



DEPARTMENT OF THE NAVY  
OFFICE OF THE SUPERINTENDENT  
UNITED STATES NAVAL ACADEMY  
121 BLAKE ROAD  
ANNAPOLIS MARYLAND 21402-1300

USNAINST 11170.1K  
4/Memorial Affairs  
6 AUG 2014

USNA INSTRUCTION 11170.1K

From: Superintendent

Subj: NAVAL ACADEMY CEMETERY AND COLUMBARIUM

Ref: SECNAV-M 5210.1 Records Management Manual

Encl: (1) USNA Cemetery Foundation Order  
(2) Columbarium Niche Cover Inscription Information  
(3) USNA Memorial Affairs Worksheet  
(4) Records Maintenance Labels  
(5) For Cremains

1. Purpose. To prescribe the rules and regulations for the operation and maintenance of the Naval Academy Cemetery and Columbarium.

2. Cancellation. USNAINST 11170.1J

3. Responsibilities

a. Chief of Staff (COS). Oversees the operation of the cemetery and the columbarium, including the determination of eligibility for burial and inurnment, gravesite reservations, funeral and burial/inurnment arrangements, and policy determination.

b. The Memorial Affairs Coordinator (MAC). Serves as assistant to the COS for coordination of daily operations of the cemetery and columbarium. The MAC is responsible for the management of all records in accordance with SECNAV-M 5210.1 Records Management Manual. In addition, photographs columbarium niche covers upon request.

c. The Public Works Officer (PWO). Maintains proper care of the cemetery/columbarium grounds and roads, which includes trimming of grass, pruning of shrubs and hedges, thinning of trees, raking of leaves, removal of debris, opening and closing of graves/niches, inspection and approval of monument installation, creating and maintaining maps and the suitable ceremonial appearance of the gravesite during funerals.

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d. The President, Naval Academy Alumni Association. Collects fees to defray the cost of engraving the niche covers, negotiates the necessary contracts for accomplishment of the engraving, and negotiates and administers contracts for columbarium repairs.

4. Eligibility for Burial/ Inurnment

a. Burial/ Cremains Burial

(1) Those eligible for burial in the Naval Academy Cemetery are:

(a) Officers, Midshipmen, and enlisted personnel of the Navy or Marine Corps on active duty at the Naval Academy; Naval Station, Annapolis; or Naval Health Clinic, Annapolis.

(b) Naval Academy graduates who have served on active duty with the rank of Rear Admiral or Brigadier General, or senior thereto, and such others as the Secretary of the Navy or the Superintendent may designate.

(c) Naval Academy graduates chosen by the Naval Academy Alumni Association as recipients of the Distinguished Graduate Award.

(d) Unremarried spouse of one buried or eligible to be buried in the Naval Academy Cemetery. In the event the spouse remarries, his or her eligibility is automatically terminated.

(e) Stillborn and infant children of officers or enlisted personnel on active duty at the Naval Academy; Naval Station, Annapolis; or Naval Health Clinic, Annapolis may be buried in a specific lot reserved for such cases. For purposes of this regulation, an infant is considered to be a child who has not reached seven years of age.

(f) Graduates of the Air Force Academy or West Point who cross-commissioned to the Navy or Marine Corps and have served on active duty with the rank of Rear Admiral or Brigadier General, or senior thereto.

(g) Others whose burial is specifically approved by the Superintendent.

(2) Those eligible to make a reservation for future burial in sections 9 and 10 of the Naval Academy Cemetery are Naval Academy graduates who have served on active duty with the

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rank of Rear Admiral or Brigadier General, or senior thereto, and such others as the Secretary of the Navy or Superintendent may designate. Individual lots in Sections 9 and 10 are not reserved in advance. They are assigned sequentially at the time of need.

(3) Nothing in these regulations will change or alter cemetery reservations and commitments made under previous regulations.

b. Inurnment

(1) Those eligible for inurnment in the Naval Academy Columbarium are:

(a) Officers, Midshipmen, and enlisted personnel of the Navy or Marine Corps on active duty at the Naval Academy; Naval Support Activity, Annapolis; or the Naval Health Clinic, Annapolis.

