

Department of the Army  
Headquarters, U. S. Army Garrison  
462 Hamilton Road, Suite 120  
Fort Sill, Oklahoma 73503  
9 February 2011

\*Fort Sill Regulation 420-2

Facilities Engineering  
**POST CEMETERY OPERATIONS**

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**Summary.** This regulation prescribes policies, responsibilities, and procedures for the Fort Sill Post Cemetery Operations in accordance with AR 210-190 and DA PAM 290-5.

**Applicability.** This regulation applies to all personnel utilizing the Fort Sill Post Cemetery.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the Directorate of Public Works (DPW), 1950 Barbour Street, Fort Sill, OK, 73503.

**Suggested Improvements.** The proponent of this regulation is the DPW. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DPW.

**Distribution.** This regulation is distributed solely through the DHR, ASD Homepage at [http://sill-www.army.mil/dhr/Admin\\_Svcs\\_Div/Index.html](http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html).

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\*This regulation supersedes USAFACFS Regulation 420-2, 1 March 1974.

**Chapter 1**  
**Introduction**

**1-1. Purpose.** The purpose of this regulation is to establish policy and procedures for the operation of the Post Cemetery.

**1-2. References.** Required and related publications; and, referenced forms, are listed in appendix A.

**1-3. Responsibilities**

a. Directorate of Public Works (DPW). DPW is responsible for overall maintenance and operation of the Post Cemetery. This includes all functions outlined in AR 210-190.

b. Directorate of Human Resources (DHR) is responsible for--

(1) Determining eligibility of personnel to be buried in the Post Cemetery.

(2) Appointing Casualty Assistance Officers (CAOs) and providing instruct CAOs to coordinate burial arrangement with DPW.

c. Directorate of Human Resources, Casualty Assistance Center is responsible for providing Military Honors.

d. The Public Affairs Officer is responsible for promoting the applicable contents of this regulation to interested parties such as retired associations, funeral homes located in the immediate community, and other activities as required.

**1-4. Hours of Operation.** Normal operating hours for the Post Cemetery is 0930-1500, Monday through Friday. Fort Sill will only schedule one funeral at a time within the Post Cemetery.

**1-5. Processing Requests for Interment.** The Casualty Assistance Center Office (580-442-8592/6405) is the installation point of contact for all requests during duty hours. After duty hours, you can contact the on-duty Casualty Assistance Center Representative through the Field Officer of the Day. Other installation activities receiving these requests will refer the requester to Casualty Assistance Center. Upon receipt of a request for burial in the Post Cemetery, the Army Casualty Assistance Center representative will--

a. Determine if the deceased is eligible for burial in the Post Cemetery.

b. Upon determination of eligibility, the Casualty assistance Center will notify the DPW Cemetery Administrator of request and point of contact (funeral home, next-of-kin, etc.) for arranging burial (442-6720/3608) during duty hours.

**1-6. Burial Plot Reservations and Interment Methods.** Conduct burial plot reservations and interment methods in accordance with the provisions of AR 210-190 and TM 10-287. The use of flowers and plants in the Post Cemetery will be in accordance with procedures outlined in appendix A. DPW will provide information contained in appendix A to the next-of-kin not later than 15 days after interment. Signs are posted in the Cemetery enunciating the policy contained in appendix A.

a. Directorate of Public Works (DPW) will police, and will remove trash, dead flowers, and flower receptacles (except those flower receptacles that are permanently installed) on a weekly basis.

b. The placement of floral items on graves other than at time of interment is subject to the following:

(1) Fresh and artificial arrangement may be placed on graves at any time.

(2) Christmas wreaths or grave blankets are permitted on graves during the Christmas season starting on the 10 December and will be removed no later than 1 March of each year.

(3) Potted plants may be placed on graves 10 days before to 10 days after Easter Sunday.

(4) Directorate of Public Works personnel will remove floral arrangements as soon as they become faded and unsightly. During the mowing and ground maintenance season all floral and artificial items not in an approved container will be removed and disposed of before mowing.

(5) Temporary flower containers may be used for natural flowers and artificial arrangements. DPW will remove flowers from the grave when unsightly. Flowers will be removed prior to mowing during the grounds maintenance season as described herein.

(6) Do not secure floral items and other types of decorations to Government headstones or markers.

(7) DPW has approved two types of flower containers for permanent use and one type of container for temporary use on a grave including graves used for group burials. Permanent type flower vases on graves may be installed 1 year after interment. These containers will be an approved type such as shown in figure 1, Appendix B. Relatives may purchase permanent vases if desired, and cemetery maintenance personnel will install them. Repair or replacement of such vases will be done at no cost to the Government. Only vases mounted on approved private headstones may be used, for natural or artificial flowers.

(8) Plantings will not be permitted on graves at any time.

(9) Do not place statues, vigil lights, glass objects of any nature, and any other type of artificial commemorative items on the graves at any time.

## **Appendix A References**

### **Section I Required Publications**

**AR 210-190**  
Post Cemeteries

**AR 25-400-2**  
The Army Records Information Management System (ARIMS)

**DA Pam 25-40**  
Army Publishing: Action Officers Guide

**DA Pam 290-5**  
Administration, Operation, and Maintenance of Army Cemeteries

### **Section II Related Publications**

This section contains no entries.

### **Section III Prescribed Forms**

This section contains no entries.

