

**BY ORDER OF THE  
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE  
ACADEMY INSTRUCTION 34-160**

**6 MARCH 2026**

**Services**

**USING THE USAF ACADEMY  
CEMETERY**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements Department of the Air Force Policy Directive (DAFPD) 34-1, *Department of the Air Force Services*. This instruction sets guidelines for who may be interred in the United States Air Force Academy (USAFA) Cemetery, the process for interring the deceased and specific requirements to maintain the cemetery. This instruction applies to all USAFA personnel. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). This publication applies to United States Space Force (USSF). Compliance with the attachments in this publication is mandatory. Anyone wanting further information or clarification should contact the USAF Academy Mortuary Affairs Office, 10th Force Support Squadron (10 FSS/FSOM) at 5136 Eagle Drive, Suite 115, USAF Academy CO 80840, or call DSN 333-3323 or commercial (719) 333-3323. Please refer to United States Air Force Academy Instruction (USAFAI) 32-1004, *USAF Academy Cemetery Planning and Development*, for additional information. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Department of Air Force (DAF) Form 847, *Recommendation for Change of Product*. This publication may not be supplemented or further implemented/extended. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See DAFMAN 90-161, *Publishing Processes and Procedures*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is [10abw.taskers@us.af.mil](mailto:10abw.taskers@us.af.mil). Ensure that all records generated as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed in accordance with

Air Force Records Disposition Schedule, which is located in the Air Force Records Information Management System. This Instruction requires the collection or maintenance of information protected by the Privacy Act of 1974 authorized by Department of Defense Directive (DoDD) 5400.11, *DoD Privacy Program*. The applicable A0600-8-1c, AHRC DoD is available at <http://dpclo.defense.gov/Privacy/SORNS.aspx>.

### ***SUMMARY OF CHANGES***

This publication is substantially revised and must be completely reviewed. Highlights of changes include: removal of the following categories: **paragraphs 1.2**. AF military personnel assigned to USAFA or to tenant units at the Academy at the time of death; 1.4. all active duty and retired USAF Generals and Lieutenant Generals; 1.5. Directors of Staff (formerly Chiefs of Staff), Senior Military Faculty (formerly Continuous Tour Staff Officers and Sequential Tour Faculty Officers), Tenured Faculty Officers, Preparatory School Commanders, and Air Base Wing Commanders; 1.6. Original cadre AF personnel assigned to the USAFA between 11 Jul 1955 and 29 Aug 1958; 1.7. USAF cross-commissioned officer graduates of West Point or Annapolis who have retired with at least 20 years of uniformed service; 1.8. Air Force Academy (AFA) Board of Visitors members with prior distinguished military service; and renumbered the paragraphs. Added USSF as applicable. Added **paragraph 2** and its subparagraphs were added to clarify conditions for interment; **paragraph 3.2** to update max capacity grave space and columbarium niche; clarified **paragraph 11.2** scattering of ashes location; changed **paragraph 14.1.5** to reflect the change in grounds maintenance contract through 10 CES to cemetery operations contract through 10 FSS; added **paragraph 14.1.8.5.1** display POW/MIA flag 24/7 at the cemetery and installation flagpole; updated **paragraph 14.1.12** changing BPA information from 21 CONS to 10 CONS; updated **paragraph 14.1.14** flag presenter information; and added **para 14.1.17.1** denial of honors. Finally, added USAFA Form 160 to adopted forms.

The United States Air Force Academy Cemetery is a distinguished place of honor. Due to significant space limitations, the cemetery maintains exceptionally high standards for interment. This policy ensures the integrity and solemnity of this final resting place are preserved for all who are buried here.

**1. Who is Eligible to be Interred in the USAFA Cemetery?** Subparagraphs **1.1** through **1.5** list those people eligible; however, certain general conditions also apply and are further stipulated in **paragraph 2**. Any member who does not meet the below eligibility criteria for interment but did on the prior version of this regulation may submit an exception to policy request for review and decision by the USAFA Superintendent.

