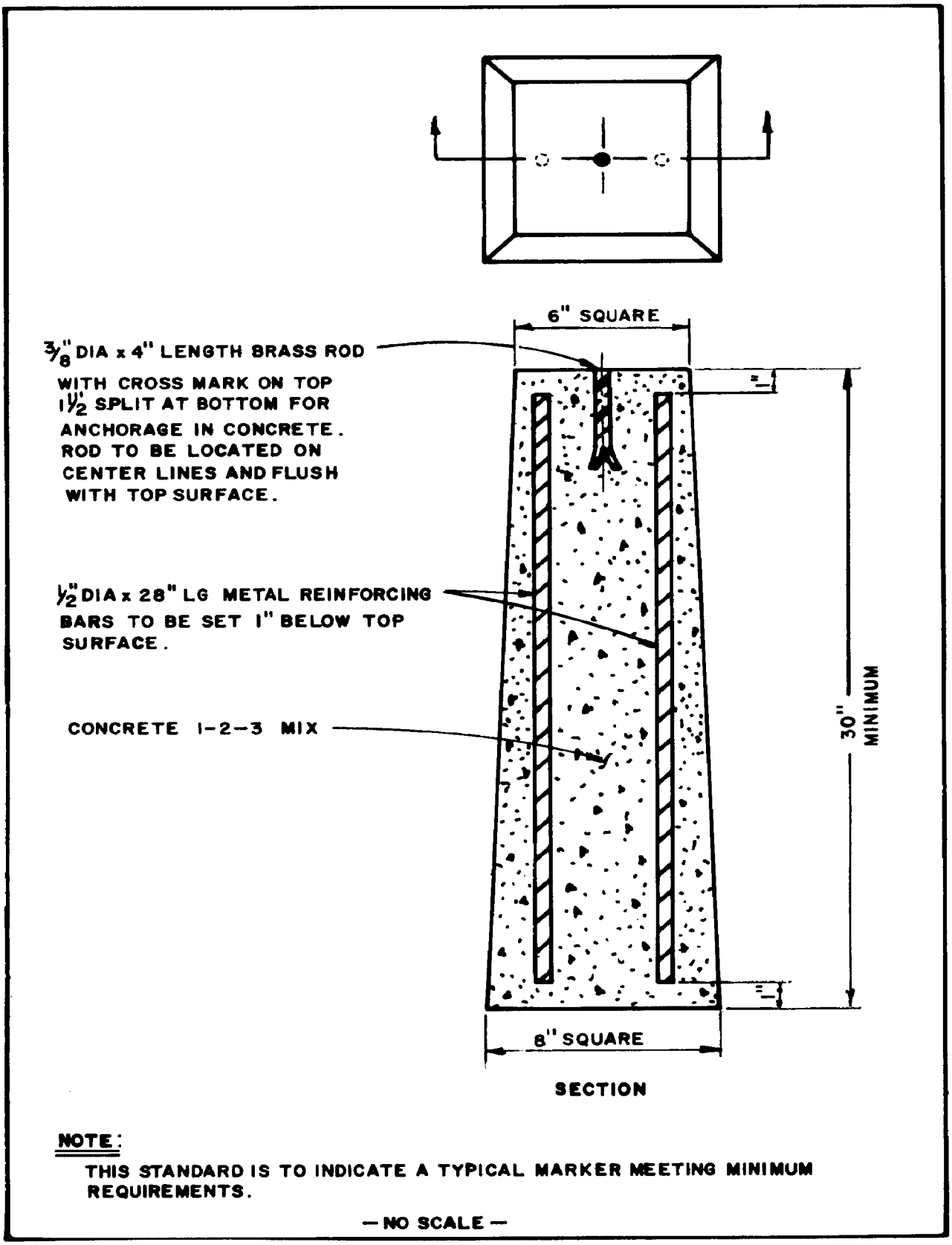


Figure 5-3. Typical gravesite control monument

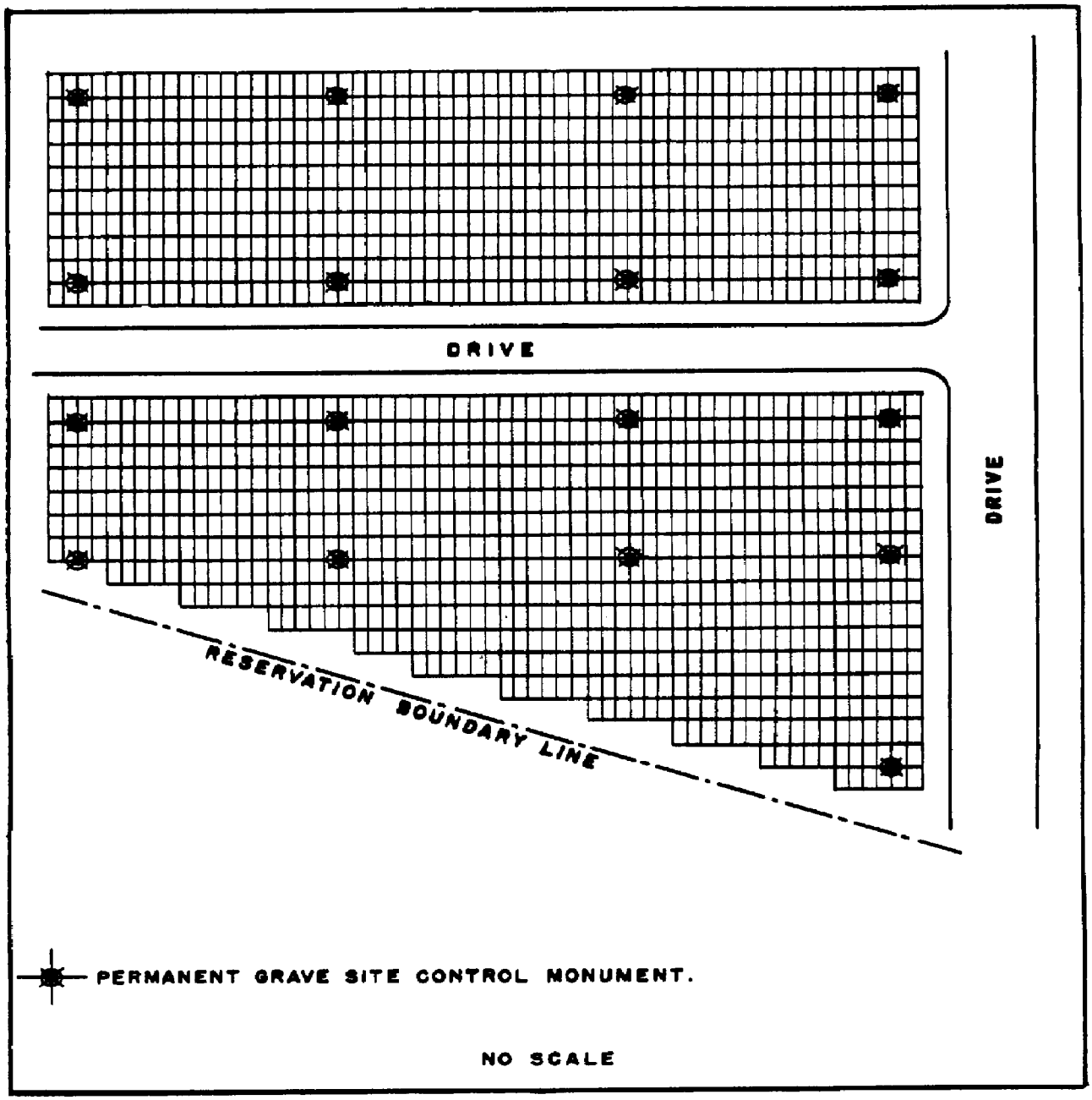


Figure 5-4. Placement of gravesite control monuments

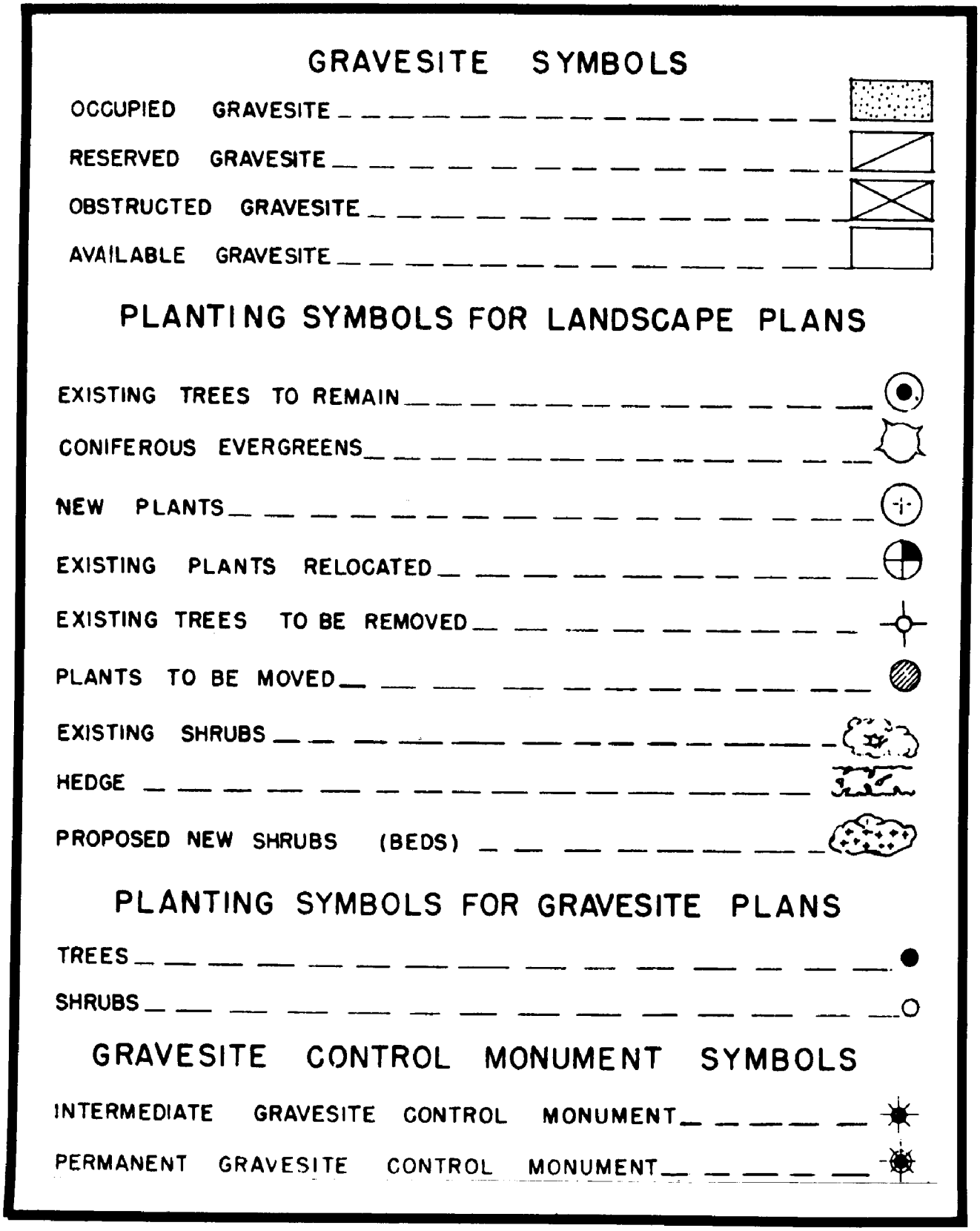


Figure 5-5. Cemeterial layout symbols

Chapter 6
Procurement and Property Accountability Arlington and Soldiers' Home National Cemeteries

6–1. Authority
AR 290–5 contains general instructions and delineates responsibility for procurement of, and accounting for Army national cemetery property.

6–2. Purpose and scope
a. This chapter discusses the policies and procedures for the procurement of and accounting for cemetery personal property, supplies and equipment (civil functions property), excluding headstones, gravemarkers and monuments.

b. Procedures prescribed herein are based on the administrative requirements of the Commander, MDW, and are consistent with accepted accounting practices. Except as specifically provided in or by directive of the Commander, MDW, AR 290–5 and this pamphlet will be the only publications governing the requisition, receipt, issuance, accounting, and maintenance of cemetery property records. AR 710–2 exempts nonexpendable property records maintained by Army cemeteries. To ensure uniformity and standardized methods, the Superintendent will use the forms specified under pertinent paragraphs of this pamphlet for maintaining the prescribed records. For the purpose of this chapter, the word "Superintendent" refers to the Superintendent, Arlington National Cemetery.

6–3. Procurement
a. Army national cemetery property is procured through appropriations for Cemeterial Expenses, Department of the Army. As a general rule, items of equipment, to include office and lodge equipment that are regular General Services Administration (GSA) stock items, are to be procured through GSA. Requests for exception will be made to Superintendent, Arlington National Cemetery, and will include justification and cost. Supplies and services will be obtained through GSA unless the Superintendent determines that local purchase is more practical and economical. Conditions peculiar to the cemeteries may require deviation from certain procedures and techniques; however, all procurement actions will comply with the current Federal Acquisition Regulation and Army Procurement Procedure. (See AR 290–5, para 1–17.) Conditions peculiar to the cemeteries must be considered in establishing local purchase procedures and techniques.

b. The Superintendent is responsible for protecting the Government's interest and for maintaining the reputation of the Army establishment for honesty, courtesy, and fair dealings in all relations with contractors. The business ethics of personnel charged with the administration and expenditure of Government funds must be above reproach and suspicion in every respect at all times. Such personnel will refrain from all business and professional activities and interests not directly connected with their duties which would tend to interfere with or hamper in any degree their full and proper discharge of such duties, or give rise to reasonable suspicion that such participation would have that effect.

