



DEPARTMENT OF THE ARMY
ARLINGTON NATIONAL CEMETERY
ARLINGTON, VA 22211-5003

SASA-ANC

1 February 2012

MEMORANDUM FOR RECORD

SUBJECT: Private Headstone and Marker Program Policy - Information and Specifications

1. General

a. Installation of headstones and markers at private expense in lieu of government-furnished headstones is permitted only in specified sections of Arlington National Cemetery (ANC) in accordance with Title 32, Code of Federal Regulation, Section 553, paragraph 21. These monuments will be of simple design, dignified, and appropriate for a military cemetery.

b. The Executive Director, Army National Cemeteries Program or the Superintendent, Arlington National Cemetery must approve the design and inscription of a private headstone or marker prior to its construction and placement. In addition, placement of a private headstone or marker is conditional upon the next of kin's agreement to maintain it in a manner acceptable to the Government. Should the headstone or marker become unserviceable at any time and the next of kin fails to repair or replace it, or if the headstone or marker is not updated to reflect all persons buried in that grave within six months of the most recent burial, the Executive Director or the Superintendent reserves the right to remove and appropriately dispose, in accordance with policy, the headstone or marker and to replace it with a standard government-furnished headstone or marker.

c. The construction of a headstone or marker to span two graves will be permitted only in those sections in which headstones or markers are presently spanning two graves and only with the understanding that in the event that both graves are not utilized for burials, the headstone or marker will be relocated to the center of the occupied grave, if possible. Such relocation must be accomplished at no expense to the government in accordance with the provisions of this policy memorandum. The Executive Director or the Superintendent reserves the right to remove and dispose of the headstone or marker if the personal representative or next of kin fail to relocate the headstone or marker within the time frame requested.

d. Separate headstones or markers may be erected on an individual gravesite location for a service member and spouse, provided each headstone or marker is set at the head of the grave after interment has been made.

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e. At the time a headstone or marker is purchased, arrangements must be made with an appropriate commercial firm to ensure that additional inscriptions will be promptly inscribed following each succeeding interment in the gravesite.

f. All private headstones or markers will be designed to conform to the dimensions specified herein (paragraph 4) and the profiles of stones must generally conform to the six designs shown on Chart 1 (enclosure 1). Ledger headstones or markers, headstones or markers of freestanding cross design or unsuitable types easily overturned, and mausoleums are prohibited.

2. Authorization to place Private Headstones or Markers

Monument firms must request and receive authority from the Executive Director or the Superintendent, Arlington National Cemetery to install a private headstone, marker or to add an inscription to an existing headstone or marker before work is begun in the cemetery. Written authority from the next-of-kin or person authorized to direct disposition (PADD) must accompany the request to perform the work.

3. Contracts

a. It is strongly recommended that no contract for a headstone or marker be entered into by the next-of-kin (or PADD) or other purchaser with any quarry or firm until both the design and proposed inscription have been submitted to and approved by the Executive Director or the Superintendent, ANC. Monument firms are cautioned to retain a copy of the approved design for their use as the copies forwarded to the cemetery will be retained for record purposes and for comparison with the headstones or markers upon their delivery to the cemetery. All contracts should specify that the work will be completed within a period of 120 days. Justification to extend beyond this period must be coordinated with ANC.

b. A drawing or reproduction showing detailed specifications as to design, proposed construction material, finish, carving, lettering, and exact inscription to appear on the headstone or marker must be submitted to the Superintendent, ANC, with the request. Drawings will include trademark or copyright designations, if any, (see paragraph 5b (4)(b) below). A scale drawing (no less than 1" = 1') will be acceptable and must show all dimensions.

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c. When headstones or markers have carvings, emblems, insignia, etc., or molded effects, full-size drawings of the headstones or markers must be submitted with the scale drawing.

d. The Department of the Army does not accredit monument firms but grants permission for the erection of headstones or markers in individual cases. Therefore, any transaction or arrangements with a monument firm must be considered a private matter between the individual making arrangements and the monument firm. The Government will assume no responsibility in such matters.

