

Army Regulation 290–5

Cemeteries

Army Cemeteries

**Headquarters
Department of the Army
Washington, DC
21 October 2020**

UNCLASSIFIED

SUMMARY of CHANGE

AR 290–5
Army Cemeteries

This administrative revision, dated 18 December 2020—

- o Updates Cemeteries for which the Department of the Army is or was responsible (app B).

This major revision, dated 21 October 2020—

- o Changes the title from Army National Cemeteries to Army Cemeteries (cover).
- o Adds Armywide headquarters and staff responsibilities to operate, maintain, and administer cemeteries for which the Army is responsible (chap 2).
- o Adds the responsibilities of the cemetery responsible official, to include required certification (para 2–17).
- o Adds key tasks, requirements, and standards for Army cemeteries, including burial operations, burial exceptions, monuments, and headstone and other marker destruction (chap 3).
- o Adds punitive components pertaining to specific burial operations and accountability standards (para 3–1c).
- o Adds requirements for records accountability; maintenance and communication of the Army cemeteries' living history; long-term planning and preparation; and protection and composite risk management (chaps 5, 6, 7, and 8).
- o Adds inspections and staff assistance visits (chap 9).
- o Incorporates a list of cemeteries by location for which the Department of the Army is responsible (app B).
- o Adds an internal control evaluation (app C).
- o Adds the responsibilities of the Executive Director, Office of Army Cemeteries as a Headquarters, Department of the Army staff principal and policy proponent for cemeteries; and Superintendent, Arlington National Cemetery, U.S. Army, a direct reporting unit to Headquarters, Department of the Army (throughout).
- o Adds requirements in line with Title 10, United States Code, Chapter 776, including responsibilities of the Superintendent, Arlington National Cemetery and the Advisory Committee on Arlington National Cemetery; and requirements in line with 38 USC Chapter 24, including restrictions and guidance on reservations, memorials, and demonstrations (throughout).
- o Rescinds and supersedes AR 210–190, 16 February 2005.
- o Incorporates AGO 2020–02, 8 January 2020.

Cemeteries
Army Cemeteries

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official:


KATHLEEN S. MILLER
Administrative Assistant
to the Secretary of the Army

History. This publication is an administrative revision. The portions affected are listed in the summary of change.

Summary. This regulation states the authority and prescribes policies, procedures, and responsibilities for the development, operation, maintenance, administration, and inspection of cemeteries for which the Department of the Army is responsible.

Applicability. This regulation applies to the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. This regulation also applies to personnel of all headquarters and organizations leading and supporting cemeteries for which the Army is responsible, including Army national and post cemeteries; cemeteries and burial plots located on Army property that were originally established to inter enemy

prisoners of war; Army cemeteries originally established to inter persons who died while criminally incarcerated; private cemeteries on Army property; and not otherwise defined cemeteries including within the Regular Army, U.S. Army Reserve, and cemeteries on Department of Defense property for which the U.S. Army National Guard is responsible.

Proponent and exception authority. The proponent of this regulation is the Executive Director, Office of Army Cemeteries. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

Army internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal controls that must be evaluated (see app C).

Supplementation. Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Executive Director, Office of Army Cemeteries, 1 Memorial Drive, Arlington, VA 22211–5003.

Suggested improvements. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the Executive Director, Office of Army Cemeteries, 1 Memorial Drive, Arlington, VA 22211–5003.

Committee management. AR 15–39 requires the proponent to justify establishing/continuing committee(s), coordinate draft publications, and coordinate changes in committee status with the Office of the Administrative Assistant to the Secretary of the Army, Analysis and Integration Cell (AAAI – CL), 105 Army Pentagon, Washington, DC 20310 – 0105. Further, if it is determined that an established “group” identified within this regulation later takes on the characteristics of a committee as found in AR 15–39, then the proponent will follow AR 15–39 requirements for establishing and continuing the group as a committee.

Distribution. This regulation is available in electronic media only and is intended for the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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Chapter 1

Introduction

1–1. Purpose

This regulation states the authority and prescribes policies, procedures, and responsibilities for the development, operation, maintenance, administration, and inspection of the cemeteries for which the Department of the Army is responsible. This includes Army national military cemeteries (ANMC), as defined in 10 USC 7721(b), open and closed Army post cemeteries, as defined in Part 553, Code of Federal Regulations, Subpart B (32 CFR Part 553, Subpart B), Army-contracted plots in private cemeteries used to re-inter persons originally interred in an Army cemetery, cemeteries and burial plots located on Army property that were originally established to inter enemy prisoners of war, Army cemeteries originally established to inter persons who died while criminally incarcerated, private cemeteries and plots on Army property, and not otherwise defined cemeteries. This regulation is applicable to all cemeteries for which the Army is responsible. This regulation is not applicable to National Cemetery Administration (NCA) cemeteries, including those located on Army installations, which are governed by Department of Veterans Affairs (DVA) regulations; National Park Service and Department of Interior cemeteries, which are governed by Department of Interior regulations; nor American Battle Monuments Commission (ABMC) cemeteries, which are governed by ABMC regulations.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

Responsibilities are listed in chapter 2.

1–5. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this regulation are addressed in the Records Retention Schedule-Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Legal authority and punitive components

a. Basic statutory authority pertaining to Army cemeteries is in Title 10, United States Code, Chapter 776; 24 USC Chapter 7 USC Chapter 24. Many of the provisions of 24 USC Chapter 7 were repealed by section 7(a) of the National Cemeteries Act of 1973 (Public Law (PL) 93–43); but section 7(b) provided that nothing in those repeals “shall be deemed to affect in any manner the functions, powers, and duties” of the Secretary of the Army (SECARMY) with respect to the cemeteries for which the Army remained responsible.

b. Portions of chapter 3 of this regulation are punitive with regard to Soldiers.

(1) Military personnel who violate any of the punitive sections may be subject to punishment under the Uniform Code of Military Justice.

(2) Civilian employees who violate any of the punitive sections may be subject to adverse and/or disciplinary action up to and including removal from the federal service.

c. 10 USC 7721 specifies the SECARMY’s authority and responsibilities with respect to the Army National Military Cemeteries (ANMC). 10 USC 7722 specifies that the SECARMY, with the approval of the Secretary of Defense, shall determine eligibility for interment or inurnment in ANMC. The relevant sections of the U.S. Code applicable to Army cemeteries include 10 USC 985; 10 USC 1481; 10 USC 1482; 10 USC 7721 through 10 USC 7726; 38 USC 2402; 38 USC 2409 through 38 USC 2411; and 38 USC 2413.

1–7. Regulation applicability and management responsibility by cemetery category

Army management responsibilities vary by location, purpose of the cemetery, and legal interests held by the Government or other parties. Categories include—

a. Government cemeteries. U.S. Government cemeteries include all Army cemeteries as defined in paragraph 1–1 of this regulation, Departments of the Navy and Air Force cemeteries, National Park Service/Department of Interior cemeteries, NCA cemeteries, and ABMC cemeteries.

b. Army-contracted plots in private cemeteries used to re-inter those originally interred in an Army cemetery.

(1) For the purpose of this regulation, Army-contracted plots in private cemeteries used to re-inter those originally interred in an Army cemetery include closed sections of private cemeteries with which the U.S. Government coordinated to re-inter those Soldiers and Family members disinterred from an Army cemetery once the Army installation was determined closed.

(2) The Army has certain responsibilities for these Soldiers and civilians re-interred in a private cemetery. These responsibilities include working with the private cemeteries to maintain accountability of all gravesites and niches in the sections and ensuring the grave markers and grounds are maintained in accordance with DA Pam 290–5.

c. Cemeteries originally established to inter enemy prisoners of war.

(1) For the purpose of this regulation, a cemetery originally established to inter enemy prisoners of war includes open and closed cemeteries and plots on U.S. Government-owned land that the U.S. Government originally established to inter those Soldiers and civilians being held as prisoners from other sovereign nations. This category does not include individual enemy prisoners of war interred in a cemetery originally established for other purposes.

(2) The Army has certain responsibilities for the Native American tribes and other countries associated with those prisoners of war and other tribal members interred in cemeteries originally established to inter enemy prisoners of war. These responsibilities include providing neatly mowed and trimmed grass in accordance with standards in DA Pam 290–5 and as appropriate to that geographical region, and accommodating existing rights of access, visitation, and interment. New access rights may be granted pursuant to AR 405–80. If the Army causes damage to markers, the Army will also repair or replace markers in accordance with standards in DA Pam 290–5.

d. Army cemeteries originally established to inter those who died while criminally incarcerated.

(1) For the purpose of this regulation, a cemetery originally established to inter those who died while incarcerated and awaiting trial for, or convicted of, criminal acts includes open and closed cemeteries on U.S. Government-owned land that the U.S. Government originally established to inter those criminally incarcerated Soldiers and civilians being held in captivity by the U.S. at their time of death and whose remains were unclaimed by a next of kin.

(2) The Army has certain responsibilities for these Soldiers and civilians incarcerated at their time of death. These responsibilities include maintaining full accountability of all gravesites and niches in the cemeteries, providing neatly mowed and trimmed grass (as appropriate to that geographical region) and maintaining grave markers and signage in accordance with DA Pam 290–5 and accommodating existing access and visitation rights. New access rights may be granted pursuant to AR 405–80.

e. Private cemeteries, Government-owned land.

(1) For purpose of this regulation, a “private cemetery” is—

(a) Any cemetery or burial plot on Army property that, prior to its acquisition by the United States, was used to inter individuals. If the cemetery was in place at the time of acquisition and private graves remain in place, the cemetery is considered a private cemetery for the purpose of this regulation.

(b) Any cemetery or plot located on Army property and created by the U.S. Government to re-inter remains recovered from land owned by the Government, and repatriated in compliance with 25 USC Chapter 32. Reburial of remains on Army property may only be authorized, as discussed in paragraph 3–14, if those remains were originally recovered from within the Army installation’s boundaries and were repatriated in compliance with 25 USC Chapter 32. If not previously considered a cemetery, these areas will be designated private cemeteries or plots on Government-owned land.

(2) There is no automatic right for burials in a private cemetery on Government-owned land, unless the original acquisition of the site provided for future interments or other responsibilities. The grant of new rights of access or use shall be in accordance with AR 405–80.

(3) The Army has certain responsibilities for those interred in private cemeteries that are now on Army land. These responsibilities include accommodating existing rights of access, visitation, and interment. New access rights may be granted pursuant to AR 405–80. If the Army causes damage to markers, the Army will also repair or replace markers in accordance with standards in DA Pam 290–5.

(4) If human remains are discovered on Army property in an area not previously designated as a cemetery, see paragraph 3–14.

f. Private cemeteries, privately owned land. In some instances, the Army chose not to acquire a cemetery site and left the site in private ownership, although surrounding property was acquired. These cemeteries fall outside of Army control except as governed by local agreements or memorandums of agreement between installations and private parties. Access and use of this property is governed by applicable Federal, state, and local laws and regulations.

g. Not otherwise defined cemeteries. For purposes of this regulation, “not otherwise defined cemeteries” include those cemeteries located on Government-owned land for which the Army has administrative jurisdiction over, but which do not fall within the other articulated categories of cemeteries cited in this section.

(1) The final determination regarding whether a cemetery falls within this category will be made by the Executive Director, Office of Army Cemeteries (OAC) after consideration of all relevant information related to the cemetery.

(2) The standards of care and other Army obligations with respect to cemeteries within this category will be determined on a case-by-case basis. The determination concerning the standards of care and other Army obligations for these cemeteries will be made after the Executive Director, OAC has fully considered all relevant information related to the history of and purpose for establishing the specific cemetery in question.

1–8. Office of Army Cemeteries

The OAC is a Secretariat element within the Headquarters, Department of the Army (HQDA). The Executive Director, OAC is the principal advisor to the SECARMY on all matters related to Army cemeteries and reports directly to the SECARMY. ANMC, which includes Arlington National Cemetery (ANC) in Arlington, VA; and the Soldiers’ and Airmen’s Home National Cemetery in Washington, DC, is a direct reporting unit of OAC. ANMC is supervised by the Superintendent who reports directly to the Executive Director, OAC/ANMC. Specific responsibilities are detailed in paragraph 2–6.

Chapter 2 Responsibilities

2–1. Chief of Staff of the Army

The CSA will—

- a.* Ensure that the Commanding General (CG), U.S. Army Military District of Washington, will—
 - (1) Coordinate official ceremonies at ANC, including official wreath laying ceremonies and the National Memorial Day Observance ceremony, to include Flags In/Flags Out.
 - (2) Serve as the Presidential representative at designated wreath laying ceremonies and similar events at ANC.
 - (3) Provide authorized military honors and chaplain support for funeral and committal services and Army ceremonial support for the ANMC, including providing—
 - (a)* In coordination with the Executive Director, ANMC, and Joint Base Myer-Henderson Hall, security and force protection for special events and foreign dignitary visits at ANC.
 - (b)* Tomb Sentinels at the Tomb of the Unknowns.
 - (c)* Service Honors wreath ceremonies at the Tomb of the Unknowns.
 - (d)* Armed Forces Full Honors wreath ceremonies at the Tomb of the Unknowns.
 - (e)* Caisson and mounted escort for burials with military funeral honors for Service members who have reached senior noncommissioned officer status (DOD pay grade E–9), if available; burials with military funeral honors with military escort, including for Service members, regardless of rank, who die as a result of wounds received in action or are recipients of the Medal of Honor; and burials with Armed Forces Honors at ANC, and when requested, the Soldiers’ and Airmen’s Home National Cemetery.
 - (f)* Presidential Salute Battery to render honors at ANC to visiting foreign dignitaries and heads of state and fire final salutes during select funerals.
 - b.* Ensure that all commanders responsible for Army cemeteries comply with the provisions of paragraphs 2–16 and 2–17 of this regulation.

2–2. Assistant Secretary of the Army (Acquisition, Logistics and Technology)

The ASA (ALT) will—

- a.* Oversee the Army’s procurement mission with respect to Army cemeteries, including development and dissemination of policies, processes, and contracting business systems.
- b.* Provide acquisition procurement assistance for applicable products and services on a reimbursable basis to Army cemeteries.

2–3. Assistant Secretary of the Army (Installations, Energy and Environment)

The ASA (IE&E) will—

a. Ensure that the unique aspects of the establishment, operation, and disestablishment of cemeteries are addressed. Oversee and facilitate the Executive Director, OAC's plans and programs for the acquisition, management, and disposal of real property at cemeteries under the jurisdiction of the Army. This oversight does not apply to real property activities at the ANMC.

b. In coordination with the Executive Director, OAC and the Deputy Chief of Staff (DCS), G-9, set policy for registering and maintaining Army cemeteries designated as historic properties.