1.1. **USAFA cadets. Note:** Only the Superintendent may disapprove a request to inter an eligible USAFA cadet in the Academy Cemetery.

1.2. USAFA graduates who graduate in good standing and have commissioned into the US Armed Forces. **Note:** Only the Superintendent may disapprove a request to inter an eligible USAFA graduate in the Academy Cemetery.

1.3. Present and past Superintendents, Vice Superintendents, Commandants of Cadets, Deans of the Faculty, congressionally appointed Directors of Admissions, USAFA Executive Directors of Athletics, Permanent Professors, and the USAFA Command Chief Master Sergeant.

1.4. All Medal of Honor recipients regardless of branch of service.

1.5. All AF Cross recipients.

1.6. Eligible relatives of a service-connected sponsor listed in paragraphs 1.2 through 1.5 who are interred or eligible to be interred in the Academy Cemetery. The Academy Cemetery inters eligible relatives who die before their service-connected sponsor only if the sponsor signs an agreement saying he or she wants to be interred in the Academy Cemetery. These eligible relatives are as follows:

1.6.1. A spouse.

1.6.2. A remarried widow or widower.

1.6.3. Dependent unmarried children under the age of 23.

1.6.4. A dependent unmarried adult, defined as one whom at the time of death was over 21 years of age, incapable of self-support due to physical or mental condition and who meets any of the following conditions:

1.6.4.1. Received more than one-half of his or her support from the service-connected parent.

1.6.4.2. If the service-connected parent is deceased and interred in the Academy Cemetery, was receiving more than one-half of his or her support from the widow or widower of the deceased service-connected parent.

1.6.4.3. Was receiving such support from some other source because of the prior death or inability of the parent or parents to provide such support.

**2. Conditions for Interment in the USAFA Cemetery:** The Air Force Academy promotes and upholds the highest standards of integrity and conduct, and while the individuals listed in Subparagraphs 1.1 through 1.5 are eligible, certain conditions for interment also apply due to the unique nature of the USAFA Cemetery as a Military Service Academy Cemetery.

### 2.1. General Conditions.

2.1.1. All military personnel and graduates must have been discharged under honorable conditions. Verification of honorable discharge will be by:

2.1.1.1. DD 214, *Certificate of Uniformed Service*, Defense Enrollment Eligibility Reporting System (DEERS) or

2.1.1.2. Letter of Good Standing from the losing unit commander

2.1.2. All individuals must meet regulatory and statutory rules that also apply to national, state, or military service academy cemeteries, including but not limited to 10 USC § 985 and 38 USC § 2411. USAFA officials will review each individual during the eligibility review process, as authorized. This includes, but is not limited to, USAFA/A1, USAFA/JA, and 10 FSS/FSOM.

2.1.2.1. Individuals may not have an international, state, or federal felony conviction resulting in a sentence of more than one year of imprisonment. Only the Superintendent may approve exceptions to this provision.

2.1.2.2. Individuals may not have any sexually related international, state, or federal felony convictions regardless of length of imprisonment or whether imprisonment was part of the sentence. Only the Superintendent may approve exceptions to this provision.

2.1.2.3. The decedent's authorized representative must authorize and give consent for USAFA officials to obtain background information on the decedent's international, federal and state criminal convictions, including sex offender registry information.

2.1.3. Additional items that must be completed prior to each individual being buried or memorialized in the USAFA Cemetery shall be included on USAFA Form 160, *Statement of Compliance, Transfer of Custody and Interment Checklist*.

### **3. Reserving Graves**

3.1. The Person Authorized to Direct Disposition (PADD) or Primary Next of Kin (PNOK) may not reserve a gravesite in advance. Once the need arises, the PADD or PNOK may contact the USAFA Mortuary Affairs Office, 10th Force Support Squadron (10 FSS/FSOM), 5136 Eagle Drive, Suite 115 USAF Academy CO 80840 or by calling (719) 333-3323.

