



Memorial Support Information

2017

MILITARY FUNERALS

- ★ The U.S. Department of Veterans Affairs sets the rules and guidelines for military burials. All U.S. veterans are eligible unless dishonorably discharged or charged with a capital crime. You can confirm your eligibility for military burial and memorial benefits by calling a veteran's benefits counselor at 800.827.1000 or by contacting your local veterans service officer.
- ★ You will need to contact the Funeral Home or Cemetery of your choice to make the arrangements. Most Funeral Homes or Cemeteries are familiar with organizing military funerals and will know who to contact. For extra assistance, many veterans service organizations (VFW, AMVETS, American Legion) or your local veterans service officer can assist with military burial details.
- ★ It is imperative that you take the graduate's official discharge papers with you to the funeral home. Veterans sometimes keep a laminated copy in their wallet or in a place of safekeeping. You can also submit an emergency request online at <http://www.archives.gov/veterans/military-service-records/#emergency>. If you are unable to locate the papers, take any information you have, such as dates of service, rank, branch of service, place of service, and service number. The funeral home can assist you with the completion of any paperwork.
- ★ A flag will be provided to the next-of-kin at West Point funerals. If a memorial service is held away from West Point, or if the burial is at another non-military location, the funeral director should have the necessary information to assure that a flag is provided. Flags can be obtained at most Post Offices or Veterans' Affairs Offices by providing a copy of the death certificate and the DD-214.

BURIALS AT WEST POINT

- ★ Burials at West Point are organized by the Academy Cemetery Administrator at 845.938.2504. The Memorial Affairs Office will assist the family in arranging a date for burial or inurnment; contact West Point Chapels for services; and contact military personnel responsible for the Band, Military Honors, and Escorts.
- ★ After speaking with the Academy Cemetery Administrator, the West Point Association of Graduates' Memorial Services Coordinator can assist with West Point Graduate funerals' funeral home arrangements, florists, lodging, shuttle and rental car transportation, restaurants, reception venues, photography, music, West Point tours. She can be reached by calling 845.446.1620.

TYPES OF SERVICES

1. Chapel service followed by a gravesite committal service
 - a. If services are held in the Chapel prior to being inurned in the columbarium, the gravesite Committal Service is held near the Anderson fountain in the rear of the cemetery. Services are not held in the columbarium.
2. Graveside committal service only

MILITARY HONORS

1. Full Honors — firing party, the colors, detachment from USMA Band.
2. Modified Honors — firing party, the colors, bugler and drummer.
 - ★ In addition to funeral honors for military members, representatives from the Association of Graduates and from the Superintendent's office attend the service. The family is not responsible for coordinating these representatives.

RECEPTION SPACE FOLLOWING THE FUNERAL

In some instances, the family may arrange a reception following the funeral. There are many locations nearby that can accommodate them, including the Herbert Alumni Center, the Hotel Thayer, and the West Point Club. There also are many local restaurants available for small receptions.

Some points of contact for arranging receptions at West Point:

- Herbert Alumni Center — 845.446.1603
- The Thayer Hotel — 845.446.4731, ask for sales department
- West Point Club (formerly Officers Club) — 845.446.5545



Memorial Support Information

2017

DEATH NOTIFICATION SERVICES

1. Upon receipt of a death notice from the Next of Kin, classmate, or a family member, WPAOG prepares a death notice that is sent to the Class and local Society leaders and posts the notice on the WPAOG website at WestPointAOG.org. Notification is made to all members of the class who have e-mail addresses registered with WPAOG, however, recipients have the option to be deleted from the notification. Notification also is provided to the staff of WPAOG, the Chairman, the Superintendent, USMA, and West Point Society members in the geographic area of the deceased. The notification is targeted for dispatch within 24 hours from the time of notification.
2. Please e-mail death notices to dns-report@wpaog.org or call 800.232.4723, ext. 1617. The phone number and e-mail address are specific to the Death Notification Program.
3. WPAOG publishes memorial articles that are written by Next of Kin, a class member, or a family member both online and in an annual publication, called TAPS. Next of kin receive a free archival copy of the memorial article. Additional copies are available for \$20 each by calling 800.232.4723 or emailing archivist@wpaog.org.
4. This information is also posted on the Be Thou at Peace web site.
5. Information is ultimately placed in the deceased's Cullum File.

LEAVING A LEGACY AT WEST POINT

PLANNED GIVING

Information about planned giving is available online at www.westpointaog.org/waystogive or by contacting the Planned Giving office at 845.446.6988 / plannedgiving@wpaog.org.

ONLINE TESTAMONIALS

WPAOG creates an online memorial message board where classmates and friends can post a personal testimonial. Donations can also be made in memory of a graduate or spouse. If you would like to make a donation, contact WPAOG's Gift Operations at 845.446.1658 or go online to the memorial page created.

MEMORIAL BRICKS AND PAVERS

The beautiful walkways surrounding Herbert Alumni Center, located on the historical grounds of West Point, provide space for bricks and pavers that serve as a permanent memorial. To purchase a brick or a paver, call 800.232.4723 x 1605 or visit WestPointAOG.org.

SUGGESTED STEPS FOR PLANNING A MEMORIAL OR FUNERAL AT WEST POINT

1. Inform your family and document your wishes.
2. Prepare all of your personal documentation such as wills, insurance, and legacy wishes. (Contact the appropriate WPAOG department if you wish to leave a legacy.)
3. Request copies of your military records from <http://www.archives.gov/veterans/military-service-records/#emergency>.
4. Speak with your local funeral homes about your options for burial or cremation.
5. Upon your passing, your Next of Kin should:
 - a. Contact the Academy Cemetery Administrator at 845.938.2504.
 - b. Notify the WPAOG of the Graduate's passing dns-report@wpaog.org or call 800.232.4723, ext. 1617 with the Graduate's name, date of death, place of death, cause of death, place of internment, and the next of kin's contact information.
 - c. The WPAOG Memorial Services Coordinator will reach out to the family within 24 hours of receiving confirmation of the funeral date.