

## **I. Definitions**

1. Coast Guard Academy Columbarium: The term “Coast Guard Academy Columbarium,” also referred to as “columbarium,” as used in this instruction, means the area encompassing all of the columbarium structures located at the southern end of Robert Crown Park, unless otherwise specified. The standalone columbarium structure has 216 niches, 108 per side, consisting of granite covers and an inner core of stainless steel. These niches are used to hold cremains of the individuals determined by the United States Coast Guard as eligible for inurnment. The columbarium structure is built on a concrete base, the sides constructed from brick, and the top, running the length of the structure, is granite.
2. Maintenance: Ensuring the upkeep of the columbarium, including grounds maintenance, such as mowing, trimming plants, and replacing light bulbs. This term does not include making repairs to the physical structure of any columbarium (i.e. repairing granite) or removing items usually left at gravesites, such as flowers and notes.
3. Repairs. Any physical work on the columbarium structures to maintain the integrity of the structures or correct unsightly damage to the structures (i.e. cracked granite).
4. Operation: Effecting non-maintenance items that are required for the columbarium to succeed, including accepting and processing inurnment requests, maintaining strict accountability of records, and coordination of inurnments.

## **II. Responsibilities**

1. Superintendent:
  - a. Has overall responsibility for the columbarium.
  - b. Designates the Senior Leadership Team (SLT) or a standing committee to review inurnment requests that do not meet the criteria outlines in section III (Eligibility) of this instruction or requests for inurnment of more than one dependent per sponsor.
  - c. Makes the final eligibility determination and communicates decisions resulting from the process in paragraph (b) above to the Mission Support Division Chief.
2. Mission Support Division Chief.
  - a. Reviews all inurnment requests forwarded from the Cemetery Responsible Official and either:
    - i. Approves the inurnment application if the criteria outlined in section III (Eligibility) of this instruction is met, or

- ii. If Superintendent approval is required, forwards the inurnment application to the SLT or standing committee, as designated by the Superintendent, to review inurnment requests.
  - b. Following a decision of eligibility, the Mission Support Division Chief shall send correspondence to the requesting party communicating the decision.
3. Cemetery Responsible Official (CRO).
- a. Oversees the daily operation of the columbarium.
  - b. Attends the Department of Defense CRO Training within one year of assuming their duties.
  - c. Maintain an active account with the Army Office of Cemeteries' Enterprise Interment Services System (EISS).
  - d. Coordinates across divisions for all matters pertaining to the columbarium, ensuring appropriate stakeholders are involved in any policy/procedure changes.
  - e. Reviews all inurnment requests and forwards them to the Mission Support Division Chief with a recommendation for disposition based on supporting documentation.
  - f. Maintains records associated with columbarium structure and each individual inurned therein via EISS.
  - g. Maintains the columbarium "Inurnment Instructions" and changes to policy.
  - h. Assists as necessary in the delivery of niche covers for engraving.
  - i. Assists in quality control of engraved niche covers as necessary.
  - j. Coordinates with the Chaplain's office to facilitate and provide divine services, sacraments, ordinances, rites, and ceremonies as needed.
  - k. Coordinates with the CGA Honor Guard to provide military funeral honors as requested.
  - l. Removes, or coordinates removal of, items left at the columbarium, such as flowers and pictures, after an appropriate amount of time (See section IV of this instruction, "Care of the Columbarium").
  - m. The CRO shall not endorse specific companies to handle arrangements related to the inurnment, such as flowers, cremation, or transportation of cremains.
4. Facilities Engineer.

- a. Oversees the maintenance of the surrounding columbarium grounds, which includes trimming of grass, pruning of shrubs and hedges, thinning of trees, raking of leaves, removal of debris.
  - b. Verifies contractors' licenses as needed in construction and repair of the columbarium.
  - c. Conducts proper environmental reviews prior to columbarium construction.
  - d. Coordinates/negotiates contracts for maintenance to the structure of the columbarium.
5. Command Chaplain.
- a. In accordance with reference (a), the Chaplain shall facilitate and provide divine services, sacraments, ordinances, rites, and ceremonies as needed.
6. CGA Honor Guard Supervisor.
- a. Maintain the necessary number of appropriately trained Honor Guard members to staff military funeral honors (MFH) as necessary.
  - b. Assist the CRO in scheduling services and ceremonies requiring Honor Guard involvement.

### **III. Eligibility to be Inurned in the Coast Guard Academy Columbarium**

Subparagraphs 1 through 10 list those persons eligible for inurnment in the Coast Guard Academy Columbarium; however, certain general conditions apply. First, all authorized military personnel must have discharges under honorable conditions and be eligible for military funeral honors, in accordance with reference (b). Second, all civilians or former military personnel must have carried out their lives in the same distinguished manner and with the same decorum as that required for a military discharge under honorable conditions. Finally, a request to inurn an individual not authorized below will not normally be approved; however, per subparagraph 9, the Superintendent under exceptional circumstances after considering the applicant's affinity and long-term association with the Academy can approve such an exception.