4. Specifications

a. Dimensions: The dimensions of any headstone or marker will be determined by the size of the lot (2 gravesites) or the size of the gravesite on which it is to be erected. The maximum width of a headstone or marker on a lot shall be 7' at ground level. The maximum height permitted is 4' (for both base and die). On narrower gravesites (the standard gravesite being 5'), the headstone or marker shall be restricted to a size which provides 6" between the ends of the headstone or marker and side boundaries of the site when centered thereon, e.g. 4'. The minimum width on any headstone or marker shall be 13" at the ground level. The thickness of the headstone or marker will be governed by its width and height and by the space available between the excavation and the abutting gravesites. The minimum thickness permitted is 4" and shall not exceed 2'. The center lines of the headstone or marker will be aligned laterally and longitudinally with the center lines of existing headstones and markers.

b. Materials and Finish: The exposed portions of the headstone or marker must be constructed of durable stone (granite or marble) and of approved color that is keeping with the dignity and decorum of the cemetery and of clear monumental stock of the best quality, without flaws or imperfections. A fine axed, hammered, rubbed, steeled, sanded, polished or honed finish is permissible for the front and back surfaces of the die block. The front and back of the die will be of matching finish; the tops and ends of the die may have a different finish than the front and back of the die. It is also required that the die and base is of the same material. One-piece headstones or markers (monoliths) may be finished as specified for the die block described above. Since the lower portion of such headstones or markers is subject to damage, it is suggested that a simulated joint be provided and that the surface of the headstone or marker below this line be finished rock-faced/rock-pitched. Such a line usually will not be more than 12" above the

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bottom of the exposed portion of the headstone or marker if on fairly level ground but should be at least 4" above the high point of grade on sloping ground.

c. Emblems and Insignia: Any insignia, emblems, floral carvings, or other approved decorations are to be shape-formed or outline-cut. The face thereof must not extend beyond the surface of the headstone or marker. The drawing will show in detail the kind of carving and lettering; i.e., whether V or U sunk, paneled, etc.

d. Samples of approved designs for dies are shown on Chart 1. Minor deviations can be made to these designs with prior approval from the Executive Director or the Superintendent.

5. Inscriptions

a. Lettering: An appropriate inscription will be placed on the headstone or marker in accordance with the dimensions of the stone and arranged in such a manner as to add to the appearance of the stone. Lettering will be either V or U sunk, except that raised carving or lettering may be used provided it is placed within sunken panel so that the outer face of the lettering or carving does not extend beyond the surface of the die. The word "panel" as used herein means that raised carving (decorative elements, insignia, and lettering) must be surrounded by a solid border of edging (which may or may not be the face of the monument) at least 1" in width, projecting from its field at least to the extent of the maximum projection of the carving.

(1) All lettering must be properly proportioned and spaced, cut in such a way as to ensure permanency and legibility and of first-class workmanship. V-sunk letters will be cut so that the sides of the V are straight, preferably at 60 degrees to the face of the stone. While both hand-carved lettering and sandblast lettering are permitted, the type used must conform to that shown in the specifications; otherwise, it will be rejected. Furthermore, any subsequent inscription must be of the same type as the original inscription.

(2) No artificial coloring, pigment, pencil, milk, or other foreign substance will be used on inscriptions or carvings except for black, white, gray and gold lithochrome.

(3) Inscriptions must be cast in English. Inscriptions in languages other than English, using the Latin alphabet, are permitted in the additional inscription area when space is available. If an additional inscription (term of endearment) is requested in Spanish, French, German or other foreign language based on the Latin alphabet, it will

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be permitted, provided the inscription does not contain words that are not compatible with our mission to honor deceased veterans and/or that could be perceived as offensive or derogatory by a reasonable person. Offensive or derogatory language includes language that is obscene, sexual, abusive or threatening. When requesting an additional inscription in a language other than English, the applicant must provide the English translation at the time of application.

b. Requirements for Inscriptions:

(1) The following elements of inscriptions are mandatory:

(a) For the service member: Name, rank, organization or component and date of death. This inscription must be placed on the front face of the headstone or marker. When both husband and wife are service members, the inscription for the surviving service member is permitted prior to their interment leaving room for the date of death to be inscribed.

(b) For the spouse or children interred in the same lot: Name, relationship, and date of death. Although it is customary and desirable to place inscriptions pertaining to the eligible dependents referred to above on the front face of the headstone or marker below that of the service member, they may be placed on the rear face or on the side.

(c) In those cases where the service-connected family member and spouse are to be interred in the same grave and the headstone or marker is erected prior to the death of the service member, the service member's name must appear on the front face of the headstone or marker with sufficient space reserved for the additional inscription, including the date of death.

(d) The grave number (lot number) must be inscribed in the lower right-hand corner of the rear face of the headstone or marker. The height of the numbers will be 5/8".

(e) Inscriptions of other family members who are not interred in the same grave are not permitted on private headstone or marker.

(2) The following elements of inscription are optional and may be placed on the front face, rear face, or on the sides:

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(a) For the service member only: Any military decorations or military honors which have been awarded and any insignia of a military nature. A copy of a military discharge or other military document which proves receipt of the award or honor must be furnished to the Superintendent.