6–4. Responsibility for property
a. Command responsibility. Property accountability must conform to the policies and procedures outlined in this chapter, and to the detailed procedures set forth. The Superintendent must ensure that property is properly safeguarded, accounted for, and administered; and that it is in serviceable condition, and properly cared for and utilized. It is equally important that there be no accumulation of property beyond authorized levels.

b. Direct responsibility. Direct responsibility applies to any individual to whom public property has been entrusted, and who is specifically charged with its care and safekeeping, whether such property is in his or her personal possession, in use, or in storage. The signature of an individual on a hand receipt is factual evidence that he or she has accepted responsibility for the care and safekeeping of the property signed for.

6–5. Property accountability
Property accountability for all property will be accomplished by the Superintendent through—

a. The appointment of a property officer by published orders, with a property account number to be indicated on the orders.

b. The establishment of a cemetery property account.

c. The assurance that the property record represents the consolidation of all quantities of nonexpendable and expendable controlled items on hand in the activity.

d. Requiring individuals who enter initials in the property record be identified by recording their names with a sample of their initials, on a page reserved for that purpose, the page to be inserted in front of the first property record in the account.

e. Inventories of account property conducted annually or upon change of property officers or hand receipt holders.

f. Preparation of a property record, to be maintained for all nonexpendable and expendable controlled items that have been procured and are on hand at Arlington National Cemetery.

g. The designation by name of individuals who will be hand receipt holders, and assignment of hand receipt numbers in writing to the property officer.

h. Issuance of property on hand receipts establishing direct responsibility of the hand receipt holder.

i. Issuance of property items recorded on the hand receipt with computer printouts to be used as the property record and to reflect all transactions as they occur, including receipts, turnins, and adjustments.

j. Except as indicated otherwise, posting of transactions as follows:

(1) The date of each posting, the document number assigned, the quantity received or turned–in and the new balance on hand. Julian dates will be used.

(2) The serial or registration number of vehicles, and other serial–numbered items, will be recorded on the property book, and each hand receipt.

(3) The quantity column will be kept updated as transactions occur.

k. A voucher register, one for nonexpendable and expendable controlled property, will be maintained for the property account. Separate blocks of voucher numbers will be reserved and used on the register. Entries will not be erasable. Expendable supplies will be accounted for in the "ANC Commitment Book" and on the DA 3953 (Purchase Request and Commitment), used as the issuing document at the warehouse.

l. A voucher file maintained for the voucher register (expendable controlled and nonexpendable). The file for nonexpendable and controlled expendable supplies will consist of all documents that support entries on the property record, for example, receipt, turn–in, and adjustments documents. Required posting will be made to the applicable property record and the document will be marked "POSTED" with the date of posting and the initials of the posting individual. Hand receipt transaction documents will not be entered in the file or posted to the property account, except as noted in subparagraph (2) above. Normally, documents will not be removed from the document file. In instances when it may be necessary to remove a document from the file, prior approval will be obtained in writing from the accountable property officer.

6–6. Property record
a. Separate property record line items will be maintained for each item, size, model, and so forth, of supply having a separate stock number and description, except items that are interchangeable but differ slightly in nomenclature, which may be consolidated on the same property record line. When similar items of stock are accounted for by serial number, separate line entries may be maintained.

b. Procedures will be established for recording unit prices on the property record.

c. Filing of entries to the property book will be accomplished using the "sort" or "index" feature of the software to maintain an alphabetized list of property by nomenclature.

(1) Receipts of serviceable nonexpendable and certain items of controlled expendable supplies will be posted only from valid vouchers to the property records.

(2) Issuances and turn–ins of hand receipt property will be posted to the property record upon receipt or turn–in of items and the temporary hand receipt or turn–in document DD 1348–1 (DOD Single Line Item Release/Receipt Document) will be maintained in an active file pending the next joint inventory. Issuance and turn–in entries will not be posted to the property book during annual inventories. After all hand receipts are signed and a copy of the property book is printed, the adjustments can be initiated.

(3) All transactions that increase the balance on hand will be recorded in the property book regardless of the nature of the transaction or source of supplies.

(4) All transactions that decrease the balance on hand will be recorded in the property book by deletion of the line entry. In situation where one line entry is used for multiple like items the quantity will be reduced accordingly and, if appropriate, the serial number will be deleted.

(5) When property recorded in the property book as "serviceable" is determined to be unserviceable, it will be turned into the nearest Defense Resource Management Office (DRMO). See appropriate regulations for turn–in of automated data processing (ADP) and Sensitive equipment.

(6) Any property found to be in excess of the needs of the cemetery will be disposed of through normal property disposal channels.

(7) Properly executed turn–in vouchers DD Form 1348 (DOD Single Line Item Release/Receipt Document Manual), will be vouchered and posted as a credit to the stock record account.

(8) Property (except motor vehicles) will be exchanged and the credit applied to the purchase of similar items, whenever possible, pursuant to the provisions of the Federal Acquisition Regulation and Army Procurement Procedure.

d. Government headstones and markers and private monuments will not be considered as personal property. When a Government headstone or marker is replaced, the inscription on the stone or marker removed from the gravesite will be removed and the remaining stone disposed of as rubble or used for any other practical purpose within the cemetery, provided prior permission is obtained from the Superintendent. Private monuments that are replaced will be disposed of only in accordance with instructions of the Superintendent.

e. No erasures or changes in figures will be permitted on the printed property book or hand receipts. When making corrections to the property book, an Inventory Adjustment Report is required to support the correction.

(1) Document numbers cancelled for any reason after use will be "Cancelled" by a typed entry in the register. The voucher, if any, will likewise be stamped "Cancelled" and the reason for cancellation will be entered on the voucher. If the voucher has been previously posted, adjustments will be posted on the property record to indicate the date corrective postings were made and then filed in the voucher file to support the posting. Cancelled voucher numbers will not be reassigned; each number will be fully supported in the voucher file.

(2) Voucher numbers remaining unused at the end of a series will not require cancellation.

(3) If a document supporting a property account entry is lost or missing and a thorough search has been made, a certificate will be placed in stead of the lost or missing document. The word "lost" should be entered on the line entry of the document number assigned. The certificate will include the document number, the name of the consignee or consignor, the description of first item, the date the number was assigned, and other available identification. In addition, a statement will be included showing the detailed circumstances of the loss, as far as they can be determined, and all action taken to locate the voucher or copy. This latter statement will be supported by correspondence or documentary evidence to the extent necessary to verify that all possible sources of the missing document were exhaustively checked. The certificate will be signed by the property officer and approved by the Superintendent.

(4) The following procedure will be observed in maintaining files of documents for the property record account:

(a) Vouchers will be filed where practicable, in books of 100 vouchers each or as required to prevent mutilation.

(b) Document numbers will be composed of twelve digits derived in this manner. The first four digits are the Julian date, the fifth digit is the letter "A" for adjustments, or "C" for credits, or "D" for debits. The sixth through ninth digits are the Arlington National Cemetary number from the DA 3953 preceded by zeros to equal four numbers. Digits ten and eleven represent the fiscal year.

6–7. Hand receipt procedures

a. A computer printout (equivalent to DA Form 2062 (Hand Receipt/Annex Number)) will be used to record the issuance from the property record to hand receipt holders of all items of a nonexpendable or expendable controlled character.

b. The property officer will print duplicate hand receipts. The property officer will keep one copy and the user will keep the duplicate. Both copies will have original signatures. The total quantities of any item reflected on the property officer's copy, plus any quantities in his or her possession not covered by hand receipt must equal the quantity for which he or she has property accountability, that is, the on–hand balance as reflected on the property book.

c. The hand receipt file will consist of the following:

(1) A folder for each hand receipt holder clearly identified by hand receipt number (a number assigned by the Superintendent identifying the holder).

(2) Hand receipts listing all items that are in the custody of each holder.

d. The property officer is responsible for keeping current the original files of hand receipts current. The Superintendent for whom the property records are maintained is authorized to use the following procedures to avoid frequent posting to the original hand receipt.

(1) DD Form 1150 (Request for Issue or Turn–In) stamped or printed "temporary hand receipt" in block 5 will be used as a temporary hand receipt document between the property officer and hand receipt holders.

(2) The form will be prepared by the property officer or supply personnel for all issues. Copy number one signed by the hand receipt holder will be filed in the applicable hand receipt file by the property officer. Copy number two will be given to the hand receipt holder. Copy number three may be used for any valid purpose or destroyed.

(3) Procedures for turn–ins are the same as (2) above except the property officer will sign copy number one in block 11 and return copy number one to the hand receipt holder. Copy number two will be retained by the property officer and filed in the applicable hand receipt file. Copy number three may be used for any valid purpose or destroyed.

(4) Hand receipt balances affected by DD Form 1150 need not be adjusted as individual transactions occur. Hand receipts will, however, be adjusted at least annually or when a physical inventory is made, whichever is sooner. After the hand receipts are updated by adjustments, the temporary hand receipt may be destroyed.

6–8. Inventories

A physical inventory of all nonexpendable items will be taken at least annually or upon change of hand receipt holders or property officers. The following procedure will be followed:

a. When change of individuals holding hand receipts occurs:

(1) Upon notification of a change of hand receipt holder, the property officer will be responsible for updating the hand receipt balances before the required joint inventory.

(2) The individual accepting responsibility for the property will receive both copies of the hand receipt. Write or stamp the phrase "Per Inventory," date, and sign in the balance column following the last quantity entry in the column.

b. When there is no change in the hand receipt holder, a physical inventory will be conducted annually as follows:

(1) The results of the inventory will be listed as "Per Inventory" on the hand receipt. Date and signature will be indicated in ink following the last numerical entry in the column.

(2) The required annual inventory will be 1 year from the date of the last inventory (annual or joint).

c. Upon change of property officer, the new property officer will, within a 30–day period from receipt of orders—

(1) Take a joint inventory of all items of property in his custody and not issued on hand receipt.

(2) Verify that the applicable entries on the property book are supported by valid hand receipts.

(3) Verify quantities on hand receipt by conducting physical inventories of property on a spot check basis of hand receipts.

(4) Mark the printed property book with the date "per joint inventory", actual quantity found on inventory and the initials of the property officer.

d. Where a difference between the recorded balance and the inventory balance is found, overages excess to cemetery needs, and thus turned–in, will be entered on the next available line. Shortages are to be processed per Report of Survey procedures.

e. Report of survey adjustment, on DA Form 444 (Inventory Adjustment Report (IAR)), will also be initiated, and the following statement will be executed, on the page reserved for this purpose: "By authority of (indicate order number and date) I hereby assume responsibility and accountability for the property in the quantities shown on each property record of this account per joint inventory." This statement will be inserted directly in front of the first property record in the property file.

f. A physical inventory will be taken at least once a year by the property officer. Date for the annual inventory will be governed by the last inventory date (annual or joint) and will be conducted as follows:

(1) Physically count all property on hand.

(2) Compare the balance on hand with the property record balance.

(3) Make sure that entries on the property record are supported by valid hand receipts.

(4) Post the results of the inventory on the property book showing the date "per inventory," and the total amount of property physically on hand and on valid hand receipts. Where differences occur between recorded inventory balance and the balance column, adjustments as prescribed in *d* above must be initiated.

6–9. Expendable supplies

Expendable supplies that do not exceed a 30–day requirement will not be posted to the stock records. They will be dropped from accountability as indicated below:

a. Receiving documents for expendable supplies requisitioned through normal supply channels or obtained by local purchase will be annotated by the accountable officer in the following manner: "Supplies listed hereon are classified as expendable, have been requisitioned or purchased and received for immediate use, and will not be picked up on my stock record account." The officer will properly sign this statement.

b. Expendable supplies drawn from the self–service supply center will be accounted for as follows:

(1) A jacket file will be maintained by the accountable property officer.

(2) Customer and consolidated orders and cash register receipts will be attached together and filed in the jacket of the accountable officer.

(3) The monthly statement of the account furnished by the self–service supply center to the accountable officer will also be filed in the jacket file.

(4) A simple ledger will be maintained to show the quarterly monetary credit authorized the accountable officer for purchase of self– service items. It will reflect the current balance after deduction of each purchase made during the quarter. Money left over from any quarter will be carried over to the next quarter and additional credits added or withdrawn as required.

c. It will be the responsibility of the Superintendent to establish such controls as he deems necessary to protect and account for stock on hand and issues. These procedures will be included in the local supply operating procedures published by the Superintendent.

6–10. Repair parts

Major repair parts will not be posted to the property account. These items will be issued to the maintenance supervisor upon receipt. The receiving document will be annotated with the supply request number the part was issued on. The jacket files on the vehicle concerned will reflect the cost and installation of the part. This procedure will ensure that an audit trail is established for compete accounting for the part or component item.

6–11. Grave–decorating flags

The Superintendent ensures that—

a. The General Foreman, Field Operations Division, will inventory all grave decorating flags on hand by no later than 15 January of each year.

b. Submit a requisition for annual requirements to the appropriate stock control point, on or before 15 March of each year. Funds allocated and cited will be in accordance with the unit price indicated in the latest Federal Supply Catalog Price List, FSC 8345, Flags and Pennants.