3.2. The Academy cemetery uses only one gravesite or niche to inter all people and their relatives authorized by paragraphs 1.1 through 1.5. However, when the cemetery inter an infant in the children's section, the sponsor is still entitled to a site in the adult section. A maximum of 3 people (casket or cremation) may be interred in the cemetery and no more than 2 urns may be placed in the columbarium.

### **4. Deciding Which Cemetery Section to Use:**

4.1. The PADD/PNOK may choose to inter a youth either in the children's section or in a family plot in the adult section. However, if the PADD/PNOK chooses the children's section, the casket must fit a vault and gravesite in this section.

4.2. The PADD/PNOK may place memorial markers provided by the Veteran's Administration in the memorial section only if the deceased meets the requirements in paragraphs 1.1 through 1.5 and whose remains are nonrecoverable, not identified, cremated and scattered, buried at sea, or donated to medical science.

**5. When Funerals are Held at the Academy Cemetery.** The cemetery is normally scheduled for funerals Monday through Friday, between 0900 and 1400. Funerals are not normally held on legal holidays or weekends. An exception may be considered by 10 ABW/CC for compelling reasons. The Memorial Pavilion is available for use for funeral services during the same hours as the cemetery. Services may be held either in the Pavilion or at the graveside based on family preference. However, if a family chooses to have a service in the building, they may not have a service at the gravesite. Funeral services are not normally scheduled during the week of graduation.

**6. Conducting Interment Services.** Normally, chaplains assigned to the USAFA conduct interment services according to the ecclesiastical disciplines of their churches. If the PADD/PNOK asks, or if the USAFA Wing Chaplain invites them, civilian clergy may assist in the services.

**7. Conducting Flyovers.** Follow 306th Flying Training Group (306 FTG) directives when conducting flyovers. Normally, flyover aircraft use a south-to-north flight path.

**8. Permitting Disinterments.** The cemetery permits disinterments only when the PADD/PNOK furnishes valid reasons in writing or when a court order directs the disinterment. The cemetery

does not permit disinterments from one cemetery section for interment to another section. Anyone desiring a disinterment must contact a funeral home in the local area to assist with obtaining required disinterment permits. The PADD/PNOK or estate must pay any expenses related to disinterment.

### **9. Furnishing Grave Markers and Memorial Markers:**

9.1. With the exception of the cost of authorized special emblems, the Academy cemetery furnishes and installs a flat bronze marker without cost to the family for each interment (this is the only authorized grave marker or monument). The cemetery installs temporary and permanent markers level with the ground. The Mortuary Affairs Office procures grave markers through the Veterans Administration and observes the standard in [Attachment 2](#).

9.2. The cemetery will not install grave markers that memorialize military events or groups of people. Arrangements for such ceremonies can be made through the United States Air Force Academy Historian Office (HQ USAFA/HO).

**10. Installing Vaults.** The Academy cemetery installs concrete vaults for each interment. The government procures these vaults at no cost to the PADD/PNOK.

### **11. Placing Remains and Cremated Remains:**

11.1. Other than interment, the Academy cemetery has no means for viewing and/or storing casketed remains. Therefore, the PADD/PNOK who wish to display or store remains must select a funeral home to receive them. Cremated remains may be sent to the Mortuary Officer for storage once a funeral date has been scheduled.

11.2. The PADD/PNOK who wants to inter or scatter cremated remains on USAFA grounds should contact the Mortuary Affairs Office at (719) 333-3323 during normal business hours, Monday through Friday, 0630-1530 MST. The Mortuary Officer will assist with arrangements. The PADD/PNOK may only inter or scatter the cremated remains of those people meeting the criteria in paragraphs [1.1](#) through [1.5](#) either between the two runways or over the cemetery. Scattering ashes anywhere else on the AFA must be approved by 10 ABW/CC.

11.3. The PADD/PNOK may request burial for anyone authorized interment under paragraphs [1.1](#) through [1.5](#) even if the sponsor's remains are cremated and scattered at the Academy.

11.4. The columbarium located on the east side of the Memorial Pavilion is available for placement of cremated remains.

11.4.1. Each niche on the first seven rows measures 9-1/2" wide x 7-5/8" high x 12-1/2" deep. Each niche on the bottom row measures 9-1/2" wide x 7-3/8" high x 12-1/2" deep.