### **Section IV Referenced Forms**

**DA Form 2028**  
Recommended Changes to Publications and Blank Forms

**Appendix B  
POLICY ON PLACEMENT OF FLOWERS, PLANTS  
AND VASES IN FORT SILL CEMETERY**

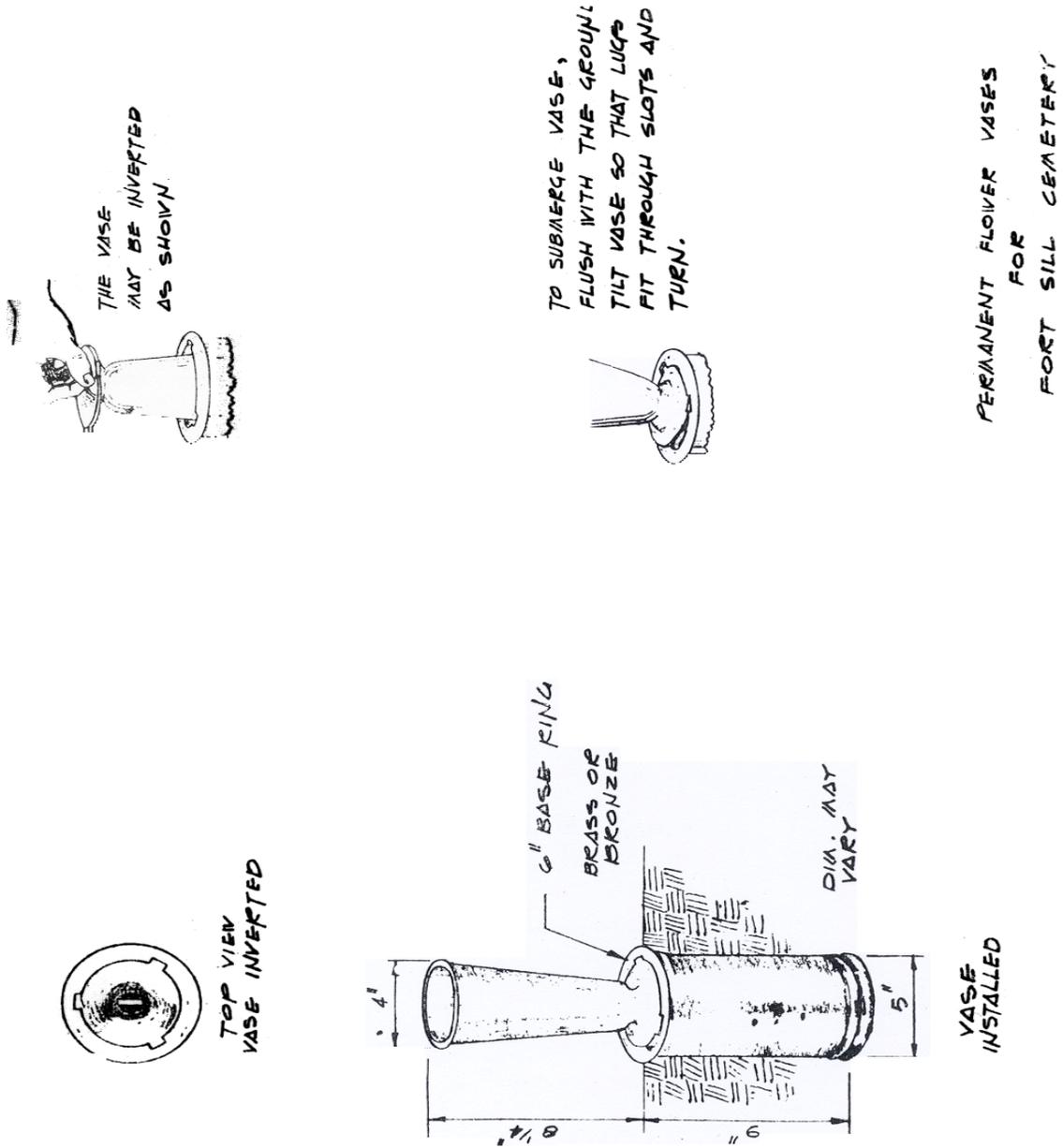


Figure 1. Approved Flower Container

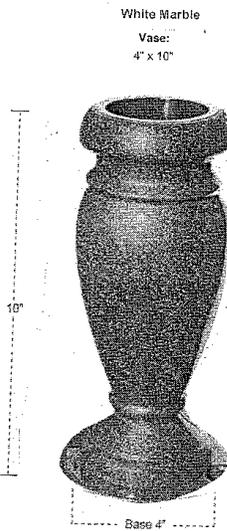


Figure 2. Approved Flower Container

## **Glossary**

### **Section I Abbreviations**

**ASD**

Administrative Services Division

**AR**

Army Regulation

**ARIMS**

Army Records Information Management System

**DHR**

Directorate of Human Resources

**DPTMS**

Directorate of Plans, Training, Mobilization, and Security

**DPW**

Directorate of Public Works

**HQ**

Headquarters

**USAFCOEFS**

United States Army Fires Center of Excellence and Fort Sill

### **Section II**

#### **Terms**

This section contains no entries.

### **Section III**

#### **Special Abbreviations and Terms**

This section contains no entries.

(IMSW-SIL-PW)



RAYMOND P. LACEY  
COL, FA  
Garrison Commander

JAMES A. MILLER  
Director of Human  
Resources