2-4. Assistant Secretary of the Army (Manpower and Reserve Affairs)

The ASA (M&RA) will develop and execute Army memorial affairs policy not reserved to the Executive Director, OAC by 10 USC 7724.

2-5. Administrative Assistant to the Secretary of the Army

The AASA will provide HQDA staff support to the Executive Director, OAC.

2-6. Executive Director, Office of Army Cemeteries

The Executive Director, OAC, with functions and responsibilities established by the SECARMY, is dual-hatted as the Executive Director, ANMC, with responsibilities established in Title 10, United States Code, Chapter 776. The Executive Director, OAC/ANMC will—

- a.* Serve as the principal advisor to the SECARMY on all matters related to cemeteries.
- b.* Set the strategic direction for and oversee the implementation of Army policies and programs for all cemeteries for which the Army is responsible, as outlined in this regulation, and will—
 - (1) *For Headquarters, Office of Army Cemeteries (HQDA staff principal role).*
 - (a)* Formulate, promulgate, administer, and oversee policies, doctrine, plans, and standards pertaining to cemeteries for which the Army is responsible.
 - (b)* Establish and maintain gravesite accountability of all those interred in Army cemeteries and Army cemeteries originally established to inter those who died while criminally incarcerated.
 - (c)* For Army-contracted plots in three private cemeteries (Fairmount, Greenlawn, Woodmere), maintain accountability of all gravesites and niches in the contracted sections and ensure the grave markers and grounds are maintained in accordance with DA Pam 290-5.
 - (d)* Oversee gravesite and niche layout maps of the Army cemeteries and Army cemeteries originally established to inter those who died while criminally incarcerated. As required, make recommendations to the SECARMY on transfers of Army cemeteries, including transfers executed in accordance with paragraph 7-2.
 - (e)* Provide technical guidance, training, staff assistance, and evaluations for Army cemeteries, and other cemeteries as requested, including oversight and inspections in accordance with 10 USC 7726.
 - (f)* Formulate, promulgate, administer, and oversee plans and policies for OAC's Federal Records Program.
 - (g)* Develop and direct the Army's Planning, Programming, Budgeting, and Execution process for all cemeteries; provide consultation to the appropriate HQDA principal official on policy, legislative, and financial programs matters under their jurisdiction which may affect Army cemeteries.
 - (h)* In consultation with the Army General Counsel and DCS, G-9, designate any new private cemetery or plot on Army property.
 - (i)* In coordination with the ASA (IE&E) and DCS, G-9, help advise and implement policy for registering and maintaining Army cemeteries designated as historic properties.
 - (j)* Provide recommendations to the SECARMY for a memento policy for the Army cemeteries, as needed, outlining the overall oversight and authority for the proper disposition of items left at individual gravesites or niches.
 - (k)* Coordinate with the Central Joint Mortuary Affairs Board on issues pertaining to the disposition of unknown remains interred in cemeteries for which the Army is responsible for all military Services and the U.S. Coast Guard.
 - (l)* Serve as the SECARMY's representative and voting member on the Cemetery Management Board.
 - (m)* Programmatically deliver new technologies available to be used across the Army cemeteries, and other cemeteries as applicable, which are aligned to its enterprise approach. The delivery will also have a robust governance structure to oversee milestone decision points and configuration control of the OAC's business processes.
 - (2) *For ANMC.*
 - (a)* Exercise authority, direction, and control over all aspects of ANMC.
 - (b)* Oversee the programming, planning, budgeting, and execution of funds authorized and appropriated for the ANMC.
 - (c)* Oversee the construction, operation and maintenance, and repair of the buildings, structures, and utilities of the ANMC.

- (d) Formulate and oversee a master plan for ANC.
- (e) Develop and recommend interment and inurnment eligibility policy to the SECARMY.
- (f) Provide recommendations to the SECARMY regarding any request for an exception to interment and inurnment eligibility policy at the ANMC.
- (g) Serve as approval authority for disinterment requests at the ANMC (see para 3–7).
- (h) Acquire and maintain real property and interests in real property for the ANMC.
- (i) Supervise and ensure that the Superintendent ANMC carries out responsibilities in accordance with 10 USC 7725, paragraph 2–17, and the following responsibilities:
 1. Plans and conducts private ceremonies at the ANMC, including funeral and memorial services for interment and inurnment, and plan and conduct public ceremonies, as directed by the SECARMY.
 2. Addresses proposals for the placement of memorials and monuments in the ANMC.
 3. Implement the ANC master plan that addresses interment and inurnment capacity, visitor accommodation, operation and maintenance, capital requirements, preservation of the cemetery's special features, and other matters the Executive Director considers appropriate.
- (3) *For other cemeteries for which the Army is responsible.*
 - (a) Determine the eligibility policy for all Army post cemeteries, to include the USMA cemetery.
 - (b) Serve as the decision authority for all requests for exceptions to burial policy for Army post cemeteries, Army-contracted plots in private cemeteries used to re-inter persons originally interred in an Army cemetery, cemeteries, and burial plots located on Army property that were originally established to inter enemy prisoners of war, and Army cemeteries originally established to inter persons who died while criminally incarcerated.
 - (c) Provide oversight of the cemetery responsible official (CRO) (see para 2–17), when assigned, of Army cemeteries.
 - (d) Provide design approval of all construction at Army cemeteries as defined in DA Pam 420–11. This does not include repair work as defined in DA Pam 420–11.
 - (e) Approve placement of new monuments that could eliminate available burial space at Army post cemeteries.

2–7. Chief of Legislative Liaison

The CLL will oversee and provide direct support to the Executive Director, OAC, the ANC Superintendent, and ANC's Congressional interaction with members of Congress and their staffs.

2–8. Chief, Public Affairs

The CPA will oversee and facilitate the implementation of public affairs policy, including all policies addressing media access and requests, for the cemeteries for which the Army is responsible.

2–9. Chief, National Guard Bureau

The CNGB, directly or by delegation to the Director, Army National Guard (DARNG), ensures the State Adjutants General of the 54 States, territories, and Washington, DC comply with the provisions of this regulation for cemeteries on Federal property licensed or permitted to the various States, territories, and Washington, DC for ARNG use. The CNGB, or the DARNG if delegated, will coordinate with the State Adjutant General of each of the 54 States, territories, and Washington, DC to—

- a. Ensure compliance with paragraphs 2–16 and 2–17 of this regulation of ARNG-controlled Army cemeteries, including—
 - (1) Army post cemeteries located on Federal sites for which ARNG is responsible;
 - (2) Army cemeteries located on inactive and former Federal sites for which ARNG is responsible;
 - (3) Cemeteries and burial plots located on Federal sites for which ARNG is responsible that were originally established to inter enemy prisoners of war;
 - (4) Army cemeteries originally established to inter those who died while criminally incarcerated for which ARNG is responsible; and
 - (5) Private cemeteries and plots on Army property for which ARNG is responsible.
- b. Ensure ARNG commanders in support of Army cemeteries on Army-owned land for which the ARNG is responsible, execute direct support and provide essential supplies, services, and minor construction at the respective Army cemeteries.
- c. Ensure ARNG commanders in support of cemeteries on State-owned land for which the ARNG is responsible, execute direct support and provide essential supplies, services, and minor construction at the respective Army cemeteries and comply with the intent of this regulation.

2–10. Deputy Chief of Staff, G–1

The CG, U.S. Army Human Resources Command on behalf of the DCS, G–1 will provide policy and operational oversight of the Army’s casualty and memorial affairs operations as per AR 638–2 and AR 638–8.

2–11. Deputy Chief of Staff, G–9

The DCS, G–9 will—

a. In coordination with the Executive Director, OAC incorporate cemeteries, as applicable, within the development, implementation, and evaluation of doctrine, policies, plans, strategies, and programs for military facilities investment requirements, privatization, installation, environmental, water management, and energy security and sustainability programs.

b. When involving cemeteries for which the Army is responsible, coordinate with the Executive Director, OAC when ensuring execution of approved operational programs for the reorganization, realignment, and closure of installations.

c. In coordination with the Executive Director, OAC and Chief of Engineers (COE), implement policies that ensure that the Spatial Data Standard for Facilities, Infrastructure, and Environment standards for Geospatial Information System accurately capture cemetery operations.

d. In coordination with the Executive Director, OAC, ensure that buildings’ and structures’ real property records associated with all cemeteries and plots for which the Army is responsible are maintained within the appropriate system.

e. In support of the Executive Director, OAC, and Army General Counsel, help advise and record determinations of the establishment of any new private cemetery or plot on Army property.

f. In support of the Executive Director, OAC, help advise on the final disposition of human remains found outside established cemetery boundaries (including plots) on Army property once the human remains are determined by the U.S. Army Criminal Investigative Command or other Federal investigative authority not to be associated with a crime.

g. Provide support to the ASA (IE&E) and the Executive Director, OAC, in advising and implementing policy for maintaining Army cemeteries designated as historic properties in accordance with AR 200–1.

2–12. Chief of Engineers

The COE, in coordination with DCS, G–9 and Executive Director, OAC/ANMC will—

a. Establish policies that ensure that the Spatial Data Standard for Facilities, Infrastructure, and Environment standards for Geospatial Information System accurately capture cemetery operations.

b. Ensure the CG, U.S. Army Corps of Engineers (USACE) will—

(1) Regarding Headquarters, OAC, on a reimbursable basis, provide engineering and technical services at the Army cemeteries in accordance with a work acceptance process.

(2) Regarding ANMC, on a reimbursable basis, provide a full range of engineering and technical services through a mutually agreed upon business process by which USACE manages support to ANMC.

2–13. Commanding General, U.S. Army Materiel Command

The CG, AMC will—

a. Ensure compliance with the provisions of paragraphs 2–16 and 2–17 of this regulation for—

(1) Army post cemeteries located on installations for which AMC is responsible;

(2) Cemeteries and burial plots established to inter enemy prisoners of war that are located on installations for which AMC is responsible; and

(3) Private cemeteries and plots on Army property for which AMC is responsible.

b. Ensure the CG, U.S. Army Installation Management Command (IMCOM)—

(1) Complies with the provisions of paragraphs 2–16 and 2–17 of this regulation, for—

(a) Army post cemeteries located on Regular Army installations for which IMCOM is responsible;

(b) Army cemeteries located on inactive and former Army installations for which IMCOM is responsible;

(c) Cemeteries and burial plots established to inter enemy prisoners of war that are located on installations for which IMCOM is responsible;

(d) Army cemeteries originally established to inter those who died while criminally incarcerated; and

(e) Private cemeteries and plots on Army property for which IMCOM is responsible.

(2) Directs, as appropriate, the various IMCOM-controlled Army installation garrison commanders, in support of Army cemeteries, to execute direct support and provide essential supplies, services, and minor construction at the respective Army cemeteries.

c. Through the Army Contracting Command and subordinate commands contracting elements—

- (1) Regarding Headquarters, OAC, serve as principal acquisition procurement advisor to the Executive Director, OAC and supporting organizations.
- (2) Regarding Army national military cemeteries—
 - (a) Execute periodic assessments in coordination with the Executive Director, OAC to ensure the ANMC remain in compliance with acquisition regulations, policies, and guidelines.
 - (b) Assist the ANMC in developing and implementing acquisition guidelines in support of the Army national military cemeteries' strategic plans, standing operating procedures, and approved Headquarters, OAC directives.
 - (c) Serve as lead advisor to the ANMC on efficient use of the Government Purchase Card Program and assist the ANMC in developing increased fiduciary accountability and oversight measures.
 - (d) Evaluate and monitor all contractual performance for ANMC contracts with the assistance of appointed ANMC contracting officer representatives.
 - (e) Prepare and organize contracting support to execute and administer contracts required for supplies, services, and minor construction at ANMC.
- (3) Regarding Army post cemeteries, the aligned procurement oversight organization will—
 - (a) Serve as principal acquisition advisor to IMCOM garrison commanders; ARNG training center managers of ARNG training installations; USARC garrison commanders; Superintendent, USMA; and/or supporting organizations and personnel on all acquisition-related matters for their respective cemeteries.
 - (b) Provide advice, guidance, and assistance necessary for development and execution of sound acquisition programs in compliance with the DODD 5000.01, the Defense Acquisition Guidebook, the Federal Acquisition Regulation, the Defense Federal Acquisition Regulation Supplement, the Army Federal Acquisition Regulation Supplement, and any applicable procurement regulations, policies, and guidelines.
 - (c) Execute periodic assessments in coordination with the Executive Director, OAC, to ensure the Army post cemeteries remain in compliance with acquisition regulations, policies, and guidelines.
 - (d) Assist those responsible for Army post cemeteries in developing and implementing acquisition policies, procedures, and guidelines in support of the Army post cemeteries' strategic plans, standing operating procedures, and Headquarters, OAC directives.
 - (e) Serve as lead advisor to those responsible for Army post cemeteries on efficient use of the Government Purchase Card Program and assist those responsible for Army post cemeteries in developing increased fiduciary accountability and oversight measures for the Army post cemetery.
 - (f) Evaluate and monitor all contractual performance for Army post cemeteries contracts with the assistance of appointed Army post cemeteries' contracting officer representatives.
 - (g) As requested, provide logistics and maintenance support services through their respective servicing logistics readiness centers.

2–14. Commanding General, U.S. Army Training and Doctrine Command

The CG, TRADOC will ensure that the Director, U.S. Army Center of Military History, provides Department of the Army-level policy guidance and staff oversight of the Headquarters, OAC and ANC History Program, in accordance with the provisions of AR 870–5.

2–15. Commanding General, U.S. Army Cyber Command

The CG, ARCYBER will support Army post cemeteries, national military cemeteries, and other cemeteries for which the Army is responsible, as practicable, with information technology and services in accordance with the current Command, Control, Communications, Computers, and Information Management services list.

2–16. Commanding General, U.S. Army Reserve Command

The CG, U.S. Army Reserve Command (USARC) will ensure each USARC subordinate headquarters complies with the provisions of paragraphs 2–16 and 2–17 of this regulation for—

- a. Army post cemeteries for which the U.S. Army Reserve (USAR) is responsible; and
- b. Private cemeteries and plots on land for which the USAR is responsible.

2–17. All commanders controlling Army cemeteries

All commanders having cemeteries for which they are responsible will—

- a. Exercise command and control authority for direction and control over the planning, administration, operation, maintenance, budgeting, and full accountability, as outlined in this regulation, of their cemeteries in support of the policy, regulatory, and operational oversight of the Executive Director, OAC.