11.4.2. Each niche is designed to hold two urns.

11.4.3. A single 5" x 7" nameplate will be provided at no cost to the PADD/PNOK.

**12. Who May Not Enter the Cemetery?** Minor children may not enter the Academy Cemetery unless accompanied by an adult.

### **13. Decorating or Placing Memorials in the Cemetery:**

13.1. Visitors may place cut flowers, wreaths and artificial floral arrangements on graves and memorial plots. However, except for new burials, visitors must use flower vases provided by the AFA. Cemetery maintenance staff will remove floral arrangements not in authorized vases

and all arrangements once they become unsightly. Visitors may not plant flowers, place potted plants, or use vases, cans, jars, or other ornaments in the cemetery. Wreaths, grave blankets and other seasonal adornments may be placed on graves from 1 December through 20 January. They may not be secured to markers. Grave floral blankets may not be larger in size than 2x3 feet. Each class may place decorative flags for each graduate and/or spouse buried in the cemetery but they must be removed upon completion of the event.

13.2. Except for Memorial Day commemorations and dedications of memorial wall plaques, no one may place small flags on graves and memorial plots. The cemetery staff and/or volunteers place small grave-decorating flags on the graves of military personnel. If graduation is before Memorial Day, flags are placed the Friday preceding graduation and are not removed until the Tuesday following Memorial Day. If graduation follows Memorial Day, the flags are in place the Friday preceding Memorial Day and are not removed until the following Monday. When dedicating memorial wall plaques, the cemetery custodian will place small flags only in the memorial plot section and only for the minimum time necessary for the ceremony. For more information on dedications of memorial wall plaques, contact the United States Air Force Academy Historian Office (HQ USAFA/HO).

#### **14. Administering Cemetery Operations:**

##### **14.1. The 10 FSS/FSOM:**

14.1.1. Coordinates all arrangements for the funeral service and provides the authorized military honors if the PADD/PNOK requests them.

14.1.2. Advises the appropriate chaplain of the impending funeral and coordinates the date and time for the service.

14.1.3. Furnishes the names and addresses of local funeral directors to the PADD/PNOK upon request.

14.1.4. Assigns grave space in conjunction with the cemetery operations staff, contracted through 10 FSS.

14.1.5. Makes necessary arrangements with the cemetery grounds maintenance staff, which is responsible for lowering the cemetery flag to half-staff, maintaining grounds and gravesites and opening and closing the grave (including installing a concrete vault, placing an authorized grave marker, granite base and flower vase), opening/closing niche and installing the columbarium nameplate.

14.1.6. Requests the appropriate grave or memorial marker.

14.1.7. Notifies the appropriate staff activities to lower required flags to half-staff on the day of the active duty military funeral or memorial service or as directed by higher authority. Half-staff notice will be sent out via weekly ABW email. The installation commander has the authority to lower flags to half-staff IAW Department of Defense Instruction (DoDI) 1005.6, *Display of the National Flag at Half-Staff* and IAW DAFI 90-1201, *Protocol*, to display the POW/MIA flag on Armed Forces Day, Memorial Day, Flag Day, Independence Day, National POW/MIA Recognition Day and Veteran's Day.

