BY ORDER OF THE COMMANDER

FAIRCHILD AIR FORCE BASE INSTRUCTION 32-7087

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Civil Engineering

FORT GEORGE WRIGHT CEMETERY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 92 CES/CEV (Mr. Gerald. Johnson) Certified by: 92 CES/CD (Mr. Ronald R. Daniels)
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This instruction establishes procedures for operation and maintenance of Fort George Wright Cemetery.

1. Who is Eligible to be Interred in Fort George Wright Cemetery. Fort George Wright Cemetery is a military cemetery that has accommodated active duty, retired and dependents of military members since 1899. Due to space limitations new burials may only be accommodated under two instances:

1.1. Military or family members who previously made reservations at the time when a qualifying family member was buried. These reservations must be recorded in the Official Interment Record Book kept and maintained by Fairchild AFB Mortuary Affairs, 92 SVS/SVMM.

1.2. Family members may elect to have their cremated remains, contained in an urn, buried in the same plot as an eligible relative who is already interred in the cemetery. No more than two of these additional interments will be allowed per plot.

2. Reserving Gravesites. Two plots are available in Fort George Wright Cemetery, which limits new reservations.

3. Procedures for Conducting Interments. The following steps will be followed when an eligible person is to be buried in the cemetery:

3.1. When a burial is necessary, 92 CES/CEVN and/or 92 SVS/SVMM will be contacted by the family of the deceased or the funeral home to ensure that the person has a reservation and to begin the process necessary for the interment of the individual.

3.2. The 92 CES/CEVN will process an AF Form 332, **Base Civil Engineer Work Request**, to obtain approval of the Fairchild AFB Civil Engineer Commander. The proper gravesite will also be delineated for the funeral home.

3.3. Family members are responsible for contacting a local funeral home to handle all arrangements for burial, in addition to the following requirements.

3.3.1. For a full casket burial Fairchild AFB requires the funeral home to arrange for the grave opening, installation of a concrete vault, closing of the grave and placement of the sod over the grave. Excess soil will be properly disposed of offsite by the funeral home or their contractor. Any needed awning, chairs or other items related to the funeral service are the responsibility of the funeral home and will not be provided by Fairchild AFB.

3.3.2. The family will bear all costs.

4. Permitting Disinterment. The cemetery permits disinterment only when the next of kin furnish valid reasons, in writing, or when a court order directs disinterment. Anyone wishing a disinterment must apply, in writing or in person, to 92 CES/CC, 100 West Ent Street, Fairchild AFB WA 99011. The next of kin or estate must pay any expense related to the disinterment.

5. Furnishing Grave Markers and Memorial Markers. The next of kin will make arrangements for the procurement of a headstone, 92 SVS/SVMM will assist in submitting a VA Form 40-1330, **Application for Headstone or Marker**, for deceased veterans who qualify. 92 CES/CEOHH will assist in placement of these veteran markers. All headstones will be upright and of white marble or light gray granite type, refer to VA Form 40-1330 for an example and dimensions if a private firm is to provide the marker for other than veterans. If a marker is desired when cremated remains are buried in an existing grave, a flat marker will be installed as a footstone. Markers are the responsibility of the next of kin and placement will be coordinated with 92 CES.

5.1. Inscription format on grave markers.

5.1.1. Military Personnel.

1st Line	Full name, including maiden name, if desired.
2nd Line	Full rank, including branch of service.
3rd Line	Lower left side, date of birth; lower right side, date of death. (Religious emblem if desired)

5.1.2. Spouse or Child of Military Sponsor.

1st Line	First, middle, and if desired, maiden name of deceased if appropriate
2nd Line	Left side, date of birth; right side, date of death.
3rd Line	Wife/husband or daughter/son of (applicable relationship to sponsor)
4th Line	Rank (sponsor's rank, abbreviated) and full name of sponsor.

6. Decorating or Placing Memorials in the Cemetery. Visitors may place cut flowers, wreaths, and artificial floral arrangements on graves. Cemetery maintenance people will remove floral arrangements when they become unsightly. Visitors may not plant flowers in the cemetery.

7. Cemetery Operations.

7.1. Fairchild AFB Mortuary Affairs Office, 92 SVS/SVMM, will keep the official interment record and the reservation record for Fort George Wright Cemetery. They will make contact with reservation

holders every two years to assure that there is continuing need for the reservation. At the end of each month, in which a burial has taken place, prepare in duplicate an AF Form 593, **Interment Record-Base Cemetery**. Submit the original to HQ AMC/SVX, 503 Ward Drive Bldg 1910 Ste 203, Scott AFB IL 62225-5335, retain duplicate at the installation. 92SVS/SVMM responds to requests for authorized military honors if the next of kin requests them.

7.2. 92 CES is responsible for maintaining the grounds at the cemetery. This will include the construction and maintenance of walks, roads, walls, fences, and drainage facilities; erosion control; care of shrubs, trees, and grass; procurement and installation of temporary grave markers; and installation of permanent markers. They also provide for the delineation of the grave plot at the request of funeral home prior to the opening of the grave. 92 CES also maintains maps of the cemetery and updates them as needed.

7.3. 92 CES will also procure small grave decorating flags and ensure their placement for Memorial Day and Veterans Day, and their removal thereafter. All graves are decorated during the 24-hour period immediately preceding these days. The flags will be removed on the first working day following the observance of these days.

7.4. Forms Adopted: . AF Form 332, **Base Civil Engineer Work Request,** AF Form 593, **Interment Record-Base Cemetery,** and VA Form 40-1330, **Application for Headstone or Marker**

RANDAL D. FULLHART, Colonel, USAF
Commander