(b) For service connected and/or non-service connected decedents: A direct classical quotation, in English, not to exceed two lines, dates of birth, places of birth and death.

(c) Terms of endearment are permitted only as an inscription to identify a relationship, i.e., Beloved Father, Loving Mother.

(3) The following optional elements may be placed on the rear face or on the sides: Official titles held in civilian life, inscriptions in conformity therewith, and insignia of fraternities and societies, as long as they do not detract the dignity and decorum of this National Shrine.

(4) The following optional elements may be used on the rear face only:

(a) Family name.

(b) Trademarks or copyright designations. They may be placed in the lower left-hand corner of the rear face of the die, not more than six inches above the base line or above ground level in case of one-piece headstone or marker. The symbol may be incised in the headstone or marker or a non-staining metal piece inserted flush with the surface of the headstone or marker. The symbol will not exceed 1 1/4" at its greatest dimension. The request must specify that a trademark or copyright designation is to be used and the purchaser is agreeable to its use.

6. Foundations, Subbase and Erection

a. Monument dealers are cautioned to visit the site of a proposed headstone or marker prior to its erection to familiarize themselves with the grave.

b. Foundations for headstones and markers will be constructed and placed to commercial industry standards by the monument firm. They will be made of concrete consisting of 1 part Portland cement, 2 parts sharp, clean sand, and 4 parts washed gravel or broken stone of a hard nature, mixed with a minimum amount of water for workability. The stone or gravel will not be larger than a 2" cube. All foundations will

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extend the full size of the headstone or marker base and will be brought to within 1" of the lowest point of grade. The depth of the foundation will be at least 3' below the lowest point of grade, in no case less than 6" below the frost line. The excavation for the foundation will be dug with straight and plum, sides and level bottom. The bottom of the excavation shall be compacted with a hand operated vibratory compactor.

c. The excavation is subject to inspection and approval by the Superintendent, or by their representative prior to the pouring of the concrete. The foundation should not be poured less than 10 days before a headstone or marker is expected to be erected. In cold weather, the concrete should be protected from freezing to ensure adequate strength development prior to placement of the headstone or marker.

d. Where the grade of a lot upon which a two-piece headstone or marker is to be placed is such that should the base be placed on a level foundation 1" below the point of grade, a sub-base or leveling stone of sufficient height to raise the base to the required level will be furnished. This sub-base may be in one or more pieces and will be of the same material and finish as the base. If desired, it may project slightly beyond the edge of the base but in no case more than 1". Where a sub-base is used, the bottom surface of the base will be finished straight and true in order to make a joint of uniform thickness where it meets the sub-base. Where the sub-base consists of more than one piece, the vertical joints will be on the end of the headstone or marker and not on the front or rear face, and no piece less than 3" high and 6" thick will be used. The sub-base will be set level and true to line and the remainder of the foundation built up to the same height with concrete of the same mixture used for this lower portion and allowed to set at least 24 hours before placing the headstone or marker. No "humoring" or other alterations of the natural grade of the lot to avoid the use of a sub-base will be permitted.

e. Government headstones or temporary markers will only be removed by ANC employees when the private headstone or marker is ready to be erected.

7. Delivery and Inspection

a. All monument dealers must check in with the ANC Engineering Technician prior to performing any work in the cemetery.

b. Upon delivery of the headstone or marker to the cemetery, it will be inspected to ensure it conforms to the criteria listed in this policy letter. The headstone or marker will not be erected if it does not conform to approved specifications. Upon approval by

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ANC ISB branch supervisor, the headstone or marker will be removed from the regularly established roadways to the grave (or lot) on wooden or pipe rollers placed upon plank skids laid on the grass, or by means of pneumatic-tired trucks previously inspected and approved by the ANC Engineering Technician. This work will not be done while turf is in a soft condition.

c. Monument dealers will not be permitted to drive powered trucks over grassed areas, nor to deliver several headstones or markers to different locations prior to the setting thereof, but will be required to unload and set each headstone or marker before they may unload others.

d. All work in connection with the setting of a headstone or marker or cutting of an inscription will cease while a funeral is being conducted nearby.

8. All rules and regulations contained therein must be complied with; and should there be a violation in any case, it will be brought to the attention of the Executive Director or the Superintendent who reserves the right to refuse permission to such firm to place other work in the cemetery.