- b. Ensure the two inherently governmental cemetery functions for interring veterans or Family members are accomplished by Government employees (see para 3–2 and glossary).
- c. Not establish new private cemeteries (including plots) or expand existing Government or private cemeteries (including plots) without prior approval from the Executive Director, OAC. This includes reburial of remains recovered from land owned by the Government, and repatriated in compliance with 25 USC 32.
- d. Not establish new cemeteries to bury pets on Army property (see para 3–13). Appropriated funds will not be used to bury pets or maintain existing pet cemeteries on Army property.
- e. Act in accordance with AR 200–1 following the discovery of human remains found outside established cemetery boundaries (including plots) on Army property (see para 3–15).
- f. Ensure that the Executive Director, OAC approves the design of all construction projects at Army cemeteries as defined in DA Pam 420–11 (less repair work) and provide the Executive Director, OAC with a complete set of reproducible drawings, operation and maintenance instructions, and any applicable guarantees for equipment for each major construction project at their cemetery.
- g. Determine if requests for burial in their cemeteries meet the eligibility criteria based on documentation provided by a decedent’s primary next of kin (PNOK) or person authorized to direct disposition of remains (PADD).
- h. Maintain gravesite and niche layout maps for their cemeteries.
- i. For requested exceptions to burial policy in their cemeteries, prepare and forward a burial exception packet for decision to the Executive Director, OAC. For requested exceptions to burial policy in their cemeteries, prepare and forward a burial exception packet for decision to the Executive Director, OAC (see para 3–5).
- j. Forward disinterment requests for their cemeteries for decision to the Executive Director, OAC.
- k. Ensure that each cemetery location, as well as cemetery operations and maintenance, are included within the installation master plan to ensure the cemetery remains a high quality, sustainable, and an enduring part of the installation and surroundings.
- l. Act in accordance with AR 870–5 to include within their commands’ annual histories, those events and activities of historical significance occurring at their cemeteries.
- m. Remain compliant with 54 USC 306108 and AR 200–1 for ongoing operations at their cemeteries.
- n. Accomplish cemetery administration, operations, and maintenance in accordance with DA Pam 290–5.

2–18. Cemetery responsible officials

Commanders responsible for cemeteries will appoint a CRO to oversee the operations and maintenance of the cemetery. The CRO for Army cemeteries must be a U.S. Federal Government employee (civilian or military) and appointed as the CRO on orders by the commander responsible for the cemetery. For—

- a. *Army National Military Cemeteries.* The CRO for the ANMC is the Superintendent, ANMC.
- b. *All other Army cemeteries (excluding private cemeteries).* When designated or assigned—
 - (1) Be trained and/or certified by the Executive Director, OAC within 120 days of appointment or hiring or at the next available CRO training course in accordance with DA Pam 290–5.
 - (2) Ensure the performance of cemetery-specific duties in accordance with the standards set forth in this regulation and DA Pam 290–5 and under the oversight of the Executive Director, OAC to include—
 - (a) Care and maintenance of cemetery grounds, buildings, structures, and utilities.
 - (b) Preservation of cemetery property, supplies, and equipment, and accurate accounting for the same.
 - (c) Enforcement of laws and regulations pertaining to the operation and administration of the cemetery.
 - (d) Maintenance of records and preparation of reports and correspondence pertaining to the administration, operation, and maintenance of the cemetery.
 - (e) Continuous oversight and inspection of cemetery facilities in order to correct or report deficiencies.
 - (f) Arrangement, coordination, and scheduling of funerals; communication with local armed services commands, next of kin, and funeral directors with regard to interment eligibility, interment data, and procurement of headstones; assisting 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 arranging Memorial Day and other patriotic services in the cemetery.
 - (g) Layout and design of gravesites and maintenance of general cemetery maps and gravesite layout plans.
 - (h) Opening, gravesite setup, and closing of graves.
 - (i) Erection of temporary grave markers.
 - (j) Receipt, inspection, and erection of permanent headstones and acceptance inspection of private monuments.
 - (k) Inspection and acceptance of contractual work.
 - (l) Procurement of cemetery equipment and supplies.

- (m) 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.
 - (n) Maintenance and repair work.
 - (o) The daily raising and lowering of the flag and the opening and closing of the cemetery gates.
 - (p) 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.
 - (q) Examining service data submitted in support of eligibility for interment, and authorizing the interment of those decedents who meet the established current interment eligibility criteria.
 - (r) Representing the United States in all matters pertaining to the cemetery to include giving personal tours to visiting dignitaries and distinguished visitors.
 - (s) Designating 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.
 - (t) Designate, as necessary, another responsible Federal Government employee to act on their behalf in the conduct of the duties described above. CROs will ensure their designated representatives are sufficiently trained to fulfill responsibilities as representatives of the CRO.
- (3) Will ensure the two inherently governmental cemetery functions for interring veterans or Family members are accomplished by Government employees (see para 3-2 and glossary).

Chapter 3

Honor the Fallen through Burial

3-1. General

- a. This chapter applies to distinct categories of cemeteries: Army cemeteries, Army-contracted plots in private cemeteries used to re-inter those originally interred in an Army cemetery, and Army cemeteries originally established to inter those who died while criminally incarcerated. Paragraphs 3-4, 3-6, 3-8, 3-10, 3-11, 3-12, and 3-15 also apply, as indicated, to Army cemeteries originally established to inter enemy prisoners of war.
- b. This chapter outlines the burial requirements unique to Army cemeteries and provides additional guidance also applicable to other categories of cemeteries for which the Army is responsible, as defined in para 3-1a. See also paragraph 1-7 for responsibilities associated with other categories of cemeteries for which the Army is responsible.
- c. Paragraphs 3-2b(4)(b), 3-2d, 3-2f(1), 3-2g, and 3-15 are punitive with regard to Soldiers. Violators of these sections may be subject to the Uniform Code of Military Justice. Civilian employees who violate any provisions of these sections may also be subject to adverse or disciplinary action.

3-2. Key tasks

"Honor the fallen through burial" includes eight key tasks for cemeteries listed in paragraph 3-1a—

- a. *Determine eligibility and schedule funerals.* Army cemeteries will schedule funerals for eligible veterans and Family members in a professional and compassionate manner, in accordance with standards outlined in DA Pam 290-5, as soon as possible after being contacted by the decedent's PNOK or PADD. Based on documentation provided by a decedent's PNOK/PADD in accordance with DA Pam 290-5, Commanders controlling cemeteries will determine burial eligibility (an inherently government function) and arrange for any authorized military funeral honors in the timeliest manner possible.
- b. *Assign and prepare the gravesite or niche.* Burying eligible veterans and Family members with dignity and honor requires accurately assigning and laying out sites and safely excavating without damaging adjacent areas. In addition—
 - (1) All eligible persons will be assigned graves or niches at the time of need (that is, after death), without discrimination as to military rank, race, color, sex, religion, age, or national origin and without preference to military grade or rank. Graves will not be assigned before death except for bona fide reservations made according to paragraph 3-2b(4)(c).
 - (2) Army cemeteries should use concrete casket and urn liners, whenever possible.
 - (3) The selection of gravesites in first interment areas will appear as a disciplined evolution; subsequent interment areas will be managed in accordance with DA Pam 290-5.
 - (4) When assigning graves or niches—
 - (a) Only one gravesite or niche is authorized for burial of an eligible Service member and their eligible dependent Family members.

(b) In accordance with 38 USC 2410A for ANC and 32 CFR Part 553.40 for Army post cemeteries, gravesites and niches will not be reserved prior to the time of need.

(c) Reservations made in writing before the one-gravesite per Family policy was established for that cemetery will be honored as long as the reservee remains eligible for burial at the Army cemetery. For ANMC, this reservation must have been made before 1 January 1962 and an eligible person was interred in the reserved gravesite prior to 1 January 2017. For all other Army cemeteries, the reservation must have been made before 1 May 1975. There is no requirement for an interment to have occurred prior to a date certain for eligible reservations at these cemeteries.

(d) Cemetery personnel will follow up on each reservation every 5 years to ensure the reservee still intends to be interred in that cemetery. The Executive Director may cancel a reservation and the site made available for burial if the reservee relinquishes the reservation or does not use this site at his or her time of death, or if cemetery personnel can make an administrative determination of death of the reservee.

c. *Conduct a professional and compassionate service.* All Army cemeteries must conduct the committal (and chapel, if applicable) service flawlessly, with dignity and compassion, and in accordance with AR 600–25, for the veteran or Family member being interred. Army cemeteries will strive to provide an intimate environment that supports grieving. Families, friends, and the military community will leave the cemetery satisfied that their needs have been met.

d. *Establish and maintain positive chain of custody (an inherently governmental function) of the remains from receipt to final disposition.*

(1) Establishing and maintaining an absolute positive chain of custody of the remains from receipt to final disposition is a non-negotiable standard to which Army cemeteries will adhere without error. Chain of custody procedures are contained in DA Pam 290–5, chapter 3.

(2) Army cemeteries require a certificate of cremation or notarized statement attesting to the authenticity of the cremated human remains. Cemetery personnel will ensure Families validate that the urn contains 100 percent of the decedent’s remains received (less a reasonable amount for commemorative items, usually less than 1 ounce) from the crematorium or funeral home before conducting the burial service. The intent of this policy is to ensure the decedent is not interred in two separate locations.

e. *Close the grave or niche.* In accordance with DA Pam 290–5, the CRO or their representative will place a temporary marker at the site no later than the close of business of the day of interment. In addition—

(1) After in-ground interment, the Army cemeteries will close the grave with appropriate material and resurface in accordance with the natural terrain and environment of the cemetery.

(2) After above-ground inurnment, the Army cemeteries will promptly mount and secure the niche cover.

f. *Erect the marker.*

(1) All graves and niches in Army cemeteries will be accurately marked with a temporary, Government, or private marker. The exception is the unmarked interment of cremated remains in ANMC specially approved vaults.

(2) The Army cemeteries will ensure the timely, accurate, and Family-vetted permanent markers for individuals and groups, whether using Government or private headstones/markers, in accordance with DA Pam 290–5 standards. New headstones or markers will not be set with a concrete collar. (See paras 3–10 and 3–11.)

g. *Document interments.* The Army cemeteries will document or record new interments in the Army’s information technology system of record (currently Interment Services System (ISS) for National Cemeteries and Research Tool for other cemeteries) which are able to produce a digital DA Form 2122 (Record of Interment/Inurnment). If not yet using the information technology system of record, these cemeteries will document new interments on a manual DA Form 2122 and annotate the burial maps to reflect or update the occupied gravesite or niche status. Any other manual or electronic form, database, or system used in lieu of a DA Form 2122 must be approved for use by the Headquarters, OAC. See paragraph 5–4 for additional information on burial records management.

h. *Updating maps.* Army cemeteries will update both working maps and GIS maps to reflect new interments using procedures as described in DA Pam 290–5.

i. *Communicate burial eligibility, requirements, and services.* Each open Army cemetery will communicate the burial eligibility, document requirements, and services provided to Families for their cemetery, including determination of eligibility at the time of need of the burial services.

3–3. Determining eligibility for interment in Army cemeteries

Although the Army will make every reasonable effort to verify eligibility from Government records, the burden of proving eligibility lies with the party who requests interment. Prior to interment, the party requesting interment must provide, at a minimum, verification of honorable service (usually a DD Form 214 (Certificate of Release or Discharge from Active Duty)), state issued death certificate (or a burial permit if death certificate is not yet complete), and a cremation certificate obtained from the funeral home or crematorium (if applicable). Prior to interment, the party

requesting interment must provide, at a minimum, verification of honorable service (usually a DD Form 214 (Certificate of Release or Discharge from Active Duty)), death certificate (or burial permit if death certificate is not yet complete), and a cremation certificate (if applicable). In addition, individuals determined to be eligible for burial will not be interred in a closed section or cemetery (see para 3–4) without an approved exception to burial (see para 3–5). In the case of dispute, in consultation with Army General Counsel’s office, the Executive Director, OAC shall make the final determination of eligibility.

a. Army National Military Cemeteries. The Executive Director, ANMC will determine whether the submitted documentation is sufficient to support a finding of eligibility for ANMC.

b. Army post cemeteries, Army-contracted plots in private cemeteries used to re-inter those originally interred in an Army cemetery, and Army cemeteries originally established to inter those who died while criminally incarcerated. The Superintendent, USMA; CG, AMC; CG, IMCOM; CNGB; and CG, USARC or their Cemetery Responsible Official or Department of the Army designee will determine whether the submitted documentation is sufficient to support a finding of eligibility, as established in Part 553, Title 32, Code of Federal Regulations (32 CFR 553), for their respective cemeteries in these categories.

c. Army cemeteries originally established to inter enemy prisoners of war.

(1) For open Army cemeteries originally established to inter enemy prisoners of war, the CG, IMCOM may delegate the authority to support a finding of eligibility to the local garrison commander.

(2) For closed Army cemeteries originally established to inter enemy prisoners of war, the CG, AMC; or CG, IMCOM will determine whether the submitted documentation is sufficient to support a finding of eligibility for their respective cemeteries. This determination should be included with the requested exception for interment in a closed cemetery to the Executive Director, OAC.

3–4. Interments in open and closed Army cemeteries

The Army will maximize use of Government land designated as Army cemeteries for eligible veterans and Family members, while maintaining the historical and cultural nature of the land. See appendix B for the current open and closed designation for Army cemeteries, Army-contracted plots in private cemeteries used to re-inter those originally interred in an Army cemetery, Army cemeteries originally established to inter those who died while criminally incarcerated, and Army cemeteries originally established to inter enemy prisoners of war. For these cemeteries, the following interment rules apply—

a. Burials in open sections of these open Army cemeteries are authorized.

b. Commanders responsible for cemeteries may request through the chain of command that the Executive Director, OAC designate historic sections within an Army post cemetery to be closed for interments. Requests will be reviewed by the local State historic preservation office prior to submission. Once the Executive Director, OAC designates a section as closed, interments will not occur without an approved burial exception by the Executive Director, OAC.

c. Once the Executive Director, OAC designates a cemetery for which the Army is responsible as closed, interments will not occur without an approved burial exception by the Executive Director, OAC. See paragraph 7–2 for requesting closure of an Army cemetery.

3–5. Burial exceptions

a. PADD/PNOK of individuals not meeting the Army cemeteries’ burial eligibility requirements in paragraph 3–3 wishing to inter remains in an Army cemetery may request in writing an exception for interment. Requests for an exception to policy will only be considered at the individual’s time of need (that is, at death or later).

b. A hospital administrator, in coordination with the respective garrison and senior commanders, may request in writing an exception for interment of fetal or other remains for which they have become responsible.

c. Each request for exception to burial eligibility policy is unique and, as such, a varied array of documentation may be required or provided by the requestor. All relevant information regarding military service and/or other service to the nation should be included within the burial exception packet for consideration (for example, DD Form 214, award certificates, orders, narrative explaining reasoning for request, and so forth.).

d. Burial exception packets, including all documents required to request, approve, and document completion of a burial exception, are to be handled in accordance with appropriate records management instructions. Requests for burial exceptions are considered permanent records. (See para 5–4a(5).)

e. There are two basic types of exception to burial eligibility policy—

(1) An exception for burial in a new grave or niche, which would otherwise displace an eligible veteran.