(b) All Naval Academy graduates honorably discharged/retired from the service.

(c) Unremarried spouse of one inurned or eligible for inurnment in the Naval Academy Columbarium. Such inurnments will be in the same niche as the spouse.

(d) Stillborn and infant children of officers or enlisted personnel on active duty at the Naval Academy; Naval Station, Annapolis; or the Naval Health Clinic, Annapolis. For purposes of this regulation, an infant is considered to be a child who has not reached seven years of age. Such inurnments shall be in the same niche as the eligible sponsor.

(e) Unremarried widow(er) of Naval Academy graduates who have no known grave (i.e., lost at sea, etc.).

(f) Civilian faculty members who complete at least 20 years of service at the Naval Academy and are associate or honorary members of the Naval Academy Alumni Association.

(g) Graduates of the Air Force Academy or West Point who cross-commissioned to the Navy or Marine Corps and completed 20 years of active duty service.

(h) Others whose inurnment is specifically approved by the Superintendent.

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(2) There shall be no reservations for future interments in the Naval Academy Columbarium. Niches are assigned sequentially at the time of need.

d. Disinterment

(1) Interments at the Naval Academy are considered as permanent. The Disinterment and/or removal of remains are only allowed for cogent reasons, and with the approval of the COS and/or Superintendent of the Naval Academy. All living close relatives of the deceased must give consent to the disinterment in writing, or a court order must be rendered directing the disinterment.

(2) All disinterment requests shall be submitted via the MAC to the COS. Request for disinterment must include the following line items:

(a) Complete statement as to the reasons for the proposed disinterment.

(b) Notarized statements from all close living relatives of the decedent expressing no objection to the proposed disinterment.

OR

(c) A court order of competent jurisdiction, as this is a family matter and shall not involve any Navy or cemetery administrators.

(3) Any granted disinterment must be done without any expense to the government.

5. Gravesites/Niche Assignment

a. Gravesites

(1) All vacant gravesites in Sections 1-8 are assigned at the discretion of the Secretary of the Navy or Superintendent.

(2) Sections 9 and 10 will be used for burial of eligible personnel. Upon notification of the death of the eligible person, the MAC will assign the next available gravesite, sequentially and in numerical order. Monuments are not allowed to be placed on assigned gravesites until there is an interment on the lot.

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(a) Vaults: For full burials, single casket concrete vaults supplied by the government will be used. Next of kin may choose to provide vaults at their own expense. These vaults must be approved by the MAC/PWO and delivery coordinated with the MAC. Vaults for cremation burials will be supplied by the government.

(b) Lots: Full burial, single width lots measure 4' wide by 10.5' long, double-width lots measure 8' wide by 10.5' long. Dimensions of cremation interment lots vary by site.

b. Unknown Gravesites

(1) Upon discovery of a previously unknown gravesite, the Chief of Staff should be notified as well as any other entity deemed appropriate.

(2) All means shall be exercised to identify the deceased, including but not limited to existing records and maps located on USNA grounds.

(3) Once the gravesite has been identified, a headstone shall be ordered to mark the location of the gravesite.

c. Monuments

(1) Government furnished VA monuments: For eligible persons, a government upright headstone is furnished and installed without cost for each interment. Flat markers are no longer authorized. Detailed information regarding size and type of stone and authorized inscriptions is available from the MAC or online at [www.cem.va.gov](http://www.cem.va.gov). Requests for government headstones or markers will be made through the MAC.

(2) Privately furnished monuments, if approved by the MAC, are permitted. Requests for approval must be made using the USNA Cemetery Foundation Order Form, enclosure (1). Requests shall include description, cost, and sketch of the monument, along with the name and address of the next of kin. Requests must be submitted and approved prior to the fabrication of the monument. Monuments must meet criteria set forth below. Footstones are not permitted.

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(a) No individual monument will exceed the following overall (includes die and base) maximum dimensions:

<u>Sections 1-10</u>	<u>Thickness</u>	<u>Width</u>	<u>Height</u>
Upright monuments			
Single-width plot	2'	3'	4.5'
Double-width plot	3'	6'	4.5'

(b) Details concerning the purchase, transportation, preparation of concrete base, and erection of the monument must be arranged with a commercial firm of the next of kin's choice. Installation of the monument will be subject to inspection and approval by the PWO. All costs will be paid by the next of kin.

