



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US MILITARY ACADEMY
MEMORIAL AFFAIRS
329 WASHINGTON ROAD
WEST POINT, NEW YORK 10996-1554

June 21, 2012

MEMORANDUM FOR RECORD

SUBJECT: Private Headstone and Marker Policy Guidelines- Information

1. **GENERAL:** The installation of headstones and markers at private expense in lieu of government furnished headstones/markers is permitted only in specified burial sections of the West Point Post Cemetery. Private stones which follow the décor of the rest of the burial section may be permitted provided they are of simple design, dignified and appropriate for installation at the US Military Academy's cemetery grounds and any other military cemetery.
2. **The Superintendent, US Military Academy or designee must approve the design and inscription of a private marker/stone prior to its construction and placement.** Private stones/markers will be sized and placed to occupy ONLY the gravesite of that decedent based upon the burial layout maps. Private stones will be set to allow space for normal cemetery operations to continue uninhibited. As such, these private stones will not exceed a thirty (30) inch height .
3. **In addition, placement of a private marker/headstone is conditional upon the next of kin's agreement to maintain the stone in a safe manner acceptable to the government for the life of the cemetery.** At the time of a headstone or marker is purchased by the family, arrangements must be made to ensure that additional inscriptions will be promptly inscribed following each succeeding interment(s) into this same gravesite. Should the stone become unsafe or unserviceable and the next of kin fails to replace or repair it, OR if the stone is not updated within four months (120 days) of the most recent burial (to reflect all the decedents at the gravesite); **the government reserves the right to remove and replace the stone with a standard government-furnished headstone or marker.** The private stone/marker will be appropriately disposed of in accordance with cemetery policy.
4. **GUIDELINES:** Separate headstones or markers may be erected on an individual gravesite location (in specified burial sections) for a service member and spouse, provided each headstone or marker:
 - a. Matches the burial sections décor and character, and
 - b. Conforms to the dimensions allowed by the burial layout map, and
 - c. Is set at either the head or foot of that specific decedent's gravesite, AND
 - d. Is installed in a timely manner following the interment/inurnment.

5. All private headstones or markers will be designed to conform to the dimensions specified herein and follow the installation guide contained in DA Pamphlet 290-5, Chapter 4. The profiles of the stones must generally conform to the six designs shown on chart 1. Oversized or ledger headstones or markers, headstones or markers of freestanding cross design or unsuitable types which easily overturn and mausoleums are prohibited. **Private stones will not exceed a width of 24 inches and a combined height (die and base) of 30 inches total.**
6. AUTHORIZATION TO PLACE PRIVATE STONE or MARKER: Monument firm selection is done by the person authorized to direct the disposition of the remains (PADD) or by the primary next of kin (PNOK). Monument firms will submit the design to the Superintendent, US Military Academy or Cemetery Official/Designee for design approval and review. **Written authority from the next of kin or PADD to perform this work must accompany the stone request prior to any stone installation.**
7. **Monument firms must request and receive approval from the Cemetery Director or the Superintendent, US Military Academy to install a private headstone/marker or to add an inscription to an existing headstone or marker before work is begun in the cemetery.** Written authorization from the next of kin or person authorized to direct disposition (PADD) must accompany the request to perform the work. This request will include the proposed design and inscription information. Upon inscription completion, the work will be quality checked and an iPhone photo taken and recorded as part of the decedent's permanent burial record. This photo and record is to be associated with the stone's GPS location and soon being provided as a navigation (gravesite locator) tool to the public in the coming months.
8. **If the gravesite location can accommodate a private stone and the family indicates they would like a private stone, the drafted inscription and design will first be submitted to the Cemetery Director or the Superintendent, US Military Academy (via e-mail or fax to 845-938-5232) for review prior to any installation. NO PRIVATE STONES WILL BE installed without pre-approval.** The accepted design will be faxed back to the stone firm/NOK with any revision/changes or approval .
9. It is strongly suggested/recommended that no contract for a headstone or marker be entered into by the NOK or PADD until both the design and the proposed inscription has been submitted and approved by the Superintendent, US Military Academy or their designee.
10. At the time a headstone or marker is purchased, arrangements must be made with an appropriate commercial firm to ensure that additional inscriptions will be promptly inscribed following each succeeding interment at that grave. All private headstones or markers will be designed to conform to the dimensions specified herein.
11. FAMILY SECURES STONE CONTRACT: It is strongly advised and recommended that no contract for a headstone or marker be entered into by the next of kin (NOK) or PADD or other purchaser with any firm until both the design and proposed inscription have been submitted to and approved by the West Point Post Cemetery Director or the Superintendent, US Military Academy. Monument firms are cautioned to retain a copy of the approved design for their use as the copies forwarded to the cemetery will be retained for record purposes and verification upon stone delivery and installation. All contracts should specify the work WILL be completed within **120 days** of interment.