The following persons are eligible for inurnment and will receive priority as listed below on a space-available basis:

- 1. Coast Guard Academy graduates honorably discharged/retired.
- 2. Military members stationed at the Coast Guard Academy on active duty at time of death.
- 3. Former Superintendents, Assistant Superintendents, Commandants of Cadets, Deans of Academics, Provosts, Directors of Admissions, Directors of Athletics, Mission Support

Division Chiefs, Academy Command Master Chiefs, Commanding Officers of the Leadership Development Center, and Commanding Officers of USCGC EAGLE (WIX-327).

4. Permanent Commissioned Teaching Staff.
5. Civilian faculty and staff members with at least 20 years of service at the Coast Guard Academy with a positive characterization of service.
6. Coast Guard Academy Board of Trustees members with prior distinguished military service.
7. All Medal of Honor recipients regardless of branch of service.
8. Retired members of the Coast Guard Band.
9. Other individuals, based on the individual's affinity and long-term association with the Coast Guard Academy, as approved by the Superintendent following a review of the application and recommendation from a standing committee reviewing inurnment requests.
10. Certain relatives of the above eligible individuals who are inurned or eligible to be inurned at the columbarium. The columbarium inurns eligible relatives who die before their sponsor only if the sponsor signs an agreement saying she or he wants to be inurned in the columbarium. Such inurnments shall be in the same niche as the eligible sponsor (with the exception of III.10.b below). These eligible relatives are as follows:
  - a. Widow(er) of inurned individual.
  - b. Un-remarried widow(er) of Coast Guard Academy graduate with no known grave.
  - c. Stillborn and children under the age of seven of military members on active duty at the Academy.
  - d. Dependent unmarried minor children (age 18 and younger).
  - e. Dependent unmarried adults incapable of self-support.

#### **IV. Niches**

1. Niches shall not be reserved. Niches shall be assigned sequentially at time of need.
2. Niches will be assigned by section, in consecutive order; cremains will be placed in the columbarium as they are received as follows: 1) Upper left hand corner on the side facing the chapel; 2) Upper left hand corner on the opposite side; 3) Proceeding from left to right and alternating cremains in niches from side to side until the top row on each side is

filled; 4) Then proceed on the next row from left to right alternating from one side to the other and so on until each side is filled.

3. Dependents (spouses or children) eligible for inurnment only in accordance with Section III (Eligibility) subchapter 10 of this instruction will be placed in the same niche as their sponsor. If there is more than one eligible dependent a request may be submitted to inurn subsequent eligible dependents in the same or adjacent niches (if available). Moreover, family members (e.g. siblings) may request to be inurned in adjacent niches. Requests under this paragraph shall be forwarded to the appropriate designated SLT or standing committee for approval.
4. The niche is approximately 8" high x 12" wide x 12" deep. No more than two urns will be placed in a niche. Urns to be placed within the niche should be ordered accordingly. Urns must be made of metal or other material impervious to moisture. Wooden urns are not permitted.
5. To maintain the columbarium in a uniform and dignified manner, a standard inscription with standard size letters has been established. All text on the niche cover inscription will be in Roman Condensed Font. The rank and name of sponsor will be in 5/8" capital letters. For the second and third lines, the designation of relationship to the Academy (including class year) and birth/death dates, all capital letters and numbers will be 5/16" and lower case letters will be 1/8". If a second inurnment is in the same niche, all letters will appear in the same size font as that of the sponsor. No more than two inscriptions per niche cover will be allowed. For a single inscription, the Coast Guard insignia may be engraved centered below the text. See samples provided below in Figure 1:

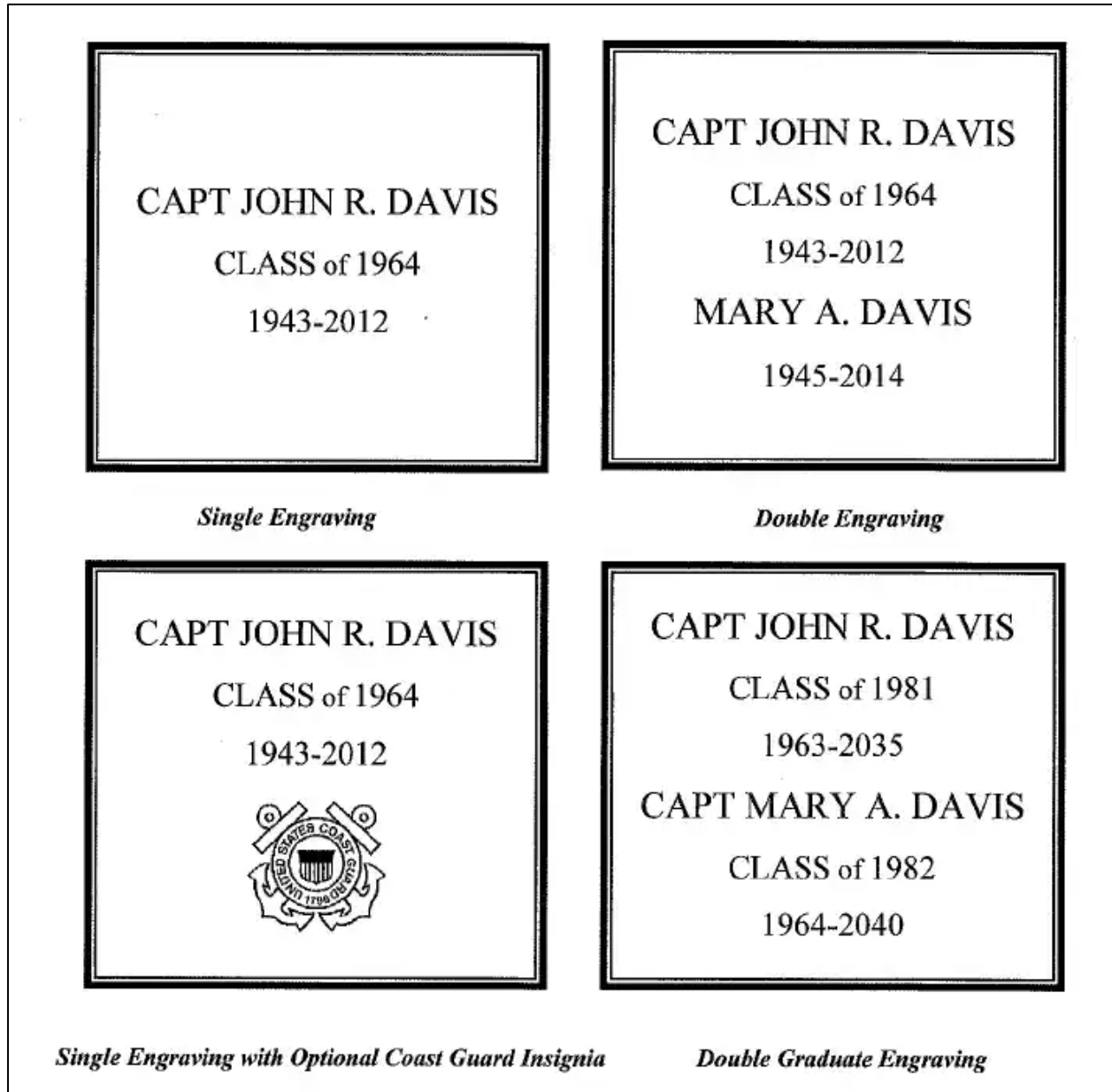


Figure 1

## **V. Application Process**

1. Interested individuals should submit requests for inurnment to CRO via the columbarium website ([www.uscga.edu/cga-columbarium](http://www.uscga.edu/cga-columbarium)) or via the CRO email distribution ([columbarium@uscg.mil](mailto:columbarium@uscg.mil)). Interested parties may inquire as to a tentative determination of eligibility for inurnment, however, no niches will be reserved in advance of time of need. Niches shall be assigned at the time of need as outlined in Section IV, paragraph 2 of this instruction.
2. The CRO will process the application via EISS and forward necessary materials to the Mission Support Division Chief.

3. The CRO will verify the authorized eligibility status and make a recommendation for final disposition to the Mission Support Division Chief. Once approved, the CRO will use EISS to notify the applicant. The acceptance notification is automatically generated by EISS and will include instructions for the applicant, including a list of the local third-party sources for niche inscription, transportation and storage of cremains in accordance with applicable State and Federal law. Under no circumstances shall any entity at the Coast Guard Academy accept cremains for storage prior to the date of inurnment. The CRO will coordinate with the selected licensed funeral home or mortuary for the delivery of the cremains in accordance with applicable federal and state law.
4. Inscription costs shall be paid directly to a third party selected by the applicant. Money for inscription shall not be sent to the CRO or any entity at CGA.
5. The CRO may assist in the delivery and receipt of the niche cover for engraving, if necessary.

#### **VI. Care of the Columbarium**

To maintain a dignified, attractive appearance throughout the columbarium, the following regulations are in effect:

1. Temporary placement of decorations, such as wreaths or flowers, on the sidewalks or landscaping in front of the niches is allowed. Decorations on niches should be placed close to the monument to avoid interfering with lawn care. Glass or ceramic items of any type are prohibited. As determined by the CRO, all decorations will be removed when they become faded and/or unsightly. None will be returned to the owners.
2. It is not permissible to hang anything on the front of individual columbarium niche covers. This includes flowers, pictures, flags, etc. All items will be removed. Items will not be returned to the owners.
3. The CGA duty section conducts regular rounds of Crown Park, including the columbarium. Watchstanders noticing old, faded, or unsightly decorations are encouraged to remove and dispose of them in accordance with the above.