6–12. Oil, gasoline, and lubricants

The accountable officer will account for this category of supplies in the following manner—

a. Gasoline, oil, and lubricant delivery tickets will be vouchered and posted on the property account.

b. All daily issues will be recorded on DA Form 3643 (Daily Issues of Petroleum Products) at the dispensing facilities.

c. The cumulative daily issues reflected on DA Form 3643 will be totaled and posted daily to DA Form 3644 (Monthly Abstract of Issues of Petroleum Products and Operating Supplies).

d. DA Form 3643 will be attached to the DA Form 3644 or filed in a separate folder so long as the DA Form 3644 bears a clear reference to their location.

e. DA Form 3644 will be vouchered and filed in the property account to support the expenditure of these products.

f. This posting will be made no later than close of business on the first working day of the month following the month expenditures were made.

g. By 1000 hours on the first workday of each month, a physical inventory will be taken by the property officer for each type of petroleum product (except gasoline and diesel fuel which will be reconciled against the meter readings). Quantities reflected by inventory or reconciliation will be recorded on DA Form 444. The document will be forwarded to the Superintendent for final action. Under no circumstances will the property officer be allowed to approve the inventory adjustment. Upon approval by the Superintendent, the report will be assigned a voucher number and placed in the voucher file, and the inventory or reconciliation quantities will be posted to the applicable property record.

h. Heating oil for lodges and other cemetery facilities where storage tanks are connected to heating units will not be picked up on the property account.

6–13. Requesting and turn–in of supplies and equipment

a. For the purpose of this chapter, the supply support unit for Arlington National Cemetery will be defined as the Cemetery Administrative Office.

b. All requests for replacement and/or additional equipment or supplies will be referred to the Superintendent for approval and/or disapproval.

c. The proper form for ordering supplies and equipment is DA Form 3953.

d. Lost property, or property that is rendered unserviceable through reasons other than fair wear and tear, will be accounted for an disposed of under the provisions of AR 735–5 or by direction of the Superintendent.

6–14. Automated reports

Automated computer printouts may be used in stead of any DA Forms mentioned in this chapter. Whenever computer printouts are used, they will be properly annotated to reflect the applicable DA Form.

Chapter 7
Records and Reports

7–1. General

a. Records and reports at each cemetery installation will be initiated, maintained, and processed as shown in this manual. The Modern Army Recordkeeping System will govern the maintenance and disposition of records. (See AR 25–400.)

b. The Superintendent will submit quarterly reports of changes in status of national cemetery real property as required by AR 405–45.

7–2. Registers of interments or inurnments and reservations

a. Arlington National Cemetery will maintain an indexed card file for each section of the cemetery in which burials have been made or are authorized. Entries will be typed or legibly handprinted in ink, except those pertaining to reservations or obstructed gravesites which will be handprinted in pencil. All gravesites in each section, whether occupied, reserved, obstructed, or available will be listed on each file card in numerical ascending order to correspond with the numbers shown on the approved layout plan. As interments are made, entries will be made on each file card to correspond with the official record as shown by DA Form 2122.

b. At all other Army cemeteries, a register of interments and reservations will be maintained on DA Form 2123 (Record of Interments and Reservations). All other requirements in *a* above will apply to entering information on the DA Form 2123. (See fig 7–1.)

c. A register of inurnments in the columbarium will be maintained. Entries will be posted beside the appropriate niche number and will correspond with the official record shown on DA Form 2122.

d. When space permits and it can be done legibly, multiple inurnments in the same niche will be entered on the same line. If not, additional inurnments in the same niche will be footnoted and entered on the last sheet of the section record.

e. When data recorded on DA Forms 2122 and 2123 or the cemetery's inurnment record differ from that shown on the headstone or niche cover, Superintendents will check all cemetery records to determine whether there are entries that may account for the difference.

(1) Where the check reveals the cause for the difference, all applicable records will be noted accordingly. Cross–reference DA Form 2122, will be prepared and filed when different names or spellings are evident, to provide a form for each name or spelling. For other inscription errors, an entry noting the error will be made on the DA Form 2122. Headstones and niche markers will not be replaced at Government expense if inscription errors resulted from incorrect information being provided by the next of kin on DA Form 2385. The headstone or niche marker may be replaced at Government expense if an administrative error was made at the cemetery.

(2) Where differences cannot be reconciled from cemetery records, the Supervisor, Administrative Services Division, will furnish the facts in the case together with complete data shown in the cemetery records and on the headstone or niche marker to the Superintendent. The Supervisor, Administrative Services Division, will take no further action until guidance is received from the Superintendent.

7–3. DA Form 2122

a. The DA Form 2122 is the official record of interment or inurnment and is the basis for ordering headstone or niche markers from the VA. The authority for each interment or inurnment will be indicated in the Remarks section.

b. The form is prepared in quadruplicate. The Superintendent will submit copy number one directly to the VA within 5 working days following interment. Copy number two is placed in a suspense file. Copy number three is temporarily retained for cemetery records and will be filed in proper alphabetical sequence. Copy number four is submitted to the Arlington National Cemetery Visitors Center. After the VA has completed ordering the head–s–tone or niche marker, the original copy of DA Form 2122 will be returned to the cemetery. The original form (copy number one) will be placed in the permanent alphabetical file. The duplicate copy (copy number three) will then be destroyed.

c. Care will be exercised to ensure that complete data are recorded in the appropriate blocks on the form and that pertinent entries correspond to those on DA Form 2123 and inurnment register.

d. A check will be entered in the proper block to indicate whether the religious emblem (RE), date of birth (DOB), and state of residence (SR) have been verified by the next of kin. The Superintendent will make every effort to obtain this verification, when necessary. Other comments concerning the inscription desired by the next of kin, including the spelling of the name, will be indicated in the remarks section of the form.

e. The DA Form 2122 of an eligible family member will show the following for the primarily eligible service–connected person: name; address, if living; rank; relationship; and service data. If the primary eligible is deceased, his or her grave number or niche location will also be shown. Conversely, the report for the service–connected decedent will show name, relationship and grave number(s), or niche location(s) of any family member(s) already interred or inurned in the cemetery. (See fig 7–2.)

f. A check will be entered in the proper block of the report when cremated remains are interred.

g. A notation is entered in the Remarks section when interment is made in an occupied or reserved gravesite, or a columbarium niche. A notation is made whenever the Superintendent has knowledge that next of kin contemplates erecting a private monument, or when interment is in a grave where a private monument already exists. In the latter instance, the Superintendent will advise next of kin that arrangements must be made for placement of an additional inscription on the existing monument at private expense to mark the subsequent interment. Next of kin will be advised that approval of the additional inscription must be obtained from the Superintendent.

h. If a surviving spouse is to be interred in the same grave or niche with the deceased spouse, an appropriate notation will be made in the Remarks section of DA Form 2122. To facilitate the completion of the form at the time of interment of the surviving spouse, the date of birth of the surviving spouse should be obtained when the deceased spouse is interred or inurned. This will also preclude correspondence and research to obtain the necessary date of birth for headstone or marker inscription when the surviving spouse is interred or inurned and there are no survivors. If the surviving spouse has serious objections to furnishing date of birth after being advised of the reasons for this requirement, he or she will not be pressed for it. However, DA Form 2122 will be annotated to this effect. Following are examples of notations to be made on DA Form 2122 pursuant to above instructions: "Surviving Spouse, Mrs. Jane P. Doe, desires burial in the same grave." "DOB 14 June 1906" or "Surviving Spouse declined to furnish date of birth."

i. When a reserved gravesite is used, DA Form 2121–R (Record of Gravesite Reservation), will be removed from the files and the

decedent's name will be removed from the Gravesite Reservation Survey File.

j. When remains are disinterred and removed from the cemetery, the Record of Interment and/or Inurnment will be removed from the files and destroyed. All other cemetery records will be annotated to reflect the gravesite and/or niche as being available.

k. When remains are transferred from one grave to another in the same cemetery, the authority for the transfer and the following note will be entered in the Remarks section of the form: "Disinterred from original grave (section and number) and reinterred in (section and grave shown above)."

l. The name of the service–connected decedent as indicated in Military or U.S. Department of Veterans' Affairs records will be shown in the appropriate block on the form. The alias or assumed name will also be entered in the Remarks section and one copy of the form will be filed under each name. Similar action will be taken in the case of a female service–connected person who served under her maiden and subsequently changed her name by marriage. When the dependent of a service–connected person is interred, the true name of the dependent will be shown in the top half of the block of the DA Form 2122. The name of the service–connected person on whose military service the interment was authorized will be shown in the lower half of the same block of the form as shown in figures 7–3 and 7–4.

m. After the order for a headstone has been placed, the U.S. Department of Veterans' Affairs will furnish one copy of the Summary of Monuments list to the Superintendent. The list will include the date headstone order was placed, name of quarry, the bill of lading number, and any changes necessary to conform to the official records of information furnished by the next of kin of the deceased. Superintendents will annotate their records to reflect these changes.

7–4. Cemetery layout plans

Superintendent, Arlington National Cemetery, prepares and maintains master layout plans for Arlington National Cemetery and Soldiers' and Airmen's Home National Cemetery.

a. General cemetery layout plans. These show the location and extent of the real estate comprising the cemetery; location of buildings, structures, utilities, drives, flagpoles, and gates; and other significant items.

b. Gravesite layout plans. These show the layout of individual gravesites and consist of one or more sheets delineating the developed area and sections of the cemetery in which interments have been made or authorized. These plans are drawn to scale and show location of buildings, structures, utilities, and drainage lines; facing and numbering of gravesites; gravesite control markers; or other data needed to facilitate and control the accurate layout of gravesites. These plans must be maintained to reflect the current status of each gravesite whether occupied, reserved, obstructed, or available.

7–5. Historical records

The Superintendent will maintain historical data of importance to the cemetery. These data will be filed in appropriately labeled loose–leaf folders and include the following:

a. Copies or extracts of correspondence and other documents pertaining to the historical background and establishment of the cemetery.

b. Historical summaries, sketches, copies of magazine and newspaper articles on important events, photographs, names of noted people interred in the cemetery, descriptions of important structures, cemeteries or locations from which remains were concentrated into the national cemetery, and other matters of historical significance.

c. Cemetery historical records, documents, and/or other items of historical significance will not be loaned out or removed from the cemetery unless prior written authority is obtained from the Superintendent. Whenever historical records or other historical items are loaned out or removed from the cemetery, the cemetery historian will obtain a signed hand receipt from such items. A fixed return date must be established for all historical items removed from the cemetery.

7–6. National cemetery operations reports

a. Utilization of gravesites.

(1) DA Form 2864–R (Cemetery Operations–Utilization of Gravesites) will be prepared by the Supervisor, Administrative Services Division, at the end of each month. Negative reports are required, if applicable. DA Form 2684–R will be locally reproduced on 8½– by 11–inch paper. A copy for reproduction purposes is located at the back of this regulation.

(2) The following explanations are furnished in connection with the preparation of this report:

(a) Items 2 and 4 and lines 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19 are self–explanatory.

(b) Item 1 includes both developed and undeveloped areas.

(c) Item 3 covers the total number of gravesites used, unused, and reserved in the developed area but excludes obstructed ones.

(d) Lines 5, 6, and 7, columns b through e, cover individual remains. A group burial will not be counted as one interment but the total number of remains in the group will be counted and reported. Entries in column b should be the same as those reported in column e of the previous month's report. Any changes in the figures carried over from the previous month should be explained under the remarks section. Entries in column d do not include remains moved from one location to another within the cemetery.

(e) The difference between the number of interments during the month (line 7, column c) and the number of gravesites used (sum of lines 9 and 10) will be entered in the parentheses on line 11. This entry will account for interments made during the month in occupied gravesites and for group burial interments. Any difference between the number of gravesites used and the number of interments will be explained under the remarks section.

(f) The remarks section will be used to furnish additional clarifying comments regarding interments and/or gravesites, or corrections and revisions to reports previously submitted. An explanation as to obstructed gravesites becoming available for use will be included, with reasons, gravesite numbers, and sections. Grave and section numbers of any obstructed gravesites not previously reported will also be included.

b. The Supervisor, Administrative Services Division, will prepare a report on the utilization of columbarium niches as of the end of each month. This report will be submitted to the Superintendent by not later than the 5th workday of the following month.

7–7. Financial records

The Arlington National Cemetery Budget Officer will maintain records for the recording of all obligations incurred, in order to account for and control funds authorized in the Annual Cemetery Expenses, Department of the Army Appropriation. The records will be made available to any authorized inspector for review.