Justification to extend beyond this period must be coordinated with the West Point Cemetery (WPC). Stone firms will conduct their inscription and installation work at the cemetery during the business hours of Monday to Friday, 0800 to 1630 hours. Firms will not be on site at the WPC after business hours as the cemetery is frequently patrolled by the military police.

12. Minimum details for the decedent will be full name, (if veteran, include the rank, branch of service), year of birth, year of death, and gravesite location. Optional information may include the graduate's USMA class year and insignia. A drawing or reproduction showing the detailed specifications with dimensions showing the proposed design, proposed construction material, finish, carving, lettering and inscribed gravesite location (provided on the rear or base of the stone/marker) must be submitted to the Cemetery Director. Drawings may include trademark or copyright designations. All stones must include gravesite information of section, row and gravesite. A scaled drawing (no less than 1" = 1') will be acceptable and must show all dimensions (height, width, depth). When headstones or markers have carvings, emblems, insignia, etc. or molded effects, a full sized drawing of the headstone/marker must be submitted with the scaled drawing.
13. The Department of the Army does not accredit monument firms but grants permission to erect these stones/markers on behalf of the family interred at the cemetery. Therefore, any transaction or arrangements with a monument firm must be considered a private matter between the individual making arrangements and the monument firm. The Government assumes no responsibility in such matters. The monument firms will conduct themselves in a professional manner during installation, will clean up their work area and leave no turf or debris damages at the cemetery upon completion. They will suspend any work from those areas of gravesite burials ongoing during their inscription/installation work. The government reserves the right to suspend the monument firms work if unsafe conditions or standards of conduct are not in keeping with the dignity of the cemetery.

14. SPECIFICATIONS OF STONES:

- a. **Dimensions:** The dimensions of any private stone or marker will NOT exceed 24 inch base centered on the 3ft x 8 ft grave. Six inches on either side of the stone will be maintained for conducting cemetery operations. See DA PAM 290-5, Chapter 4 for guidance on private stone acceptance and installation of stones at the West Point Post Cemetery. The minimum width on any headstone or marker will be 13 inches at the ground level. The thickness of the headstone or marker will be governed by its width and height and by the land space available between the excavation and the abutting gravesites. The minimum thickness permitted is four (4) inches and shall not exceed two feet (or 24 inches). The center lines of the headstone or marker will be aligned laterally and longitudinally with the center lines of existing headstones and markers. Maximum height of the combined stone will NOT exceed 30 inches so as to insure cemetery operations are not inhibited.
- b. **Materials and Finish:** The exposed portions of the headstone or marker must be constructed of durable stone (granite or marble) and of approved color that is in keeping with the dignity and decorum of the cemetery and of clear monumental stock of the best quality, without flaws or imperfections. A fine axed, hammered, rubbed, steeled, sanded, polished or honed finish is permissible for the front and

back surfaces of the die block. The front and back of the die will be of matching finish; the tops and ends of the die may have a different finish than the front and back of the die. It is also required that the die and the base be of the same stone material. One piece headstones or markers (monoliths) may be finished as specified for the die block described above. Since the lower portion of such headstones or markers are subject to damage, it is suggested that a simulated joint be provided and that the surface of the headstone or marker below this line be finished rock-faced/rock-pitched. Such a line usually will not be more than 12 inches above the bottom of the exposed portion of the headstone or marker if on fairly level ground but should be at least four (4) inches above the high point of grade on sloping ground.

- c. Emblems and Insignia: Any insignia, West Point emblems, floral carvings or other approved decorations are to be shape-formed or outline cut. The face thereof must not extend beyond the surface of the headstone or marker. The drawing will show in detail the kind of carving and lettering i.e. whether V or U sunk paneled, etc. Samples of approved designs for dies are shown at chart 1. Minor deviations can be made to these designs with approval from the Cemetery Director.

15. **INSCRIPTIONS/LETTERING:** An appropriate inscription will be placed on the headstone or marker in accordance with the dimensions of the stone and arranged in such a manner as to add to the appearance of the stone. Lettering will be either V or U sunk, except that raised carving or lettering may be used provided it is placed within sunken panel so that the outer face of the lettering or carving does not extend beyond the surface of the die. The word "panel" as used herein means that raised carving (decorative elements, insignia, lettering) must be surrounded by a solid border of edging (which may or may not be the face of the monument) at least one inch in width.

