



OKLAHOMA NATIONAL GUARD
JOINT FORCE HEADQUARTERS
3501 MILITARY CIRCLE
OKLAHOMA CITY OK 73111-4398
(405) 228-5000 OR DSN 628-5000

POLICY MEMORANDUM
NUMBER 11-21

2 March 2011

GUIDELINE FOR MANAGEMENT OF THE OKLAHOMA VETERANS CEMETERY

1. GENERAL: Pursuant to the powers vested in The Office of the Adjutant General of the State of Oklahoma by Joint House Resolution Number 511 passed by the Twenty-fourth Legislature and approved by the Governor of Oklahoma on 14 April 1953, the following rules and regulations are issued for the purpose of administration and use of the Oklahoma Veterans Cemetery.

2. ELIGIBILITY FOR INTERMENT: Honorably discharged members of the Armed Forces of the United States (including Guard and Reserve) who have an established Oklahoma residency and their spouses are eligible to be interred in the Oklahoma Veterans Cemetery.

a. Veteran, either male or female, must have been honorably discharged from their last period of service, unless death should occur prior to the discharge.

b. Request for burial will be made by veteran prior to death or by relatives or nearest friends subsequent to death on Application for Permit for Burial (Enclosure 1).

c. In the event, after interment, it is determined that the deceased was ineligible, the next of kin will be notified by The Adjutant General of the State of Oklahoma that the body must be removed and re-interred elsewhere at no expense to the State of Oklahoma.

d. The remains of the spouse of a veteran may be interred in a separate site adjoining his/her grave or the gravesite assigned the veteran for future interment. However, the spouse's burial under any circumstances in advance of that of the veteran is only permissible if the veteran agrees in writing to be buried beside the spouse, irrespective of whether or not the veteran remarries (Enclosure 2). In the event the veteran is not so buried, the remains of the predeceased spouse will be

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disinterred and moved from the cemetery without expense to the State of Oklahoma.

e. The surviving spouse of the veteran will retain eligibility for burial in the cemetery, provided that at the time of his/her death he/she is not legally married to another person.

3. PROCEDURE FOR OBTAINING BURIAL IN THE OKLAHOMA VETERANS CEMETERY:

a. The completed Application for Permit for Burial will be accompanied by:

(1) Discharge or Separation papers showing Honorable Service for the last period of service.

(2) Marriage license and Agreement of Interment By Surviving Veteran if requesting plot for spouse.

(3) Proof of Oklahoma residence. Proof of residency may be established by various means such as but not limited to; Utility statements, Tax returns, Birth Certificates, Military records.

(4) Certificate of Burial Responsibility (Enclosure 3).

b. The determination of an available gravesite will be made by the State Resource Manager, Oklahoma Military Department, or his designee. Gravesites will not be assigned in advance of actual need. Reservations made prior to 1 January 2011 will remain in effect provided the individual remains eligible for interment.

c. Upon completion of provisions in paragraph 3a (1) thru (4), a Permit for Burial will be issued (Enclosure 4).

4. GRAVE OPENING AND CLOSING PROCEDURES:

a. The opening of the grave will be the responsibility of the funeral home. A representative of State Resource Management will mark the gravesite at the corners of the plot (4' X 10').

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These dimensions are maximum dimensions for the plot and may be reduced according to the need. A concrete liner is required.

b. The requesting party or party responsible for opening the grave will notify The Office of The Adjutant General 24 hours prior to the opening of the grave to allow time for marking of the grave. Such notice should be given telephonically to (405) 228-5679.

c. The time designated for the commencement of the opening will be strictly adhered to in order that a representative of the Office of The Adjutant General may assure compliance with the rules and regulations issued by this office. The Adjutant General is on duty 24 hours per day, 365 days per year. He, in turn, depends on departmental employees to function on call. Interment may be made any day of the week except Sunday.

d. All planting and landscaping will be approved by The Office of The Adjutant General of the State of Oklahoma.

5. MEMORIAL AREA AND MEMORIAL HEADSTONES: The Oklahoma Veterans Cemetery Memorial Area is dedicated to those veterans who gave their lives for their country during a period of war and whose remains were never recovered. A Veterans Memorial headstone may be provided and placed in the Memorial Area only if requested by the next of kin. Verification of service from the Veterans Administration is the responsibility of the requestor.

6. HEADSTONES:

a. A headstone may be provided by the U.S. Department of Veterans Affairs at no expense for the veteran and his/her spouse. The manager of the cemetery will order the headstone from the Veterans Administration and oversee the placement within the grave lot.

b. All headstones provided by the Veterans Administration will be upright-type granite or marble unless the survivor(s) desire otherwise.

c. After obtaining the permission of The Adjutant General or his representative, headstones provided by the survivor(s)

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may be placed at their own expense. Permission will be granted only with the understanding that the survivor(s) will be responsible for its future maintenance in the event repairs are necessary. The State of Oklahoma will not be liable for maintenance or damage to the monument.

7. CREMATION: An area has been identified for use by veterans and their spouses who desire to be cremated. A concrete liner no larger than 2'x 2' is required. The dimensions of the urn containing the ashes will not exceed the inside dimensions of the concrete liner. After the urn is interred, a flat granite marker will be placed directly above the urn.