(2) An exception for burial in the same grave or niche as a person already interred or inurned.

f. Exceptions for burial at Army National Military Cemeteries. The SECARMY is the approval authority for exceptions to interment and inurnment policy at ANMC.

g. Exceptions for burial at Army post cemeteries. The Executive Director, OAC, in consultation with the commander of the installation in question, is the approval authority for exceptions to policy for burial in Army post cemeteries.

h. Timeliness. Requests for exceptions to policy by a PNOK or PADD should be handled in a timely fashion to facilitate the approval process. For exception to policy requests, the CRO will obtain from the PNOK or PADD the following:

(1) A notarized letter stating the compelling reasons for the exception to policy (requestors should include relevant supporting documentation such as death certificate, cremation certificate, DD Form 214, and other exemplary service or conduct information which might help the exception approval authority with a determination);

(2) If the request is for interment in the same grave as an already interred individual, the request must include the name of the interred individual and relationship;

(3) For same grave interment requests, a notarized statement by all close living relatives (widow or widower; parents; adult brothers and sisters; and natural or adopted adult children; even though the legal relationship of that person to the decedent may have changed) of the interred individual, stating they have no objection to the proposed exception;

(4) For same grave interment requests, a notarized statement from a third party who knows those who have provided the statements and attests to the fact that the persons providing the statements constitute all the close living relatives as defined in paragraph 3–5.

(5) For exceptions to burial policy at ANMC, PNOK/PADD must submit a public disclosure statement to allow for required Congressional notification in the event the exception is approved.

i. CRO will provide a feasibility assessment of the gravesite in question.

3–6. Storage of remains at Army cemeteries

a. Army cemeteries will not store casketed remains prior to burial.

b. All Army cemeteries must maintain the capability to temporarily store cremated remains, either on-site at the cemetery, off-site elsewhere on the installation, or through a local funeral home. This temporary storage location of cremated remains will be known as the cemetery's Cremated Remains Storage Area (CRSA). Army cemeteries will maintain a CRSA in accordance with DA Pam 290–5.

3–7. Disinterments

a. Interments in ANMC and Army post cemeteries are considered permanent and final. A disinterment is the permanent removal of interred human remains from a particular gravesite. Disinterment and removal of remains from ANMC and Army post cemeteries at no expense to the Government are permitted with the prior approval of the Executive Director, ANMC.

b. Those requesting disinterment from ANMC and Army post cemeteries must submit the following through the garrison commander and chain of command, to the Executive Director, ANMC –

(1) A notarized letter stating the reasons for the disinterment request with the name of the interred individual;

(2) Notarized statements by all close living relatives (widow or widower; parents; adult brothers and sisters; and natural or adopted adult children; even though the legal relationship of that person to the decedent may have changed) of the interred individual, stating they have no objection to the proposed disinterment;

(3) A notarized sworn statement from a third party who knows those who have provided the statements and attests to the fact that the persons providing the statements constitute all the close living relatives as defined in paragraph 3–7b(2).

c. Any disinterment authorized under this paragraph must be accomplished without expense to the Government.

d. A repositioning of remains in the same grave in order to accommodate a subsequent interment is not considered a disinterment.

e. The Executive Director, OAC/AMNC will carry out disinterments and disinurnments directed by a court of competent jurisdiction upon presentation of a lawful, original court order and after consulting with the Army General Counsel, or his or her designee. As this is a matter among Family members, the Army or cemetery officials should not be made parties to any court action.

f. CRO will provide a feasibility assessment of the gravesite in question.

3–8. Headstones and markers furnished by the Government

For Army cemeteries, Army-contracted plots in private cemeteries used to re-inter those originally interred in an Army cemetery, Army cemeteries originally established to inter enemy prisoners of war, and Army cemeteries originally established to inter those who died while criminally incarcerated—

a. Authority. All graves and niches in these Army cemeteries will be appropriately marked in accordance with this regulation and DA Pam 290–5. Government markers (including headstones) are provided by the DVA in accordance with 38 USC 2306 and 32 CFR 38.630. When requested by the PNOK, an appropriate memorial headstone or marker will be furnished and placed in the appropriate memorial section of the cemetery. New Government headstones will be of white marble, upright slab design, unless placed in a section with predominantly another type of Government marker.

b. Applications. Markers or headstones furnished by the Government will be ordered from the DVA either by approved electronic data transfer or at a minimum by using VA Form 40–1330 (Claim for Standard Government Headstone or Marker). A VA Form 40–1330 is also required for Government memorial markers, which will also be submitted to the DVA. Pursuant to 38 CFR 38.632, the following are the only individuals authorized to apply for a headstone/marker or medallion (if not otherwise requesting a Government marker):

- (1) The decedent’s PNOK at the time of death or loss, as defined in DODI 1300.18;
- (2) A person authorized in writing by the PNOK; or
- (3) A personal representative authorized in writing by the decedent.

c. Inscriptions. Inscriptions on Government furnished headstones, niche covers or memorial markers will be made according to the policies and specifications of the Secretary of the Army, consistent with the policies of the DVA. In addition—

- (1) At a minimum and when known, all headstones/markers will bear the names of all (and only those) persons buried at the site, the number of the grave, branch of Service, year of birth, and year of death.
- (2) For headstones or markers ordered after the effective date of this regulation, the DVA-approved emblems of belief are the only authorized graphics on Government markers.
- (3) The section designation and grave number will be incised on the reverse side, near the top of all new upright headstones, in accordance with policies and specifications of the DVA. Existing Government headstones or markers without an inscribed location will have their geospatially-mapped location annotated with their digital records.
- (4) As lithochrome (darkened lettering) will fade over time, headstones/markers will be ordered without lithochrome when practicable. Markers or headstones within new first interment sections, or within sections predominantly without lithochrome, will not be ordered with lithochrome without prior approval from the Executive Director, OAC.
- (5) Terms of endearment befitting a national hero may be added at the bottom of the headstone/marker. New Government upright headstones/markers will not have additional remarks inscribed on the reverse of the marker, except as related to additional decedents.

d. Timeline. CROs will make ordering and installing Government headstones/markers a priority task. A temporary marker will be placed at the site immediately following the interment but no later than the close of business the day of the interment. CROs will allow PNOKs 14 days from the date of interment to provide any final marker inscription data changes or additions. The permanent, error-free marker will be emplaced and its digital photo(s) included within the decedent’s permanent file in the digital system of record (currently ISS) within 14 days of delivery from the DVA.

e. Replacement policy.

- (1) Government markers in these Army cemeteries will be replaced if they are damaged beyond repair, badly deteriorated, illegible, stolen or vandalized, or if the inscriptions are factually incorrect; the inscription does not include all individuals buried at that location; or if the headstone/marker constitutes a safety hazard. Consult DA Pam 290–5 for how to order a replacement marker.
- (2) In most cases, under the DVA “Replacement-in-Kind” program, replacing older, historic Government headstones or markers which are damaged, badly deteriorated, illegible, are factually incorrect, or are a safety hazard with like-style headstones is not in conflict with Section 106 under the National Historic Preservation Act. However, certain Government headstones or markers, due to their historical location (for example, Chief’s Knoll at the Fort Sill Post Cemetery) or unique significance, may require greater scrutiny per paragraph 6–4.
- (3) Except when correcting errors of fact, Government replacement headstones/markers and the inscriptions on them will be identical with the original headstone or marker as far as is practicable and desirable.
- (4) The photos of the original and replacement headstone or marker will remain attached to the permanent record.
- (5) Markers or headstones will not be reordered for faded lithochrome after the PNOK on the original interment is deceased.
- (6) For Army cemeteries originally established to inter enemy prisoners of war, if the Army causes damage to a headstone/marker furnished by the Government, the Army will also repair or replace the headstone/marker in accordance with standards in DA Pam 290–5.

f. Multiple or additional interments. When multiple or additional interments are made in a grave or niche, the headstone or marker will be updated to include the names of all decedents, together with other pertinent inscription data, if space permits. In general, the deceased Service member’s information is inscribed on the front of an upright

headstone and the eligible dependent(s) information is inscribed on the back. However, when space is insufficient to accommodate the inscriptions of all dependent decedents on the back of an upright headstone, inscriptions for the service-connected decedent and his or her spouse may also be placed on the face of the upright marker, if possible. Inscriptions for the additional interments will be engraved on the reverse side.

g. Group headstones or markers. In accordance with 38 CFR 38.633—

(1) Upon request of the service casualty office and with consent of all next of kin, a group headstone may be erected to mark the burial location of two or more members of the Armed Forces who died in a sanctioned common military event (for example, battle or other hostile action, bombing or explosion, disappearance of aircraft, vessel, or other vehicle) while in active military, naval, or air service, and whose remains were comingled and could not be individually identified.

(2) The design of Government group markers will follow the same guidelines for Government individual markers.

h. Memorial headstones or markers. In accordance with 38 CFR 38.630—

(1) Upon request of the PNOK at the time of the loss or declaration of death, memorial markers may be erected to commemorate an eligible person listed in paragraph 3–7a. Memorial markers will be of the standard design authorized for the cemetery. Dependents are not authorized to be commemorated on a memorial headstone or marker at Army cemeteries.

(2) In addition to the authorized inscriptions, the phrase “In Memory of” is mandatory.

(3) Army cemeteries are not authorized to commemorate on a memorial marker any veteran or individual who is commemorated elsewhere on another marker, either Government or private.

3–9. Markers and inscriptions at private expense

a. Authority. All graves and niches in Army cemeteries will be appropriately marked in accordance with this regulation and DA Pam 290–5. The Executive Director, OAC will approve the repair and replacement of private headstones/markers, in Army post cemeteries. Construction and installation of private headstones and markers, in lieu of Government-furnished headstones and markers, are prohibited in Army post cemeteries unless approved by the Executive Director, OAC prior to October 1, 2020. Repair or replacement of private headstones and markers which were approved prior to October 1, 2020 must be consistent with the requirements of 32 CFR 553.28 through 32 CFR 553.30, and the repair or replacement must be approved in advance by the Executive Director, OAC/ANMC. Should a private headstone or marker become unserviceable at any time and the PNOK fails to repair or replace it, or if the marker is not updated to reflect all persons buried in that gravesite within 6 months of the most recent burial, the Executive Director, OAC/ANMC reserves the right to remove and dispose of the headstone or marker and replace it with a standard, Government-furnished headstone or marker. No new private headstones or markers are authorized for placement at any Army cemeteries.

b. Design and inscriptions.

(1) Private headstones/markers will be updated, replaced, or supplemented if the inscriptions do not include all individuals interred at that location or the inscriptions are illegible. If PADD/PNOK cannot be located or is unwilling to update a private marker as described, the Executive Director, ANMC/OAC; Superintendent, USMA; CG, AMC; CG, IMCOM; CNGB; or CG, USARC will order and place a flat Government marker at the base of the private headstone to properly commemorate the individual(s) interred at the site.

(2) For subsequent interments in graves with private headstones/markers, the PADD/PNOK is responsible for having inscribed on private headstones/markers the name and date of death of all those subsequently interred at the site. If a PADD/PNOK cannot be located or is unwilling to update a private marker with a missing but known name and date of death, or an administrative determination of death can be made, the Superintendent, ANMC; Superintendent, USMA; CG, AMC; CG, IMCOM; CNGB; or CG, USARC will order and place a flat Government marker at the base of the private headstone to properly commemorate the individual(s) interred at the site.

(3) The PADD/PNOK is responsible for correcting or replacing private headstones/markers containing factually incorrect inscriptions. If a PADD/PNOK cannot be located or is unwilling to correct or replace the private marker, the Executive Director, ANMC/OAC; Superintendent, USMA; CG, AMC; CG, IMCOM; CNGB; or CG, USARC will digitally capture the original marker, attach the photos to the permanent records, and order and place a flat Government marker at the base of the private headstone to properly commemorate the individual(s) interred at the site.

(4) The name of the person(s), organization, fraternity, monument company, or society responsible for the purchase and erection of the headstone or marker will not be permitted on the marker or anywhere else in the cemetery.

c. Timeline.

(1) The Army cemetery will place a temporary marker at the site no later than the close of business of the day of interment.

(2) Within 60 days of the committal service, the PADD/PNOK should provide the Army cemetery documentation that the private, permanent headstone or marker has been ordered. If within 6 months of the most recent committal the private headstone/marker is not emplaced (or has an expected shipment date) for a new private marker, or updated to annotate all decedents interred at that location, the Army cemeteries will order and emplace a Government marker that annotates all (or those still unmarked) decedents interred at that location. Army cemeteries will ensure the PADD/PNOK wishing to emplace a private marker for a decedent understand and are provided timely reminders of approaching deadlines to help them remain within this timeline.

(3) Within 30 days of the headstone/marker being placed, the CRO will submit digital photos of the marker within the OAC-established system of record.

d. Maintenance and replacement policy.

(1) The photos of the original and replacement markers will remain attached to the permanent record.

(2) The Department of the Army will not be liable for maintenance of or damage to a private headstone or marker.

(3) Private headstones/markers will be repaired or replaced at private expense if the marker constitutes a life, safety, or health hazard. If a PADD/PNOK cannot be located or is unwilling to repair or replace the private marker, the Superintendent, ANMC; Superintendent, USMA; CG, AMC; CG, IMCOM; CNGB; or CG, USARC will digitally capture the original marker, attach the photos to the permanent records, remove and appropriately dispose of the headstone/marker in accordance with paragraph 3-11, and replace the private marker with a standard Government headstone or marker.

(4) If the PADD/PNOK decides to replace a private headstone/marker, including adding information for subsequent interments, the PADD/PNOK will agree in writing with the disposal of the replaced marker in accordance with paragraph 3-11.

(5) Regarding ANMC, monument firms must request and receive authority from the Superintendent, ANMC to add an inscription to an existing marker before work is begun in the cemetery. Written authority from the PADD/PNOK must accompany the request to perform the work.