14.1.7.1. The 10th Air Base Wing Executive Support (10 ABW/CCEA) is responsible for the flag located at building 8034.

- 14.1.7.1.1. The POW/MIA flag will be displayed as required at the flag located at building 8034.
- 14.1.7.2. 10 SFS is responsible for the flags located at the north and south gates.
- 14.1.7.3. The Cadet Honor Guard is responsible for the flag located at the cadet area.
- 14.1.7.4. The Preparatory School is responsible for the flag located at the Preparatory School.
- 14.1.7.5. The cemetery caretaker is responsible for the flag located at the cemetery.
  - 14.1.7.5.1. The POW/MIA flag will be displayed 24 hours a day, 365 days a year at the cemetery.
- 14.1.7.6. The Association of Graduates is responsible for the flag located at Doolittle Hall.
- 14.1.8. Briefs the funeral service participants as required.
- 14.1.9. Provides any assistance and facilities the PADD/PNOK wish (within the capabilities of the USAFA).
- 14.1.10. Maintains all cemetery records and scale maps of grave plots.
- 14.1.11. Maintains a services contract through the 10th Contracting Squadron with a local mortuary and uses this contract as requested by the PADD/PNOK for the deaths of active duty personnel stationed at the USAFA. The 10 FSS/FSOM is the Quality Assurance Evaluator (QAE) for that contract according to DAFI 34-160, *Mortuary Affairs Program*.
- 14.1.12. Notifies the Headquarters United States Air Force Academy Command Section (HQ USAFA/CV/CC), Commandant of Cadets (USAFA/CW), Dean of the Faculty (USAFA/DF), Director of Athletics (USAFA/AD), 10 ABW/CC/CV as to the date and time of the scheduled service.
- 14.1.13. In the event the Mortuary Officer is unable to obtain a flag presenter with a personal connection to the family, the following rotational schedule is approved by HQ USAFA/CC and will be utilized to provide a flag presenter and/or Superintendent representative of equal or higher rank.
  - 14.1.13.1. 10 ABW will be on call for the months of January, April, July, August and October.
  - 14.1.13.2. USAFA/CW will be on call for the month of February.
  - 14.1.13.3. USAFA and PS Staff will be on call for the months of May and November.
  - 14.1.13.4. Dean of Faculty will be on call for the months of March, June, September and December.
  - 14.1.13.5. For all enlisted funerals, HQ USAFA Command Chief (HQ USAFA/CCC) will be the primary while 10th Air Base Wing Command Chief (10 ABW/CCC), and USAFA Preparatory School Superintendent (HQ USAFA PS/CCC) will be the alternates.

14.1.14. Offers each family the opportunity to play two songs on the carillon bells located on the Polaris Memorial prior to and/or after the funeral service. USAFA Mortuary Affairs provides the family with a list of songs to choose from.

14.1.14.1. The Air Force Hymn will be played daily at 0730 hours provided a funeral is not scheduled at the same time.

14.1.15. Arranges for military honors for eligible veterans after verification of honorable service using DD 214 or DEERS for retirees and veterans and Letter of Good Standing for active duty members.

14.1.15.1. Recommendation for denial of military honors may be considered by the installation commander based on current Air Force guidelines. **NOTE:** When considering what circumstances warrant, funeral honors can be denied for any member whose actions prior to death bring discredit upon the Air Force. Also, consider potential reactions by news media, local residents, Air Force personnel, and/or potential victims.

14.2. **10 ABW/CCC.** Details additional personnel when needed to assist the Mortuary Affairs Office during very important person (VIP) funerals.

14.3. **Chaplain, (HQ USAFA/HCX or 10 ABW/HC).** Cadet Chaplain's Office (HQ USAFA/HCX) or 10th Air Base Wing Chapel (10 ABW/HC) provides an appropriate chaplain. Arranges for memorial, chapel and graveside services (including coordination with civilian clergy if the PADD/PNOK requests them).

14.4. **Commander, 306th Flying Training Group (306 FTG/CC).** The 306th Operations Support Squadron (306 OSS/CC) arranges aircraft flyovers with Federal Aviation Administration (FAA) agencies, USAFA Airfield Base Operations (306th Operations Group) and the unit that will provide aircraft support.

14.5. **Developmental Programs Division.** The Strategic Communications Outreach Division (HQ USAFA/CMO) prepares condolence letters for the Superintendent's signature to the PADD/PNOK of all graduates, original cadre members, friends, or donors.

14.6. **Association of Graduates (AOG) and Air Force Academy Foundation (AFAF):**

14.6.1. The AFAF assists a family wishing to establish appropriate memorialization.

14.6.2. The AOG arranges for appropriate floral arrangements or other contributions on behalf of the deceased member's graduating class.