- a. All lettering must be properly proportioned and spaced, cut in such a way as to ensure permanency and legibility and of first-class workmanship. 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. Both hand carved and sand blasted lettering are permitted; any subsequent inscriptions must be of the same lettering type and font. No coloring, pigment, pencil, milk or other foreign substance will be used on inscriptions or carvings except for black lithochrome (which is optional for use, provided it matches the décor of the section).
- b. Inscriptions must be cast in English. Inscriptions in languages other than English will be submitted for approval with its English equivalent translated prior to sandblasting. If additional terms of endearment in a language other than English (French, German, Spanish, Arabic) are desired, submit this request in both the latin alphabet and in English for review by the Cemetery Official prior conducting any stone work. Such inscriptions may be allowed provided that they are compatible with our mission to honor the deceased veteran and would not be perceived as derogatory or offensive by a reasonable person. Offensive or derogatory language includes language that is obscene, abusive, or threatening in nature.

16. REQUIREMENTS FOR INSCRIPTIONS:

The following elements are mandatory:

For the service member: Legal name, Rank, Branch of Service, Year of Birth and Year of Death. This inscription must be placed on the front face of the stone or marker. When both husband and wife are service members, the inscription for the surviving service member is permitted prior to their interment leaving room for the date of death to be inscribed at a future time.

For spouse or eligible child interred in same lot: Legal name, relationship, and date of death. Although it is customary and desirable to place inscriptions pertaining to eligible dependents on the front face of the stone, below that of the service member, they may be inscribed on the rear face or on the side.

In those cases where the service-connected family member and spouse are to be interred in the same grave and the headstone or marker is erected prior to the death of the service member, the service member's name must appear on the front face of the stone or marker with sufficient space reserved for additional inscription, including the date of death.

The grave/plot number MUST be inscribed in the lower right hand corner of the rear face of the stone/marker. The height of the numbers will be standard 5/8 inches. (e.g. XXXI - D - 134)

Inscriptions of other family members or names who are not interred (or not eligible for interment) in the same grave are not permitted on private headstone or marker.

OPTIONAL elements of inscription may be placed on the front face, rear face or on the sides and are:

For service member only: Any military decorations or military honors which have been awarded and any insignia of a military nature. A copy of the military discharge or other military document which proves receipt of such an honor or award must be furnished along with the stone design.

For service connected and/or non-service connected decedents: A direct classical quotation, in English, not to exceed two lines, dates of birth, places of birth and death. Terms of endearment are permitted only as an inscription to identify a relationship – i.e. Beloved Husband, Loving Mother.

The following optional elements may be placed on the rear face or on the sides: Official titles held in civilian life (e.g. Governor of New York; Honorable Senator of Colorado); Insignia of Societies or Department Head Staff Assignment as long as they do not detract from the dignity and decorum of this National Shrine.

The following optional elements may be used on the rear face only: Family name; Trademark or copyright designations; Branch Emblem (e.g. Crossed Rifles for Infantry) or Branch Insignia (Engineers, for example); or West Point Crest/Insignia. The submitted stone request and design must specify that a trademark or copyright designation is to be used and the purchaser is agreeable to its use.

17. FOUNDATIONS, SUBBASE and ERECTION: Monument firms are cautioned to visit the site of the proposed headstone or marker prior to its erection to familiarize themselves with the grave.

Foundations for headstones and markers will be constructed and placed to commercial industry standards by the monument firm. They will be made of concrete consisting of one part Portland 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 2 inch cube. All foundations will extend the full size of the stone or marker base and will be brought to within one inch of the lowest point of grade. The depth of the foundation will be at least 3 feet below the lowest point of the grade, and no less than six inches below the frost line. The excavation for the foundation will be dug with straight plum, sides and level bottom. *The bottom of the excavation shall be compacted with a hand operated vibratory compactor.*

The excavation is subject to inspection and approval by the Superintendent, US Military or designated Cemetery official. The Foundation should not be poured less than 10 days before a headstone or marker is expected to be erected. In cold weather, the concrete should be protected from freezing to ensure adequate strength development prior to placement of the headstone/marker.

Government headstones or temporary markers will ONLY be removed by West Point Cemetery personnel under the oversight of West Point Cemetery Director or designee. Temporary markers will NOT be removed until the private headstone has been erected and inspected as acceptable.

18.DELIVERY and INSPECTION: All monument dealers must check in with the West Point Cemetery Office prior to performing any work in the cemetery. Upon delivery of the headstone or marker to the cemetery, the stone will be inspected to ensure it conforms to the criteria listed in this policy letter. The headstone or marker will not be erected if it does not conform to approved specifications or has any errors in the decedents' name(s). Upon approval by Cemetery personnel, the headstone or permanent marker will be installed so as to minimize any turf damage by the activity and their machinery performing the installation. Any damages cited by the cemetery staff will be immediately mitigated and repaired by the stone company. Work on erecting stones will not be done while the turf is in a soft condition.