(6) Regarding Army post cemeteries, private individuals or organizations must coordinate with the CRO or their designated representative before a private headstone/marker located in Army post cemeteries may be maintained or repaired.

e. Where a private headstone or marker has been erected for an individual interred in an Army cemetery and the PADD/PNOK desires to have inscribed on it the name and appropriate data pertaining to a deceased spouse, parent, son, daughter, brother, or sister who meet the requirements in paragraphs 3-3*a* and 3-3*b*, and are otherwise eligible to be interred in that particular grave or have been granted an exception for interment in that particular grave, such inscriptions may be incised on the monument at no expense to the Government, with the prior written approval of the Superintendent, ANMC; Superintendent, USMA; CG, AMC; CG, IMCOM; CNGB; or CG, USARC.

f. Except as may be authorized for marking group burials, private ledger monuments of freestanding cross design, narrow shafts, mausoleums, or above-ground vaults are prohibited. Private concrete casket and urn grave liners may be placed at Army cemeteries not currently using these liners at private expense, if desired and if the cemetery ground can accommodate these liners at the time of interment.

g. Specific instructions concerning private headstones/markers are in DA Pam 290-5.

3-10. Commemorative monuments

The erection or placing of commemorative monuments in Army cemeteries to honor events, units, groups, and organizations will be done in accordance with the CFRs and ARs. Army cemeteries must ensure that monuments, which do not mark interred remains nor commemorate individuals described in paragraph 3-3, do not take away land that might otherwise be suitable to fulfill the Army cemeteries' primary mission: burial and memorialization of eligible deceased veterans and Family members. Therefore—

a. Army National Military Cemeteries. Comply with 38 USC 2409(b) regarding emplacement of monuments or similar structures in these cemeteries.

b. All other Army cemeteries.

(1) Monuments or similar structures will not be placed in locations that would otherwise displace an eligible veteran.

(2) Requests for monuments or similar structures to be placed in Army cemeteries that could eliminate available burial space will include, at a minimum, details depicting a scale drawing or model, showing the exact inscription and other details of the proposed tribute and the requested location of the monument's placement. Requests will be forwarded through the chain of command to the Executive Director, OAC for approval.

3-11. Headstone or other marker destruction

For Army national and post cemeteries, Army-contracted plots in private cemeteries used to re-inter those originally interred in an Army cemetery, Army cemeteries originally established to inter those who died while criminally incarcerated, and Army cemeteries originally established to inter enemy prisoners of war, inscribed headstones, footstones, flat markers, and niche covers that will no longer be used to mark the burial location of their inscribed decedent(s) will be, as soon as possible—

- a. Photographed and digitally attached to that decedent's permanent record;
- b. Destroyed in a manner that obliterates the inscription; and
- c. Disposed of to prevent reuse or recognition as a gravesite or niche marker.

3-12. Viewing remains and lying in repose and honor

a. Caskets and urns will not be opened on Army cemetery grounds for viewing purposes or adding or removing items. Requests for exceptions to view or add items to caskets or urns will be forwarded to the Executive Director, OAC.

b. Individuals who request that caskets be opened for viewing of remains will be advised to arrange for private viewing outside the cemetery. All associated expenses 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 CRO will not assume any responsibility for granting or denying permission for the viewing of the remains in military chapels since the chapels do not come under his or her jurisdiction.

d. *Arlington National Cemetery only.* The Executive Director, ANMC with the approval of the SECARMY, may approve exceptionally distinguished individuals to lie in honor in the Memorial Amphitheater Chapel before being laid to rest at ANC.

3-13. Burial of pets on Army property

- a. Pets will not be buried, inurned, or scattered on Army property except in those pet cemeteries already established.
- b. Appropriated funds will not be used to bury pets or to maintain established pet cemeteries on Army property.
- c. Neglected pet cemeteries will have markers removed and be maintained at a level equivalent to the surrounding area.

3-14. Locating human remains on land not previously designated as a cemetery

If human or unidentifiable remains are found on Army property on land not previously considered a cemetery, the area will be secured and the U.S. Army Criminal Investigation Command will be notified immediately to determine if the remains are human and associated with a crime. In addition—

a. If the remains are not human and not associated with an archaeological site or human burial, then they may be disposed of properly.

b. If the remains are human and associated with a crime, the U.S. Army Criminal Investigation Command will direct all future actions regarding the remains.

c. If the remains are human but the U.S. Army Criminal Investigation Command determines that the remains are not associated with a crime, the remains will be determined if they are Native American or Native Hawaiian for applicability of 25 USC 32. This event and associated details will be forwarded through the chain of command to the Executive Director, OAC.

(1) If the remains are determined to fall under the authority of 25 USC 32, commanders will refer to policy in AR 200-1. In addition—

(a) Reburial of remains on Army property may only be authorized if those remains were originally recovered from within the Army installation's boundaries, and repatriated in compliance with 25 USC 32.

(b) If not previously identified in Army property records as a cemetery, once remains are re-interred, these areas will be designated private cemeteries or plots on Government-owned land. Establishing a reburial area for remains repatriated in compliance with 25 USC 32 may result in these areas being determined an Indian Sacred Site by the involved tribe, per Executive Order 13007. Establishing a reburial area under this code requires prior approval by the Executive Director, OAC.

(2) If the remains do not apply under 25 USC 32, garrison commanders will re-inter the remains in a local cemetery. A Government marker with an "Unknown" inscription is authorized.

(3) All documentation related to this case, including re-interment details if completed by the Army, grave marker if placed by the Army, and geospatial location if the Army is responsible for the re-interment, will be forwarded through the chain of command to the Executive Director, OAC and maintained as permanent records.

d. Commanders will not establish new private cemeteries (including plots) on Army land without prior approval from the Executive Director, OAC.

3–15. Prohibition of disbursing cremated remains within Army cemeteries

All interments and inurnments within Army cemeteries must be accurately recorded and the graves/niches accurately marked. Therefore, the disbursing, release, or spreading of cremated remains within Army cemeteries is prohibited.

Chapter 4

Maintain the Hallowed Grounds

4–1. General

This chapter applies to all Army cemeteries, except private cemeteries discussed in paragraph 1–7e. It assigns responsibilities for the planning, design, construction, repair, and maintenance in connection with the development, expansion, and maintenance of Army cemeteries. These tasks will ensure the Army cemeteries' grounds, headstones/markers, monuments, infrastructure, and facilities are maintained to standards commensurate with their status as hallowed grounds. This chapter outlines broad guidelines only. Detailed instructions for maintaining the grounds are found in DA Pam 290–5. The Army will continue to honor the veterans and their Families who have served the Nation by providing a sense of beauty and serenity at these final resting places, in accordance with DA Pam 290–5. Regulations that are inconsistent with the provisions of this chapter are not applicable as far as the design, construction, and maintenance of these cemeteries are concerned.

4–2. Critical tasks

“Maintain the hallowed grounds” includes the following four critical tasks:

a. Maintain the grounds.

(1) Army cemeteries will sustain neatly groomed healthy turf, trees, shrubbery, and landscape appropriate to that geographical region and befitting of those resting there in solemn repose. Grounds maintenance should enhance the cemetery's natural beauty and native environment based on the historical aspects, location, special features, or other significant factors within the cemetery and installation or surrounding region.

(2) The garrison commander, in consultation with the Executive Director, OAC, will decide whether to replace dead or damaged trees or add burial spaces in open sections in cemeteries. As gravesite obstructions are removed, only those Army cemeteries open to first interments will update their geospatial maps to reflect available burial space.

b. Maintain markers and monuments.

(1) Army cemeteries will maintain clean, aligned, and dignified grave markers and monuments for individuals, groups, and significant historical events associated with those Army cemeteries. Scheduled maintenance plans will use environmentally-friendly techniques to maintain clean markers and monuments while minimizing damage during cleaning, including to those considered historic.

(2) When possible, Army cemeteries will “bump and align” (see glossary) upright markers within existing sockets instead of “raise and realign” (see glossary), to minimize the potential for accountability errors. Regardless of method, headstones will not be removed from the gravesite. Historic markers will only be bumped and aligned to minimize wear and tear of the marker.

c. Maintain the facilities and infrastructure. Structures and facilities at Army cemeteries will be of a scope, dignity, and aesthetic design suitable to the purpose for which they are intended. Scheduled maintenance plans will ensure all buildings, structures, utilities, roads, parking lots, walk paths, fences, and signs remain acceptable for their functional use, comply with the requirements of the Architectural Barriers Act of 1968 to the extent necessary and whenever practical, and are maintained in accordance with DA Pam 290–5 and all other applicable laws and regulations.

d. Oversee construction. As places provided by a grateful Nation to honor the fallen of the Armed Forces of the United States, the standards for construction, maintenance, and operation of Army cemeteries will be commensurate with the purpose to which they are dedicated.

4–3. Items left at gravesite

Army cemeteries will strive to ensure the dignity and decorum befitting a national shrine to our veterans. Visitors will be asked not to leave items that present a safety or health concern at any headstone or gravesite. Items left at graves and niches will be collected and disposed of to facilitate normal cemetery maintenance procedures, such as frequent mowing in order to maintain a neat and orderly appearance as well as to prevent damage to equipment and adjacent

grave markers. The Government is not responsible for items left at a gravesite or niche. These items are considered abandoned property. In addition—

- a.* Commanders responsible for Army cemeteries will determine local policies, based on environmental factors, for when and what items may be left at gravesites or niches, ensuring the cemetery maintains a dignified appearance.
- b.* U.S. flags should be placed on gravesites for Memorial Day.
- c.* The following items are prohibited from being left at gravesites, niches, or within Army cemeteries—
 - (1) Statues, lights, noise makers, hanging ornaments and any other type of commemorative items.
 - (2) Planted flowers, shrubs, and so forth.
 - (3) Items that present a safety or health concern, such as munitions, knives, alcohol, tobacco products, glass objects, electrically-powered devices, and so forth.
- d.* Items may not be affixed to Government furnished markers.
- e.* The Government does not assume any responsibility for damaged or missing items left at gravesites or niches.
- f.* Floral and other items will be removed from the gravesites or adjacent niches as soon as they become faded, wilted, and/or unsightly. Floral grave blankets are not authorized.
- g.* The following items may be left at gravesites or niches at ANMC:
 - (1) Fresh cut flowers may be placed on gravesites or adjacent niches at any time.
 - (2) Wreaths, during the winter holiday season.

Chapter 5

Records Accountability

5–1. General

This chapter applies to all Army cemeteries, Army cemeteries originally established to inter those who died while criminally incarcerated, and as practicable, Army cemeteries originally established to inter enemy prisoners of war. It outlines the responsibilities for maintaining accurate and auditable records of cemetery operations and all those interred in these cemeteries. These tasks will ensure OAC's knowledge management and records maintenance processes reinforce America's trust and confidence in the Army's care of the veterans and their Family members laid to rest in these cemeteries for which the Army is responsible.

5–2. Army cemeteries business processes governance

- a.* Formal processes allow personnel responsible for Army cemeteries to build in efficiencies, timeliness, and accuracy and use data to inform decision-making. Formal processes will also allow personnel responsible for these cemeteries, now and in the future, to understand why decisions were made and to apply contemporary rules as appropriate.
- b.* Commanders will ensure their designated CROs attend the OAC training course to ensure they are trained on records management and on the business rules, processes, and standards, as applicable, in accordance with DA Pam 290–5. This will help generate consistency, standardization, and efficiency in business practices; capture and transfer best practices; and shape the workplace culture to reinforce ethics, respect, and accountability at all cemeteries for which the Army is responsible.

5–3. Key records accountability responsibilities

To ensure records accountability and enhance decision-making across Army cemeteries, the Executive Director, OAC will—

- a.* Develop and codify repeatable business rules, processes, internal controls, and standards to manage information accurately, efficiently, and proactively for these Army cemeteries.
- b.* Provide training and technical assistance, as needed, to ensure all personnel responsible for these Army cemeteries understand and can leverage these technological capabilities to ensure local records accountability and enhance leaders' ability to make decisions with respect to these Army cemeteries.
- c.* Promulgate policies, standing operating procedures, and training as they pertain to these cemeteries' records management to ensure current practices adequately support the long-term records management programs for these Army cemeteries.
- d.* Conduct audits on these Army cemetery burial records in accordance with procedures outlined in DA Pam 290–5. At a minimum, OAC will periodically examine a representative sampling of random cases to test the quality assurance process, ensure the quality and accuracy of each case, and ensure that the personnel responsible for these cemeteries are following business rules consistently.

5-4. Burial records management

a. Burial/interment records are considered permanent records. The Executive Director, OAC will maintain the digital system of records for all known burials in Army cemeteries, including for Army cemeteries originally established to inter enemy prisoners of war, as practicable and culturally appropriate. The commanders controlling Army cemeteries will—

(1) At a minimum, maintain the full accounting of all records of each specific gravesite and niche location for which the Army is responsible at these cemeteries and the identification of the individual(s) interred or inurned at each specific gravesite and niche location. These records and/or data-sets are considered permanent records.

(2) Digitize and store burial documentation and proof of eligibility as defined in DA Pam 290-5, through the established OAC process, including for all historical burials and within 30 days of all burials occurring. Commanders may also maintain other information pertinent to the decedents or their burials within those decedents' digital files.

(3) Maintain and dispose of digital and paper records as prescribed in AR 25-400-2, DA Pam 25-403, and other pertinent regulations.

(4) Maintain disinterment records, consisting of all documents required to request, approve, and conduct disinterment(s) of decedent(s), in accordance with appropriate records management instructions as prescribed in AR 25-400-2 and DA Pam 25-403. These records and/or data-sets are considered permanent records.

(5) Maintain records for requests of exception to burial eligibility policy in accordance with appropriate records management instructions as prescribed in AR 25-400-2 and DA Pam 25-403. The records and/or data-sets for approved and disapproved burial eligibility exception requests are considered permanent records (see para 3-5).

(6) Digitize and store.

b. The Executive Director, OAC, will publish guidance in DA Pam 290-5, for the processes to be used in the uploading, verification, and quality assurance of interment/inurnment records.

c. Commanders controlling Army cemeteries will adhere to the guidance as described in paragraph 5-4b for all new interments and inurnments.

5-5. Protection of personal identification information

a. All Army cemeteries will protect the personal identification information of decedents, and will not disclose information in the program records to the public without the consent of the PNOK or when otherwise in compliance with applicable laws.

b. Information displayed on a grave or niche marker in an Army cemetery is considered public and can be provided to requestors or made available on websites.

Chapter 6

Maintain and Communicate the Living History of the Army's Cemeteries

6-1. General

This chapter applies to all cemeteries for which the Army is responsible. It outlines procedures and rules for engaging with national and State officials, the media, Families and visitors; and for capturing and conveying the rich history of these cemeteries. Visitors to these cemeteries range from a few visitors per year at some to millions per year at ANC. ANC conducts nearly 30 burials per day while some post cemeteries have been closed for decades. Despite this great diversity, Army cemeteries and Army-contracted plots in private cemeteries used to re-inter those originally interred in an Army cemetery are the final resting places for the heroes and patriots who built, preserved, and protected our great Nation since the country's founding. Those interred in other cemeteries for which the Army is responsible also represent diverse facets of our Nation's history, and many of these cemeteries are important components of the local communities. As a result, Army leaders and installations will work to maintain and better communicate this history with those wanting to remember these Service members, Families, and civilians and explore our Nation's history resting within the cemetery grounds.