RECORD OF INTERMENTS AND RESERVATIONS

For use of this form, see DA Pam 290-5; the proponent agency is ODCSPER

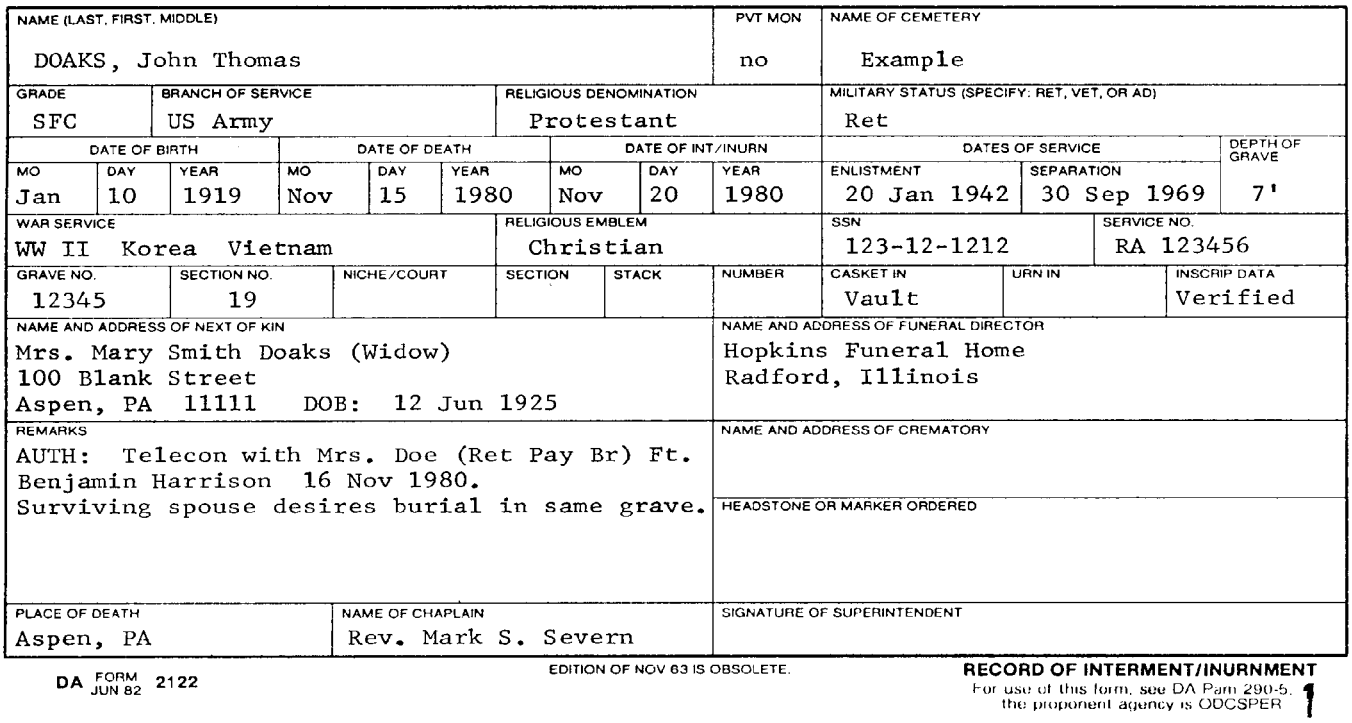
SECTION: A

POST CEMETERY: EXAMPLE NATIONAL CEMETERY

GRAVE NUMBER	LAST - FIRST - MIDDLE NAME OR INITIAL (If reservation, enter in pencil)	GRADE OR RATING	INTER	RESER	DATE OF INTERMENT OR RESERVATION (Enter res. date in pencil)	RELATIONSHIP TO SERVICE PERSON	NAME OF RELATED SERVICE PERSON (Last - First - Middle Name or Initial)	CROSS REF. GRAVE NO.
1	STEIGER, WILLIAM H.	Engr.	X		6 Dec 1948			-
2	COX, DELOS M.	Pvt.	X		12 Jan 1949			3
3	COX, ANNIE C.			X	12 Jan 1949	WIDOW	COX, DELOS M.	2
4	LEACH, JOHN L. LEACH, ROBERT & LEE (twins)	Cpl.	X X		25 Oct 1949 6 Jun 1952	SONS		5
5	LEACH, BARBARA A.			X	25 Oct 1949	WIDOW	LEACH, JOHN L.	4
6	SAGER, PAUL C.	Ships Cook	X		10 Jun 1950			-
7	LAZERNE, HENRY W. LAZERNE, IDA L.	Pvt.	X X		4 Nov 1949 8 Mar 1952	WIDOW	LAZERNE, HENRY W.	-
8	DRATER, HENRY S.	Pvt 1c]	X		5 Jan 1950			-
9	OBSTRUCTED (TREE)							
10	KLENART, ARTHUR T.	Ensign	X		15 Jan 1950			
11	BAXTER, LEON G.	1st Lt	X		8 Nov 1949			12
12	BAXTER, CATHERINE L.			X	8 Nov 1949	WIDOW	BAXTER, LEON G.	11
13	ALGER, EDWARD R.	Sgt.	X		9 May 1951			14
14	ALGER, MARY P.		X		6 Apr 1953	WIDOW	ALGER, EDWARD R.	13
15	OBSTRUCTED (TREE)							
16	OBSTRUCTED (TREE)							
17	AUTEN, ELIZABETH B. AUTEN, GEORGE S.	Sm 1st	X X		10 Feb 1953 4 Sep 1949	WIDOW	AUTEN, GEORGE S.	-
18	TOWNSEND, GEORGE W.	Cpl.	X		12 Dec 1949			19
19	TOWNSEND, DELORES B.			X	12 Dec 1949	WIDOW	TOWNSEND, GEORGE W.	18
20								
21	GRISWOLD, DAVID S. GRISWOLD, SUSIE R.	Sgt.	X X		1 Jun 1954 9 Feb 1950	WIFE	GRISWOLD, DAVID S.	-
22								
23	HANMORE, LEWIS	Sgt.	X		15 Dec 1949			24
24	HANMORE, EDNA D.			X	15 Dec 1949	WIDOW	HANMORE, LEWIS	23
25	LANT, WILLIAM T.	Water Tender	X		8 Jan 1950			-
26								
27	DEATER, HARRY A.	Sm 1st	X		5 Jan 1950			28
28	DEATER, FLORENCE E.			X	5 Jan 1950			27
29								
30								
31								
32								
33	KIERNAN, ALFRED P.	Capt.	X		5 Mar 1954			34
34	KIERNAN, TERESSA Y.		X		4 Nov 1949	WIFE	KIERNAN, ALFRED P.	33
35	JONES, NELSON F.	Sgt.		X	6 Sep 1949			36
36	JONES, ELVIRA Z.		X		6 Sep 1949	WIFE	JONES, NELSON F.	35
37	COREY, JOHN H.	Cpl.	X		12 Nov 1949			38
38	COREY, GEORGIA			X	12 Nov 1949	WIDOW	COREY, JOHN H.	37
39	MAEB, ELIZABETH E. MAEB, CHARLES L.	Pvt.	X X		6 Jul 1954 10 Dec 1949	WIDOW	MAEB, CHARLES L.	-
40	MANNERVILLE, JACOB R.	Cpl.	X		4 Aug 1953			-
41	REDDEBERG, NORACE A.	Capt.	C		10 Aug 1953			-
42	OBSTRUCTED (TREE)							

DA FORM 1 MAY 66 2123

Figure 7-1. Example of DA Form 2123 (Record of interments and reservations)



NAME (LAST, FIRST, MIDDLE): DOAKS, John Thomas
PVT MON: no
NAME OF CEMETERY: Example
GRADE: SFC
BRANCH OF SERVICE: US Army
RELIGIOUS DENOMINATION: Protestant
MILITARY STATUS (SPECIFY: RET, VET, OR AD): Ret

DATE OF BIRTH			DATE OF DEATH			DATE OF INT/INURN			DATES OF SERVICE		DEPTH OF GRAVE
MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR	ENLISTMENT	SEPARATION	
Jan	10	1919	Nov	15	1980	Nov	20	1980	20 Jan 1942	30 Sep 1969	7'

WAR SERVICE: WW II Korea Vietnam
RELIGIOUS EMBLEM: Christian
SSN: 123-12-1212
SERVICE NO.: RA 123456

GRAVE NO.	SECTION NO.	NICHE/COURT	SECTION	STACK	NUMBER	CASKET IN	URN IN	INSCRIP DATA
12345	19					Vault		Verified

NAME AND ADDRESS OF NEXT OF KIN:
Mrs. Mary Smith Doaks (Widow)
100 Blank Street
Aspen, PA 11111 DOB: 12 Jun 1925

NAME AND ADDRESS OF FUNERAL DIRECTOR:
Hopkins Funeral Home
Radford, Illinois

REMARKS:
AUTH: Telecon with Mrs. Doe (Ret Pay Br) Ft. Benjamin Harrison 16 Nov 1980.
Surviving spouse desires burial in same grave.

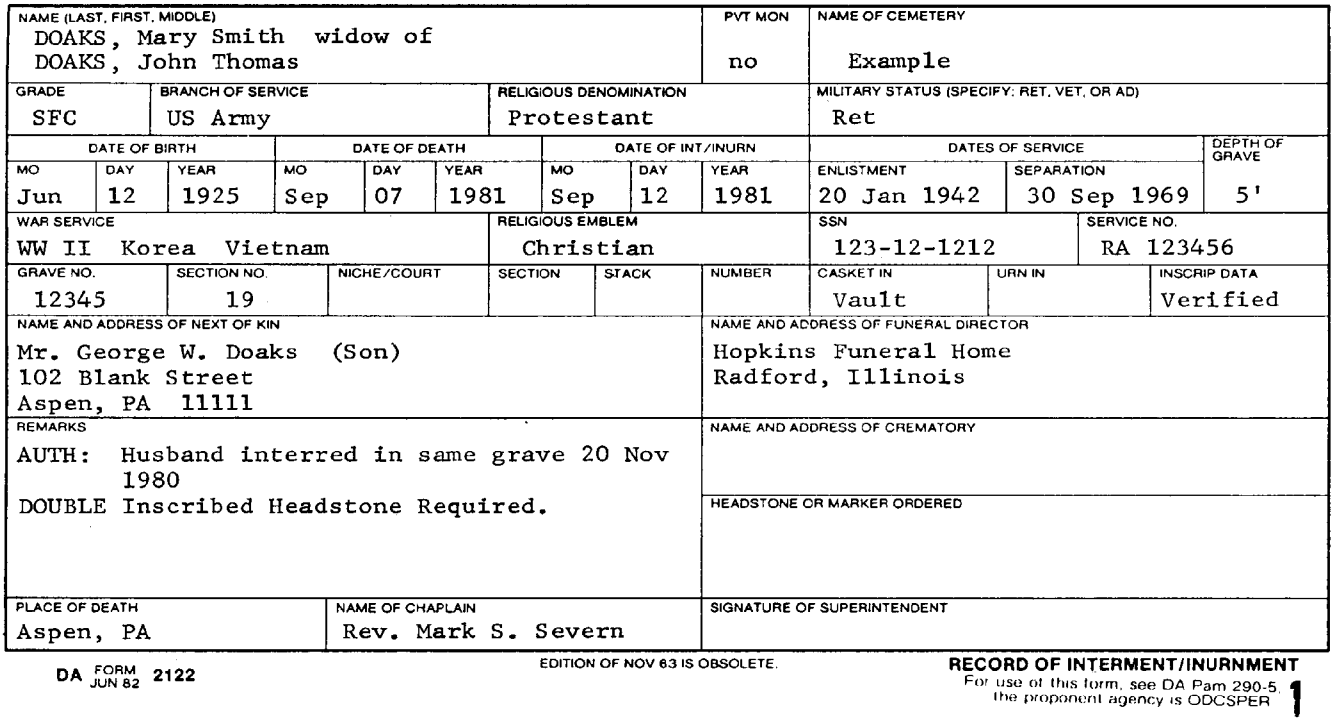
NAME AND ADDRESS OF CREMATORY:

HEADSTONE OR MARKER ORDERED:

PLACE OF DEATH: Aspen, PA
NAME OF CHAPLAIN: Rev. Mark S. Severn
SIGNATURE OF SUPERINTENDENT:

DA FORM JUN 82 2122 EDITION OF NOV 63 IS OBSOLETE.
RECORD OF INTERMENT/INURNMENT
For use of this form, see DA Pam 290-5, the proponent agency is ODCSPER

Figure 7-2. Example of DA Form 2122 (Record of Interment/Inurnment, for deceased service–connected person)



NAME (LAST, FIRST, MIDDLE): DOAKS, Mary Smith widow of DOAKS, John Thomas
PVT MON: no
NAME OF CEMETERY: Example
GRADE: SFC
BRANCH OF SERVICE: US Army
RELIGIOUS DENOMINATION: Protestant
MILITARY STATUS (SPECIFY: RET, VET, OR AD): Ret

DATE OF BIRTH			DATE OF DEATH			DATE OF INT/INURN			DATES OF SERVICE		DEPTH OF GRAVE
MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR	ENLISTMENT	SEPARATION	
Jun	12	1925	Sep	07	1981	Sep	12	1981	20 Jan 1942	30 Sep 1969	5'

WAR SERVICE: WW II Korea Vietnam
RELIGIOUS EMBLEM: Christian
SSN: 123-12-1212
SERVICE NO.: RA 123456

GRAVE NO.	SECTION NO.	NICHE/COURT	SECTION	STACK	NUMBER	CASKET IN	URN IN	INSCRIP DATA
12345	19					Vault		Verified

NAME AND ADDRESS OF NEXT OF KIN:
Mr. George W. Doaks (Son)
102 Blank Street
Aspen, PA 11111

NAME AND ADDRESS OF FUNERAL DIRECTOR:
Hopkins Funeral Home
Radford, Illinois

REMARKS:
AUTH: Husband interred in same grave 20 Nov 1980
DOUBLE Inscribed Headstone Required.