14.7. **Commander, 10th Security Forces (10 SFS/CC):**

14.7.1. Provides escort responsibilities that are consistent with the security deviation waiver from DoDM5200.08V3\_AFMAN31-101V3, *Installation Perimeter Access Control*.

14.7.2. Provides vehicle escort for funeral processions on USAFA grounds for all active duty, DV, DV2 and limited high visibility funerals when the Mortuary Affairs Office requests, if manning permits.

14.7.3. Controls traffic at funeral services DV1, DV2, active duty and limited high visibility funerals with large attendance, if manning permits.

14.7.4. Controls departures of funeral procession through Charlie 3, through Base Defense Operations Center (BDOC) or individual patrolman, if manning permits.

14.8. **Squadron and Tenant Unit Commanders.** Unit commanders write a memorandum of condolence to the PADD/PNOK for the Superintendent's signature in the event of the death of:

14.8.1. A service member in their organization who is not a graduate of the USAFA.

14.8.2. An immediate family member (spouse or dependent) of a service member in their organization.

TONY D. BAUERNFEIND, Lt Gen, USAF  
Superintendent

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 33-322, *Records Management and Information Governance Program*, 22 Mar 2020

DAFPD 34-1, *Department of the Air Force Services*, 19 Jun 2023

DAFI 34-160, *Mortuary Affairs Program*, 3 Aug 2022

DAFMAN 90-161, *Publishing Processes and Procedures*, 17 Oct 2023

DODI 1005.6, *Display of the National Flag at Half-Staff*, 27 Mar 2008

DAFI 90-1201, *Protocol*, 7 Oct 2024

DoDM5200.08V3\_AFMAN31-101V3, *Installation Perimeter Access Control*, 26 Feb 2020

***Prescribed Forms***

USAF Form 160, *Statement of Compliance, Transfer of Custody, and Interment Checklist*

***Adopted Forms***

DAF Form 847, *Recommendation for Change of Publication*

DD 214, *Certificate of Uniformed Service*

VA Form 40-1330, *Application for Standard Government Headstone or Marker*

***Abbreviations and Acronyms***

**ABW**—Air Base Wing

**AD**—Director of Athletics

**AF**—Air Force

**AFA**—Air Force Academy

**AFI**—Air Force Instruction

**AFMAN**—Air Force Manual

**AFPD**—Air Force Policy Directive

**AFRC**—Air Force Reserve Command

**AFRIMS**—Air Force Records Information Management System

**ANG**—Air National Guard

**AOG**—Association of Graduates

**ATO**—Air Training Officer

**BDOC**—Base Defense Operations Center

**CC**—Commander

**CCC**—Command Chief Master Sergeant  
**CES**—Civil Engineering Squadron  
**CS**—Communication Squadron  
**CW**—Cadet Wing  
**CWS**—Cadet Wing Superintendent  
**DF**—Dean of the Faculty  
**DV**—Distinguished Visitor  
**FAA**—Federal Aviation Administration  
**FSS**—Force Support Squadron  
**IAW**—In Accordance With  
**MSG**—Mission Support Group  
**NCOIC**—Noncommissioned Officer in Charge  
**NOK**—Next of Kin  
**OIC**—Officer in Charge  
**OPR**—Office of Primary Responsibility  
**PADD**—Person authorized to direct disposition  
**PCS**—Permanent Change of Station  
**PNOK**—Primary next of kin  
**QAE**—Quality Assurance Evaluator  
**RDS**—Records Disposition Schedule  
**SFS**—Security Forces Squadron  
**USAF**—United States Air Force  
**USAFA**—United States Air Force Academy  
**USSF**—United States Space Force  
**VA**—Veterans Administration  
**VIP**—Very Important Person

## Attachment 2

### HOW TO FORMAT INSCRIPTIONS ON GRAVE AND MEMORIAL MARKERS

**A2.1. Requisition Packages.** Completed Veterans Administration (VA) Form 40-1330, *Application for Standard Government Headstone or Marker*, will be given to the Mortuary Affairs Office which is responsible for processing the order with the VA.