(c) Approval of the erection of a private monument is subject to the following conditions:

1. The next of kin must maintain the monument at his or her own expense. This will include the cost of repair and cleaning, which must be contracted for with a private monument firm.

2. Although cemetery personnel will exercise all reasonable care, the monument may be subject to damage in the course of maintenance of the grounds. The Naval Academy will not be held responsible for such damage.

(d) The erection of a monument prior to the interment of an individual is not permitted.

d. Niches

(1) Niches shall not be reserved. Niches shall be assigned sequentially at time of need.

(2) Niches will be assigned by section, in consecutive order, left to right, top to bottom, front to back, and beginning with the upper left front niche of the columbarium.

(3) Sponsors, spouses, and infants will be placed in the same niche.

(4) The niches are approximately 10.25" high x 8.5" wide x 10.25" deep. Urns to be placed within the niche should be ordered accordingly. No more than three urns will be placed in a niche.

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(5) To maintain the columbarium in a uniform and dignified manner, a standard inscription with standard size letters has been established. The family name, which will appear at the top of the inscription, will be in 1.25" letters. The first and middle name will be in 1" letters. All other letters and numbers will be 0.75" high. No more than three inscriptions per niche cover will be allowed.

(6) Enclosure (2) should be used to provide the information to be inscribed on the niche cover to the MAC. MAC will arrange with the next of kin for payment for inscription services; name etching is \$450.00 for initial engraving and \$300.00 for any future engraving.

6. Care of Cemetery/Columbarium. Individual gravesites and niches, except for private monuments, will be maintained by the PWO. To maintain a dignified, attractive appearance throughout the cemetery/columbarium, the following regulations are effective:

a. The installation of trees, shrubs, perennials, annuals, bulbs, or any other plant material in or around the cemetery or columbarium is not permitted.

b. Existing plant material installed by other than the government must be maintained by next of kin. As determined by the PWO, all overgrown, dead, or otherwise unsightly plant material will be removed.

c. Temporary placement (less than 14 days) of decorations, such as wreaths or flowers, on graves or the sidewalks in front of the niches is allowed. Decorations on graves should be placed close to the monument to avoid interfering with lawn care. Glass or ceramic items of any type are forbidden. As determined by the PWO and/or MAC, all decorations will be removed when they become faded and unsightly. None will be allowed to remain more than 14 days. None will be returned to the owners.

d. It is not permissible to hang or affix anything on the front of an individual columbarium niche covers. This includes flowers, pictures, flags, etc. All items will be removed and not be returned to owners.

e. The PWO will establish and maintain a marker cleaning program with preventative maintenance on a year cycle.

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## 7. Procedures

a. Upon being informed that an eligible sponsor wishing to be interred or inurned in the USNA cemetery or columbarium is deceased, the MAC will complete the Memorial Affairs Worksheet, enclosure (3).

b. The MAC will store all associated information in an organized filing system. The labels of enclosure (4) will be used to track receipt of necessary information and paperwork. The maintaining of files will be IAW section 8 of this instruction.

c. Upon receipt of remains to be interred or inurned, the MAC will:

(1) Verify the serial number noted on the cremation certificate matches the serial number on the cremains container. Match transit slips and any other documentation to ensure accuracy. In the event a family delivers cremains directly, a signed receipt form or enclosure (5) shall be included in the file for chain of custody documentation.

(2) Place the remains in secure temporary storage, at a minimum a door locked office space preferably with a locked cabinet.

(3) Complete and return original certificates if necessary, and maintain copies of certificates and transit slips in the deceased's assigned folder.

(4) Mark the appropriate blocks of enclosure (4) on the outside of the deceased's assigned folder.

(5) In the event no death certificate was received, the MAC will contact the family and funeral home for a copy of the death certificate. This certificate will be stored in the deceased's assigned folder.

(6) Ensure a custody transfer form is completed and maintained with signatures for all parties for receipt and transfer.

d. The MAC will coordinate with the family, PWO, and COS (as needed) to make burial/inurnment and honors arrangements for the sponsor. The MAC will provide the next of kin with the required forms and information regarding restrictions on monuments and inscriptions.