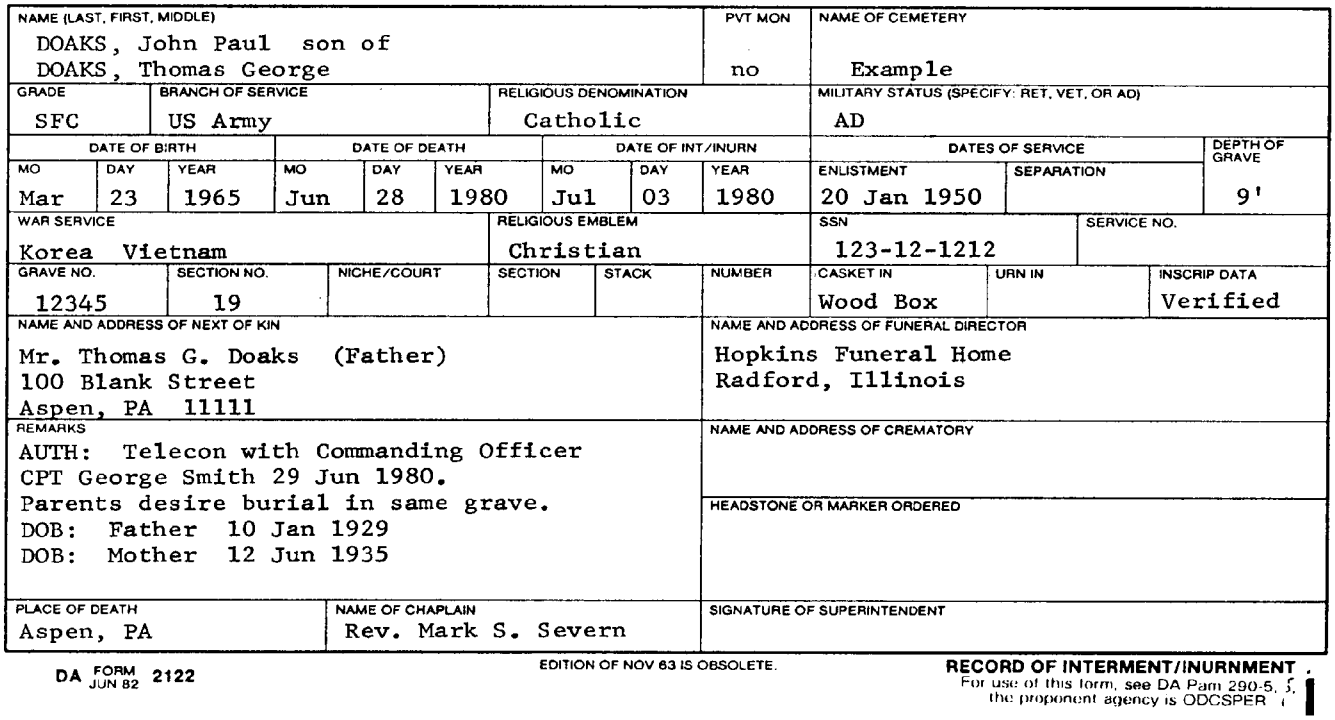
NAME AND ADDRESS OF CREMATORY:

HEADSTONE OR MARKER ORDERED:

PLACE OF DEATH: Aspen, PA
NAME OF CHAPLAIN: Rev. Mark S. Severn
SIGNATURE OF SUPERINTENDENT:

DA FORM JUN 82 2122 EDITION OF NOV 63 IS OBSOLETE.
RECORD OF INTERMENT/INURNMENT
For use of this form, see DA Pam 290-5, the proponent agency is ODCSPER

Figure 7-3. Example of DA Form 2122 (Record of Interment/Inurnment, for spouse of deceased service–connected person)



NAME (LAST, FIRST, MIDDLE): DOAKS, John Paul son of DOAKS, Thomas George
PVT MON: no
NAME OF CEMETERY: Example
GRADE: SFC
BRANCH OF SERVICE: US Army
RELIGIOUS DENOMINATION: Catholic
MILITARY STATUS (SPECIFY: RET, VET, OR AD): AD

DATE OF BIRTH			DATE OF DEATH			DATE OF INT/INURN			DATES OF SERVICE		DEPTH OF GRAVE
MO	DAY	YEAR	MO	DAY	YEAR	MO	DAY	YEAR	ENLISTMENT	SEPARATION	
Mar	23	1965	Jun	28	1980	Jul	03	1980	20 Jan 1950		9'

WAR SERVICE: Korea Vietnam
RELIGIOUS EMBLEM: Christian
SSN: 123-12-1212
SERVICE NO.:

GRAVE NO.	SECTION NO.	NICHE/COURT	SECTION	STACK	NUMBER	CASKET IN	URN IN	INSCRIP DATA
12345	19					Wood Box		Verified

NAME AND ADDRESS OF NEXT OF KIN:
Mr. Thomas G. Doaks (Father)
100 Blank Street
Aspen, PA 11111

NAME AND ADDRESS OF FUNERAL DIRECTOR:
Hopkins Funeral Home
Radford, Illinois

REMARKS:
AUTH: Telecon with Commanding Officer
CPT George Smith 29 Jun 1980.
Parents desire burial in same grave.
DOB: Father 10 Jan 1929
DOB: Mother 12 Jun 1935

NAME AND ADDRESS OF CREMATORY:

HEADSTONE OR MARKER ORDERED:

PLACE OF DEATH: Aspen, PA
NAME OF CHAPLAIN: Rev. Mark S. Severn
SIGNATURE OF SUPERINTENDENT:

DA FORM JUN 82 2122 EDITION OF NOV 63 IS OBSOLETE. RECORD OF INTERMENT/INURNMENT
For use of this form, see DA Pam 290-5, the proponent agency is ODCSPER

Figure 7-4. Example of DA Form 2122 (Record of Interment/Inurnment, for child of deceased service–connected person)

Chapter 8
Equipment

8–1. General

a. Equipment for Arlington and Soldiers' and Airmen's Home National Cemeteries is procured from the civil functions appropriation "Cemeterial Expenses, Department of the Army" for exclusive use on cemetery activities that are strictly nonmilitary in nature.

b. Except as specifically provided herein or by directive of the Superintendent, this manual will be the only publication governing maintenance and administration of equipment at Arlington and Soldiers' and Airmen's Home National Cemetery.

c. In the interest of achieving optimum efficiency in the operation and maintenance of Army cemeteries, the following policies and objectives should be observed to the maximum extent feasible, consistent with law and policies based on the following:

(1) Labor–saving devices and equipment will be procured, developed, and used when net savings are possible.

(2) Equipment will be standardized, as much as possible, so that parts from nonrepairable equipment can be used for serviceable equipment. This will reduce the number of items needed and will provide maximum benefits of the available equipment.

(3) All–purpose equipment, which can perform, or be modified to perform several useful functions, will be obtained or developed where feasible.

d. To secure maximum standardization and benefits of improved equipment and maintenance methods, free interchange of information among Army national cemeteries, post cemeteries, and VA national cemeteries is encouraged.

e. The numbers and different types of tools and equipment at each cemetery will be kept to the minimum necessary for efficient operation of the cemetery and service to the public. Items will be disposed of unless a valid need exists or is foreseeable.

f. As a general rule the life of passenger vehicles will be 6 years and 10 years for trucks. However, the Superintendent may retain vehicles beyond these time limits depending upon condition, economic repair, and access of parts for replacement.

g. Before procuring new equipment, the Superintendent will determine the feasibility of obtaining surplus DOD equipment available on a nonreimbursable basis.

h. Equipment installed in Arlington National Cemetery, as described below, will not be added or modified without prior approval of the Superintendent. Generally, installed equipment that renders efficient service will not be replaced solely because it is not modern. Requests to the Superintendent for additions or modifications should contain information and justification for the action proposed, including cost data, rough sketches, or photographs where appropriate. The Superintendent is authorized to replace existing units that have become unserviceable and that are no longer economically repairable. The following items will be considered as installed equipment:

(1) Heating systems.

(2) Electrical systems.

(3) Sewage, water, and drainage systems.

(4) Air conditioners or air conditioning system.

(5) Bathroom and kitchen equipment.

8–2. Allowances

a. The Superintendent is responsible for determining the items and quantities of all property and equipment required for efficient operations of the cemetery. National cemetery property and equipment are not subject to military tables of allowances.

b. The Superintendent, Soldiers' and Airmen's Home National Cemetery, and each Arlington National Cemetery Division Supervisor will submit a list of major items of equipment and property, with justifications, to the Superintendent, Arlington National Cemetary, for approval. These lists, as approved by the Superintendent, will serve as the basic tables of authorization. To preclude rewriting of tables of authorization each time a change occurs, proposed additions to approved tables of authorization will be submitted to the Superintendent as requirements occur. Deletions from approved tables of allowances (TA) due to disposal of previously

approved items will be reported to the Superintendent as soon as practicable after they take place.

8–3. Identification and color of motor vehicles

a. Identification of motor vehicles in Arlington and Soldiers' and Airmen's Home National Cemeteries will consist of the following:

(1) The name of the cemetery.

(2) ANC, for Arlington National Cemetery.

(3) A cemetery vehicle number.

b. The name of the cemetery in letters 2 inches high, and identification data in letters 1 inch high, will be shown on the side of each front door of trucks. (See fig 8–1.) Sedans and hearses will be unlettered.

ARLINGTON NATIONAL CEMETERY

ANC–99

Figure 8-1. Sample identification of motor vehicles

c. Locally fabricated sheet metal identification plates. 6 inches high and 12 inches wide, showing "U.S. ARMY" in letters 2 inches high and cemetery identification data in letters 1 inch high, will be mounted on the front and rear license plate holders of all motor vehicles.

d. Colors of vehicles will be as follows:

(1) Passenger vehicles and hearses will be of any subdued color. Trucks will be gloss pea green and lettering will be gloss white. Deviation to the color equipment will be presented to the Superintendent for approval on a case–by–case basis.

(2) Identification plates for all motor vehicles will be gloss black with gloss white lettering.

8–4. Identification and colors of equipment other than motor vehicles

a. General. Except for motor vehicles, all nonexpendable national cemetery property, implements, and tools will be identified with the designation "USNC."

b. Numbering. All power–driven equipment, except motor vehicles, will be additionally identified with a number to be assigned by the Superintendent. Generally, the identification number should be placed beneath the designation "USNC.": (See fig 8–2.)

USNC
101

Figure 8-2. Placement of identification number

c. Marking.

(1) The method, size of lettering, and location of markings of this category of equipment will be prescribed by the Superintendent.

(2) It is suggested that wooden equipment be branded or stencilized; metal tools to be stamped with a metal die; and the identification data for other equipment be stencilled, painted, or rubber–stamped with indelible ink.

(3) The identification data of office equipment should be so located as to preclude marring its appearance.

d. Colors.

(1) The color of equipment other than motor vehicles will be gloss forest green and identification data will be gloss white. Deviation to the color requirement will be presented to the Superintendent for approval on a case–by–case basis.

(2) Fire protective equipment will be gloss red.

(3) Waste containers for highly combustible materials will be painted gloss yellow with the name of the contents painted on the container in gloss black.

(4) Decals will be used to the maximum extent feasible. Decals will be placed in the same relative location on similar equipment. They will be readily visible, but in a location where accidental removal would be difficult.

(5) Safety cans or other portable service–type containers of flammable liquids having a flash point at or below 100 degrees Fahrenheit or bearing a DOT Red Label will be painted red with a yellow band around the can and/or the name of the contents conspicuously stenciled or painted on the can in yellow.

(6) Bright gloss green will be used as the basic color for designating safety equipment and the location of first aid equipment.

(7) Handtools and office equipment will not be painted.

8–5. Repainting of equipment

To save the expense of repainting, factory colors of equipment will be retained until repainting is required.

8–6. Maintenance

a. General. National cemetery equipment is provided for nonmilitary activities and the maintenance requirements therefore are more or less distinctive in the following respect:

(1) The conditions and purposes for which it will be used are usually foreseeable whereas most military equipment must be maintained to meet emergencies.

(2) It is not subjected to as intensive and rigorous usage as military equipment and thus its life is generally longer than that of military equipment.

(3) It consists principally of nonstandard items small in size and number for which the establishment of elaborate maintenance staffs and the attendant paperwork are unnecessary and uneconomical.

(4) Trip data will be maintained on motor vehicles only on trips outside the cemetery.

b. Policies and procedures.

(1) In line with the policies and precepts outlined, the Superintendent will determine and develop policies, methods, procedures, and records for the operation, inspection, and maintenance of cemetery equipment (including motor vehicles) in a safe and serviceable condition.

(2) While it is essential that maintenance and running repairs by accomplished currently to keep equipment in an efficient and safe operating condition, major repairs and painting of equipment should be accomplished in the slack maintenance season to the maximum extent practicable.

(3) For budgetary purposes, records of the mileage of all motor vehicles will be maintained. The accumulated hours of engine time on other power–driven equipment will also be maintained.

(4) Record will be kept of petroleum, oil, and lubricant (POL) and other expendable supplies used for the operation and maintenance of equipment.

(5) A jacket file of heavy manila paper will be maintained at the cemeteries for each piece of power–driven equipment. The entries on this file will be kept current to show major repairs or replacement of parts. This file should be transferred or disposed of with the item of equipment to which it pertains. Manufacturers' manuals and any special maintenance instructions should be kept in this jacket. Local procurement and/or reproduction of the written material on these jackets is authorized.

Chapter 9
Safety–Accident and Fire Prevention

9–1. General

This chapter sets forth general safety requirements and procedures for Army cemeteries.

9–2. Protective clothing and equipment

a. The Government is responsible for furnishing protective clothing and equipment essential to safe performance of an assigned task. This includes such items as safety glasses (plano or prescription

type), safety shoes, rain coats, rain hats, and other protective equipment as required. Except for shoes or prescription glasses, Government safety clothing and equipment must not be removed from the cemetery when the employee goes off duty.

b. Employees issued safety shoes and/or prescription glasses may retain these items without charge upon termination of employment.

c. Cemetery employees will be furnished safety glasses, in addition to other eye–protective equipment, as required. However, the eye examination to determine the prescription for eyeglasses is the responsibility of each employee. Upon receipt of prescription–ground safety glasses, the employee will take the glasses to the prescribing doctor to check for correct fitting and to see that the lenses were ground according to the prescription. A statement will be obtained from the doctor if the lenses were not ground as prescribed. This statement will be given to the supervisor for appropriate action.

d. The safety officer will prescribe the types of safety clothing and equipment to be worn in each work assignment. This will also be posted on the bulletin board. Employees will be required to wear safety shoes, steel–toe boots, and steel–toe clamps when working on hazardous assignments.

e. Safety shoes and prescription–ground safety eyewear will be issued to cemetery personnel as personal property, and appropriate records of issue of these items will be maintained in the records of the property accountability or supply issuance officer. Employees issued protective clothing and equipment are expected to exercise due care and caution in use. Replacement cost of safety shoes or prescription–ground safety eyewear will be at private expense if the need for new equipment is due to the employee's neglect.