6-2. Official communications

a. The Executive Director, OAC will reply to specific inquiries from the general public concerning the Army cemeteries, and will coordinate other cemetery-related official communications through the chain of command to the appropriate senior commander.

b. When any matter relating to a cemetery for which the Department of the Army is responsible requires communication with the White House or an individual who indicates that the matter has been or will be taken up with a

Member of Congress, this information should be immediately conveyed through the chain of command to the Executive Director, OAC.

c. When any matter relating to a cemetery for which the Department of the Army is responsible requires communication with a governor, other State official, or an individual who indicates that the matter has been or will be taken up with a governor or other State official (excluding internal ARNG communications), this information should be immediately conveyed through the chain of command to the cemetery's command and control authority (for example, Superintendent, ANMC; Superintendent, USMA; CG, AMC; CG, IMCOM; CNGB; or CG, USARC), and inform the Executive Director, OAC.

d. The Executive Director, OAC will brief the SECARMY in advance of making any decision or taking any action representing a significant change in established policy or precedent that is likely to be of significant White House, Congressional, Departmental, media, or public interest; or has been or should be of interest or concern to the SECARMY for any reason. The Executive Director, OAC will also closely coordinate with the Army General Counsel on all such matters.

e. Written replies to an individual who indicates that a matter has been or will be taken up with a Member of Congress regarding a cemetery for which the Department of the Army is responsible will be completed in coordination with, and a copy of the correspondence provided to, the Executive Director, OAC and the HQDA Office of the CLL.

f. Written communication with the White House regarding a cemetery for which the Department of the Army is responsible will be completed in coordination with, and a copy of the correspondence provided to, the Executive Director, OAC and the Director, Executive Communication and Control, White House Liaison Office.

6-3. Enhance the visitor experience

To enhance the visitor experience at cemeteries for which the Department of the Army is responsible, the Executive Director, OAC; Superintendent, USMA; CG, AMC; CG, IMCOM; CNGB; and CG, USARC, will, as practicable—

a. In coordination with the Army Museum Enterprise and the U.S. Army Center of Military History as appropriate, develop static and/or interactive products, displays, web pages, mobile applications, or programming that enhances visitors' understanding of events in military history and important dates connected with the cemetery and those buried there.

b. In accordance with AR 360-1, determine ways to enhance the quality of the visitor experience and improve the Army's connection with its communities, veteran service organizations, and civic organizations, through the rich history of cemeteries for which the Department of the Army is responsible. This should include the Army's connection with civil and military audiences of all ages, including Army units and schools, as practicable.

c. Provide telephonic and virtual feedback methods for onsite and virtual visitors to the cemeteries for which the Department of the Army is responsible. CROs will respond to all negative feedback.

d. In accordance with AR 360-1, facilitate media engagements about activities, events, history, enhancements, and/or programming at cemeteries for which the Department of the Army is responsible that improve the Army's ability to convey these veterans' and Families' sacrifices for the Nation to the local communities and beyond.

e. Develop and communicate guidance that conveys existing rights of access and visitation, and new access rights granted pursuant to AR 405-80, to those cemeteries for which they are responsible.

f. Establish visitor policies in accordance with the unique location, operational demands, and needs of their communities.

g. Ensure all policies related to visitor activities promote proper decorum befitting the final resting places of our nation's heroes.

6-4. Historic preservation and documentation

To preserve the rich history of Army cemeteries for current and future generations—

a. For those cemeteries eligible for listing or included on the National Register of Historic Places, the installation will comply with 54 USC 306108, as implemented in 36 CFR Part 800 and AR 200-1.

b. The Executive Director, OAC; Superintendent, USMA; CG, AMC; CG IMCOM; CNGB; and CG, USARC will ensure compliance with 54 USC 306108, and in accordance with AR 200-1, for ongoing operations at all cemeteries for which they are responsible.

c. In accordance with AR 870-5, the Executive Director, ANMC; Superintendent, USMA; CG, AMC; CG, IMCOM; CNGB; and CG, USARC will include within their commands' annual histories those events and activities of historical significance occurring at the cemeteries for which they are responsible.

d. Commanders controlling Army cemeteries will ensure the development, in consultation with State historic preservation offices, of programmatic agreements addressing routine operations and maintenance within cemeteries formally determined eligible or listed on the National Register of Historic Places. The programmatic agreements will

clarify application of the Replacement-in-Kind program as well as clearly list all contributing elements to the historic cemetery, and those routine operations exempt from further consultation because they have no potential to cause effect.

6–5. Prohibition on bringing animals into Army cemeteries

Animals may not be brought into Army cemeteries, except for service animals and military working animals.

Chapter 7

Long-Term Planning and Preparation

7–1. General

This chapter applies to cemeteries for which the Department of the Army is responsible, except privately-owned cemeteries at which the Army has contracted plots. It describes the longer-term, deliberate planning and sustainability efforts that must be completed to ensure Army cemeteries remain hallowed places that honor the Nation's veterans and their Family members. It also outlines requirements to ensure that other cemeteries for which the Department of the Army is responsible remain dignified places for their decedents, while enabling the Army to remain good stewards of national and natural resources for as long as the cemeteries remain within the Army's care.

7–2. Design, expansion, and closing of Army cemeteries

a. The Executive Director, ANMC; Superintendent, USMA; CG, AMC; CG, IMCOM; CNGB; and CG, USARC are responsible for the general design requirements and layout of specific sections of the Army cemeteries for which they are responsible.

b. Official detailed plans of all Army cemeteries will be prepared by OAC, USMA, AMC, IMCOM, ARNG, and/or USARC officials in coordination with the Executive Director, OAC. The sizes of all gravesites and/or plots will conform to those shown in the official plans.

c. New sections in Army cemeteries will be opened and prepared for burials or for installing memorial markers only with the approval of the Executive Director, OAC, and after types and sizes of monuments on permanent sites have been determined. Before construction begins, the Executive Director, OAC, will review and ensure that the construction plans meet all applicable statutory and regulatory notification, consultation, and approval requirements.

d. New Army post cemeteries will not be established. Present ones will not be expanded beyond current existing boundaries without prior congressional approval.

e. When Army installations have been or are scheduled to be closed, the post cemeteries on the installation will be transferred to a Federal, State, county, municipality, or other proper agency in coordination with the Executive Director, OAC and in accordance with applicable Federal, State, and local laws.

f. Commanders controlling Army cemeteries may request through the chain of command that the Executive Director, OAC designate a post or other category of cemetery, as stated above, to be closed for interments. Requests will be reviewed by the local State historic preservation office prior to submission. A key consideration for this designation by the Executive Director is the anticipated need for subsequent interments which typically continue for many years after the last initial interment that renders the cemetery with no more open gravesites or niches. Requests will include, basis for closure, capacity of the cemetery, date of last interment, plan for second interments if any, statement that there are no known valid reservations pending, and plan for continued maintenance of the post cemetery.

g. Once an Army post cemetery has been determined closed by the Executive Director, OAC, the decision is final even if the installation on which it is located is reactivated. Subsequent interments will only be authorized with approved burial exceptions by the Executive Director, OAC.

7–3. Master plan

As directed in AR 210–20, an Army installation's real property master plan provides for the orderly development, or in some cases, realignment and closure, of real property resources and plans prepared by the garrison staff, senior commanders and other tenant activities, higher headquarters, and neighboring communities. Commanders of installations with cemeteries or plots for which the Army is responsible will—

a. Annotate these cemeteries and/or plots within their master plan.

b. Include cemetery operations and/or maintenance to ensure all cemeteries and plots for which the Army is responsible remain respectable, sustainable, and enduring parts of the installation.

c. As applicable, address major challenges facing the Army cemetery, including interment capacity, visitor accommodation, sustainable operations and maintenance, and preservation of historical and other special features.

- d.* As applicable, incorporate agreements made with any Family, place of worship, Native American tribe, Native Hawaiian organization, or private association that has an interest in a private cemetery on Army property.
- e.* Identify the cemeteries in the real property inventory.

7–4. Energy, environmental, and sustainability initiatives

a. All Army cemeteries will remain committed to improving their ability to integrate energy, environmental, and sustainability initiatives across their organizational functions, daily operations, and planning efforts. As inherently green spaces, Army cemeteries provide opportunities for leaders at all levels to incorporate sustainable practices that reduce resource consumption, reduce the environmental impact across the cemetery and installation, and provide operational cost savings.

b. Specific examples of sustainable practices that Army cemeteries should consider include—

- (1) Increasing the use of perennial (versus annual) plants to reduce the use of plastic containers, water, and fertilizers.
- (2) Adopting a water-wise approach using ornamental grasses and other native plants that require less water once established.
- (3) Incorporating more native plants that provide food and shelter to attract and sustain insects and birds.
- (4) Planting cultivars and varieties that decrease pesticide use and overall pest problems.

Chapter 8

Protection and Composite Risk Management

8–1. General

This chapter applies to all cemeteries for which the Department of the Army is responsible.

8–2. Responsibility

a. Commanders will provide for the holistic protection and composite risk management of cemeteries for which the Department of the Army is responsible within their area of operations, except privately-owned cemeteries at which the Army has contracted plots.

b. Regarding ANMC, the Executive Director, ANMC will coordinate security, law enforcement, and emergency services necessary to protect the ANMC as required.

8–3. Composite risk management

Cemeteries for which the Department of the Army is responsible other than privately-owned cemeteries at which the Army has contracted plots will comply with all applicable safety and risk management laws, regulations, policies, and procedures, including cemetery-specific requirements outlined in DA Pam 290–5.

Chapter 9

Inspections and Staff Assistance Visits

9–1. General

This chapter applies to all cemeteries for which the Department of the Army is responsible. It outlines the requirements for an Organizational Inspection Program (OIP) and staff assistance visits of all Army cemeteries, as well as support for other cemeteries for which the Department of the Army is responsible, to ensure compliance with this regulation, DA Pam 290–5 and all other applicable regulations and established procedures.

9–2. Inspections

The Executive Director, ANMC will provide oversight of ANMC to ensure the highest quality standards are maintained by providing for the periodic inspection of the accountability, administration, operation and maintenance, and construction elements applicable to the ANMC. The Executive Director, OAC will also provide oversight of other cemeteries for which the Department of the Army is responsible except privately-owned cemeteries at which the Army has contracted plots, ensuring these cemeteries remain dignified places for their decedents, within Army authorities. The Executive Director, OAC will develop an OIP in accordance with AR 1–201 to evaluate and assess Army cemetery operations in compliance with this regulation. The OIP checklist will be published in DA Pam 290–5. The Executive Director, OAC will periodically inspect all Army cemeteries using the OIP checklist (see DA Pam 290–5, app

B). Commanders responsible for Army cemeteries will ensure their CRO completes an annual self-assessment of their cemeteries using the OIP checklist. The Executive Director, ANMC/OAC's oversight will include—

a. Army National Military Cemeteries. In compliance with 10 USC 7726, OAC personnel will conduct periodic inspections of the administration, operation, and maintenance, and construction elements of the Arlington National and Soldiers' and Airmen's Home National Cemeteries to ensure the highest quality standards are maintained.

b. Army post cemeteries, and Army cemeteries originally established to inter those who died while criminally incarcerated.

(1) The Superintendent, USMA will ensure cemetery operations, in accordance with DA Pam 290–5, are inspected annually through a self-assessment, using the OIP checklist.

(2) The Superintendent, USMA will make available the appropriate personnel for the OAC team to conduct scheduled inspections of the USMA cemetery.

(3) AMC subordinate commanders, IMCOM garrison commanders, USARC readiness division commanders, and/or ARNG training center managers for cemeteries will conduct annual self-assessments, using the OIP checklist, to ensure cemetery operations and accountability, in accordance with DA Pam 290–5.

(4) AMC subordinate commanders, IMCOM garrison commanders, USARC readiness division commanders, and/or ARNG training center managers will make available the appropriate personnel for the OAC teams to conduct scheduled inspections of these cemeteries at their installations.

c. Cemeteries and burial plots located on Army property that were originally established to inter enemy prisoners of war, and private cemeteries and plots on Army property.

(1) AMC subordinate commanders, IMCOM garrison commanders, USARC readiness division commanders, and/or ARNG training center managers responsible for cemeteries will ensure basic grounds maintenance, access, and visitation rights, and in accordance with DA Pam 290–5, are inspected annually via a self-assessment using the OIP Checklist.

(2) AMC subordinate commanders, IMCOM garrison commanders, USARC readiness division commanders, and/or ARNG training center managers will make available the appropriate personnel for the OAC team to conduct scheduled inspections of these cemeteries at their installations.

9–3. Results of inspections

a. Army National Military Cemeteries.

(1) The Executive Director, ANMC will inform the SECARMY of the results of the ANMC inspection and the plan to correct all identified deficiencies within 30 days of the completed inspection.

(2) In compliance with 10 USC 7726, no later than 120 days after the completion of an inspection conducted, the SECARMY will submit to the congressional defense committees a report containing the results of the inspection and recommendations and a plan for corrective actions to be taken in response to the inspection.

b. Other cemeteries for which the Department of the Army is responsible.

(1) The results of inspections conducted by the OAC team of all cemeteries (other than ANMC and privately-owned cemeteries at which the Army has contracted plots) for which the Department of the Army is responsible will be provided to the CG, AMC; CG, IMCOM; CNGB; or CG, USARC; Superintendent, USMA; and the senior commander of that installation within 30 days of the completed inspection. In addition, a rating of “Satisfactory” or “Unsatisfactory” will be assigned to indicate the evaluation of the overall condition of the cemetery.

(2) For their respective cemetery, the Superintendent, USMA; AMC subordinate commander; IMCOM garrison commander; USAR readiness division commander; and ARNG training center manager will—

(a) Provide a copy of the cemetery-specific results of their required organizational inspections and/or self-assessments as defined above and a plan for corrective actions to be taken in response to the inspection through the chain of command to the Executive Director, OAC within 30 days of the completed inspection.

(b) Provide a plan to correct all identified deficiencies found within an OAC inspection through the chain of command to the Executive Director, OAC within 30 days of receiving the organizational inspection results.

9–4. Staff assistance visits

As requested by the Superintendent, ANMC; Superintendent, USMA; CG, AMC; CG, IMCOM; CNGB; CG, USARC; or a senior commander, the OAC staff will conduct staff assistance visits to cemeteries for which the Department of the Army is responsible (except privately-owned cemeteries at which the Army has contracted plots) to help teach and train staff sections on how to meet the standards outlined in DA Pam 290–5. These visits will complement OAC training for Army personnel responsible for cemetery operations.