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e. After interment/inurnment, the MAC will enter all appropriate data into CIMS and the USNA public database. All physical records will be scanned and converted to digital documents and be maintained by the MAC until disestablishment.

#### 8. Processes

(1) Physical records: cemetery administration personnel, under the supervision of the MAC, shall maintain all physical records in accordance with SECNAV-M 5210.1 Records Management Manual. All physical records dated prior to 2000 will be transferred and held at the USNA archives.

(2) All physical records will be scanned and converted to digital documents and be maintained by the MAC until disestablishment.

(3) All records will be audited by USNA Command Evaluation personnel every three years, or at the discretion of the COS.

(4) Physical and digital cemetery records, including records of internment/inurnment, reservations and all identifying information on the decedents will be retained on USNA premises until disestablishment, at which time custody of all documents are required to be transferred to the National Archives and Records Administration.

(5) In the event no remains are interred, all applicable files will be labeled "Memorial Marker, No Remains Interred".

(6) CIMS/E-CIMS/KIOSK: In the event of new program acquisition such as E-CIMS or a Kiosk, all data is required to be synchronized with CIMS under the supervision of the MAC.

(7) Paper copies of cemetery maps will be maintained by the MAC, with PWO assistance, as a historical document and updated periodically.

(8) Until such time as new programs are required, all additions into CIMS and the USNA public website are required to be verified for accuracy 30 days after addition by the MAC.



S. S. VAHSEN  
Chief of Staff

Distribution: All Non Mids (electronically)

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UNITED STATES NAVAL ACADEMY CEMETERY - FOUNDATION ORDER

Per USNAINST 11170.1K, requests for privately furnished monuments must be in writing and include cost, description, and sketch together with name and address of next of kin. The erection of a monument prior to the interment of an individual is not permitted. Orders for headstones are not to be processed until USNA has confirmed the reservation of the plot and granted approval. Print or type all requested information. Please submit this form to: Cemetery Administrator, Memorial Affairs, 101 Cooper Road, Annapolis, MD 21402-5047 or for faster service fax to 410-293-4809, ATTN: Memorial Affairs Coordinator. For questions regarding this form, please phone 410-293-1101.

Date of Request \_\_\_\_\_

Please allow \_\_\_\_\_ to set the  
Full name of company to install monument

monument on my lot, Lot # \_\_\_\_\_, in Section \_\_\_\_\_ of the USNA Cemetery.

The dimensions of the proposed monument (upright) are:  
 Thickness \_\_\_\_\_ Width \_\_\_\_\_ Height \_\_\_\_\_  
 (depth) Feet-inches Feet-inches Feet-inches

Cost of memorial (approximate): \_\_\_\_\_

Description (attach sketch if memorial is unusual): \_\_\_\_\_

Lot reserved under the name of \_\_\_\_\_  
(First) (Middle) (Last)Requestor (next of kin) \_\_\_\_\_  
(First) (Middle) (Last)

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Requestor's Signature \_\_\_\_\_

Name of company to install monument \_\_\_\_\_

Point of contact \_\_\_\_\_  
(First) (Middle) (Last)

Telephone/Fax\* (\_\_\_\_\_) \_\_\_\_\_

\*include Fax number if you wish the approval be sent via fax versus mail

DO NOT USE SPACE BELOW:

Above request has been approved. \_\_\_\_\_  
(Date)

Signature of approving official \_\_\_\_\_

Location of monument has been marked with a wooden stake.

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**COLUMBARIUM NICHE COVER INSCRIPTION INFORMATION**

- a. If the person being inurned is the one who served in the military, fill in lines 1 through 7.
- b. If the person being inurned is the spouse or child, fill in all blocks but #7.
- c. The fee for inscription is \$450.00 for the first engraving and \$300.00 for any future engraving.
- d. Please keep a copy for your records.
- e. Please type or print clearly.

