



## U.S. Coast Guard Academy Columbarium Inurnment Instructions

We are honored that you have chosen the U.S. Coast Guard Academy as a final resting place for your loved one. This set of instructions is intended to provide guidance on the procedures for inurning eligible and approved individuals in our columbarium.

First, an important note - the U.S. Coast Guard Academy does not endorse any businesses or third parties. You are free to contract with any services that meet our requirements. Please contact our Cemetery Responsible Official to discuss your arrangements.

### **Contacting Us:**

The Columbarium is managed by a designated Cemetery Responsible Official (LCDR, 860-444-8371) in the Mission Support Division (CAPT, 860-444-8201). The Cemetery Responsible Official can also be contacted via email at [columbarium@uscg.mil](mailto:columbarium@uscg.mil).

### **Selecting an Urn:**

Each niche is approximately 8" high x 12" wide x 12" deep. Be sure to select an appropriately sized urn, keeping in mind that eligible dependents are inurned in the same niche as their sponsor. Urns must be made of metal or other impervious materials. Wooden urns are not permitted. Urns shall be indelibly marked with the name of the deceased.

Inurnment of partial cremains is prohibited. The cremains inurned must contain the identification disc or tag issued during the cremation. Placement of objects other than urns in the niche is permitted, subject to space constraints. Examples could be tokens such as wedding or class rings, etc.

### **Transporting the Cremains:**

You are responsible for arranging transportation of the cremains in accordance with applicable Federal and State laws. The Academy cannot accept and store cremains before the day of inurnment. Please ensure that the cremains are accompanied by an Affidavit of Cremation or other such legal document issued during the cremation as this is required for the Columbarium records.

### **Your Niche Cover:**

In order to maintain uniformity, all niche engraving is conducted by a third party contracted through the Coast Guard Academy Alumni Association. You are responsible for the cost of engraving the niche cover in accordance with the following guidelines to maintain an appearance of consistency. The blank niche cover for engraving will be provided by our Cemetery Responsible Official. The niche covers are polished red granite.

## **U.S. Coast Guard Academy Columbarium Inurnment Instructions**

Niche covers shall contain the following lines for each person inurned:

- 1) Military Rank (for retirees only), may state “Professor” for Full Professors, all capitals
- 2) Legal name, either First MI Last or FI Middle Last, may include “Jr.”, etc., all capitals
- 3) Graduating class (if not a graduate, title or grounds of eligibility; ex: “CG Band”, “Faculty”), omit for dependents
- 4) Year of Birth – Year of Death

If two individuals are to be inurned together, the niche cover shall be engraved with both names. The sponsor’s name should be above the dependent’s. In cases where both individuals to be inurned are independently eligible (ex: spouses are both graduates), you may determine in which order to engrave the names.

### **Inurnment Services:**

There is significant latitude in what types of services may be performed at the columbarium. Unless you make other arrangements, the Cemetery Responsible Official will personally place the urn in the columbarium in a small, dignified ceremony which family members are welcome to attend. However, you may choose to coordinate a more elaborate ceremony at your own expense. The Academy Chapel or the services of the Academy’s Chaplains may be engaged as their schedules permit. Services scheduled through the Academy’s Chaplains’ Office are only held Monday through Friday. Service dates are not finalized until confirmed via the Chaplains’ Office to ensure Chaplain availability.

Military Funeral Honors are authorized by law for any veterans who have honorably served. If you do not wish to have Military Funeral Honors at a separate service local to you, you may request for them to be performed at the columbarium inurnment. Our Cemetery Responsible Official can assist you in submitting the appropriate request.

The columbarium is open year-round, however snow can make services impractical during winter months.

### **Visiting the Academy:**

Access to the Academy is open to the public, however each individual must present a government-issued, Real ID-compliant photo ID when coming on board. The parking most convenient to the columbarium is on Seneca Drive, in front of the Chapel. Visitors may place decorations such as flowers, wreaths, and flags in the vicinity of the columbarium. These will be removed by the Academy when they become unsightly and are not returned. No decorations may be draped on or hung from the columbarium structures.

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### **Columbarium Organization:**

The columbarium structure and grounds improvements were provided as gifts to the Academy by the Coast Guard Academy Alumni Association. Inurnment eligibility and all columbarium regulations are determined by the Coast Guard Academy in conjunction with applicable Department of Defense cemetery policy. The Coast Guard Academy operates and administers the columbarium. Inurnment in the columbarium is free of charge. Those wishing to make a donation towards the columbarium endowment may contact the CGA Alumni Association to coordinate.

### **Third Party Vendors:**

The Coast Guard Academy does not endorse any specific third parties. However, the following list of vendors, listed alphabetically, can provide services to assist you arranging your inurnment, including transportation.

- a. Byles-MacDougall Funeral Service  
310 Thames St, Groton CT  
860-445-4844  
[www.byles.com](http://www.byles.com)
  
- b. Fulton-Theroux Funeral Service  
181 Ocean Ave, New London CT  
860-443-8355  
[www.fultontherouxnewlondon.com](http://www.fultontherouxnewlondon.com)
  
- c. Impellitteri-Malia Funeral Home  
84 Montauk Ave, New London CT  
860-443-3600
  
- d. Lester Gee Funeral Home  
108 Blinman St, New London CT  
860-442-1188  
[www.lestergeefh.com](http://www.lestergeefh.com)
  
- e. Neilan Funeral Home  
12 Ocean Ave, New London CT  
860-443-1871  
[www.neilanfuneralhome.com](http://www.neilanfuneralhome.com)