9–3. Accident reporting

a. Cemetery employees who sustain an on–the–job injury and/or are involved in a vehicle or equipment accident must immediately report the full circumstances to their immediate supervisor.

b. The safety officer will be notified immediately of all accidents, including those resulting in: the loss of time of a cemetery employee, injury or damage to another individual or to private property, and damage to a vehicle or other cemetery property.

c. Accident reporting and records will be processed as required in AR 385–40. Division supervisors and the safety officer, are responsible for ensuring that all accident reports are completed and submitted on a timely basis. The Superintendent will be immediately notified whenever a cemetery employee sustains an on–the–job injury. All serious on–the–job injuries or death of cemetery employees will be immediately reported to the Commander, MDW, through the Superintendent. The MDW Staff Judge Advocate Office will be furnished copies of all accident reports and complete data for all personal injury cases involving civilian visitors to the cemetery.

9–4. Accident prevention measures

a. General.

(1) Storage of dynamite and other explosives within the cemetery reservation overnight is prohibited. (See *b*(6) below.)

(2) All areas in service buildings, basement of lodge, and other buildings will be kept free of materials that could cause or contribute to the spread of fire.

(3) Temporary platforms, steps, and seats provided for ceremonial occasions will be well constructed and safely maintained. The safety officer or a responsible representative will inspect them before use.

(4) The local American Red Cross or other agency will be asked to provide first–aid facilities when large crowds are expected.

(5) Bags of seed and fertilizer will not be stacked more than shoulder–high unless materials–handling equipment is available. They will be cross–stacked to minimize the chance of falling.

(6) Materials–handling equipment will be used when available, to lift or handle heavy objects. Otherwise, a sufficient number of employees will be provided to perform the task without undue physical strain.

(7) The heads of metal tent stakes will be dressed to prevent them from becoming mushroomed. After the tent stakes have been positioned in the ground, wooden blocks will be placed over the heads of the stakes as a safety precaution. (Blocks will be fabricated locally and will be painted yellow. Suggested size: 4– by 4– by 4–inches, with a 1–inch hole bored halfway down the middle.)

(8) The safety officer will make a monthly safety inspection of all buildings and grounds. A file will be maintained indicating the discrepancies noted and what corrective action was or will be taken.

(9) When vehicles and/or other power equipment are left unattended, motors will be turned off and the brakes properly set.

(10) Insecticides and all other chemical supplies will be kept in properly ventilated and locked facilities. The storage area will also be appropriately marked to indicate the type of material stored in the building.

(11) Employees will wear eye–protection when scraping, grinding, wirebrushing, or performing other eye–hazardous operations.

(12) Employees will wear eye protection when there is danger of injuries from impact, flying or falling objects, or electrical shock and burns.

(13) When engineering or administrative controls fail to reduce noise levels to within the levels of table G–16 of the Occupational Safety Health Standards, personal protective equipment will be provided and used to reduce the noise to an acceptable level.

(14) All air compressors will have a safety guard affixed to the fly–wheel housing assembly.

(15) The exteriors of switch boxes and electrical controls that are the starting point or power source for hazardous electrical machinery and equipment will be painted blue (AR 385–30).

b. Excavation of graves.

(1) No one will be permitted to enter a grave being excavated by a grave–digging machine.

(2) When a grave is being dug by a machine and it becomes necessary to perform manual labor in the grave, the machine must be so located that it will not cause the grave to collapse or allow the bucket to fall into the grave.

(3) When it becomes necessary for a worker to enter a gravesite (depth of 5 feet or more), another worker will stand close by.

(4) Graves excavated manually will be shored as they are dug if the supervisor believes that cave–ins are likely to occur.

(5) Suitable eye protection will be worn when pneumatic tools are used.

(6) The use of explosives must be approved by the Superintendent.

(a) Applicable instructions in FM 5–25, chapter 5, and AR 385–64, will be strictly adhered to in the safe handling and transportation of dynamite and other explosives.

(b) Only sufficient explosives for one day's blasting will be brought into the cemetery. Any excess will be returned to the source of supply, as adequate facilities for storage are not provided in Army cemeteries.

(7) Open graves not required for immediate use will be provided with a cover substantial enough to support a person's weight.

9–5. Fire prevention and protection

a. The safety officer will prepare a fire prevention and control plan, and an evacuation plan. Copies of the approved plans will be posted in conspicuous places in all principal cemetery buildings. Placement on a bulletin board is preferred. All cemetery personnel will be instructed in fire prevention precautions and their responsibilities in the event of a fire.

b. The evacuation plan will specify the types and locations of all fire extinguishers, and cemetery personnel will be instructed in the use and operation of each type. The following statement will be placed on the telephone: “In case of fire, call (insert the telephone number of the fire department).

c. Fire extinguishers and other firefighting equipment will be provided and maintained in accordance with current Department of the Army instructions (paras 9–6*a* and *b*).

d. NO SMOKING signs will be conspicuously posted in buildings, structures, rooms, and areas where motor vehicles, gasoline,

paints, and other flammable materials are stored and other flammable materials are stored and handled.

e. Gasoline–powered equipment will be refueled outdoors while engine is off and away from open flames or other potential sources of ignition.

f. Steel drums will be used when underground gasoline storage facilities and pump dispensers are not available. Dispensing spigots or valves will be nondripping and will require constant pressure by the operator to discharge fuel.

g. Constant contact will be maintained between the two containers when gasoline is transferred from one container into another so that spillage is avoided.

h. Gasoline storage and dispensing facilities will be kept locked and located in areas away from other buildings.

i. Oily rags, papers, scrap lumber, and other debris will not be permitted to accumulate in buildings or on grounds.

j. Fire hydrants will be fully opened at least once every 6 months to ensure they are in proper operating condition. Whenever fire hydrants are opened, they will be brought to full force before closing to flush out any foreign matter that might damage valves.

k. Fire hydrants will be equipped with matching adapters if the threads do not match those on local fire hose.

l. The safety officer or designated representative will make an inspection of the utility buildings at the close of business each day to ensure no fire hazards exist. Any discrepancies will be corrected immediately, if possible. If not, necessary action will be taken to reduce the fire hazard until the situation can be corrected. For example, defective wiring often cannot be replaced at once. Therefore, the affected system should be shut off until the defective wiring is corrected by a licensed electrician.

m. The Superintendent or his designated representative will make a detailed monthly inspection of the lodge and all buildings to ensure no fire or accident hazards exist. A file will be maintained to indicate the date of inspection, deficiencies noted, and corrective action taken.

n. The Superintendent will contact the nearest fire department to ensure they will answer a call in case of a fire at the cemetery.

o. All decorations, including Christmas trees, used in cemetery structures will be flameproofed, unless composed of nonflammable materials. Electrical devices will be of the type approved by the Underwriters' Laboratories, Inc.

p. A daily fire inspection is one of the most effective tools in the prevention of fires. The last occupant of areas used should make such an inspection at the close of normal working hours. This daily inspection will be made a matter of official record. It should be conducted as follows:

(1) Ensure that there is no flammable material. Rags will be stored in metal containers only.

(2) All wastebaskets and other trash containers must be emptied.

(3) Exits must not be obstructed.

(4) Electric appliances must be disconnected when not in use.

(5) Ensure that there are no visible defects in the electric and heating systems.

(6) See that fire extinguishers are filled and accessible for immediate use.

(7) Post the fire department telephone number in an appropriate location.

(8) Post fire and evacuation regulations, where appropriate, in a conspicuous place.

(9) Report any other conditions considered by the inspector to be a fire hazard.

(10) Report any condition deemed an immediate hazard or emergency to the Superintendent at once.

9–6. Fire extinguishers

a. Fire extinguishers will be located so as to be readily accessible at all times.

b. The proper maintenance of fire extinguishers and proper training in firefighting are absolutely essential. In view of the difficulties that may be encountered by the local fire department, such as distance and gaining entrance into the cemetery after closing hours, it is even more important that every effort be made to prevent fires.

9–7. Fire reporting

a. Fires or explosions followed by fire incident to an Army operation or activity resulting in one of the following will be reported on DD Form 2324–1 (DOD Summary No Loss Fire Emergencies Report (LRA)):

(1) $100 or more damage to Army or non–Army property (including timber and grasslands).

(2) Damage to 25 or more acres of Army timber or grassland.

b. DD Form 2324–1 will be prepared in accordance with AR 420– 90. The original and a duplicate copy will be forwarded through channels to the safety officer within 10 days after the fire incident.

9–8. Storing of equipment

a. Gasoline–powered equipment will not be garaged or stored in rooms equipped with heaters unless the rooms are equipped with vents at floor level.

b. All heaters will be suspended from the ceiling where feasible.

9–9. Paint and oil room

The safety officer will check daily (para 9–5) to ensure that the paint and oil room does not contain any material that could cause or spread a fire. Sanitary and cleaning supplies will not be stored in the paint room in the basement of the lodge.

9–10. Electrical wiring and appliances

a. No additional electrical wiring or connections will be done without prior approval of the Superintendent.

b. Electrical wiring will be done by licensed electricians and will conform to the specifications set forth in the National Electrical Code, or the Standards of the National Board of Fire Underwriters. DD Form 1155 (Order for Supplies or Services) covering electrical services will include a statement to the effect that the services will meet the specifications set forth in the National Electrical Code.

c. In all instances, incoming powerlines to buildings will be properly grounded to minimize the incidence of fires as a result of lighting.

d. Extreme caution will be taken to ensure an electrical circuit is not overloaded.

e. Portable and semiportable electrical tools and equipment will be grounded.

Appendix A
References

Section I
Required Publications

AR 25–50
Preparing and Managing Correspondence. (Cited in para 2–3.)

AR 290–5
Army National Cemeteries. (Cited in chaps 2, 3, 4, and 6.)

AR 405–45
Inventory of Army Military Real Property. (Cited in paras 4–11*a* and 7–1*b*.)

AR 600–8–1
Army Casualty and Memorial Affairs and Line of Duty Investigations. (Cited in para 4–12*a*.)

AR 600–25
Salutes, Honors, and Visits of Courtesy. (Cited in paras 2–6*c*, 4–2*c*(2), 4–2*c*(3), and 4–3*e*.)

Section II
Related Publications

AR 1–100
Gifts and Donations

AR 20–1
Inspector General Activities and Procedures

AR 25–400–2
The Modern Army Recordkeeping System (MARKS)

AR 210–12
Establishment of Rental Rates for Quarters Furnished Federal Employees

AR 210–190
Post Cemeteries

AR 310–25
Dictionary of United States Army Terms

AR 310–50
Authorized Abbreviations and Brevity Codes

AR 385–10
Army Safety Program

AR 385–15
Water Safety

AR 385–30
Safety Color Code Markings and Signs

AR 385–32
Protective Clothing and Equipment

AR 385–40
Accident Reporting and Records

AR 385–55
Prevention of Motor Vehicle Accidents

AR 385–64
Ammunition and Explosives Safety Standards

AR 405–45
Inventory of Army Military Real Property

AR 725–1
Special Authorization and Procedures for Issues, Sales and Loans

AR 735–5
Policies and Procedures for Property Accountability

AR 840–10
Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates

DA Pam 25–30
Consolidated Index of Army Publications and Blank Forms

FM 5–25
Explosives and Demolitions

FM 21–30
Military Symbols

FM 22–5
Drill and Ceremonies

Section III
Prescribed Forms

DA Form 2121–R
Record of Gravesite Reservation. (Prescribed in para 7–3.)

DA Form 2122
Record of Interment/Inurnment. (Prescribed in para 7–3.)

DA Form 2123
Record of Interments and Reservations. (Prescribed in paras 7–2*b* and 7–3*c*.)

DA Form 2386–R
Agreement for Interment. (Prescribed in para 4–5.)

DA Form 2684–R
Cemetery Operations–Utilization of Gravesites. (Prescribed in para 4–5.)

Section IV
Referenced Forms

DA Form 285
U.S. Army Accident Investigation Report

DA Form 285–1
U.S. Army Accident Investigation Report (Continuation Sheet)

DA Form 444
Inventory Adjustment Report (IAR)

DA Form 1118
Certificate of Merit for Safety

DA Form 1119
Certificate of Achievement in Safety

DA Form 2028
Recommended Changes to Publications and Blank Forms

DA Form 2385
Temporary Grave/Niche Marker

DA Form 2398
Summary of Accident Exposure

DA Form 3643
Daily Issues of Petroleum Products

DA Form 3644
Monthly Abstract of Issues of Petroleum Products and Operating Supplies

DA Form 3953
Purchase Request and Commitment

DD Form 518
Accident/Identification Card

DD Form 1149
Requisition and Invoice/Shipping Document

DD Form 1150
Request for Issue or Turn–In

DD Form 1348–1
DOD Single Line Item Release/Receipt Document

DD Form 2324–1
DOD Summary No Loss Fire Emergencies Report (LRA)

Standard Form 91
Operator Report on Motor Vehicle Accident

Standard Form 120
Report of Excess Personal Property

Standard Form 1103A
U.S. Government Bill of Lading–Memorandum Copy

Appendix B
Correct Method of Folding United States Flag During Military Funeral Service

B–1.
During the military ceremony, the flag is folded (fig B–1) immediately after the sounding of Taps.

B–2.
The bodybearers, who are holding the flag waist–high over the grave, fold the lower striped section of the flag over the blue field.

B–3.
The folded edge is then folded over to meet the open edge.

B–4.
A triangular fold is then started by bringing the striped comer of the folded edge to the open edge.

B–5.
The outer point is then turned inward parallel with the open edge to form a second triangle.

B–6.
The triangular folding is continued until the entire length of the flag is folded in this manner.

B–7.
When the flag is completely folded, the blue field should be visible and it should be folded in the triangular shape of a cocked hat.