**A2.2. Religious Emblems.** At its own expense, the government will inscribe on the marker any religious emblem reflective of one's religious beliefs and approved by the VA. A complete list can be found at [www.cem.va.gov](http://www.cem.va.gov).

**A2.3. Formats.** Follow the formats below for standard inscriptions on grave and memorial markers. Maximum number of lines including religious emblem is 6. Maximum number of lines without religious emblem is 7.

A2.3.1. For USAF/USSF Academy, West Point, Annapolis Graduates and USAFA Cadets:

A2.3.1.1. **(1st line)** Full name, including maiden name, if desired.

A2.3.1.2. **(2nd line)** Full rank, including US Air Force.

A2.3.1.3. **(3rd line)** Graduating class.

A2.3.1.4. **(4th line)** Lower left side, date of birth; lower right side, date of death.

A2.3.1.4.1. Religious emblem if desired, centered between the dates of birth and death.

A2.3.2. Other Military Personnel:

A2.3.2.1. **(1st line)** Full name, including maiden name, if desired.

A2.3.2.2. **(2nd line)** Full rank, including US Air Force.

A2.3.2.3. **(3rd line)** Lower left side, date of birth; lower right side, date of death.

A2.3.2.3.1. Religious emblem if desired, centered between the dates of birth and death.

A2.3.3. Spouse of Military Sponsor:

A2.3.3.1. **(1st line)** First, middle, last name of deceased.

A2.3.3.2. **(2nd line)** Left side, date of birth; right side, date of death.

A2.3.3.2.1. Religious emblem if desired, centered between the dates of birth and death.

A2.3.3.3. **(3rd line)** Wife or husband of (applicable relationship to the sponsor).

A2.3.3.4. **(4th line)** Rank (sponsor's rank, abbreviated) (full name of sponsor) including branch of service.

A2.3.4. Child of Military Sponsor:

A2.3.4.1. **(1st line)** First, middle and last name of deceased.

A2.3.4.2. **(2nd line)** Left side, date of birth; right side, date of death.

A2.3.4.2.1. Religious emblem if desired, centered between the dates of birth and death.

A2.3.4.3. **(3rd line)** Daughter or son of (applicable relationship to the sponsor).

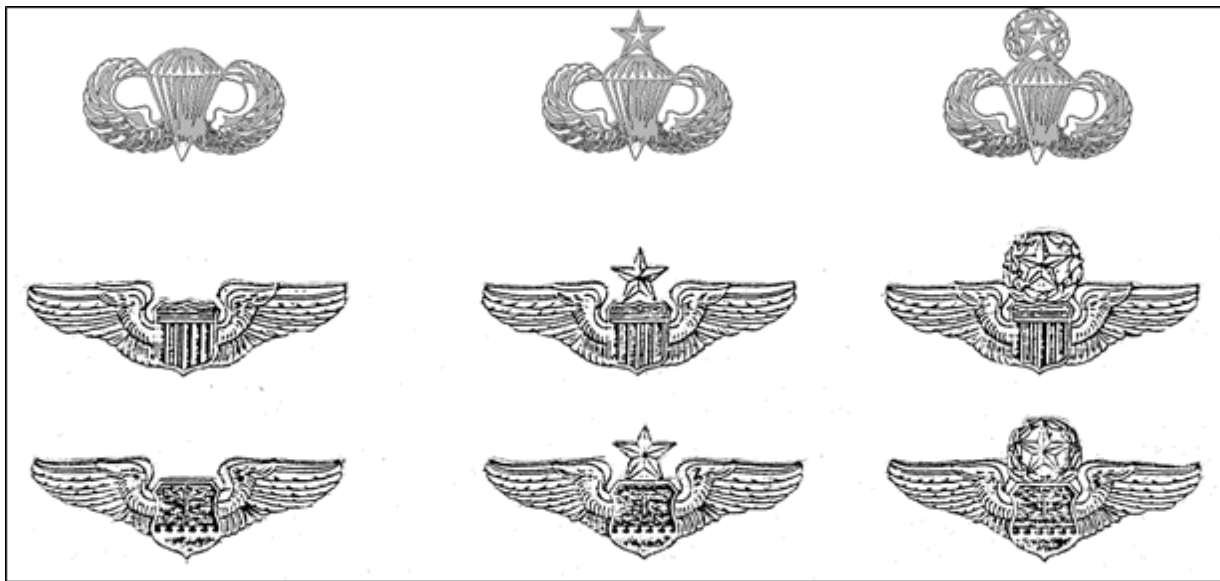
A2.3.4.4. **(4th line)** Rank (sponsor's rank, abbreviated) and full names of parents including branch of service.