Monument dealers will not be permitted to drive powered trucks over grassed areas, nor to deliver several headstones or markers to different locations prior to the setting thereof, but will be required to unload and set each headstone/marker before they proceed to unload others. Dealers should leave no residual sludge, materials or tools behind. The grade surrounding the stone will blend with the adjacent gravesites and have seed/sod set at the base of the stone upon completion of the install.

All work in connection with the setting of a headstone/marker or sandblasting of an inscription will cease while a funeral is being conducted nearby. Stone contractors will not set their tools upon other headstones during their work process and will suspend all work to allow visitors privacy to visit a nearby grave.

All rules and regulations contained herein must be complied with by monument firms who conduct business at the the West Point Post Cemetery. Should there be a violation in adhering

to these guidelines, the Superintendent, US Military Academy reserves the right to refuse permission to such firm for future work at the US Military Academy's Post Cemetery.

Solicitation of memorial and monument business within the US Military Academy is prohibited.

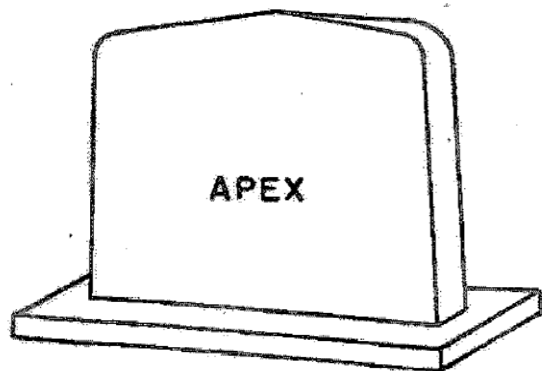
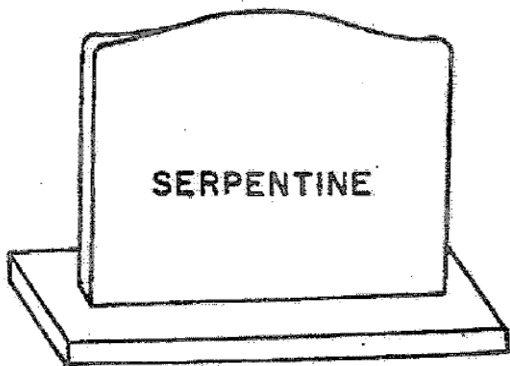
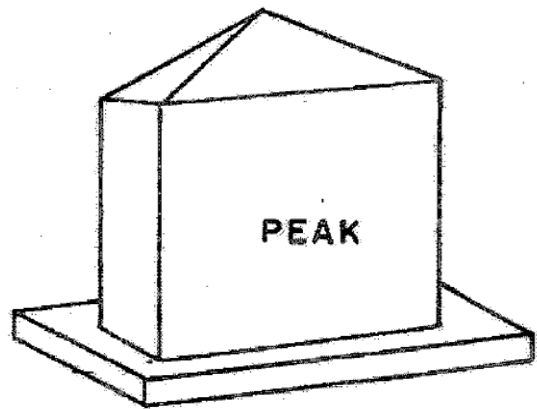
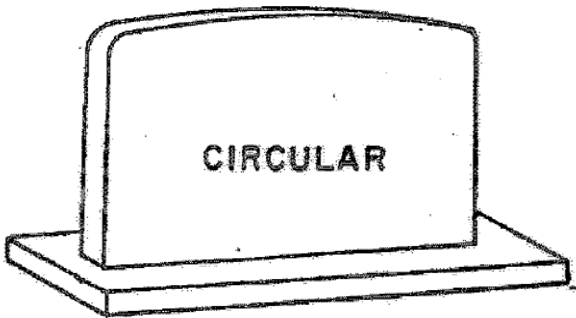
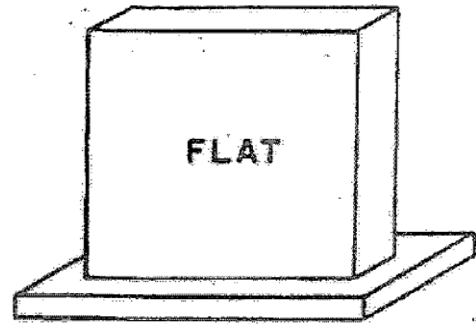
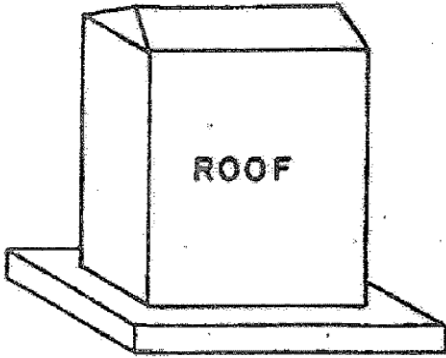


CHART 1