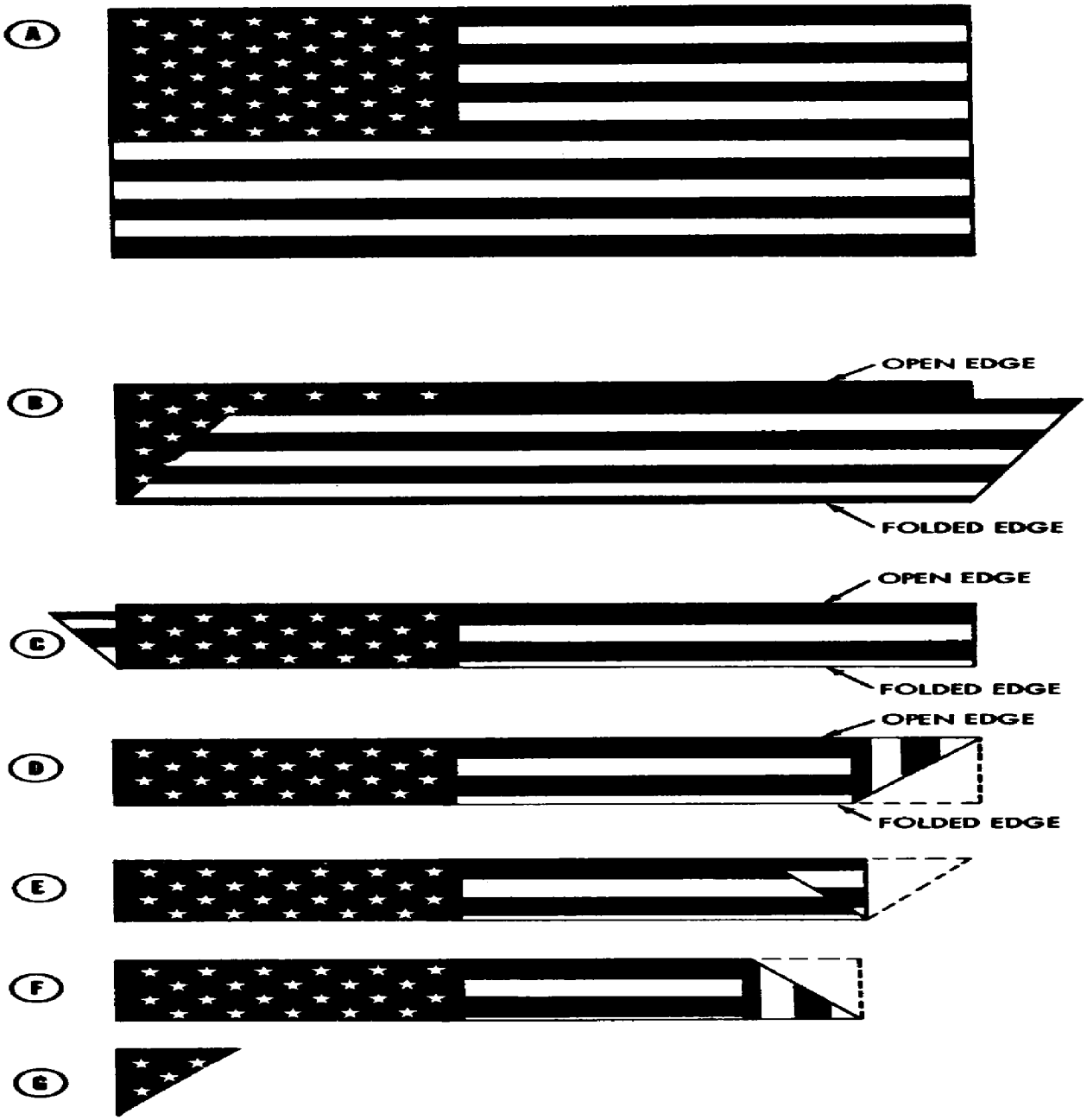


Figure B-1. Correct method of folding the United States flag

Appendix C
Emergency Plan for Interment

C–1. General

This emergency plan will be used when conditions beyond the cemetery superintendent's control keep interment from taking place at the date or time scheduled. The next of kin or person responsible will furnish a statement of agreement when the Emergency Plan is used.

C–2. Emergency conditions

Emergency conditions include but are not limited to—

a. Flooding of the interment area due to heavy rain.

b. Inability to reach the gravesite because of ice, deep snow, or other ground conditions.

c. Extremely high winds.

C–3. The solutions

a. If the funeral party has not departed for the cemetery, notify the funeral director of the condition(s) that precludes interment at the scheduled time and advise that committal services and interment must be rescheduled.

b. If the funeral party is enroute to or at the cemetery, or if the next of kin states compelling reasons for holding committal services on schedule, offer the following alternatives through the funeral director or to the next of kin directly:

(1) Holding of committal service and related ceremonies on or near to schedule, at an appropriate place in the cemetery, with the next of kin or person responsible to authorize the superintendent in writing to store the remains in the cemetery. This alternative can be

offered only if storage facilities are presentable, and remains are secure from weather and against tampering or desecration.

(2) Retention of the remains at the funeral home, or their return, the same to be at no expense to the Government, with services and interment to be rescheduled.

Appendix D
Visitors' Rules for the Arlington National Cemetery

D–1. Purpose
These rules define the standards of conduct required of all visitors to the Arlington National Cemetery, Arlington, Virginia.

D–2. Scope
Pursuant to Sections 31 8a and 486, title 40, United States Code, and based upon delegations of authority from the Administrator, General Services Administration, the Secretary of Defense and the Secretary of the Army, these rules apply to all Federal property within the charge and control of the Superintendent, Arlington National Cemetery, and to all persons entering in or on such property. Any person who violates any of the provisions of paragraphs D–3 through D–18 of this pamphlet will be subject to the penalties set out in section 318c, title 40, United States Code.

D–3. Visitors' hours
Visitors' hours shall be established by the Superintendent and posted in obvious places. Unless otherwise posted or announced by the Superintendent, visitors will be admitted during the following hours:

a. October through March 0800 through 1700.

b. April through September, 0800 through 1900.

c. No visitor will enter or remain in the cemetery beyond the time established by the applicable visitors' hours.

D–4. Destruction or removal of property
No person shall willfully destroy, damage, mutilate, or remove any monument, gravestone, structure, tree, shrub, plant, or other property located within the cemetery grounds.

D–5. Conduct within the cemetery
Because Arlington National Cemetery is a shrine to the honored dead of the Armed Forces of the United States and because of certain acts, appropriate in the cemetery, all visitors, including persons attending or taking part in memorial services and ceremonies, will observe proper standards of decorum and decency while within the cemetery grounds. Specifically, no person will—

a. Conduct any memorial service or ceremony within the cemetery, except private memorial services, without the prior approval of the Superintendent or Commanding General. All memorial services and ceremonies will be conducted in accordance with rules in paragraphs *h* below, D–8, and D–9 except for official ceremonies. (Official ceremonies will be conducted in accordance with guidance and procedures established by the Commanding General.)

b. Engage in any picketing, demonstration, or similar conduct within the cemetery grounds.

c. Engage in any orations, speeches, or similar conduct to assembled groups of people, unless the oration is part of a memorial service or ceremony authorized by these rules.

d. Display any placards, banners, flags, or similar devices within the cemetery grounds unless, in the case of a flag, use of the same is approved by the Superintendent or Commanding General and is part of a memorial service or ceremony authorized by these rules.

e. Distribute any handbill, pamphlet, leaflet, or other written or printed matter within the cemetery grounds except that a program may be distributed if approved by the Superintendent or Commanding General and such distribution is part of a memorial service or ceremony authorized by these rules.

f. Allow any dog, cat, or other pet to run loose within the cemetery grounds.

g. Use the cemetery grounds for recreational activities such as sports, athletics, or picnics.

h. Ride a bicycle within the cemetery grounds except on Meigs Drive, Sherman Drive, and Schley Drive, or as otherwise authorized by the superintendent. All other bicycle traffic will be directed to the Visitors' Center where bicycle racks are provided. Exceptions for bicycle touring groups may be authorized in advance and in writing by the Superintendent. An individual visiting a relative's gravesite may be issued a temporary pass by the Superintendent to permit access directly to and from the gravesite by bicycle.

i. Engage in any disorderly conduct within the cemetery grounds. For purposes of these rules, a person will be guilty of disorderly conduct if, he or she:

(1) Engages in, promotes, instigates, encourages, or aids and encourages fighting, or threatening, violent or riotous behavior.

(2) Yells, utters loud and boisterous language, or makes other unreasonably loud noise.

(3) Interrupts a memorial service or ceremony.

(4) Utters to any person present abusive, insulting, profane, indecent, or otherwise provocative language or gesture that by its very utterance tends to incite an immediate breach of the peace.

(5) Obstructs movement on the streets, sidewalks, or pathways of the cemetery grounds without prior authorization by competent authority.

(6) Disobeys a proper request or order by the Superintendent, cemetery special police, park police, or other competent authority to disperse or leave the cemetery grounds.

(7) Otherwise creates a hazardous or physically offensive condition by any act not authorized by competent authority.

D–6. Soliciting and vending
No person will display or distribute commercial advertising or solicit business while within the cemetery grounds.

D–7. Request to conduct memorial services and ceremonies
a. Requests by members of the public to conduct memorial services or ceremonies will be submitted to the Superintendent, Arlington National Cemetery, Arlington, Virginia 22211–5003. Such requests will describe the proposed memorial service or ceremony in detail to include the type of service, its proposed location, the name of the individual or organization sponsoring the service, the names of all key individuals participating in the service, the estimated number of persons expected to attend the service, the expected length of the service, the service's format and content, and whether permission to use loudspeaker systems or musical instruments or flags during the service is requested. If permission is granted then the number, type, and how they are planned to be used, whether permission to distribute printed programs during the service is requested, and, if so, a description of the programs, and whether military support is requested. Individuals and organizations sponsoring memorial services will provide written assurance that the services or ceremonies are not partisan in nature, as defined in paragraph D–8*b*, and that they and their members will obey all rules of appendix and act in a dignified and proper manner at all times while in the cemetery grounds.

b. Requests to conduct official ceremonies will be submitted to the Commanding General.

c. Memorial services or ceremonies other than private memorial services may be conducted only after permission has been received from the Superintendent or Commanding General. Private memorial services may be conducted only at the gravesite of a relative or friend. All other memorial services or ceremonies may be conducted only at the area or areas designated by the Superintendent or Commanding General as follows:

(1) Public memorial services may be authorized to be conducted only at the Arlington Memorial Amphitheater, the Confederate Memorial, the John F. Kennedy Grave, or other sites designated by the Superintendent.

(2) Public wreath laying ceremonies may be authorized to be

conducted at the tomb and plaza area of the Tomb of the Unknown Soldier (also known as the Tomb of the Unknowns).

(3) Official ceremonies may be authorized by the Superintendent or Commanding General.

D–8. Conduct of memorial services and ceremonies

All memorial services and ceremonies within Arlington National Cemetery, other than official ceremonies, will be conducted in accordance with the following rules:

a. Memorial services and ceremonies will be purely memorial in purpose and dedicated only to the memory of—

(1) All those interred in the cemetery.

(2) All those dying in the military service of the United States.

(3) All those dying in the military service of the United States while serving during a particular conflict or while serving in a particular military unit or units.

(4) The individual or individuals interred or to be interred at the particular gravesite at which the service or ceremony is held.

b. Partisan activities are inappropriate in Arlington National Cemetery, due to its role as a shrine to all the honored dead of the Armed Forces of the United States and out of respect for the men and women buried there and are for their families. Services or any activities inside the cemetery connected with will not be partisan in nature. A service is partisan and therefore inappropriate if it includes commentary in support of, or in opposition to, or attempts to influence, any current policy of the Armed Forces, or the Government of the United States; if it espouses the cause of a political party or if it has as a primary purpose to gain publicity or engender support for any group or cause. If a service is closely related, both in time and location, to partisan activities or demonstrations being conducted outside the cemetery, it will be determined to be partisan and therefore inappropriate. If a service is determined to be partisan by the Superintendent or the Commanding General, permission to conduct memorial services or ceremonies at the cemetery will be denied.

c. Participants in public wreath laying ceremonies will remain silent during the ceremony.

d. Participants in public memorial services at the John F. Kennedy Grave will remain silent during the service.

e. Public memorial services and public wreath laying ceremonies will be open to all members of the public to observe.

f. Participants in public wreath laying ceremonies will follow all instructions of the Tomb Guards, Superintendent, and Commanding General relating to their conduct of the ceremony. (See 40 U.S.C. 318a, 486, and delegations of authority from the Administrator, General Services Administration, Secretary of Defense, and Secretary of the Army.)

D–9. Tributes in Arlington National Cemetery to commemorate individuals, events, units, groups, and/or organizations

a. General. Tributes, which include plaques, medals, and statues, will be accepted only from those veterans' organizations listed in the Directory of Veterans' Organizations and State Department of Veterans' Organizations published annually by the U.S. Department of Veterans' Affairs, or those substantially similar in nature.

b. Plaques at trees and other donated items. Plaques may be accepted and placed at trees or other donated items to honor the memory of a person or persons interred in Arlington National Cemetery or those dying in the military service of the United States or its allies. Plaques placed at trees or other donated items must conform to the specifications described in paragraph D–11. A rendering of the proposed plaque will be sent to the Superintendent, Arlington National Cemetery.

D–10. Tributes to the Unknowns (Unknown Soldier)

a. General. Tributes, normally plaques, to the Unknowns by those organizations described in paragraph D–9*a* above must conform to specifications and guidelines contained in paragraph D–11. Descriptions of the character, dimensions, inscription, material, and workmanship of the tribute must be submitted in writing to Superintendent, Arlington National Cemetery.

b. Tributes to the Unknowns (Unknown Soldier) Presented by Foreign Dignitaries. Presentation of tributes by Foreign Dignitaries is allowed as part of an official ceremony as defined herein.

c. Monuments. Monuments (other than private monuments or markers) to commemorate an individual, group, or event may be erected following joint or concurrent resolution of the Congress.