A2.3.5. Inscription. On memorial markers, inscribe "In Memory Of" on the first line, followed by the appropriate wording contained in paragraphs A2.3.1 through A2.3.4.

A2.3.6. Number of Characters. Do not exceed 21 characters per line for the name on the VA grave and memorial marker, including spaces. Do not exceed 27 characters per line, including letters and spaces, for additional inscriptions.

**A2.4. Special Emblems.** The PADD/PNOK may request the addition of a replica of authorized emblems such as those pictured below at their expense or others upon request. A maximum of two emblems are authorized and may only be placed to the left or right of the rank/branch of service.

**Figure A2.1. Emblem Examples.**



### Attachment 3

#### HOW TO FORMAT INSCRIPTIONS ON COLUMBARIUM NICHE COVERS

**A3.1. Religious Emblems.** At its own expense, the government will inscribe on the marker any religious emblem reflective of one's religious beliefs and approved by the VA. A complete list can be found at [www.cem.va.gov](http://www.cem.va.gov).

**A3.2. Formats.** Each niche cover is 5"x7" and may contain no more than 8 lines of text for both people inurned in each niche or 4 lines per person. Follow the formats below for standard inscriptions on columbarium niche covers.

**A3.3. USAF/USSF Academy, West Point, and Annapolis Graduates, and USAFA Cadets:**

A3.3.1. **(1st line)** Full name, including maiden name, if desired.

A3.3.2. **(2nd line)** Full rank, including branch of service

A3.3.3. **(3rd line)** Graduating class.

A3.3.4. **(4th line)** Lower left side, date of birth; lower right side, date of death.

A3.3.4.1. Religious emblem, if desired, centered between the dates of birth and death.

**A3.4. Other Military Personnel:**

A3.4.1. **(1st line)** Full name, including maiden name, if desired.

A3.4.2. **(2nd line)** Full rank, including branch of service.

A3.4.3. **(3rd line)** Lower left side, date of birth; lower right side, date of death.

A3.4.4. **(4th line)** Additional text may be included consisting of no more than 27 characters.

A3.4.4.1. Religious emblem, if desired, centered between the dates of birth and death.

**A3.5. Spouse of Military Sponsor:**

A3.5.1. **(1st line)** First, middle, and last name of deceased.

A3.5.2. **(2nd line)** Left side, date of birth; right side, date of death.

A3.5.2.1. Religious emblem, if desired, centered between dates of birth and death.

A3.5.3. **(3rd line)** Wife or husband of (applicable relationship to the sponsor).

A3.5.4. **(4th line)** Rank (sponsor's rank, abbreviated) and full name of sponsor including abbreviated branch of service.

**A3.6. Child of Military Sponsor:**

A3.6.1. **(1st line)** First, middle and last name of deceased.

A3.6.2. **(2nd line)** Left side, date of birth; right side, date of death.

A3.6.2.1. Religious emblem, if desired, centered between dates of birth and death.

A3.6.3. **(3rd line)** Daughter or son of (applicable relationship to the sponsor).

A3.6.4. **(4th line)** Rank (sponsor's rank, abbreviated) and full name of sponsor including abbreviated branch of service

**A3.7. Additional Insignia.** The PADD/PNOK may request a replica of authorized emblems such as those pictured in [Figure A2.1](#) or others upon request. Authorized emblem would be placed between the rank and branch of service.