9. The solicitation of memorial business within Arlington National Cemetery is prohibited.



PATRICK K. HALLINAN
Superintendent
Arlington National Cemetery



KATHRYN A. CONDON
Executive Director
Arlington National Cemetery

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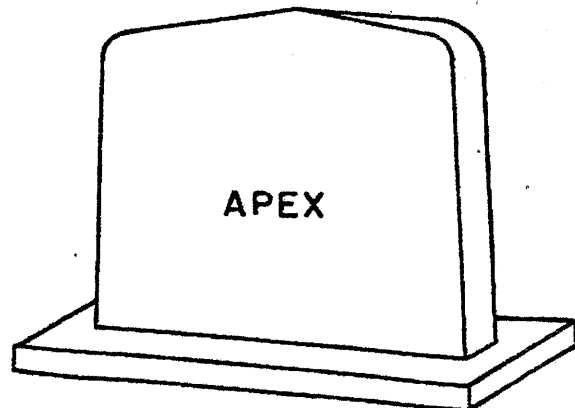
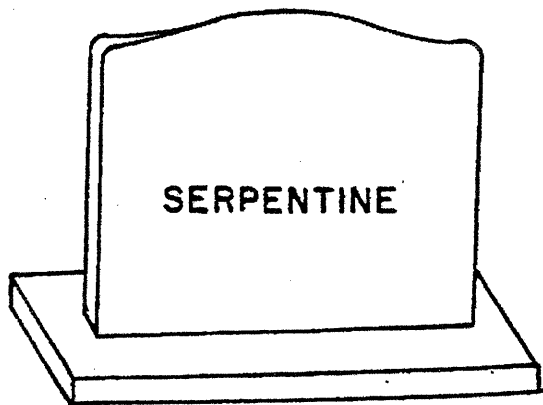
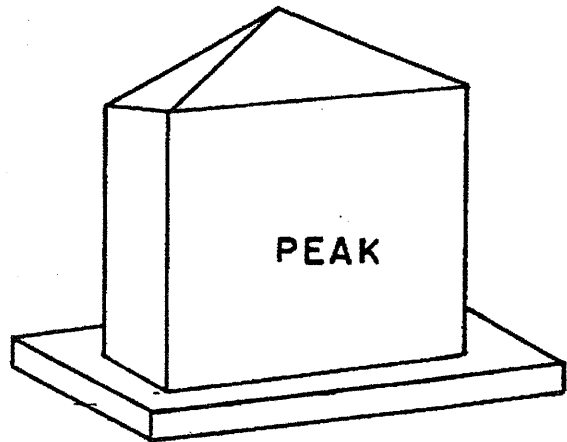
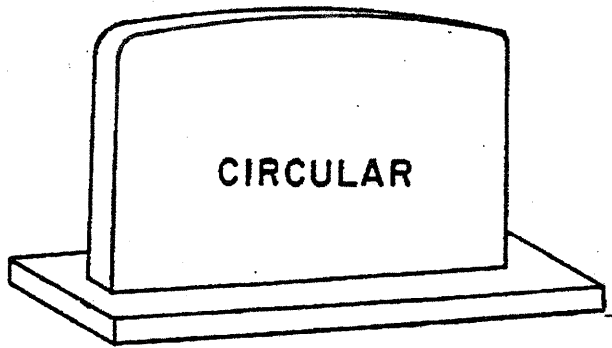
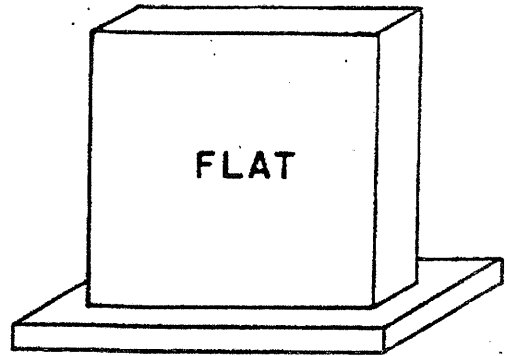
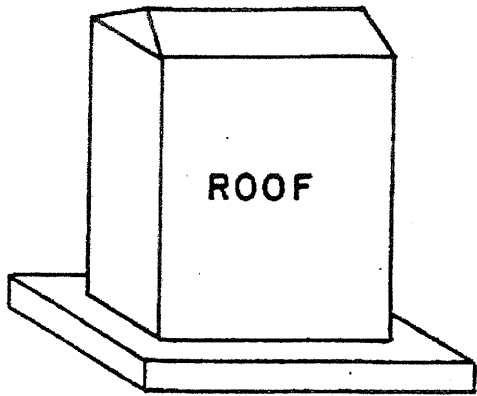


CHART 1