1. **ELEGIBILITY CATEGORY** - USNA class year, ie: 20042. **LAST NAME OF SPONSOR** - USNA graduate3. **SPONSOR'S FIRST NAME****MIDDLE (OR MAIDEN) NAME**4. **RANK**5. **SERVICE** - USN, USMC, etc.6. **DATE OF BIRTH**7. **DATE OF DEATH**8. **FIRST AND MIDDLE (OR MAIDEN) NAME OF SPOUSE OR CHILD** (include rank and branch of service when applicable)9. **DATE OF BIRTH**10. **DATE OF DEATH****RETURN TO:**

Memorial Affairs Coordinator  
 U.S. Naval Academy  
 101 Cooper Road  
 Annapolis, MD 21402  
 Phone: (410) 293-1101  
 Fax: (410) 293-4809

**NAME OF PERSON COMPLETING FORM**

Please print clearly

**SIGNATURE OF PERSON COMPLETING FORM****NICHE #:**

Will be filled in by Memorial Affairs Coordinator

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**U.S. Naval Academy Memorial Affairs**  
**Worksheet**

Grad: _____
Ret/Res: _____
WO#: _____

DECEASED: \_\_\_\_\_

CLASS: \_\_\_\_\_ ACTIVE  RETIRED  RESIGNED  DEPENDENT

RANK: \_\_\_\_\_ SERVICE: \_\_\_\_\_ SSN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

DOB: \_\_\_\_\_ DOD: \_\_\_\_\_ CAUSE: \_\_\_\_\_

RELIGIOUS AFFILIATION: \_\_\_\_\_ CHAPLAIN: \_\_\_\_\_

NEXT OF KIN: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: _____ _____ _____	PHONE: (H) _____
	(W) _____
	(C) _____
EMAIL: _____ _____	

CHAPEL: MAIN <input type="checkbox"/> ST. ANDREWS <input type="checkbox"/> LEVY <input type="checkbox"/>	CEMETERY: SEC _____ LOT _____  CASKET / URN _____
HONORS: SIMPLE <input type="checkbox"/> FULL <input type="checkbox"/>	COLUMBARIUM: SEC _____ LOT _____ FLAG FAMILY <input type="checkbox"/> USNA <input type="checkbox"/> OBIT: <input type="checkbox"/> DD-214 RECEIVED: Y / N

FUNERAL HOME: \_\_\_\_\_ DIRECTOR: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

SERVICE: DAY \_\_\_\_\_

DATE \_\_\_\_\_

TIME \_\_\_\_\_

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Record Maintenance Labels

On Calendar     On Sharon's  
 Funeral Email Sent    DD-214   
 Chaplain \_\_\_\_\_ POC info given \_\_\_\_\_  
 (Protestant / Catholic / Jewish / Family)  
 Flag: Family    USNA    Obit received \_\_\_\_\_  
 Honors Requested     Honors Confirmed

On Calendar     On Sharon's  
 Funeral Email Sent    DD-214   
 Chaplain \_\_\_\_\_ POC info given \_\_\_\_\_  
 (Protestant / Catholic / Jewish / Family)  
 Flag: Family    USNA    Obit received \_\_\_\_\_  
 Honors Requested     Honors Confirmed

Sec/Lot/Niche \_\_\_\_\_ WO# \_\_\_\_\_  
 Engrave Req     Engraved     Check Received  
 Hofford \$600 List  
 Cremation/Death Certificates Received  
 Headstone Engraved/Installed    on Cmd  
 Entered in CIMS     On CIMS Map     History

Sec/Lot/Niche \_\_\_\_\_ WO# \_\_\_\_\_  
 Engrave Req     Engraved     Check Received  
 Hofford \$600 List  
 Cremation/Death Certificates Received  
 Headstone Engraved/Installed    on Cmd  
 Entered in CIMS     On CIMS Map     History

USNA CEMETERY CHAIN OF CUSTODY

Enclosure (4)

FOR  
CREMAINS

DECEDANT NAME: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

TYPE OF DELIVERY (CIRCLE ONE):

POST OFFICE / FAMILY / OTHER: \_\_\_\_\_  
(ATTACH RECEIPT)

DELIVERED BY: PRINT \_\_\_\_\_

SIGN \_\_\_\_\_

RECEIVED BY: PRINT \_\_\_\_\_

SIGN \_\_\_\_\_