9–5. Assessments

Army-contracted plots in private cemeteries used to re-inter those originally interred in an Army cemetery will be assessed periodically to ensure gravesites are adequately cared for.

Appendix A

References

Section I

Required Publications

Unless otherwise stated, all publications are available at the Army Publishing Directorate website at <https://armypubs.army.mil/>. USCs are available at <http://uscode.house.gov/>. CFRs are available at <http://www.ecfr.gov/>.

AR 1–201

Army Inspection Policy (Cited in para 9–2.)

AR 25–400–2

The Army Records Information Management System (ARIMS) (Cited in para 5–4a(3).)

AR 200–1

Environmental Protection and Enhancement (Cited in para 2–11g.)

AR 210–20

Real Property Master Planning for Army Installations (Cited in para 7–3.)

AR 360–1

The Army Public Affairs Program (Cited in para 6–3b.)

AR 405–80

Management of Title and Granting Use of Real Property (Cited in para 1–7c(2).)

AR 600–25

Salutes, Honors, and Courtesy (Cited in para 3–2c.)

AR 638–2

Army Mortuary Affairs Program (Cited in para 2–10.)

AR 638–8

Army Casualty Program (Cited in para 2–10.)

AR 870–5

Military History: Responsibilities, Policies, and Procedures (Cited in para 2–14.)

Architectural Barriers Act of 1968

Accessibility Standard for Department of Defense Facilities (42 USC 4151) (Cited in para 4–2c.) (Available at <https://www.access-board.gov/the-board/laws/architectural-barriers-act-aba/>.)

Army Federal Acquisition Regulation Supplement

(Cited in para 2–13c(3)(b).) (Available at <https://www.acquisition.gov/>.)

DA Pam 25–403

Guide to Recordkeeping in the Army (Cited in para 1–5.)

DA Pam 290–5

Administration, Operation, and Maintenance of Army Cemeteries (Cited in para 1–7b(2).)

DA Pam 420–11

Project Definition and Work Classification (Cited in para 2–6b(3)(d).)

Defense Acquisition Guidebook

(Cited in para 2–13c(3)(b).) (Available at <https://www.dau.edu/>.)

Defense Federal Acquisition Regulation Supplement

(Cited in para 2–13c(3)(b).) (Available at <https://www.acquisition.gov/>.)

DODD 5000.01

The Defense Acquisition System (Cited in para 2–13c(3)(b).) (Available at <https://www.esd.whs.mil/>.)

DODI 1300.18

Department of Defense (DoD) Personnel Casualty Matters, Policies, and Procedures (Cited in para 3–8b(1).) (Available at <https://www.esd.whs.mil/>.)

Executive Order 13007

Indian Sacred Sites (Cited in para 3–14c(1)(b).)

Federal Acquisition Regulation

(Cited in para 2–13c(3)(b).) (Available at <https://www.acquisition.gov/>.)

PL 93–43

National Cemeteries Act of 1973 (Cited in para 1–6a.) (Available at <https://www.congress.gov/>.)

32 CFR Part 553

Army Cemeteries (Cited in para 1–1.)

36 CFR Part 800

Protection of Historic Properties (Cited in para 6–4a.)

38 CFR 38.630

Headstones and markers (Cited in para 3–8h.)

38 CFR 38.632

Headstone or marker application process (Cited in para 3–8b.)

38 CFR 38.633

Group memorial monuments (Cited in para 3–8g.)

10 USC Chapter 776

Army National Military Cemeteries (Cited in para 1–6a.)

10 USC 985

Persons convicted of capital crimes; certain other persons: denial of specified burial-related benefits (Cited in para 1–6c.)

10 USC 1481

Recovery, care, and disposition of remains: decedents covered (Cited in para 1–6c.)

10 USC 1482

Expenses incident to death (Cited in para 1–6c.)

10 USC 7721

Authority and responsibilities of the Secretary of the Army (Cited in para 1–1.)

10 USC 7722

Interment and inurnment policy (Cited in para 1–6c.)

10 USC 7724

Executive Director (Cited in para 2–4.)

10 USC 7725

Superintendents (Cited in para 2–6b(2)(i).)

10 USC 7726

Oversight and inspections (Cited in para 1–6c.)

24 USC Chapter 7

National Cemeteries (Cited in para 1–6a.)

25 USC Chapter 32

Native American Graves Protection and Repatriation (Cited in para 1–7e(1)(b).)

38 USC Chapter 24

National Cemeteries and Memorials (Cited in para 1–6a.)

38 USC 2306

Headstones, markers, and burial receptacles (Cited in para 3–8a.)

38 USC 2402

Persons eligible for interment in national cemeteries (Cited in para 1–6*c.*)

38 USC 2409

Memorial areas in Arlington National Cemetery (Cited in para 1–6*c.*)

38 USC 2410A

Arlington National Cemetery: other administrative matters (Cited in para 3–2*b*(4)(*b.*))

38 USC 2413

Prohibition on certain demonstrations and disruptions at cemeteries under the control of the National Cemetery Administration and at Arlington National Cemetery (Cited in para 1–6*c.*)

42 USC 4151 et seq.

Architectural Barriers Act of 1968 (Cited in para 4–2*c.*)

54 USC 306108

Effect of undertaking on historic property (Cited in para 2–17*m.*)

Section II**Related Publications**

A related publication is a source of additional information. The user does not have to read a related reference to understand this publication. DOD publications are available at <https://www.esd.whs.mil/>.

AR 1–100

The Army Gift Program

AR 11–2

Managers' Internal Control Program

AR 15–39

Department of the Army Intergovernmental and Intragovernmental Committee Management Program

AR 25–30

Army Publishing Program

AR 405–45

Real Property Inventory Management

AR 405–90

Disposal of Real Estate

AR 420–1

Army Facilities Management

AR 690–700

Personnel Relations and Services (General)

AR 735–5

Property Accountability Policies

AR 870–20

Army Museums, Historical Artifacts, and Art

DODI 1300.15

Military Funeral Support

DODI 5000.02

Operation of the Adaptive Acquisition Framework

DODI 5505.10

Criminal Investigations of Noncombat Deaths

5 CFR 752

Adverse Actions

10 USC 7723

Advisory committee on Arlington National Cemetery

38 USC 2411

Prohibition against interment or memorialization in the National Cemetery Administration or Arlington National Cemetery of persons committing Federal or State capital crimes

Section III**Prescribed Forms**

This section contains no entries.

Section IV**Referenced Forms**

Unless otherwise indicated, DA forms are available on the APD website (<https://armypubs.army.mil>); DD forms are available on the Office of the Secretary of Defense website (<http://www.esd.whs.mil/dd/>).

DA Form 11–2

Internal Control Evaluation Certification

DA Form 2028

Recommended Changes to Publications and Blank Forms

DA Form 2122

Record of Interment/Inurnment

DD Form 214

Certificate of Release or Discharge from Active Duty (Available through normal supply channels.)

VA Form 40–1330

Claim for Standard Government Headstone or Marker (Available at <http://www.va.gov/vaforms/va/pdf/va40-1330.pdf>.)

Appendix B

Cemeteries for Which the Department of the Army is or was Responsible

The purpose of table B-1 is to list all cemeteries for which the Army is or was responsible that are known at the time of this regulation's publishing, except for individual "private" cemeteries that are maintained in the Army real property inventory. Commanders discovering cemeteries that meet the qualifications contained within this regulation, including as outlined in paragraph 1-7, but are not listed in this table should provide these details to Executive Director, Office of Army Cemeteries, 1 Memorial Avenue, Arlington, VA 22211-5003.

Table B-1
Cemeteries for which the Department of the Army is or was responsible

Location	Organization	Status code	Remarks
Army national military cemeteries			
1. Arlington National Cemetery, Arlington, VA 22211-5003	OAC	1	Open cemetery not associated with an installation
2. United States Soldiers' and Airmen's Home National Cemetery, Washington, DC 20011	OAC	1	Open cemetery not associated with an installation
Army post cemeteries			
1. Aberdeen Proving Ground, MD 21005-5001	IMCOM - U.S. Army Garrison (USAG) Aberdeen Proving Ground	2	
2. Fort Benning, GA 31905-5000	IMCOM - USAG Fort Benning	1	
3. Fort Bragg, NC 28307-5000	IMCOM - USAG Fort Bragg	2	
4. Carlisle Barracks, PA 17013-5050	IMCOM - USAG Carlisle Barracks	3	
5. Edgewood Arsenal, MD 21010	IMCOM - USAG Aberdeen Proving Ground	2	
6. Fort Huachuca, AZ 85613-6000	IMCOM - USAG Fort Huachuca	1	
7. Fort Knox, KY 40121-5000	IMCOM - USAG Fort Knox	2	
8. Fort Leonard Wood, MO 65473-5000	IMCOM - USAG Fort Leonard Wood	1	
9. Joint Base Lewis-McChord, WA 98433-5000	IMCOM - Joint Base Lewis-McChord	1	
10. Fort Meade, MD 20755-2103	IMCOM - USAG Fort Meade	2	
11. Presidio of Monterey, CA 93944-3223	IMCOM - USAG Presidio of Monterey	3	
12. Fort Riley, KS 66442-5091	IMCOM - USAG Fort Riley	1	
13. Schofield Barracks, HI 96857-6000	IMCOM - USAG Schofield Barracks	1	
14. Fort Sill, OK 73503-5001	IMCOM - USAG Fort Sill	1	Includes Chief's Knoll
15. U.S. Military Academy, West Point, NY 10996-1788	USMA	1	
16. Watervliet Arsenal, Watervliet, NY 12189-4050	AMC - Watervliet Arsenal	3	

Table B-1
Cemeteries for which the Department of the Army is or was responsible—Continued

Location	Organization	Status code	Remarks
Army-contracted plots in private cemeteries used to re-inter those originally interred in an Army cemetery			
1. Fitzsimons General Hospital Denver, CO 80240	USAR - 88th RD	3	Burials made in Fairmont Cemetery*
2. Fort Hayes, Columbus, OH 43215	USAR - 88th RD	3	Burials made in Greenlawn Cemetery*
3. Fort Wayne, 6301 West Jefferson Avenue, Detroit, MI 48217	USAR - 88th RD	3	Burials made in Woodmere Cemetery*
Cemeteries originally established to inter Native Americans and are now treated as private cemeteries			
1. Baitso Apache Cemetery, Fort Sill, OK 73503-5001	IMCOM - USAG Fort Sill	3	Apache Cemetery. Closed to Government interments*
2. Beef Creek Apache Cemetery, Fort Sill, OK 73503-5001	IMCOM - USAG Fort Sill	3	Apache Cemetery. Closed to Government interments*
3. Chief Chihuahua Apache Cemetery, Fort Sill, OK 73503-5001	IMCOM - USAG Fort Sill	3	Apache Cemetery. Closed to Government interments*
4. Comanche Indian Mission Cemetery, Fort Sill, OK 73503-5001	IMCOM - USAG Fort Sill	3	Comanche Cemetery. Closed to Government interments*
Cemeteries originally established to inter enemy prisoners of war			
1. Fort Campbell Prisoner of War (POW) Cemetery, Fort Campbell, KY 42223-5628	IMCOM - USAG Fort Campbell	3	From World War II era
2. Fort Drum POW Cemetery, Fort Drum, NY 13602-5007	IMCOM - USAG Fort Drum	3	From World War II era
3. Fort Gordon German POW Cemetery, Fort Gordon, GA 30905-5000	IMCOM - USAG Fort Gordon	3	From World War II era
4. Fort Gordon Italian POW Cemetery, Fort Gordon, GA 30905-5000	IMCOM - USAG Fort Gordon	3	From World War II era
Cemeteries originally established to inter those who died while criminally incarcerated			
U.S. Disciplinary Barracks, Fort Leavenworth, KS 66027-7160	IMCOM - USAG Fort Leavenworth	NA	In the event remains of prisoners in military custody are unclaimed by the prisoner's Family, the remains may be interred at this cemetery
Private cemeteries on Army property			
Varies	Varies	NA	See respective installation command real property records
Post cemeteries transferred to another U.S. Department, a State, or municipality control			
1. Augusta Arsenal, Augusta, GA 30904	NA	3	Transferred to City of Augusta, 9 September 1959
2. Boise Barracks (Fort Boise), Boise, ID 83702	NA	3	Transferred to City of Boise, 2 March 1948
3. Fort Crittenden (Camp Floyd), Fairfield, UT 84013	NA	3	Transferred to State of Utah, 30 November 1948
4. Fort Custer, Augusta, MI 49012	NA	3	Transferred to the U.S. Dept. of Veterans Affairs (DVA), 30 May 1982. Established as the Fort Custer National Cemetery
5. Fort Richardson, Anchorage, AK 99505-4500	NA	3	Transferred to National Cemetery Administration (NCA), DVA, 1984. Established as

Table B-1
Cemeteries for which the Department of the Army is or was responsible—Continued

Location	Organization	Status code	Remarks
			the Fort Richardson National Cemetery
6. Fort Ontario, Oswego, NY 13126	NA	3	Transferred to State of New York in 1948
7. Sackets Harbor Madison Barracks Post Cemetery, Sackets Harbor, NY 13685	NA	3	The (Old) Military Cemetery. Transferred to the town of Sackets Harbor in 1949
8. El Reno Post Cemetery El Reno, OK 73036	NA	3	Fort Reno, OK Remount Station transferred to U.S. Dept. of Agriculture in 1949; Fort Sill, OK maintained until terminating the agreement in 1998
9. Fort Lawton, WA 98199	NA	2	Transferred to NCA, DVA 14 June 2019
10. Fort Missoula, MT 59691	NA	2	Transferred to NCA, DVA 16 October 2019
11. Fort Sheridan Cemetery, Highwood, IL 60037	NA	1	Transferred to NCA, DVA 13 December 2019
12. Stephen A. Douglas Armed Forces Reserve Center, Fort Douglas, UT 84113-5046	NA	2	Transferred to NCA, DVA 20 December 2019
13. Vancouver Barracks, WA 98661	NA	1	Transferred to NCA, DVA 06 March 2020
14. Benicia Military Cemetery, Benicia, CA 94510	NA	3	Part of the former Benicia Arsenal. Transferred to NCA, DVA on 11 September 2020
15. Fort Stevens, OR 97121	NA	1	Transferred to NCA, DVA on 11 September 2020
16. Fort Worden, Port Townsend, WA 98368	NA	1	Transferred to NCA, DVA on 11 September 2020
17. Fort Devens, Devens, MA 01434-4479	NA	1	Transferred to NCA, DVA on 18 September 2020
18. Fort McClellan, AL 36205	NA	2	Fort McClellan closed in 1999; cemetery transferred to Anniston Army Depot in May 2004. Transferred to NCA, DVA on 25 September 2020
19. Ft. McClellan POW Cemetery, Fort McClellan, AL 36205	NA	3	From World War II era. Transferred to NCA, DVA on 25 September 2020

Legend.