D–11. Specifications and design for tributes in Arlington National Cemetery

a. Character. The design of the tribute will be artistically proportioned and will be consistent with the sacred purpose of the shrine, which is to honor heroic military service as distinguished from civilian service, however notable or patriotic.

b. Dimensions. The surface area of the tribute, including the mounting, will not exceed 36 square inches and the thickness or height will not exceed 2 inches when mounted.

c. Inscriptions for tributes to the Unknowns. Tributes are accepted only for the purpose of commemorating and paying homage and respect to one or more of the Unknowns. Thus all tributes must include either in the basic design or on a small place affixed there, a clear indication of such commemoration (and the identity of the donor and date of presentation). Suggestions for tribute wordings are as follows:

(1) In Memory of The American Heroes Known But to God.
(2) The American Unknowns.
(3) The Unknown American Heroes.
(4) The Unknown Soldier.
(5) The Unknown of World War II.
(6) The Unknown of the Korean War.
(7) The Unknown of the Vietnam Conflict.
(8) The Unknown American of World War II.
(9) The Unknown American of the Korean War.
(10) The Unknown American of the Vietnam Conflict.

D–12. Approval

The Superintendent, Arlington National Cemetery exercises general supervision over Arlington National Cemetery. The Superintendent's approval of proposed tributes to be placed in Arlington National Cemetery is required.

D–13. Who may offer tributes

a. Tributes will be accepted only from those veterans' organizations listed in the Directory of Veterans' Organizations and State Department of Veterans' Organizations published annually by the U.S. Department of Veterans' Affairs or those substantially similar in nature. Tributes will not be accepted from individuals or from subdivisions or patent organizations.

b. Only one tribute will be accepted from an organization. However, with prior approval, the inscription of a tribute already presented in memory of the Unknown Soldier (World War I) may be reworded by the donating organization to commemorate one additional or all the Unknowns, or a new tribute may be substituted for the old one.

D–14. Other tributes including plaques at trees and other donated items

Inscriptions on tributes will be in keeping with the dignity of Arlington National Cemetery.

D–15. Material and workmanship

The material and workmanship of the tribute, including the mounting, will be of the highest quality, free of flaws and imperfections.

D–16. Applications

Requests for authority to present tributes will be submitted in writing to the Superintendent, Arlington National Cemetery. These will include—

a. A scale drawing or model, showing the exact inscription and other details of the proposed tribute.

b. A copy of the constitution and bylaws of the organization desiring to make the presentation.

D–17. Final approval

Upon fabrication, the completed tribute will be forwarded to the Superintendent, Arlington National Cemetery for visual inspection prior to its presentation.

D–18. Presentation of tributes

After authorized acceptance of the tribute, the sponsoring organization may arrange appropriate presentation ceremonies with the Superintendent, Arlington National Cemetery. If presentation ceremonies are not desired, the Superintendent will acknowledge receipt of the tribute and inform the sponsoring organization of the number of the case in which it reposes in the Memorial Display Room at the Arlington National Cemetery.

Glossary

Section I
Abbreviations

ADP
Automated Data Processing

ASA (CW)
Assistant Secretary of the Army for Civil Works

CEDA
Cemeterial Expense, Department of the Army

CONUS
continental United States

DOB
date of birth

DOD
Department of Defense

DRMO
Defense Resource Management

FAD
funding authorization document

GBL
Government Bill of Lading

GSA
General Services Administration

HUD
Department of Housing and Urban Development

IAR
Inventory Adjustment Report

MDW
Military District of Washington

NFPA
National Fire Protection Association

OCONUS
outside continental United States

OMB
Office of Management and Budget

POL
petroleum, oil, and lubricant

RE
religious emblem

SR
state residence

TA
total allowance

VA
U.S. Department of Veterans' Affairs

Section II
Terms

Consolidated hand receipt
A signed document acknowledging responsibility for the nonexpendable and expendable controlled items of supplies and equipment listed, which are issued for use and which must be returned to the property account. One copy is maintained by the property officer and one by the hand receipt holder.

Documents to a Property Account
Instruments used to record all transactions in the account. Documents consist of debits that increase the on–hand balance, credits that decrease the balance, adjustments that change the balance, and wash that does not affect balances.

Expendable supplies
Maintenance material such as fertilizer, grass seed, sod, cement, lumber, repair parts, components, office and janitorial supplies, and construction supplies, which are consumed in the maintenance operation of cemetery facilities and grounds, and which thereby lose their identity. In addition, all items not consumed in use with a unit cost of less than $100.00 and not otherwise classified as nonexpendable or controlled expendable will be classified as expendable.

Hand receipt file
A folder with an assigned number. One folder is kept by the property officer and one by the holder.

Hand receipt holder
The person designated by the Superintendent to be responsible for the receipt, custody, maintenance, and safekeeping of all property and supplies placed in his or her possession. He or she may be held liable if he or she fails to exercise this responsibility.

Memorial service or ceremony
Any formal group activity conducted within the Arlington National Cemetery grounds intended to honor the memory of a person or persons interred in the Cemetery or those dying in the military service of the United States or its allies. "Memorial services or ceremony" includes a "private memorial service, " "public memorial service," "public wreath–laying ceremony," and "official ceremony."

Nonexpendable supplies
Items of equipment such as machines, vehicles, tools, furniture, and office machines, which do not become attached as fixtures to structures or lose their identity by forming a component part of larger end items. The minimum dollar value per unit is $100.00 ($300. 00 for FSCs 7110, 7125, 7195). Certain items such as flags (other than grave– decorating flags), protective and safety clothing, or any other items with a value of under $100.00 may be classed as controlled expendable and accounted for without respect to acquisition cost.

Official ceremony
A memorial service or ceremony approved by the Commander, MDW, in which the primary participants are authorized representatives of the United States Government, a State government, a foreign country, or an international organization participating in an official capacity.

Private memorial service
A memorial service or ceremony, other than an official ceremony, conducted at a private gravesite within Arlington National Cemetery by a group of relatives and/or friends of the person interred or to be interred at that gravesite. Private memorial services may be closed to members of the public.

Property Officer
Individual designated by official orders and having the obligation, with respect to his or her specified account, to maintain records of all nonexpendable and expendable controlled item balances. He or she is responsible for posting debits, credits, adjustments, and on–hand balances, as well as, for keeping hand receipt files current at all times.

Public memorial service
A ceremony, other than an official ceremony, conducted by members of the public at the Arlington Memorial Amphitheater, the Confederate Memorial, the Mast of the Maine, the John F. Kennedy Grave, or a historic shrine or a gravesite within Arlington National Cemetery designated by the Superintendent, Arlington National Cemetery. All public memorial services are open to any member of the public to observe.

Public wreath laying ceremony
A brief ceremony, other than an official ceremony, in which members of the public, assisted by members of the Tomb Guard, present a wreath or similar memento, approved by the Superintendent or Commander, MDW, at the tomb and plaza of the Tomb of the Unknown Soldier (also known as the Tomb of the Unknowns). Participants follow the instructions of the Tomb Guard, Superintendent, and the Commanding General in carrying out the presentation. The ceremony is open to any member of the public to observe.

Supplies and equipment
All raw material, commodities, manufactured articles, vehicles, and movable units of machinery procured and stored for the cemetery.

Suspense file
The file of the property officer that consists of all pending supply requests and incomplete supply actions.

Total allowance
Refers to the total of supplies and equipment allowed a cemetery. It is limited to that

which is essential to meet the cemetery's particular needs.

Voucher register
A computer printout for recording all transaction documents that are placed in the voucher files.

Section III
Special Abbreviations and Terms

This section contains no entries.

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RECORD OF GRAVESITE RESERVATION

For use of this form, see DA Pam 290-5; the proponent agency is ODCSPER

NAME OF CEMETERY

Prepare in triplicate and forward original and duplicate to the Commander, USAMAA, WASH, DC 20318

RESERVEE DATA

LAST NAME - FIRST NAME - MIDDLE NAME OF RESERVEE	RESERVED FOR *(Check one)* ☐WIFE ☐VETERAN	DATE OF RESERVATION
ADDRESS OF RESERVEE *(Include ZIP Code)*	GRAVESITE RESERVED: GRAVE NUMBER	SECTION

SERVICE DATA

LAST NAME - FIRST NAME - MIDDLE NAME OF VETERAN	GRADE	SOCIAL SECURITY NUMBER
DATE OF LAST SERVICE	BRANCH OR ARM OF SERVICE AND ORGANIZATION	

DECEDENT DATA

NUMBER OF ADJOINING GRAVESITE OCCUPIED BY *(Check one)*	LAST NAME - FIRST NAME - MIDDLE NAME
GRAVE NUMBER_____ ☐VETERAN ☐SON ☐WIFE ☐DAUGHTER	

REMARKS

TYPED NAME OF SUPERINTENDENT	SIGNATURE OF SUPERINTENDENT

DA FORM 1 MAY 73 2121-R

AGREEMENT FOR INTERMENT

For use of this form, see DA Pam 290-5; the proponent agency is ODCSPER

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY:	24 USC 281 and AR 210-190.
PRINCIPAL PURPOSE:	To permit interment of a deceased dependent.
ROUTINE USES:	To be filed at the interring cemetery, with access restricted to DOD personnel.
DISCLOSURE:	Voluntary, but failure to provide personal data requested could delay or preclude interment.

NOTE: "Interment" as used herein refers to either ground burial or inurnment in a Columbarium niche.

This Agreement made this _____ day of _____, _____.

I, _____ (*Name*), wish to have my _____ (*Relationship*),

_____ (*Dependent's Name*), interred/inurned in _____ (*Grave or Niche Location*),

_____ Cemetery on the basis of my present eligibility for interment therein.

Therefore, I agree to be interred in the same grave/niche upon my own death, and direct my executor to carry out this commitment if I am unable to do so. I further agree that, should I become ineligible for interment in the Cemetery, should I or my executor decide in future I will be interred elsewhere, or should this agreement become unenforceable for any other reason, my dependent's remains will be removed from the Cemetery without cost to the Government.

_____
SIGNATURE

_____
PRINTED NAME, GRADE, AND SERVICE NUMBER/SSN

_____
ORGANIZATION

_____
HOME OF RECORD *(Street Address)*

_____
(City, State, ZIP Code)

WITNESSES:

(1) _____
SIGNATURE

_____
STREET ADDRESS

_____
CITY, STATE, ZIP CODE

(2) _____
SIGNATURE

_____
STREET ADDRESS

_____
CITY, STATE, ZIP CODE

THIS PORTION TO BE COMPLETED BY CEMETERY PERSONNEL

GROUND BURIAL	COLUMBARIUM INURNMENT	
SECTION	COURT	STACK
GRAVE	SECTION	NUMBER

DA FORM 2386-R, Jun 82 REPLACES DA FORM 2386, FEB 64, WHICH IS OBSOLETE.

CEMETERY OPERATIONS – UTILIZATION OF GRAVESITES

For use of this form, see DA Pam 290-5; the proponent agency is ODCSPER

REPORTS CONTROL SYMBOL AG–874

FOR MONTH ENDING

TO:
HQDA (DAAG-PED-C)
Alexandria, VA 22331

FROM: *(Name and location of cemetery)*

SECTION A – CEMETERY DATA

1. TOTAL ACRES	2. ACRES DEVELOPED	3. TOTAL UNOBSTRUCTED GRAVESITE CAPACITY OF DEVELOPED AREA *(As shown on Layout Plan)*	4. TOTAL OBSTRUCTED GRAVESITES IN DEVELOPED AREA

SECTION B – INTERMENTS

LINE	SUBJECT *a*	BEGINNING OF MONTH: TOTAL NET INTERMENTS *(Same as column e previous month)* *b*	DURING MONTH: INTERMENTS *c*	DURING MONTH: DISINTERMENTS OUT OF CEMETERY *d*	END OF MONTH: TOTAL NET INTERMENTS *(b + c – d)* *e*
5	KNOWN				
6	UNKNOWN				
7	TOTAL				

SECTION C – GRAVESITES

8	TOTAL GRAVESITES USED FOR INTERMENTS AS OF BEGINNING OF MONTH *(Same as line 14 of previous month's report)*	
9	UNOCCUPIED, UNRESERVED GRAVESITES USED FOR INTERMENTS DURING MONTH	
10	RESERVED GRAVESITES USED FOR INTERMENTS DURING MONTH	
11	OCCUPIED GRAVESITES USED FOR INTERMENTS DURING MONTH *(This line is equal to line 7 column c minus sum of lines 9 + 10)* (_____)	
12	TOTAL *(Line 8 + 9 + 10)*	
13	GRAVESITES MADE AVAILABLE DUE TO DISINTERMENTS OUT OF CEMETERY DURING MONTH	
14	TOTAL GRAVESITES USED AS OF END OF MONTH *(Line 12 minus line 13)*	
15	TOTAL GRAVESITES RESERVED AS OF BEGINNING OF MONTH *(Same as line 18 of previous month's report)*	
16	RESERVED GRAVESITES CANCELED DURING MONTH	
17	RESERVED GRAVESITES USED FOR INTERMENTS DURING MONTH *(Same as line 10)*	
18	TOTAL GRAVESITES RESERVED AS OF END OF MONTH *(Line 15 minus sum of 16 + 17)*	
19	TOTAL GRAVESITES USED AND RESERVED AS OF END OF MONTH *(Line 14 + 18)*	
20	TOTAL GRAVESITES AVAILABLE AS OF END OF MONTH *(Item 3, Section A minus line 19, Section C)*	

REMARKS

TYPED NAME OF SUPERINTENDENT	SIGNATURE OF SUPERINTENDENT	DATE

DA FORM 2684-R, Jun 82 REPLACES DA FORM 2684, SEP 63, WHICH IS OBSOLETE.

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