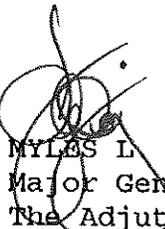
8. CONFIRMATION OF INTERMENT: All interments will be monitored and witnessed by a representative of The Adjutant General of Oklahoma who will complete the form shown at Enclosure 5.

9. RENEWALS: Gravesite reservations made in effect prior to 1 January 2011 must be renewed every five years or on the fifth anniversary of interment of the veteran and each five years thereafter, the veteran or surviving spouse must renew the grave reservation. The renewal will be mailed to the last known address. In the event such reservation is not renewed, the reservation will be canceled and the grave used in the next order of request.

10. RECISSION: POLICY MEMORANDUM NUMBER 03-12, dated 6 February 2003, subject: GUIDELINE FOR MANAGEMENT OF THE OKLAHOMA VETERANS CEMETERY is rescinded.

11. Point of contact is Richard Elder at (405) 228-5679.

5 Encls


NYLES L. DEERING
Major General, OKARNG
The Adjutant General

DISTRIBUTION:
AAF

OKLAHOMA VETERANS CEMETERY
3515 MILITARY CIRCLE
OKLAHOMA CITY, OK 73111-4398
(405) 228-5679

AGREEMENT OF SURVIVING VETERAN

In consideration of granting of a permit to bury my deceased spouse in the Oklahoma Veterans Cemetery, I do hereby agree to be buried beside my spouse, irrespective of whether or not I may remarry, and I do further agree and consent that in the event I am not so buried, the remains of my spouse so buried in the Oklahoma Veterans Cemetery shall be disinterred and removed from the Cemetery without expense to the State of Oklahoma and reburied elsewhere.

(Signature of Surviving Veteran)

(Address)

(Phone)

Enclosure 2

OKLAHOMA VETERANS CEMETERY
3515 MILITARY CIRCLE
OKLAHOMA CITY, OK 73111-4398
(405) 228-5679

(Date)

CERTIFICATE OF BURIAL RESPONSIBILITY

I, _____ do hereby certify that I am responsible to make arrangements to open and close a grave for the interment of _____, and to perform all other services necessary for the burial of the deceased in accordance with the rules and regulations governing the Oklahoma Veterans Cemetery as issued by the Office of The Adjutant General of the State of Oklahoma.

I do further certify that I will issue all notices required to comply with the rules and regulations governing the Oklahoma Veterans Cemetery and that interment of the above deceased in Lot Number _____ in the Oklahoma Veterans Cemetery will be made at no expense to the State of Oklahoma.

(Signature)

(Address)

(City, State, Zip Code)

(Phone)

Enclosure 3

OKLAHOMA VETERANS CEMETERY
3515 MILITARY CIRCLE
OKLAHOMA CITY, OK 73111-4398
(405) 228-5679

Date Issued _____

Permit Number _____

PERMIT FOR BURIAL

Under the provisions of Joint House Resolution Number 511, of the Twenty-fourth Legislature, approved 14 April 1953, authority is hereby granted for interment in the Oklahoma Veterans Cemetery:

Reservation for _____ Lot Number _____
(Name of Service Member or Spouse)

Reservation authorized by the honorable discharge or death while still a member for

_____ from the _____
(Name of Service Member) (Army, Navy, AF, or a Reserve component)

On _____
(Date)

This permit is issued pursuant to the rules and regulations heretofore published from the Office of The Adjutant General of the State of Oklahoma upon agreement of the applicant or the surviving veteran, if any, of the deceased, that they will abide by such rules and regulations with the understanding that the violation of such rules in the use of this permit will be basis for the revocation thereof.

The Adjutant General
or Representative

Enclosure 4

OKLAHOMA VETERANS CEMETERY
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CERTIFICATE OF INTERMENT

I, the undersigned, duly appointed by The Adjutant General of the State of Oklahoma, do hereby certify that on the _____ day of _____, 20____, I witnessed the interment in Lot Number _____ of the Oklahoma Veterans Cemetery, what was to the best of my knowledge and belief, the remains of _____
(Name of Deceased)

(Signature of Representative)

(Typed Name and Rank of Representative)

OKLAHOMA VETERANS CEMETERY
3515 MILITARY CIRCLE
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(405) 228-5679

(Date)

APPLICATION FOR BURIAL

On behalf of _____

(Name of Service Member)

prior to death or now deceased, application is made for permit for burial in the Oklahoma Veterans Cemetery.
This request is made for _____

(Service Member)

(SSN)

Or _____, who resides or resided
(Service Member's Spouse)

At _____
(Street Address) (City or Town) (State)

In the event that service member's spouse precedes him or her in death, an agreement must be signed by the service member prior to burial of spouse.

Applicant further certifies that he or she has read or had read to him/her the rules and regulations governing the Oklahoma Veterans Cemetery as issued by the Office of The Adjutant General of Oklahoma and is willing to abide thereby.

(Signature of Applicant)

(Relationship)

(Address)

(Phone)

Enclosure 6