NA = not applicable

(Status codes are defined as follows (open cemeteries are those still conducting initial interments, subsequent interments or have bona fide reservations) (see glossary).)

1. Fully open: Cemeteries with unoccupied gravesites or niches and which still conduct initial and subsequent interments/inurnments.

2. Open (subsequent only): Cemeteries where all gravesites or niches are occupied or have bona fide reservations, and for which only bona fide reserved or subsequent interments are being conducted.

3. Closed: Cemeteries in which all gravesites and niches are occupied and where there are no outstanding reservations, where there will no longer be any subsequent interments, or where the Executive Director, OAC has determined should be closed.

* Cemeteries in which the Army still has some interest but where baseline gravesite accounting cannot be conducted.

Appendix C

Internal Control Evaluation

C-1. Function

The function covered by this regulation is the operation, maintenance, and administration of cemeteries under the authority of the Department of Army.

C-2. Purpose

The purpose of the evaluation is to assist headquarters organizations, ACOMs, DRUs, and cemetery responsible officials with evaluating the requirements of the Army cemeteries program.

C-3. Instructions

Answers are based on actual testing of key internal controls (for example, document analysis, direct observation, sampling, simulation, other). Answers that indicate deficiencies must be explained and the corrective action identified in supporting documentation. Internal controls must be evaluated at least once every five years. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

C-4. Test questions

DA Pam 290-5, table B-1, Office of Army Cemeteries' organizational inspection checklist describe the key internal controls.

C-5. Supersession

Not applicable.

C-6. Comments

Help make this a better tool for evaluating internal controls. Submit comments to the Office of Army Cemeteries, 1 Memorial Avenue, Arlington, VA 22211-5003

Glossary

Section I

Abbreviations

AASA

Administrative Assistant to the Secretary of the Army

ABMC

American Battle Monuments Commission

AMC

Army Materiel Command

ANC

Arlington National Cemetery

ANMC

Army National Military Cemeteries

AR

Army Regulation

ARCYBER

Army Cyber Command

ARIMS

Army Records Information Management System

ARNG

Army National Guard

ASA (ALT)

Assistant Secretary of the Army (Acquisition, Logistics, and Technology)

ASA (IE&E)

Assistant Secretary of the Army (Installations, Energy and Environment)

ASA (M&RA)

Assistant Secretary of the Army (Manpower and Reserve Affairs)

CFR

Code of Federal Regulations

CG

commanding general

CIO/G-6

Chief Information Officer/G-6

CLL

Chief of Legislative Liaison

CNGB

Chief, National Guard Bureau

COE

Chief of Engineers

CPA

Chief, Public Affairs

CRO

Cemetery Responsible Official

CRSA

Cremated Remains Storage Area

CSA
Chief of Staff of the Army

DARNG
Director, Army National Guard

DCS
Deputy Chief of Staff

DD
Department of Defense (forms)

DOD
Department of Defense

DODD
Department of Defense directive

DODI
Department of Defense instruction

DVA
Department of Veterans Affairs

FORSCOM
U.S. Army Forces Command

GIS
Geographic Information System

HQDA
Headquarters, Department of the Army

IMCOM
U.S. Army Installation Management Command

ISS
Interment Services System

NCA
National Cemetery Administration

NGB
National Guard Bureau

OAC
Office of Army Cemeteries

OIP
Organizational Inspection Program

PADD
person authorized to direct disposition of remains

PL
public law

PNOK
primary next of kin

RD
Readiness Division

SAHNC
Soldiers' and Airmen's Home National Cemetery

SECARMY
Secretary of the Army

USACE

U.S. Army Corps of Engineers

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

USC

United States Code

USMA

U.S. Military Academy

Section II**Terms****Administrative determination of death**

One hundred twenty years after the date of a person's birth, after which all existing and associated gravesite reservations will be cancelled for that person.

Armed Forces

The Army, Navy, Air Force, Marine Corps, Coast Guard and their Reserve Components. Reserve Components of the Armed Forces are: Army National Guard of the United States, Army Reserve, Naval Reserve, Marine Corps Reserve, Air National Guard of the United States, Air Force Reserve, and Coast Guard Reserve.

Army cemeteries

All ANMC and post cemeteries, as defined in the following 6 entries.

Army National Military Cemeteries

Arlington National Cemetery in Arlington, Virginia, and the United States Soldiers' and Airmen's Home National Cemetery in Washington, DC (codified in 10 USC 7721). The Executive Director, ANMC exercises authority, direction and control over all aspects of the national military cemeteries.

Army post cemetery

Army Post Cemeteries (as distinguished from a private cemetery or National Cemetery on Army real property) consist of the 21 cemeteries on active Army installations, on Army reserve complexes, and on former Army installations or inactive posts. Army National Military Cemeteries are not included in Post Cemeteries. The West Point Cemetery is considered an Army Post Cemetery but has separate eligibility standards due to its unique stature. In addition to the 21 Post Cemeteries, there are 3 Apache Native American Prisoner of War Cemeteries on Fort Sill, Oklahoma and 5 World War II German and Italian Prisoner of War Cemeteries on four Army installations which are closed for interments but for which the Army bears responsibilities. Finally, there is the U.S. Army Disciplinary Barracks Cemetery at Fort Leavenworth used for interring the unclaimed remains of those who die while incarcerated by the United States Military. Unlike the other Army cemeteries which honor the Nation's veterans, this cemetery has unique eligibility standards due to the characterization of service of those criminally incarcerated.

Army-contracted plots in private cemeteries used to re-inter those originally interred in an Army cemetery

Closed sections of private cemeteries in which Soldiers and Family members were disinterred from an Army cemetery once the installation was determined closed, and then re-interred in the private cemetery.

Cemeteries originally established to inter enemy prisoners of war

Open and closed cemeteries and plots on U.S. Government land that the U.S. Government originally established to inter those Soldiers and civilians being held as prisoners from other sovereign nations. This category does not include individual enemy prisoners of war interred in a cemetery originally established for other purposes.

Cemeteries originally established to inter those who died while criminally incarcerated

Open and closed cemeteries on U.S. Government land that the U.S. Government originally established to inter those criminally incarcerated Soldiers and civilians being held in captivity by the U.S. at their time of death and whose remains were unclaimed by a next of kin.

Cemeteries, not otherwise defined

Cemeteries located on Government-owned land for which the Army has administrative jurisdiction over, but which do not fall within the other articulated categories of cemeteries within this regulation.

Cemeteries, private, on an Army installation

Includes—

- a.* Any cemetery or burial plot on Army property that, prior to its acquisition by the United States, was used to inter individuals. If the cemetery was in place at the time of acquisition and graves were allowed to remain in place, the cemetery is considered a private cemetery for the purpose of this regulation.
- b.* Any cemetery or plot located on Army property and created by the U.S. Government to re-inter remains recovered from land owned by the Government, and repatriated in compliance with 25 USC 32 (see paras 1–6 and 3–14). Re-burial of remains on Army property may only be authorized, as discussed in paragraph 3–14, if those remains were originally recovered from within the Army installation’s boundaries and were repatriated in compliance with 25 USC 32. If not previously designated a cemetery, once remains are re-interred, these areas will be designated private cemeteries or plots on Government-owned land.
- c.* Private cemeteries (or plots) will only be created with the approval of the Executive Director, OAC.

Cemetery responsible official

An appointed official who serves as the primary point of contact and responsible official for all matters relating to the operation, maintenance and administration of an Army cemetery, appointee must be a U.S. Federal Government Employee, DA Civilian or military member and appointed on orders by the appropriate garrison commander or comparable official.

Closed cemetery

Cemeteries in which all gravesites and niches are occupied and where there are no outstanding reservations, where there will no longer be any subsequent interments, or where the Executive Director, OAC has determined should be closed. The Executive Director, OAC must approve the transition to the closed category to allow an installation to no longer conduct interments or inurnments (see para 3–4)

Contract documents

Include, but are not limited to—

- a.* Working drawings and specifications.
- b.* Abstracts of bids and recommendations for awards.
- c.* Contracts, performance bonds, and related papers.
- d.* Other documentation as indicated in the Federal Acquisition Regulation 4.803.

Demonstration

Pursuant to 38 USC 2413, “demonstrations” at ANC include the following:

- a.* Any picketing or similar conduct.
- b.* Any oration, speech, use of sound amplification equipment or device, or similar conduct that is not part of a funeral, memorial service, or ceremony.
- c.* The display of any placard, banner, flag, or similar device, unless such a display is part of a funeral, memorial service, or ceremony.
- d.* The distribution of any handbill, pamphlet, leaflet, or other written or printed matter other than a program distributed as part of a funeral, memorial service, or ceremony.

Design

Includes preparation of general development plans and working drawings, specifications, and cost estimates covering existing or proposed major construction.

Engineering and/or architectural investigations

Include the making of on-the-site topographic and subsurface surveys, tests, architectural measurements, engineering or architectural studies, and cost estimates covering existing or proposed major construction.

Executive Director, Office of Army Cemeteries

The person statutorily charged with exercising authority, direction, and control over all aspects of Army National Military Cemeteries and charged by the Secretary of the Army to serve as the functional proponent for policies and procedures pertaining to the administration, operation, and maintenance of all military cemeteries under the jurisdiction of the Army.

Inherently Governmental cemetery functions

There are two inherently governmental functions associated with interments/inurnments at Army cemeteries:

- a.* Eligibility determination: A Federal Government employee (military or civilian) must make the determination of eligibility for a veteran or Family member to prevent the interment/inurnment of ineligible persons.
- b.* Transfer of custody of remains: A Federal Government employee (military or civilian) must sign for the receipt of remains of eligible veterans and Family members prior to interment/inurnment in order to ensure accurate placement and marking.

Interment

The ground burial of casketed or cremated human remains.

Inurnment

The placement of cremated remains in a niche.

Marker

A headstone, foot stone, niche cover, flat marker, or private headstone/marker, as applicable, containing inscriptions commemorating one or more decedents interred at that location.

Marker, Memorial

A marker erected to commemorate an eligible Service member or group of Service members, as outlined in para 3–8*h*.

Minor child

see child, minor

Monument

Any permanent structure placed in an Army cemetery that is designed to commemorate an individual whose remains are not located at, located near, or being memorialized at that location; an organization or group of individuals whose remains are not at, located near, or being memorialized at that location; or a particular event. Headstones, footstones, niche covers, gravesite markers and memorial markers are not considered monuments for purposes of this regulation.

National Shrine

A public place of honor sacred to the memory of those whose sacrifice for our Nation in life is perpetually enshrined with dignity and respect in strict accordance to defined standards and measures.

Native American Cemeteries or plots on an Army installation

Open and closed cemeteries, plots or re-burial sites, to include such sites for individual or group re-interment of remains of Native Americans or Native Hawaiians in accordance with 25 USC Chapter 32, on land under the jurisdiction of the Secretary of the Army, other than civil works program property. This category does not include individual enemy prisoners of war interred in a cemetery originally established for other purposes.

Office of Army Cemeteries

The staff provided to the Executive Director, OAC on a separate table of distribution and allowances that is funded through Operation and Maintenance, Army funds.

Open cemetery

There are two categories of open cemeteries. Fully open cemeteries are those with unoccupied gravesites or niches and which still conduct initial and subsequent interments/inurnments are in the first category. Open (subsequent only) cemeteries include those where all gravesites or niches are occupied or have bona fide reservations, and for which only bona fide reserved or subsequent interments are being conducted.

Ossuary

A receptacle used in Army cemeteries for placement of unidentified, co-mingled and unclaimed subsequently identified cremated remains.

Pet

Any animal that is not Army property or wildlife found in a natural state on Army property.

Plot, burial

A space containing the remains of an individual, group or Family, but which is not recorded as a cemetery in the Army's Real Property records.

Primary next of kin

(1) In the absence of a valid written document from the decedent identifying the primary next of kin, the order of precedence for designating a decedent's primary next of kin is as follows:

- (i) Spouse, even if a minor;
- (ii) Children;
- (iii) Parents;
- (iv) Siblings, to include half-blood and those acquired through adoption;
- (v) Grandparents; and
- (vi) Other next of kin, in order of relationship to the decedent as determined by the laws of the decedent's state of domicile.

(2) Absent a court order or written document from the deceased, the precedence of next of kin with equal relationships to the decedent is governed by seniority (age), older having higher priority than younger. Equal relationship situations include those involving divorced parents of the decedent, children of the decedent, and siblings of the decedent

Relatives, close

Includes the spouse, parents, adult brothers and sisters, and the adult natural, step, or adopted children of the veteran eligible for or already interred. Regarding requests for disinterment, the term also refers to the person, if living, who directed the original interment.

Repairs and utilities

Includes any maintenance or repairs to the cemetery grounds and those structures described as major construction for which engineering investigations or other field engineering work or engineering or architectural designs by the COE are not required.

Reservation

A written authorization from an Army cemetery to a veteran or eligible Family member for a specific and available gravesite. A subsequent interment, in a gravesite used by an individual whose eligibility is drawn from the veteran (for example, spouse or child), is not a reservation as the individual is eligible for interment in that gravesite in accordance with 32 CFR 553.

Section, closed

A section within an open cemetery that has been approved by the Executive Director, OAC to no longer conduct interments within that section.

Section III**Special Abbreviations and Terms****Decedent**

A person who has died.

Disciplined evolution

An order of grave assignment which demonstrates a consistent progression toward completing interments in a row. A disciplined evolution of interments allows for more uniform grave placement and turf development.

Headstone alignment

The arrangement of headstones in a straight line at consistent relative positions to create a pattern of rows and columns in an axis of ordinates (Cartesian) design.

Headstone bump and realignment

The manual adjustment of a headstone without removal from its socket to correct alignment and degree of plumb. Bump and alignment is not appropriate for correcting height.

Headstone raise and realignment

The removal of headstone from its submerged socket, to correct inadequate alignment, height, and degree of plumb. During a headstone raise and realignment, the headstone should never be transported away from the original gravesite in order to maintain accountability between the headstone and grave.

Installation

An aggregation of contiguous or near contiguous, common mission-supporting real property holdings under the jurisdiction of or possession controlled by the Department of the Army or by a State, commonwealth, territory, or DC, and

at which an Army unit or activity (Regular Army, USAR, or ARNG) is assigned. An installation is a single site or a grouping of two or more sites for the purposes of real property inventory control.

Plumb

A degree of vertical correctness.

Retired member

Any retired member of the Armed Forces of the United States. A member who has performed active duty military service, is carried on an official service retired list, and is eligible to receive retired pay for his or her service in the Armed Forces.

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